

INFORMATION PACKET

Friday, April 21, 2023



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum	2
Ride-along with Transit on the bus of the future!	7

WAM DOCUMENTS & INFORMATION

WAM Info Severance Mineral Royalty Distributions 04.17.23.....	8
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AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

Casper Natrona County Health Department Board Packet 04.20.23	14
Casper Utilities Advisory Board Packet 04.26.23	17
Central WY Regional Water System JPB packet 04.18.23	31
Interfaith Biannual Report 04.01.23	83
LGBTQ Advisory Committee packet 04.21.23	99
Parks & Recreation Advisory Board Minutes 03.09.23	104

INVITATIONS, NEWSLETTERS & OTHER INFORMATION

Ride-along with Transit on the bus of the future!	107
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C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid
A working draft of Council Meeting Agendas

April 25, 2023 Councilmembers Absent: Cathey

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up--CY and Poplar Update		4:30	5 min
One Cent Applications		4:35	120 min
WaterSMART		6:35	10 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

May 2, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Starts at 5:15					
Pre-Meeting: Corporate Sponsorship & Naming Rights Agreement (15 min)					
Pre-Meeting: Snow Plowing (20 min)					
Pre-Meeting: Council Meetings During Project Safe Build (5 min)					
Proclamation National Tennis Month					
Approval of 4/4 Regular Meeting Minutes					C
Approval of 4/4 Executive Session Minutes					C
Approval of 4/18 Regular Meeting Minutes					C
Approval of 4/18 Executive Session Minutes					C
Public Hearing for Transfer of Ownership for Retail Liquor License No. 37 from Charger Holdings, LLC d/b/a Charger Holdings, LLC, Located at 355 West Yellowstone to Bull Horn Brewing, LLC d/b/a Bull Horn Brewing, Located at 355 West Yellowstone Hwy.		N			
2nd Reading to create Local Assessment District 159 – Westridge Improvements.			N		
2nd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
2nd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
2nd Reading Ordinance: Approving a plat and zone change for the proposed Lukasiewicz Subdivision			N		
3rd Reading Ordinance: An Ordinance Updating and Amending Chapter 5.08 of the Casper Municipal Code, Including Section 5.08.150 and 5.08.390.			N		
Approving the Senior Center Lease				C	
Authorizing a Contract for Transportation Services between the City of Casper and the Town of Evansville for FY23 Transit Services.				C	

The Grid
A working draft of Council Meeting Agendas

May 2, 2023 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Starts at 5:15					
Authorizing a Contract for Transportation Services between the City of Casper and Natrona County for FY23 Transit Services				C	
Amendment No. 1 to the Casper Area Transit Electric Fleet Conversion Study.				C	
Authorizing a Telephone Line Easement Agreement Between the City Of Casper, Wyoming and Natrona County, Wyoming.				C	
Submission of a WaterSMART grant in an amount up to \$2,000,000 for river restoration planning and design				C	
Acceptance of DFS Grant				C	
Corporate Naming Rights				C	

May 9, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Tentative Budget to Council	Information Only	4:35	5 min
Ordinance Regarding Feeding Turkeys	Direction Requested	4:40	60 min
Classification and Compensation Study Follow up	Information Only	5:40	20 min
Low Income Home Water Assistance Program	Direction Requested	6:00	20 min
Agenda Review		6:20	20 min
Legislative Review		6:40	20 min
Council Around the Table		7:00	20 min
Approximate Ending Time:			7:20

May 16, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Solid Waste Residential Passes					
Bright Spot: Sherrie's Place					
Approval of 5/2 Minutes					C
Bright Spot: International Museum Day					
3rd Reading to create Local Assessment District 159 – Westridge Improvements.			N		

The Grid
A working draft of Council Meeting Agendas

May 16, 2023 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
3rd Reading Ordinance: Approving a zone change of Lot 1, Majestic Mountain Addition			N		
3rd Reading Ordinance: Approving a plat, and the associated subdivision agreement, for the Highland Park Tennis Complex Addition			N		
3rd Reading Ordinance: Approving a plate and zone change for the proposed Lukasiewicz Subdivision			N		
Low Income Home Water Assistance Program (tentative)				C	

May 23, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

May 24, 2023 Councilmembers Absent:

Tentative: Special Budget Work Session	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	
Second Sheet of Ice Discussion			
Aquatic Center Roof			
Ford Wyoming Center Subsidy			
Opioid Funding Discussion			
MRG Request Part 2			
Approximate Ending Time:			

The Grid
A working draft of Council Meeting Agendas

June 6, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Summary Proposed Budget to Council					
Approval of 5/16 Minutes					C
Est. PH - Adopt FY24 Budget	C				
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				

June 13, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Rec Enterprise Business Plans	Direction Requested	4:35	90 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:05	20 min
Banner Health and Fire Agreement	Move Forward for Approval	6:25	20 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

June 20, 2023 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 6/6 Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			

June 27, 2023 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Municipal Court Proceedings Overview			
Camping Ordinance & SOP Follow-up			
Homeless Coalition Presentation		40 min	

Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	June 6 September 5 December 5	15 minutes	Recur Quarterly
Parks Master Plans MOU's			

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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Retreat Items:

Economic Development and City Building Strategy

The wheels on the bus ... give Councilors ride-alongs!



Transit is offering ride-alongs for Casper Councilors before the work session on Tuesday, April 25, at 4:00 p.m. You may be asking why—you’ve seen the buses.

But wait, there’s more!

- This bus is built on a motorhome frame by the same company that builds the trolleys in Deadwood.
- It is much more like city buses in other cities.
- Come get a “first peek” and ride-along!

Please RSVP if you would like to join them so we can make the necessary notifications if we have a quorum.

It will be easy to do —it’s right before the Council meeting! They might even let you sing, “The wheels on the bus go round and round.....”



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

DATE: April 17, 2023

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Severance Tax

Attached is the ***quarterly distribution of the Severance Tax*** to Cities and Towns. Your Municipality should receive the distribution shortly.

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



**WYOMING STATE TREASURER'S OFFICE
FY23 Q3 MINERAL SEVERANCE DISTRIBUTION**

Fund 435
 Closing Class 11
 Accounting Line Description City Mineral Severance WS 39-14-801

Sum of Amount Run Date	Vendor Legal Name	Total
04/10/2023	CITY OF BUFFALO	40,209.98
	CITY OF CASPER	527,759.41
	CITY OF CHEYENNE	585,298.67
	CITY OF CODY	91,540.92
	CITY OF DOUGLAS	57,143.34
	CITY OF EVANSTON	106,296.88
	CITY OF GILLETTE	295,874.94
	CITY OF GREEN RIVER	104,452.38
	CITY OF KEMMERER	21,792.03
	CITY OF LANDER	67,931.39
	CITY OF LARAMIE	284,852.97
	CITY OF MEDICINE BOW	2,204.40
	CITY OF NEWCASTLE	28,828.10
	CITY OF POWELL	57,746.18
	CITY OF RAWLINS	74,661.55
	CITY OF RIVERTON	95,256.90
	CITY OF ROCK SPRINGS	208,706.82
	CITY OF SHERIDAN	171,807.93
	CITY OF SUNDANCE	9,384.43
	CITY OF TORRINGTON	55,172.88
	CITY OF WORLAND	43,071.20
	TOWN OF AFTON	19,911.54
	TOWN OF ALBIN	1,502.59
	TOWN OF ALPINE	11,354.89
	TOWN OF BAGGS	3,653.00
	TOWN OF BAIROIL	602.83
	TOWN OF BAR NUNN	26,794.66
	TOWN OF BASIN	11,075.97
	TOWN OF BEAR RIVER	4,723.71
	TOWN OF BIG PINEY	3,356.08
	TOWN OF BURLINGTON	3,005.18
	TOWN OF BURNS	3,347.08
	TOWN OF BYRON	5,110.60
	TOWN OF CHUGWATER	1,601.56
	TOWN OF CLEARMONT	1,070.71
	TOWN OF COKEVILLE	4,525.76
	TOWN OF COWLEY	7,153.04
	TOWN OF DAYTON	7,449.96
	TOWN OF DEAVER	1,403.62
	TOWN OF DIAMONDVILLE	4,732.70
	TOWN OF DIXON	692.81
	TOWN OF DUBOIS	8,268.73
	TOWN OF EAST THERMOPOLIS	2,033.44
	TOWN OF EDGERTON	1,376.62
	TOWN OF ELK MOUNTAIN	1,367.63
	TOWN OF ENCAMPMENT	4,075.88
	TOWN OF EVANSVILLE	24,734.22
	TOWN OF FORT LARAMIE	1,889.48
	TOWN OF FRANNIE	1,277.65

**WYOMING STATE TREASURER'S OFFICE
FY23 Q3 MINERAL SERVERANCE DISTRIBUTION**

TOWN OF GLENDO	2,150.41
TOWN OF GLENROCK	21,657.07
TOWN OF GRANGER	845.77
TOWN OF GREYBULL	15,115.86
TOWN OF GUERNSEY	10,239.19
TOWN OF HANNA	6,145.32
TOWN OF HARTVILLE	602.83
TOWN OF HUDSON	3,949.92
TOWN OF HULETT	2,861.22
TOWN OF JACKSON	97,614.26
TOWN OF KAYCEE	2,375.35
TOWN OF KIRBY	674.82
TOWN OF LA GRANGE	3,383.07
TOWN OF LABARGE	3,608.01
TOWN OF LINGLE	3,599.01
TOWN OF LOST SPRINGS	35.99
TOWN OF LOVELL	20,433.40
TOWN OF LUSK	13,469.31
TOWN OF LYMAN	19,569.64
TOWN OF MANDERSON	800.78
TOWN OF MANVILLE	845.77
TOWN OF MARBLETON	7,288.00
TOWN OF MEETEETSE	2,825.23
TOWN OF MIDWEST	2,546.30
TOWN OF MILLS	37,978.60
TOWN OF MOORCROFT	8,682.62
TOWN OF MOUNTAIN VIEW	11,579.83
TOWN OF OPAL	566.84
TOWN OF PAVILLION	2,033.44
TOWN OF PINE BLUFFS	10,401.15
TOWN OF PINE HAVEN	4,606.74
TOWN OF PINEDALE	20,352.42
TOWN OF RANCHESTER	9,987.26
TOWN OF RIVERSIDE	566.84
TOWN OF ROCK RIVER	1,970.46
TOWN OF ROLLING HILLS	3,796.96
TOWN OF SARATOGA	15,538.74
TOWN OF SHOSHONI	4,417.79
TOWN OF SINCLAIR	3,365.08
TOWN OF STAR VALLEY RANCH	17,698.15
TOWN OF SUPERIOR	1,637.55
TOWN OF TEN SLEEP	2,258.38
TOWN OF THAYNE	3,518.04
TOWN OF THERMOPOLIS	24,347.33
TOWN OF UPTON	8,214.75
TOWN OF VAN TASSELL	206.94
TOWN OF WAMSUTTER	1,799.51
TOWN OF WHEATLAND	32,364.13
TOWN OF WRIGHT	14,567.01
TOWN OF YODER	1,196.67

Grand Total	3,584,375.00
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Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

DATE: April 17, 2023

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Mineral Royalties Tax

Attached is the *quarterly distribution of the Mineral Royalties Tax* to Cities and Towns. Your Municipality should receive the distribution on shortly.

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



**WYOMING STATE TREASURER'S OFFICE
FY23 QTR3 FEDERAL MINERAL ROYALITES**

Fund	428
Closing Class	11
Accounting Line Description	FMR WS 9-4-601

Sum of Amount		
Run Date	Vendor Legal Name	Total
04/06/2023	CITY OF BUFFALO	53,092.86
	CITY OF CASPER	500,227.81
	CITY OF CHEYENNE	673,326.30
	CITY OF CODY	112,785.42
	CITY OF DOUGLAS	75,252.70
	CITY OF EVANSTON	147,286.48
	CITY OF GILLETTE	382,164.14
	CITY OF GREEN RIVER	113,885.31
	CITY OF KEMMERER	41,591.23
	CITY OF LANDER	111,447.57
	CITY OF LARAMIE	180,889.68
	CITY OF MEDICINE BOW	2,110.60
	CITY OF NEWCASTLE	36,875.50
	CITY OF POWELL	71,147.70
	CITY OF RAWLINS	71,484.56
	CITY OF RIVERTON	156,277.54
	CITY OF ROCK SPRINGS	227,554.79
	CITY OF SHERIDAN	206,491.69
	CITY OF SUNDANCE	20,479.89
	CITY OF TORRINGTON	63,808.59
	CITY OF WORLAND	57,091.68
	TOWN OF AFTON	38,002.21
	TOWN OF ALBIN	1,728.57
	TOWN OF ALPINE	21,671.40
	TOWN OF BAGGS	3,497.56
	TOWN OF BAIROIL	657.28
	TOWN OF BAR NUNN	25,396.86
	TOWN OF BASIN	24,587.27
	TOWN OF BEAR RIVER	6,545.23
	TOWN OF BIG PINEY	7,730.12
	TOWN OF BURLINGTON	6,671.12
	TOWN OF BURNS	3,850.48
	TOWN OF BYRON	11,344.90
	TOWN OF CHUGWATER	1,894.11
	TOWN OF CLEARMONT	1,286.86
	TOWN OF COKEVILLE	8,637.65
	TOWN OF COWLEY	15,878.86
	TOWN OF DAYTON	8,953.92
	TOWN OF DEAVER	3,115.85
	TOWN OF DIAMONDVILLE	9,032.61
	TOWN OF DIXON	663.33
	TOWN OF DUBOIS	13,565.60
	TOWN OF EAST THERMOPOLIS	2,304.47
	TOWN OF EDGERTON	1,304.81
	TOWN OF ELK MOUNTAIN	1,309.43
	TOWN OF ENCAMPMENT	3,902.45
	TOWN OF EVANSVILLE	23,443.91
	TOWN OF FORT LARAMIE	2,185.23

**WYOMING STATE TREASURER'S OFFICE
FY23 QTR3 FEDERAL MINERAL ROYALITES**

TOWN OF FRANNIE	2,640.69
TOWN OF GLENDON	2,543.21
TOWN OF GLENROCK	28,520.43
TOWN OF GRANGER	922.15
TOWN OF GREYBULL	33,555.34
TOWN OF GUERNSEY	12,109.51
TOWN OF HANNA	5,883.82
TOWN OF HARTVILLE	712.95
TOWN OF HUDSON	6,480.20
TOWN OF HULETT	6,244.11
TOWN OF JACKSON	130,948.19
TOWN OF KAYCEE	3,136.39
TOWN OF KIRBY	764.76
TOWN OF LA GRANGE	3,912.59
TOWN OF LABARGE	6,886.08
TOWN OF LINGLE	4,162.33
TOWN OF LOST SPRINGS	47.40
TOWN OF LOVELL	45,359.63
TOWN OF LUSK	56,603.26
TOWN OF LYMAN	27,115.97
TOWN OF MANDERSON	1,777.63
TOWN OF MANVILLE	3,554.25
TOWN OF MARBLETON	16,786.58
TOWN OF MEETEETSE	3,480.89
TOWN OF MIDWEST	2,413.47
TOWN OF MILLS	35,997.37
TOWN OF MOORCROFT	18,948.32
TOWN OF MOUNTAIN VIEW	16,045.17
TOWN OF OPAL	1,081.85
TOWN OF PAVILLION	3,336.05
TOWN OF PINE BLUFFS	11,965.46
TOWN OF PINE HAVEN	10,053.41
TOWN OF PINEDALE	46,878.08
TOWN OF RANCHESTER	12,003.45
TOWN OF RIVERSIDE	542.72
TOWN OF ROCK RIVER	1,251.30
TOWN OF ROLLING HILLS	5,000.26
TOWN OF SARATOGA	14,877.54
TOWN OF SHOSHONI	7,247.78
TOWN OF SINCLAIR	3,221.89
TOWN OF STAR VALLEY RANCH	33,777.85
TOWN OF SUPERIOR	1,785.44
TOWN OF TEN SLEEP	2,993.53
TOWN OF THAYNE	6,714.36
TOWN OF THERMOPOLIS	27,592.46
TOWN OF UPTON	10,507.91
TOWN OF VAN TASSELL	869.66
TOWN OF WAMSUTTER	1,962.02
TOWN OF WHEATLAND	38,275.84
TOWN OF WRIGHT	18,815.34
TOWN OF YODER	1,383.98

Grand Total	4,294,125.00
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CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING

APRIL 20TH, 2023

Virtual by Zoom or **in person in the ELKHORN Conference Room**

ZOOM LINK: <https://us02web.zoom.us/j/87004530768>

Phone: 1 253 215 8782 Passcode: 87004530768

5:30 PM

- I. AGENDA/MINUTES**
 - a. **Previous Meeting Minutes/Notes**
 - i. MARCH meeting minutes*

- II. BUDGET/FINANCIAL**
 - a. **FINANCIALS**
 - i. MARCH Financials*
 - ii. Payment History Report
 - iii. WYOSTAR Transfer*
 - iv. FY24 PROPOSED BUDGET*

- III. BOARD**
 - a. **Next Meeting Date**
 - i. **Proposed Meeting Date May 18th, 2023***
 - ii. Board Bylaws*
 - iii. Board vacancies
 - iv. Employee Handbook*
 - v. Board Retreat

- IV. HEALTH OFFICER**
 - i. Health Officer Report

- V. DIVISION REPORTS**
 - a. **ADMINISTRATION-Anna**
 - i. **General Administration**
 - 1. Reporting grid-updated, please review

2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Building update
4. Employee Market Study
 - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation
5. Wyoming Department of Health Education opportunity
6. Job announcements
 - a. Nurse/HIV Case Management
7. Gambling-County Commissioners

b. COMMUNITY PREVENTION-Hailey

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

c. ENVIRONMENTAL HEALTH-Ruth

- i. Voluntary National Retail Food Regulatory Program Standards-Discussion
- ii. Serve Safe

d. NURSING PROGRAMS

- i. DISEASE PREVENTION CLINIC-Amanda
 1. Site Visit
- ii. ADULT HEALTH PROGRAM-Mary Ann
 1. Expedition
 2. HIV Case Management
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya
 1. Site Visit

e. PUBLIC HEALTH PREPAREDNESS- Tammy

1. Site Visit

f. City of Casper/City of Mills/County Liaison

g. Board Member Reports

h. Adjourn

CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget

For the Nine Months Ending March 31, 2023

	March				YTD				Annual
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Budget
Revenue:									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	502500.33	501793.56	706.77	502499.97	669058.00
TAX REVENUE (CASPER)	47914.33	47916.67	(2.34)	47916.87	431229.77	431250.03	(20.26)	431250.83	575000.00
TAX REVENUE (MILLS)	3750.00	0.00	3750.00	0.00	11250.00	0.00	11250.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	190449.20	188178.56	2270.64	516941.32	1572963.54	1693607.04	(120643.50)	2992102.90	2258142.84
GENERATED REVENUE	54236.25	59509.69	(5273.44)	229816.56	773109.84	535587.21	237522.63	1092452.66	714116.72
STATE NURSING REVENUE	115808.25	38602.76	77205.49	115808.25	347424.75	347424.84	(0.09)	347424.75	463233.00
INTEREST AND INVESTMENT INCOME	4495.50	666.67	3828.83	745.36	31406.47	6000.03	25406.44	3911.45	8000.00
Total Revenue	472486.90	390629.19	81857.71	967061.69	3669884.70	3515662.71	154221.99	5394642.56	4687550.56
Expenditures:									
OUTSTANDING PURCHASE ORDERS	31065.78	0.00	(31065.78)	82488.40	33458.68	0.00	(33458.68)	22922.72	0.00
REGULAR SALARIES	172372.80	190770.11	18397.31	173144.76	1562759.10	1716930.99	154171.89	1754648.30	2289241.30
BENEFITS-EMPLOYMENT TAXES	17201.49	19400.08	2198.59	16279.58	146343.00	174600.72	28257.72	162235.02	232800.23
BENEFITS-WY RETIREMENT	31586.53	34451.27	2864.74	32326.60	277377.09	310061.43	32684.34	261507.81	413415.00
BENEFITS-MEDICAL INSURANCE	45266.14	52032.94	6766.80	45050.05	389445.20	468296.46	78851.26	348734.72	624395.32
CONTRACT LABOR	5400.00	15566.68	10166.68	22844.21	107420.70	140100.12	32679.42	199298.08	186800.00
HEALTH OFFICER	7399.89	2466.67	(4933.22)	9866.52	22199.67	22200.03	0.36	22199.67	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1154.70	5175.00	4020.30	0.00	6900.00
AUTO EXPENSES	337.80	1761.06	1423.26	1514.02	3199.88	15849.54	12649.66	12335.64	21132.58
ED PUBLIC	18393.60	4880.80	(13512.80)	3411.37	40900.92	43927.20	3026.28	107000.60	58569.43
ED EMPLOYEE CONFERENCE/TUITION	4517.13	5550.00	1032.87	11640.46	23881.55	49950.00	26068.45	35494.26	66599.86
EMPLOYEE MEDICAL TESTING	0.00	43.33	43.33	66.00	383.00	389.97	6.97	797.00	520.00
EQUIPMENT MAINTENANCE	0.00	692.91	692.91	0.00	5214.25	6236.19	1021.94	6126.44	8315.00
EQUIPMENT PURCHASE	5645.00	2695.83	(2949.17)	0.00	12665.01	24262.47	11597.46	225044.74	32350.00
EQUIP COPY EXPENSE	822.16	1610.24	788.08	3494.67	12387.31	14492.16	2104.85	16013.83	19323.01
INSURANCE	0.00	1666.67	1666.67	20351.00	0.00	15000.03	15000.03	25351.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	187.47	187.47	0.00	250.00
MARKETING	14396.25	12883.93	(1512.32)	21840.62	108871.96	115955.37	7083.41	188194.56	154607.17
MEETING EXPENSE	385.00	1636.85	1251.85	4273.27	17843.37	14731.65	(3111.72)	14406.53	19642.25
MILEAGE	0.00	72.90	72.90	14.56	667.90	656.10	(11.80)	14.56	875.00
MISC EXPENSE	6075.00	199.98	(5875.02)	234.28	6646.41	1799.82	(4846.59)	6185.35	2400.00
PERIODICAL/BOOKS	0.00	140.01	140.01	190.69	765.97	1260.09	494.12	483.78	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	74.97	74.97	0.00	100.00
POSTAGE	1098.77	702.09	(396.68)	1460.52	5001.58	6318.81	1317.23	4601.11	8425.00
RENT EXPENSE	2609.47	1541.66	(1067.81)	3379.37	24664.68	13874.94	(10789.74)	17609.19	18500.00
REIMBURSEMENT	6975.20	7497.66	522.46	16305.78	88219.51	67478.94	(20740.57)	542129.94	89971.86
RETURNED CHECKS AND BAD DEBTS	14.20	6.25	(7.95)	20.75	126.28	56.25	(70.03)	256.90	75.00
SOFTWARE	1516.50	4074.99	2558.49	14799.12	31009.86	36674.91	5665.05	49939.93	48900.00
SUPPLIES	13517.21	19332.14	5814.93	27306.03	244765.01	173989.26	(70775.75)	223434.94	231985.36
TELEPHONE	3769.05	3395.02	(374.03)	3477.79	32927.85	30555.18	(2372.67)	32002.79	40740.15
TESTS	2091.32	2375.01	283.69	1900.72	24852.27	21375.09	(3477.18)	21794.71	28500.00
UTILITIES	2921.16	1583.33	(1337.83)	3458.03	22507.64	14249.97	(8257.67)	17978.67	19000.00
NON GRANT EXPENSE	107.64	0.00	(107.64)	31669.43	17270.21	0.00	(17270.21)	50281.81	0.00
Total Expenditures	395485.09	389634.57	(5850.52)	552808.60	3264930.56	3506711.13	241780.57	4369024.60	4675613.52
Revenue Over(Under) Expenditures	77001.81	994.62	76007.19	414253.09	404954.14	8951.58	396002.56	1025617.96	11937.04

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

Casper City Hall
Downstairs Meeting Room

Wednesday, April 26, 2023 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the March 22, 2023 Meeting Minutes
- * 2. Discuss Statistical Report – March 2023
- * 3. Consider Updated Meter Service Fees
- * 4. Discuss FY2024 Preliminary Budgets
 - a. Water Fund
 - b. Sewer Fund
 - c. WWTP Fund
- 5. Other Business
- 6. Adjournment

Additional Information:

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

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

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

- B. Sales Tax Chart

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

MEETING PROCEEDINGS

March 22, 2023

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, March 22, 2023 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent: Council Liaison Steve Cathey

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

Others: Lisa Ogden – Natrona County Conservation District
 Ric Herman – Natrona County Conservation District

The regular meeting was called to order at 7:02 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the January 25, 2023 meeting.

A motion was made by Vice President Jones and seconded by Secretary Lawson to approve the minutes from the January 24, 2023 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the February 2023 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 143 MG, which is 11 MG more than the five-year average of 132 MG. Mr. Martin stated that Fiscal Year to Date Gallons Purchased is 2.51 BG which 178 MG more the five-year average of 2.33 BG.

Board Member English arrived at 7:04 a.m.

Mr. Martin stated that there was one Water Main Break in January and February, with a total of 16 Water Main Breaks year to date compared to 19 Water Main Breaks the same time one year ago.

Mr. Martin stated there were two Service Line Breaks in February, with a total of 13 year to date compared to 16 one year ago.

Mr. Martin stated there were three Sewer Main Stoppages in January and two in February, with a year to date total of 11 compared to a total of 10 one year ago.

Mr. Martin stated the current number of Active Accounts is 22,543 compared to 22,429 one year ago.

3. President Bell turned the time over to Ms. Lisa Ogden for the annual Natrona County Conservation District (NCCD) presentation.

Ms. Ogden stated that it has been a good year for irrigation projects. Ms. Ogden stated that one of the last 100-acre pivot projects was signed, and the Segment 3 grant will be closed at the end of the year.

Ms. Ogden stated that work is being done on soil health projects. Ms. Ogden stated that a cover crop project was implemented with the land owners. Ms. Ogden stated that the field was a smooth brome that had been overgrown and when compaction tests were done, it was very difficult to get it through the first 4 to 6 inches. Ms. Ogden stated that a slight till was done before planting cover crops. Ms. Ogden stated that it has been three years since the first planting with a 14-way mix. Ms. Ogden stated that this year was the year they were going to go to their perennial grass crop, and they decided not to because they were able to graze their cattle until the deep snow hit. Ms. Ogden stated they are planning to reseed with a cover crop.

Ms. Ogden stated that NRCS does a lot of the rangeland health. Ms. Ogden stated that wildlife tanks have been installed that provide a lot of livestock and wildlife with water. Ms. Ogden stated that there is a lot of acreage that now has water availability to both cattle and wildlife. Ms. Ogden stated that all of the rangeland projects that are done are done in accordance with NRCS and their specs.

Ms. Ogden stated that the booth at the Home Show was very busy. Ms. Ogden stated that is where a lot of tree business is done. Ms. Ogden stated that over 66,000 trees have been sold in the last ten years. Ms. Ogden stated that probably not all the trees survive, but at even 50% survival, that is a pretty good number of trees that go in the ground. Ms. Ogden stated that trees are a minor part of what the NCCD does, but it is important. Ms. Ogden stated that so far, they have sold approximately 7,500 trees this year.

Ms. Ogden stated that they are starting a perennial program and working with a nursery out of Sheridan. Ms. Ogden stated that this nursery is run by a horticulturist that has a passion of getting natives in the ground. Ms. Ogden stated that the horticulturist picks seeds and propagates them.

Ms. Ogden stated that the NCCD has been working closely with the Casper-Alcova Irrigation District (CAID) on Selenium projects with the funds that are left. Ms. Ogden stated that a contract was signed for upgrading automation units and getting them back

online. Ms. Ogden stated that this minimizes the excess water that is going down the drains. Ms. Ogden stated that if there is an issue they can immediately get out there and get the water shut down so there isn't so much overflow, particularly on Casper Creek as well as Oregon Trail Drain. Mr. Herman stated that this will help track any losses and in emergency situations with shutting down the water. Ms. Ogden stated that with the minimizing of any overflow, it helps with the Selenium issues.

Ms. Ogden stated that the Water Quality Report has not been approved by DEQ yet as they got busy and are behind. Ms. Ogden stated that the results still show a distinct decrease in the levels of Selenium in the overall watershed. Ms. Ogden stated that when she has the approved report, she will provide it. Ms. Ogden stated that the only increase was not significant. Ms. Ogden stated that all the areas that have increases all have development going on.

Ms. Ogden stated that next week she has a meeting with the County Planning and Zoning, engineers, and CAID to minimize development on the agricultural areas. Ms. Ogden stated that water production is being lost due to development. Ms. Ogden stated that the County Planner is adamant about trying to minimize development on agricultural land if possible, but you can't stop anyone from selling their property. Ms. Ogden stated that it would be nice to see development in areas that don't have the water rights.

Ms. Ogden stated that the NCCD funding request to the City is for \$40,000 for the year. Ms. Ogden stated that she has another 319 Grant that will be starting this Fall. Ms. Ogden stated that the NCCD also received a grant from the Game and Fish that will be used for stream restoration.

Ms. Ogden stated that she would like to get a part-time education person to get some educational elements into the schools, and do more of the adult education. Ms. Ogden stated that the educational element is a big thing that has been missing.

Ms. Ogden stated that if the Board has any questions to feel free to contact her.

Mr. Martin asked the Board for a formal motion to proceed with the \$40,000 funding for the NCCD. President Bell asked what the funding was last year. Mr. Martin stated the funding was \$40,000 last year. President Bell stated that he thought it was \$50,000 last year. Ms. Ogden stated that was the separate Selenium funding amount.

Secretary Lawson asked if the County is continuing their match funding as well. Ms. Ogden stated that the County is continuing funding at \$40,000, as well as \$50,000 for Selenium. Ms. Ogden handed out a presentation that was given to the County Commissioners that shows where their funding comes from.

President Bell asked what was budgeted for funding. Mr. Martin stated that \$40,000 was included in the FY23 budget for the NCCD funding, and FY24 budget will be reviewed and depending on the motion by the Board, that amount will be included.

Board Member Jay asked about the Operational Expenditures increasing from \$65,000 to \$80,000. Ms. Ogden stated that the budget is always set at \$80,000, but expenditures usually end up at \$65,000, so the NCCD has been able to build up a bit of reserves just in case the City or County is unable to provide funding, so it would give the NCCD some capital to work with. Ms. Ogden handed out a Profit & Loss report for the NCCD for FY17 – FY23 to show the actual expenditures. Ms. Ogden stated that she also includes funds in the budget for a Federal audit. Ms. Ogden stated that if they spend over a certain amount of Federal grant funds in a year, it triggers an audit. Ms. Ogden stated that if they spend over \$500,000 in grant funds it triggers a CPA review.

Ms. Ogden thanked the Board for their time. The Board thanked Ms. Ogden for her presentation.

Board Member English stated that it is nice that the County matches the City funding. Mr. Martin stated that the NCCD makes the same funding request to the City and the County.

A motion was made by Board Member Jay and seconded by Vice President Jones to fund \$40,000 for the NCCD this budget year. Motion passed.

4. Mr. Martin stated that before the Board today is the Preliminary Capital review. Mr. Martin stated that next month the Preliminary FY24 budgets will be reviewed with the Board. Mr. Martin reviewed the following FY24 Preliminary Capital Projects by Fund:

Water Fund

- Water Garage Meter Building - \$1,500,000 – A couple of years ago \$1 M was budgeted for this building, but bids came in way over budget. The project was pulled from the budget last year and an additional \$1.5 M was added to the budget for FY24.
- FY24 Misc Water Main Replacements - \$1,679,364 – Annual expense – The amount of 1%#17 funds has been reduced due to timing of funds received. There will be 1%#16 funds available as well.

Board Member English asked how the funds will be added back in to the budget. Mr. Martin stated that currently One Cent funding is on a four-year cycle, but is now moving to a five-year cycle based on timing for when funds are actually received.

Board Member Jay asked if the waterline replacements are keeping up. Mr. Martin stated that it is a balancing act.

President Bell asked what the standard life cycle of PVC is. Mr. Beamer stated that he is not sure as it is still too new of a product. President Bell stated that the City started using PVC in the 1980's.

- FY24 Oversizing Reimbursement - \$50,000 – Annual Expense – Reimbursement to developers if waterlines larger than 8-inch are required.
- FY24 Booster Station Renovations - \$100,000 – Annual expense based on internal Public Utilities water booster station assessment for pumping components, piping & metering components, electrical system, HVAC system, SCADA components, and structural capabilities. Several system component replacements, and/or upgrades are expected in the years ahead.
- 10 MG Reservoir Replacement - \$12,000,000 – Moved to FY25 – Will need to submit funding application to SRF in FY24.
- FY24 Paving - \$175,000 – Annual expense
- FY24 Water Line Materials - \$125,000 – Annual expense
- Sun I South Tank Interior Repairs - \$350,000 – During a routine tank inspection and cleaning it was discovered that the interior roof structure requires repairs and the tank interior needs sand blasted and recoated.
- Extended Cab Pickup (660242) - \$60,000 – This 2014 truck with 95,000 miles meets the guidelines for replacement based on age and mileage. This truck is vital to water distribution operation as it is used daily by Water Distribution staff for heavy duty towing and hauling while completing Water Distribution maintenance and operation activities.
- Extended Cab Pickup (660232) - \$55,000 – This truck also meets the age and mileage criteria for replacement.
- Small Vector Replacement (660219) - \$90,000 – This 2009 vector unit with 1,800 hours meets the guidelines for replacement based on age and usage. This vector is used daily during routing and emergency repair and replacement of valve boxes, etc. The machine is vital to the operations and maintenance of the water distribution system.
- URCR 8-inch Control Valve Replacement - \$30,000 – This control valve is used to control the level of the reservoir. The valve has been in operation for 13 years, is severely worn, and requires replacement. The valve is critical to the operation of the reservoir.
- URCR Telemetry Improvements - \$20,000 – URCR control and security telemetry communicates with the SCADA system located at the WTP. The existing PLC and security equipment have been in place for 134 years and requires replacement to ensure continuous and secure remote operation. This is a critical system.

- Test Meter - \$20,000 – The test meter is used for annual calibration and testing of large water meters throughout the water distribution system. The current meter is outdated and finding replacement parts has become extremely difficult. Meter testing is imperative to ensure accurate water billing and usage.

Mr. Martin stated that the Water Fund Preliminary FY24 Capital Projects are \$4,254,364 and are in line with the most recent approved rate model.

Board Member English asked if the budgeted amount for Tank Repairs is typically what is expected. Mr. Martin stated that most of the cost is for coating, which reflects what staff has been seeing in recent projects.

Vice President Jones asked if the cost of the trucks includes trade-in value. Mr. Martin stated that it does.

Sewer Fund

- FY24 Oversizing Reimbursement - \$35,000 – Annual Expense - Reimbursement to developers if sewer lines larger than 8-inch are required.
- FY24 Misc Sewer Main Replacement - \$1,000,000 – Annual Expense
- Izaak Walton Lift Station Panel Replacement - \$46,000 – The existing panel has experienced failures requiring numerous electrical components to be replaced. The panel has reached the end of its useful life and requires replacement.
- Amoco Lift Station PLC and Communications Upgrade - \$25,000 – The PLC on this lift station is original (2002), is no longer supported and needs to be upgraded to communicate via radio. To further complicate communications and PLC upgrades, the lift station communications interface with BP's discharge communications system, meaning that there will be more extensive PLC and SCADA programming required than at other lift stations. Savings will be recognized by eliminating the CenturyLink bill by going to radio.
- Extended Cab Pickup (660244) - \$55,000 – This 2014 truck with 61,000 miles meets the guidelines for replacement based on age. This truck is used to perform sewer and stormwater operations and maintenance work throughout town.

Board Member Jay asked why a truck with an extended cab is needed. Mr. Martin stated that due to confined space entry requirements, additional staff is needed and it is easier to have them travel to the location together.

Mr. Martin stated that Sewer Fund Preliminary FY24 Capital Projects are \$1,161,000 and are in line with the rate model.

Board Member English asked if the amount for Oversizing is enough for new developments. Mr. Martin stated that it is and if the amount is not used it goes back to the fund.

WWTP Fund

- MCC Replacement Project - \$2,500,000 – Many of the MCC's were installed during the WWTP expansion project from 1982 – 1986. These MCC's have fulfilled their useful lives and need replacement and upgrading. The VFD drives installed in the 1982 – 1986 expansion would also be replaced and upgraded as part of this project. This is an ARPA funding match project. The project was designed in 2019.
- FY24 Equipment Replacements - \$125,000 – Annual expense for unexpected critical equipment failures.
- FY24 Dewatering Building HVAC Replacement - \$175,000 – The existing HVAC systems operate in harsh environments and have experienced several failures and high maintenance costs. Many of the systems are beyond their life expectancy.

Many of the WWTP buildings have air change regulations associated with them which cannot be met with failing systems.

There are five units on the Dewatering Building so this item will be on the budget for several years.

- WWTP Concrete Repairs - \$1,200,000 – This project is to repair leaking wall cracks, expansion joints, pipe penetrations and spalling to the concrete of the secondary treatment structure. This project was moved to the FY25 Budget. This project was identified in the Facility Plan.

President Bell asked what will be sued for the concrete repairs. Mr. Martin stated that will have to be determined for each of the different surfaces and types of defects.

- Bar Nunn 2 Lift Station Generator \$100,000 – This project will replace the emergency generator at the Bar Nunn #2 Sewage Lift Station as it is nearly 30 years old and has reached the end of its useful life. The backup generator supplies power during power outages preventing sanitary sewer overflows and is required by DEQ. Emergency generator replacements will continue for several years.

Vice President Jones asked if there will be any trade-in value of the generators. Mr. Martin stated that the generators are so old they are not worth anything.

Board Member English asked if natural gas will be used to fuel the generators. Mr. Martin stated that natural gas will be investigated for each generator replaced.

- Utility Cart (660243) - \$15,000 – The Utility Cart meets the age criteria for replacement.
- North DAFT Pressure Tank and Controls - \$40,000 – Purchase and install one new DAFT pressure tank and associated controls. This work will be done in-house.
- North DAFT Tank Chain Replacement - \$25,000 – Purchase and install new chain for the north DAFT tank bottom scrapers. This work will be done in-house.
- FY24 AB Basin Diffuser Replacement - \$80,000 – This project is to replace diffuser in one of four aeration basins. Draining and cleaning of the tank will be required to facilitate the diffuser replacement.
- Dewatering Building Sludge Grinder - \$12,000 – Refurbish one centrifuge feed sludge grinder based on manufacturer recommendations. The sludge grinders operate in extremely harsh environments. The manufacturer recommends that the grinder be refurbished every three years. There are three grinders, one will be refurbished each year.
- FY24 RWWS Interceptor Improvements - \$150,000 – This project is for interceptor improvements on the RWWS. Projects include manhole lining, interceptor improvements, manhole diamonds, etc. There is a lot of deterioration on the RWWS interceptor. Bryan-Evansville Road will be worked on this year.
- Centrifuge Sludge Feed Pump #1 - \$20,000 – Refurbish centrifuge feed pump #1. The pump has worn to the point that its efficiency has dropped. These pumps are critical to the sludge dewatering operation.
- Industrial Pretreatment Software - \$15,000 – Purchase of industrial pretreatment data collection and reporting software. The IPP program is mandated by the EPA and requires extensive data collection and reporting on a high number of industrial users. This software is specific for IPP reporting and replaced inadequate Excel spreadsheets allowing for improved program efficiency and continued EPA compliance.

Mr. Martin stated that the total of the WWTP Fund FY24 Preliminary Capital Projects is \$ 3,257,000 and is in line with the rate model.

Mr. Martin stated that the Board will review the Operations budgets next month.

Board Member Jay stated that looking at the future capital projects, he noted the UV project in FY26 and asked if it can last that long. Mr. Martin stated that the WWTP has a good Instrumentation Tech that replaces parts that are still available. Mr. Martin stated that staff wants to look at upgrading the system and putting it inside a building. Mr. Martin stated that there are big needs at this facility.

Secretary Lawson asked how much in ARPA funds did the City of Casper receive. Mr. Martin stated the City of Casper received \$3 M in ARPA grants. Secretary Lawson asked if there will be any more grant funding available in the future. Mr. Martin stated that it was just announced that additional funding will be available. Mr. Martin stated the he will keep applying for the First and Poplar project. Mr. Martin stated that there will also be Bi-Partisan Infrastructure Bill funding available, but he is not sure if it will be grants or loans.

5. In Other Business:

- a. Mr. Martin asked the Board to reference the One Cent Tax chart on the screen. Mr. Martin stated that the amount of One Cent Tax received in March is above projections. Mr. Martin stated that it is a total of \$1.652 M above projects for the year.
- b. President Bell asked if there would be a meeting in April. Mr. Martin stated that there will be a meeting in April to review the preliminary FY24 Operations budgets. Mr. Martin stated that he is also currently working on revisions to Meter Services fees and hopes to have those ready for the April meeting as well.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:06 a.m. Motion passed.

Secretary

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
MARCH 2023**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	155,388,103	143,118,918	151,176,540	2,664,224,745	2,439,295,878
NEW SERVICES	6	3	6	58	72

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

PRECIPITATION (Inches)	0.65	0.69	1.54	8.60	10.50
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REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	1	1	1	17	20
SERVICE LINE BREAKS	4	2	2	17	18
SEWER MAIN STOPPAGES	2	2	1	13	11

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,959	19,988	19,869
COMMERCIAL (WATER & SEWER)	1,697	1,689	1,682
OUTSIDE CITY (WATER RES)	500	498	477
OUTSIDE CITY (WATER-COMM)	134	135	135
IRRIGATION ONLY	212	233	227
TOTAL NUMBER OF ACCOUNTS	22,502	22,543	22,390

April 20, 2023

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

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

SUBJECT: Amending Various Utility Billing and Water Metering Fees

Meeting Type & Date

CPU Advisory Board Meeting
April 26, 2023

Action Type

Recommendation

Recommendation

That the Board recommend amending the fee schedule associated with administering utility billing and water metering activities.

Summary

Casper Municipal Code authorizes various fees and charges relating to the provision of water service within the City of Casper. On June 3, 1991, City Council adopted rules, regulations and fee schedules set by the dissolved Board of Public Utilities. Staff is recommending amendments to various fees and the establishment of a fee schedule associated with administration of utility billing and water metering activities. The table below summarizes the services, associated municipal code reference, current fees, and proposed fees.

Service	Municipal Code Reference	Current Fee	Proposed Fee	Impact
Utility Refundable Deposit	13.03.050 (C)	\$75	\$200	Increase of \$125
Insufficient Funds Check Fee	13.03.070 (B)	\$30	\$30	No Change
Delinquent Late Fee – at 31 st day	13.03.070 (A) 13.03.100 (A)	No Charge	\$20	Increase of \$20
Delinquent Late Fee – at 45 th day	13.03.070 (A) 13.03.100 (A)	\$20	\$35	Increase of \$15
Water Turn On Fee (excluding new accounts, transfers, and emergency turn ons after being off for less than 24 hours)	13.03.070 (E)	\$10	\$35	Increase of \$25
Unsubstantiated Re-Read of a Water Meter	13.05.070(C) 13.03.080 (I)	\$20	\$102	Increase of \$82
Frozen Meter	13.05.070 (B)	\$145	\$66 plus meter cost	
Hydrant Meter Deposit	13.03.110 (B)	\$85	\$155 ¾-Inch Meter \$288 1-Inch Meter \$1,350 3-Inch Meter	Increase of \$70 (for ¾ meter)

Hydrant Meter Rent	13.03.110 (D)	\$25	\$25	No Change
Hydrant Meter Misuse – No Read	13.03.110 (D)	No Charge	\$300	Increase of \$300

Financial Considerations

Fee increases will enable recovery of costs associated with utility billing and water metering activities and will help to minimize future utility rate increases. A revenue increase of \$230,000 annually is anticipated from implementation of the updated fee schedule. The direct cost recovery received from these activities minimizes needed rate increases by roughly 1.5%.

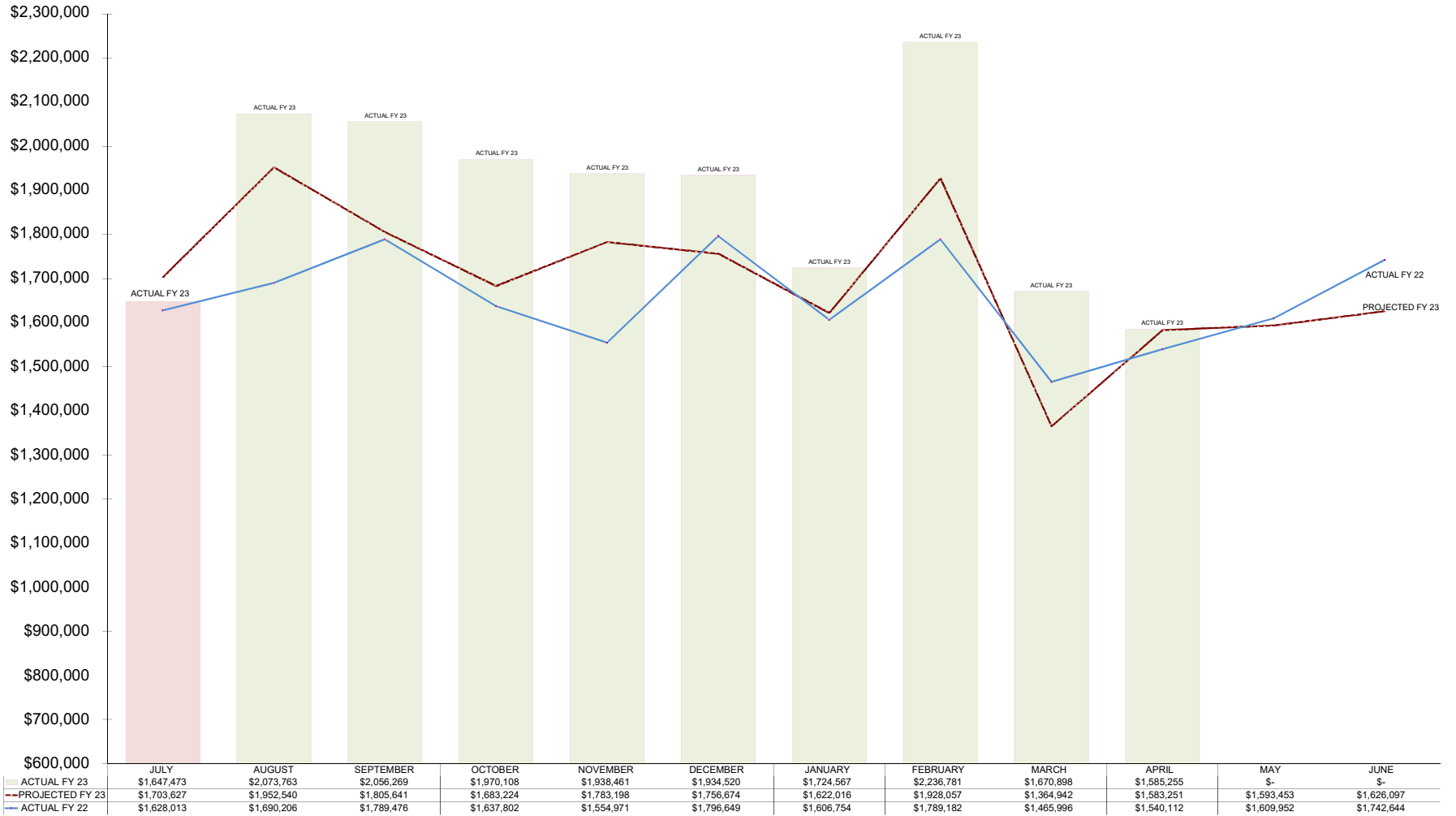
Oversight/Project Responsibility

Oversight and responsibility are with the Public Services and Financial Services Staff.

Attachments

NA

Sales Tax FY 2023 Versus Projection and Prior Year



	<u>ACTUAL FY 22</u>	<u>PROJECTED FY 23</u>	<u>ACTUAL FY 23</u>
YTD TOTAL	\$ 16,499,161	\$ 17,183,172	\$ 18,838,096
YTD VARIANCE			\$ 1,654,924
			% Difference
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH			0.13%
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE			9.63%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH			2.93%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE			14.18%
			In Dollars
			\$2,004
			\$1,654,924
			\$45,143
			\$2,338,934

**Additional
Information
"B"**



**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

Paul Bertoglio,
Vice-Chairman

Ken Waters,
Secretary

Steve Cathey,
Treasurer

Bruce Knell

Dave North

Amber Pollock

Dan Sabrosky

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday April 18, 2023 11:30 a.m.

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

1. Announcements
2. Approve Minutes - March 21, 2023 Regular Meeting *
3. Approve Vouchers – April 2023 *
4. Approve Financial Report – March 2023 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) WWDC Wellfield Management Plan Project Update and Team Member Introductions
 - b) Consider a Procurement Agreement with DXP Enterprises, Inc. for a Morad Recharge Pump Replacement in the amount of \$63,974 *
 - c) Review FY2024 Preliminary Budget *
 - i) WTP FY2024 Preliminary Operations Budget *
 - ii) RWS Agency FY2024 Preliminary Budget *
 - d) Update of Annual Financial Disclosure Letters – Board Members Knell and North
 - e) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – May 16, 2023

****Indicates Attachment***



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

MEETING PROCEEDINGS

March 21, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 21, 2023 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 Bertoglio, Secretary Waters, Treasurer Cathey, and Board Members Pollock and Sabrosky. Board Members Knell and North were absent.

City of Casper – Bertoglio, Cathey, Pollock, Andrew Beamer, Bruce Martin, Tom Edwards, Mark Anderson, Janette Brown, Andrew Colling

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Sabrosky

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates –

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Jolene King; Mike Coleman and Sabrina Kemper – City of Mills

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

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the February 21, 2023

Regular meeting, the December 20, 2022 Executive meeting, and the January 17, 2023 Executive meeting. A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the February 21, 2023 Regular meeting, the December 20, 2022 Executive meeting, and the January 17, 2023 Executive meeting. Motion put and carried.

3. Mr. Martin informed the Board that one additional voucher for Sheet Metal Specialties was added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8556 for the City of Casper in the amount of \$11,500 is for the Engineering fees for the WTP 42" Steel Waterline Replacement Project No. 21-045. Mr. Martin stated that this project was engineered in house by the City Engineering Department.

Mr. Martin stated that vouchers 8558 and 8565 for Sheet Metal Specialties in the total amount of \$32,214.50 is for the CWRWS HVAC Chiller Replacement Project No. 20-030.

Mr. Martin stated that voucher 8560 for Immense Impact, LLC in the amount of \$457 is for the annual subscription fee for the RWS website.

Mr. Martin stated that voucher 8561 for CNA Surety in the amount of \$125 is for the Board Officer Bond for the Treasurer. Mr. Martin stated that when the other Officer Bonds were renewed, this one was not on the same renewal date.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8556 through 8565 in the amount of \$371,522.17.

Chairman King asked for a motion to approve the March 2023 vouchers. A motion was made by Secretary Waters and seconded by Board Member Pollock to approve the March 2023 voucher listing to include voucher numbers 8556 through 8555 in the amount of \$371,522.17. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production table on the screen. Mr. Martin stated that there were 159 MG of water produced in February, which is 12 MG above the five-year average of 147 MG.

Mr. Martin stated that year to date water production for February was 2.76 BG, which is 184 MG above the five-year average of 2.58 BG. Mr. Martin stated that it has been a very good year for water sales.

Mr. Martin stated that Water Utility Charges for FY23 is \$6,158,153, which is approximately \$839,000 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase, and the above average water sales.

Mr. Martin stated that Interest Earned is a total of \$133,041 for the fiscal year. Mr. Martin stated that this is due to the WYOSStar I and II investment accounts.

Mr. Martin stated that Reimbursable Contract Expense is \$2,618,049. Mr. Martin stated that the current figure also includes the February Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be. Mr. Martin stated that as we get to the end of the budget year, we will have to look at the Chemicals line item and determine if a budget amendment will be needed.

Chairman King asked for a motion to approve the February 2023 Financial Report as presented. A motion was made by Board Member Sabrosky and seconded by Secretary Waters to approve the February 2023 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that production is currently averaging 5.6 MGD and is being met using eleven Casper wells, seven Morad wells, and two Caissons.

Mr. Edwards stated that Maintenance staff installed valve actuators on the Surface Water High Service pumps.

Mr. Edwards stated that Maintenance staff replaced a turbidimeter on Morad 11, and repaired the thermostat on Morad 13.

Mr. Edwards stated that the check valve on Morad 7 was replaced.

Mr. Edwards stated that staff replaced the failing motor pulley on the North Chem air handler.

Mr. Edwards stated that staff cleaned out the filter wash sprayer nozzles.

Mr. Edwards stated that staff replaced the thermostat in Casper 12.

Mr. Edwards stated that the monthly turbidimeter calibrations and preventative maintenance workorders were completed.

Mr. Edwards stated that subcontractors for the Chiller Project have installed some conduit and are conducting site evaluations.

Mr. Edwards stated that Carr Coating started the Raw Water Pipe Coating Project and conducted a lead test.

Mr. Edwards stated that Waters & Son are waiting on materials for the front gate.

Mr. Edwards stated that IT will be upgrading two security cameras and installing two new ones as soon as the materials arrive.

Mr. Edwards stated that Energy Management will be on site at the end of the month to wire the actuators that were installed on the Surface Water High Service pumps and test them.

Mr. Edwards stated that Hach was on site to complete the annual maintenance on the chloramine analyzers.

Chairman King turned the time over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that Distribution staff has been continuing to service the non-draining fire hydrants, will continue to do so for the next couple of months.

Mr. Anderson stated that the Wardwell Tank was inspected and it looks good.

Mr. Anderson stated that Airport Booster Pump No. 1 had a leak on the control valve that was repaired.

Mr. Anderson stated that the annual pump alignments at all the boosters were completed.

Mr. Anderson stated that staff continues to complete the weekly security checks, and the weekly and monthly tank sampling.

Mr. Anderson stated that staff did a ¾-inch water tap for Pioneer's water system at Poison Spider and Black Widow Road.

Mr. Anderson stated that staff began draining Mountain View Tank yesterday. Mr. Anderson stated that the tank is due for the 5-year tank cleaning and inspection.

Chairman King asked how the pumps are doing at the Salt Creek pump station. Mr. Anderson stated that staff fixed the packing in one pump, and the others are still working fine.

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 in the Summer of 2021, the City of Mills approached the Board about a potential easement for a pathway across the Mountain View tank and booster site. Mr. Martin stated that in August 2021 staff brought this to the Board, and at that time the Board decided that instead of an easement, they would consider a license agreement across the Mountain View tank and booster site outside of the fenced area. Mr. Martin stated that today, the City of Mills is farther along on their project and are ready to make a formal request for the license agreement across the Mountain View tank and booster site. Mr. Martin asked the Board to reference the map of the site, and a map of the City of Mills proposed pathway on the screen. Mr. Martin turned the time over to Ms. Sabrina Kemper and Mr. Mike Coleman with the City of Mills to answer any questions

the Board may have on this request.

Ms. Kemper passed out maps of the entire pathway trail to the Board. Ms. Kemper stated that this pathway will connect both ends of the City of Mills, east and west, to the existing Platte River Trails pathway system and it is approximately three miles long total. Ms. Kemper stated that it is approximately 160 feet across Regional Water property that the City of Mills is requesting access for the pathway.

Mr. Martin stated that today, it is just a request, and if the Board considers this favorable, a license agreement will be drafted for approval by the Board at a future meeting.

Board Member Pollock stated that this item predates her time on the Board, and asked if someone that was here at the time could give her the insight and rationale for a license agreement instead of an easement for the pathway.

Mr. Martin stated that at the time it was originally discussed as an easement, but with the license agreement it is something that can be revoked at any time and is not as permanent as an easement would be.

Vice-Chairman Bertoglio asked where the fencing is on the property, and if it goes all the way out to where the access is requested. Mr. Martin stated that the fencing is just around the tank and booster area. Vice-Chairman Bertoglio stated that it is then no expense to the Board. Secretary Waters stated that was correct as the pathway is outside of the fence area.

Board Member Sabrosky asked if the Board goes forth with a license agreement, in the future, if needed, could the Board could go forward with an easement if that was more suitable. Secretary Waters asked what the thought process would be for moving to an easement instead of staying with a license agreement. Board Member Sabrosky stated that a turnover in Board members, or the continued usage of the pathway, a license agreement could be cancelled, but an easement could not.

Board Member Pollock stated that she understands that the Board wants to make sure that there are no disturbances to the operations. Board Member Pollock stated that she could see where a license agreement could put the City of Mills in a precarious position to move forward with the pathway. Board Member Pollock stated that she does not have an issue moving forward with a license agreement, but does feel that an easement would be more appropriate for a long-term solution.

Treasurer Cathey stated that when you give an easement, you give them the right to do whatever they want with the property because it gives them a vested interest, or partial ownership of that property. Treasurer Cathey stated that if the Board needs to build across it to do anything with their property, they would then have to go to them for their approval to be able to do anything on that piece of

property. Treasurer Cathey stated that an easement gives them property rights to that piece of property, and he would not allow people on the Board's property with the way things are growing and the possibility of having to expand, to give them a preferential right to stop the Board from any improvements down the road.

Board Member Sabrosky asked as far as liability goes, between a license agreement or an easement, if someone gets hurt on the pathway on the Board property, is the Board liable under a license agreement. Mr. Chapin stated that language could be put in the agreement that they are obligated to maintain insurance for such scenarios. Board Member Sabrosky asked if an easement could include conditional language so that the Board could do what they needed as long as the easement is recorded. Mr. Chapin stated that you could, but to try to speculate as to why you would need something different, and then you would get in a wrangle of whether it falls under conditional use going forward.

Vice-Chairman Bertoglio asked if there are pipelines that run along the back of the subdivision in that area. Secretary Waters stated that there is a high-pressure gas line that runs through there. Vice-Chairman Bertoglio asked if it is on the south side. Mr. Coleman stated that the pathway will be on a high-pressure gas line easement. Vice-Chairman Bertoglio asked if the pathway is in the gas line easement. Mr. Coleman stated that it is.

Treasurer Cathey stated that the easement for the gas line will have to be researched, because if it is an exclusive easement, the Board cannot grant the City of Mills an easement. Mr. Chapin stated that is correct. Vice-Chairman Bertoglio stated that the gas line easement has probably been there for a very long time.

Board Member Sabrosky stated that it makes more sense for the Board to go with a license agreement. Secretary Waters stated that his personal opinion is to go with the license agreement right now so they can go forward with their project. Mr. Chapin stated that the easement should state who else could be in the easement and for what.

Board Member Sabrosky asked if the City of Mills has researched the gas line easement. Ms. Kemper stated that they spoke to Black Hills Energy and they were fine with the pathway there because there were many pipelines under driveways and roads. Ms. Kemper stated that Black Hills stated that if something happens and they have to tear up the pathway, the City of Mills will have to replace it.

A motion was made by Board Member Pollock and seconded by Board Member Sabrosky to go forward with a license agreement with the City of Mills for pathway access across the Mountain View Tank and Booster property. Motion put and carried.

Mr. Martin stated that Mr. Chapin will draft the license agreement to be considered formally by the Board at a future meeting.

Mr. Coleman and Ms. Kemper thanked the Board for their consideration.

- b. Mr. Martin stated that the Board approved the agreement for the WTP Raw Water Intake and High Service Piping Recoating, Project No 22-075 in January. Mr. Martin stated that Carr Coatings arrived last week to begin work and after beginning work, suspected the existing prime coat on Raw Water contained lead. Mr. Martin stated that when the project was bid out it was not anticipated that lead was present. Mr. Martin stated that a test was done to check for lead, but results will not be available for seven to ten days. Mr. Martin stated that a quick on-site test was done, and it was positive for lead. Mr. Martin stated that this project is time sensitive, as staff would like to get it completed before the summer season starts and will require the start up of Raw Water and the Surface Water Plant.

Mr. Martin stated that this change order is for the equipment to handle the lead removal and disposal, and time to complete the removal. Mr. Martin stated that the original contract price was \$87,760. Mr. Martin stated that the original budget for this project was \$200,000, so there is still plenty of funds left in the project budget. Mr. Martin stated that the \$10,000 contingency fund will be used along with additional project funds to cover the change order.

Mr. Martin stated that only two bids were received for this project, Carr Coatings and Riley. Mr. Martin stated that Riley's bid was \$147,000 and even with the cost of the change order added to the contract amount, it is still less than the other bid. Mr. Martin stated that it is unfortunate that there is a time delay. Mr. Martin stated that if staff had known there was lead in the existing coating, the removal cost would have been included in the project. Mr. Martin stated that Mr. Andrew Colling, Project Engineer, is in attendance to answer any questions the Board may have on the change order.

Secretary Waters asked if the change order was for lead abatement only. Mr. Colling stated that it is. Secretary Waters asked if Carr Coatings will be doing the lead abatement or will they be bringing in another contractor to do it. Mr. Martin stated that Carr Coatings will be completing the abatement as they have the equipment and the experience.

Treasurer Cathey asked if the 14-day extension is for calendar days or work days. Mr. Colling stated that it is calendar days. Mr. Colling stated that Carr Coatings stated that they don't anticipate they will exceed the original deadline, but due to the delay of a week, the deadline was pushed out two weeks. Mr. Colling stated that staff is still stressing the April 15th deadline in anticipation of the water season. Mr. Martin stated that the original final completion date was April 30th, and with the change order the new final completion date will be May 14th. Mr. Martin stated that substantial completion was originally April 15th, and with the change order would be April 29th. Mr. Martin stated that the original contract price was \$87,760, and with the change order the contract price increases to \$128,310.

Treasurer Cathey asked if the contractor has to rent the equipment. Mr. Colling

stated that he was not certain if they owned the equipment or not. Mr. Colling stated that they explained to him that this is the expected cost to ship the equipment to the site.

Secretary Waters asked if testing is usually done for lead on these types of projects. Mr. Colling stated that it is. Mr. Colling stated that the project started with just recoating in the High Service area, which was done in the 1990's, which is well beyond the timeframe that lead paint stopped being used. Mr. Colling stated that when the Raw Water piping was added he failed to consider the construction timeframe for it and missed testing for lead.

A motion was made by Secretary Waters and seconded by Vice-Chairman Bertoglio to approve Change Order No. 1 with Carr Coatings, LLC, for the WTP Raw Water Intake Piping Recoating, Project No. 22-075 for an increase in the amount of \$40,550 and a contract time extension of fourteen (14) days, increasing the contract price to \$128,310 and the final completion date to May 14, 2023. Motion put and carried.

- c. Mr. Martin stated that it is the time of year when the Board discusses budgets. Mr. Martin stated that this month the Board will review the capital projects for FY2024, the Preliminary FY2024 budget in April, and the FY2024 Wholesale Water Rate in May. Mr. Martin stated that the Board will wrap everything up in June. Mr. Martin stated that these are proposed Capital Projects, and can be changed until the FY24 Budget is approved in June.

Mr. Martin reviewed the following items in the Preliminary FY2024 Capital Budget:

- FY24 Equipment Replacement - \$150,000 – Annual expenditure set aside for unexpected critical equipment failures throughout the year.
- FY24 Well Rehabilitation - \$500,000 – Annual expenditure - Mr. Martin stated that there are 29 wells that should be rehabilitated on a 3 – 5 year bases. Mr. Martin stated that staff is working with WWDC on a Wellfield Management and Operation Plan, and part of the plan will help develop a schedule for rehabilitating the wells and identify other projects that need to be completed in the well fields. Treasurer Cathey asked how many wells will be able to be rehabilitated with this amount. Mr. Martin stated that four or five vertical wells can be rehabilitated as long there is not major damage to the wells. Mr. Martin stated that the Caissons cost more and are being done in FY23. Mr. Martin stated that the Board was successful in getting \$1.5 M in ARPA funds for rehabilitation of the three Caissons.
- Security Upgrades - \$40,000 – Annual expenditure for security upgrades which includes additional cameras, door upgrades, etc.
- FY24 Turbidimeter Replacements - \$40,000 – Annual expenditure – There are many turbidimeters in the WTP and well fields. These turbidimeters only last a certain number of years before they need to be replaced. This amount will cover four or five turbidimeters depending on pricing.

- FY24 Filter Media Replacement - \$100,000 – There are six gravity filters with sand and anthracite in them. This media has to be replaced every 20 years, and the filter media is at the end of its life. Mr. Martin stated that when the filter media is removed an inspection will be done on the filter structure to check for any damage that will need to be repaired, or if it needs to be recoated. Mr. Martin stated that this budget is for one filter, with the remaining filters done in subsequent years. Secretary Waters stated that these should be on a rotation basis for media replacement. Mr. Martin stated that the filters will be placed on a rotation for media replacement once they have all been done.
- GW Ozone Contactor Pipe Lining - \$750,000 – The Groundwater and Surface Water Ozone contactor pipes are 60-inch pipes that are 270-feet long. Multiple leaks have been experienced at the joints. This project will line the whole contactors to eliminate the joint leaks. Secretary Waters asked if steel lining will be used. Mr. Martin stated that these are concrete pipes and different linings will be investigated to see which will work the best for this application.
- Gravity Filter Valve Replacement - \$150,000 – The existing valves on the gravity filters are failing – they don't open or close all the way, they leak, and there is potential for backwash water contamination in the clear wells, and will shut down in the middle of summertime production.
- Ammonia Piping Replacement - \$50,000 – Staff did the sodium hypochlorite piping replacement this fiscal year. This replaced the PVC chemical lines with a HDPE product that is fused to eliminate leaks at the joints. This HDPE pipe has a 50-year life.
- Sodium Hypochlorite Tank Improvements - \$25,000 – One of the fiberglass sodium hypochlorite tanks is leaking, but can be repaired. This is to repair the tank and install transfer pumps that can transfer both directions between the tanks.
- Sand Pump Replacements - \$30,000 - Annual expenditure for the six sand pumps on the Actiflo system. These pumps get beat up all the time due to the environment. Spare sand pumps are kept in inventory in case of a failure as it is critical to replace them during summer production. This will purchase two additional pumps for inventory.
- HVAC Improvements - \$25,000 – In FY23 hot water valves were replaced throughout the HVAC system. This project will replace valves on the chilled water side of the HVAC system. The Chiller Project that is in progress is just for the main equipment of the system, and does not include valves in the system. Several valves have failed already. The new controller system will control the new valves in the system.
- Mountain View Tank Improvements - \$350,000 – This tank needs a new roof hatch, enlarged manways, and interior sand blasting and coating.
- Crosstown Air Release Valve Improvements - \$45,000 – This project will replace all the cast iron air release valves on the Crosstown Pipeline with HDPE or epoxy coated ARVs. The existing cast iron valves are failing and need replaced. Treasurer Cathey asked if the HDPE ARV's as durable as the cast iron, or are they more susceptible to damage. Mr. Martin stated that most

of these ARVs are located in areas where people can't get to them. Mr. Anderson stated that they are used throughout the City system and are located in manholes. Mr. Anderson stated that the only place they are not used are in boosters.

- Airport Booster Pump Replacement - \$35,000 – This booster has been in service over 50 years, one pump was replaced a few years ago after it failed. Replacement of the other pump will be to match that one. The pump has a leaking pump seal which is no longer available. Secretary Waters asked if this booster is located by Quality Petroleum. Mr. Anderson stated that it is.

Mr. Martin stated that the total FY24 Capital Budget is \$2,290,000. Mr. Martin stated that this is in line with the most recent rate model that was approved.

Treasurer Cathey asked if these funds will be used from Reserves. Mr. Martin stated that the Capital Budget is based on the FY24 Budget Revenues, and possibly some funds from Reserves. Mr. Martin stated that the \$1.5 M ARPA money is a FY23 project, which is separate from the FY24 Capital Budget.

- d. Mr. Martin stated that the City of Casper is applying for a WaterSMART grant through the Bureau of Reclamation for the Izaak Walton Reach Project, which is part of the River Restoration Project. Mr. Martin stated that a few years ago they did the stretch past the WTP and ended up right by the Caisson wells. Mr. Martin stated that this project would pick up where they left off and go around just past Fort Caspar and ending before it gets to the bridge going into the City of Mills.

Mr. Martin stated that part of this WaterSMART grant has to be a nexus with a water system that includes water quality improvements, water availability, and such items. Mr. Martin stated that it ties in nicely with this stretch as it includes going past the Fort Caspar wellfield. Mr. Martin stated that included in the project is the 100% removal of Russian Olive trees in the wellfield. Mr. Martin stated that Russian Olive trees are an invasive species that take up a high amount of water. Mr. Martin stated that this project would eliminate them completely in the wellfield. Mr. Martin stated that new plantings would take place with more native vegetation.

Mr. Martin stated that stormwater improvements would include realigning the stormwater sewers to wetlands rather than going straight to the river so there would be some water quality improvements.

Mr. Martin stated that on the screen is a letter of support to go with the City's grant application. Mr. Martin stated that staff is requesting authorization for the Chairman to sign the letter of support for this grant.

Vice-Chairman Bertoglio asked Mr. Martin to explain how this project improves water availability and quality. Mr. Martin stated that it has been determined that each Russian Olive tree takes up to 75 gallons of water per day, it is a high consumption tree. Mr. Martin stated that by removing the trees, that water will be

available for use. Mr. Martin stated that water quality will be improved with the stormwater improvements.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve the Chairman signing the letter of support for the City of Casper's application for a WaterSMART Environmental Water Resources grant for the Izaak Walton Reach Project. Motion put and carried.

- e. Mr. Martin asked the Board to reference the most recent Snowpack Map on the screen. Mr. Martin stated that it is the time of year when staff is most concerned about the amount of water available for the upcoming water season. Mr. Martin stated that the Upper North Platte Basin received 128%, the Sweetwater Drainage received 137%, the Lower Platte Drainage received 119%. Mr. Martin stated that it is looking pretty good for this water season. Mr. Martin stated that the Bureau of Reclamation makes a calculation to determine if there is a need for administration on the river for February, March, and April. Mr. Martin stated that the Bureau of Reclamation made the determination that it is not likely that administration of the river will be needed this year. Mr. Martin stated that last year there was administration of the river in April, but this year the snowpack is looking good. Mr. Martin stated that this is a lot better than the last couple of years as the Upper and Lower North Platte Basins only received 90% snowpack in 2021 and 2022. Mr. Martin stated that Sweetwater has only been 80% the last couple of years. Mr. Martin stated that there are still the Spring storms coming, and they are the ones that typically make the biggest difference as they contain a lot of moisture.
- f. Mr. Martin stated that for the last several years audit services have been provided by Skogen, Cometto, & Associates, typically two years at a time. Mr. Martin stated that the last agreement covered FY21 and FY22 audits. Mr. Martin stated that audit services will be needed for the upcoming FY23 and FY24 audits. Mr. Martin asked the Board if they are comfortable just getting a proposal from Skogen, Cometto, & Associates, or if they prefer to send out an RFP. Mr. Martin stated that it was discussed by the Board previously that Skogen, Cometto has done the RWS audit for years and knows the Board's system, and have a report template in place. Mr. Martin stated that the last four years the Board has spent approximately \$30,000 per year for audit services. Mr. Martin stated that an agreement will need to be put in place soon for FY23 and FY24 audit services.

Board Member Pollock asked when was the last time an RFP was put out for audit services. Mr. Martin stated that it has been a good number of years as the Board has just stuck with Skogen, Cometto. Board Member Pollock asked if there is some kind of understanding that the price is locked in with Skogen, Cometto, and if it is put out for RFP, if it is anticipated that they would adjust their pricing. Board Member Pollock asked if there is a drawback to go out for an RFP. Mr. Martin stated that is a good question. Mr. Martin stated that it is anticipated that there will be a price increase from Skogen, Cometto either way as they were only under contract for FY2021 and FY2022, so it will be a new price proposal. Mr. Martin stated that they did not have a price increase over FY2019

and FY2020, but that is not to say that they won't going forward. Board Member Pollock stated that if it has been a while, she would like to see the audit services go out for an RFP if there is time. Board Member Pollock stated that the City saw some significant differences from different firms for audit services, and maybe the Board is due to get an update.

Vice-Chairman Bertoglio asked if there is a price limit for requesting bids. Mr. Martin stated that for consulting services the Board can just request proposals from companies. Mr. Beamer stated that there is no limit for professional services, as it is an RFP and not an actual bid.

Vice-Chairman Bertoglio stated that he thinks it would be worth it to get proposals.

Secretary Waters asked if it is recommended to put out an RFP to get proposals from different companies, or just from Skogen, Cometto. Board Member Pollock stated that she would like to see different proposals since it has been a while.

Board Member Pollock asked if once the proposals come back, does the Board have to take the lowest proposal, or can they choose which proposal they want to go with, with preference being given to Skogen, Cometto as they know the system and have the history. Mr. Beamer stated that selection is based on professional qualifications, and not solely on price for professional services.

- g. Ms. Brown distributed the annual Financial Disclosure letters to the Board for completion and signatures. The Financial Disclosure letters were completed by Board Members in attendance at the meeting on this date.
- h. In Other New Business, Mr. Martin stated that next month is Choice Gas selection. Mr. Martin stated that typically Ms. Brown puts together a comparison table for the Board with all the different options that are available. Mr. Martin stated that historically the Board sticks with the Pass-On Rate through Black Hills Energy, as well as the City of Casper. Mr. Martin asked if the Board would like staff to compile the comparison this year.

Vice-Chairman Bertoglio stated that he has not looked at it this year as prices were set really high for everything, and then in February everything dropped. Vice-Chairman Bertoglio stated that he hasn't looked to see if the fixed rates worked. Vice-Chairman Bertoglio stated that it is always interesting because whenever they project big jumps in gas, it lasts two or three months and then it bottoms out, so they end up overcharging for a quarter, or four months, and then they have to figure out how to make it balance.

Mr. Martin stated that it seems like the Pass-On Rate always seems to work out well. Mr. Martin stated that he wanted to bring this up to the Board before the effort is put in to compile the comparison, and asked the Board for direction on this.

Chairman King stated that he doesn't have a vote in this as he is the Chairman for Wyoming Community Gas.

Vice-Chairman Bertoglio stated that based on futures, he would recommend staying on the Pass-On Rate, because no one is expecting a big jump in gas prices.

Secretary Waters stated that he thinks the Board has been treated very fairly with the Pass-On Rate so is comfortable sticking with it.

Chairman King stated that there was a meeting with Wyoming Community Gas last weekend and there were no indications that they are looking for the gas price to jump.

A motion was made by Treasurer Cathey and seconded by Board Member Pollock to stay with the Pass-On Rate for the 2023 Choice Gas Selection. Motion put and carried.

- 9. In the Chairman's Report, Chairman King stated that the next meeting will be held on April 18, 2023.

A motion was made by Secretary Waters and seconded by Board Member Sabrosky to adjourn the meeting at 12:30 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
April 13, 2023**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8566	City of Casper	Loan Payment	\$127,960.40
8567	Hach Company	Capital Expense – CL17 & Controller	\$13,095.40
8568	Casper Star Tribune / Lee Enterprises	Capital Expense – Advertisement for Bid – WTP 42-inch Steel Waterline Replacement Project No. 21-045	\$571.92
8569	City of Casper	Operations Reimbursement – March2023	\$298,217.85
8570	KROHNE Inc.	Capital Expense – Wardwell Mag Meter Replacement	\$8,903.03
		Total	\$448,748.60



City of Casper
200 North David Street
Casper, WY 82601

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	03/31/2023	3994	\$0.00	04/30/2023	\$298,217.85
				PAST DUE AMOUNT	ACCOUNT BALANCE
				\$0.00	\$426,178.25

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$298217.850000	EACH	\$298,217.85	\$0.00	\$0.00	\$298,217.85
Invoice Total:							\$298,217.85

March 2023 WTP Operations Reimbursement

March 2023 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$161,807.18
9020.00	Chemical Charge - O&M	\$16,625.35
9030.00	Utilities - O&M	\$101,539.68
9040.00	Supplies - O&M	\$7,229.35
9060.00	Training - O&M	\$100.00
9070.00	Major Maint, Repair, Replc - O&M	\$6,397.60
9080.00	Testing & Lab Services - O&M	\$2,297.91
9090.00	Other Reimbursable Costs - O&M	\$2,220.78
300-6257 - Ops Reimb		\$298,217.85

✂ 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	03/31/2023
Invoice Number	3994
Customer Number	2784
Amount Paid	\$298,217.85
Due Date	04/30/2023
Invoice Total Due	\$298,217.85

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

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	03/01/2023	LCAS1527072	41.41	Professional Laundry Services
ALSCO	Laundry/Towel	03/01/2023	LCAS1531647	41.41	Professional Laundry Services
AT & T CORP	Communication	03/01/2023	287311040412X022023	40.04	Acct #287311040412 - Communica
AT & T CORP	Communication	03/01/2023	287311040412X032023	40.04	Acct #287311040412 - Communica
ATLAS OFFICE PRODUCT	General Supplies & Materials	03/21/2023	82532-0	241.01	Glue, Batteries, Binder Clips,
AWWA	Dues/Subscriptions	03/30/2023	7002101210	233.00	AWWA Membership Dues - Dues &
BLACK HILLS ENERGY	Natural Gas	03/01/2023	RIN0031456	15,253.31	Acct #7513 1659 94 - Natural G
CASPER STAR-TRIBUNE,	Advertising/Promotion	03/01/2023	84584	51.54	Advertising - Central Wyo Regional Water meeting
CENTURYLINK	Communication	03/01/2023	78592	22.34	Acct #P-307-111-9950 456M
CENTURYLINK	Communication	03/01/2023	80528	22.33	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	03/01/2023	Stmt ID 790086	89.00	City Sewer & Refuse Charges -
CITY OF CASPER	Sewer	03/01/2023	Stmt ID 790086	31.78	City Sewer & Refuse Charges -
COASTAL CHEMICAL CO	Gas/Fuel	03/01/2023	0125641	127.92	Fuel for Ford & Dodge - Gas/Fuel
COASTAL CHEMICAL CO	Gas/Fuel	03/07/2023	0125684	100.14	Gas for the F-150 - Gas/Fuel
COASTAL CHEMICAL CO	Gas/Fuel	03/01/2023	0125705	186.35	Fuel for Pick Up's - Gas/Fuel
CRUM ELECTRIC SUPPLY	General Supplies & Materials	03/30/2023	2447893-00	377.21	SANDY LAKES BOOSTER PUMP #1- B
DANA KEPNER CO. OF W	General Supplies & Materials	03/01/2023	2235940-00	3,151.50	6" Check Valve for Morad #7 -
DPC INDUSTRIES, INC.	Chemicals	03/01/2023	737000688-23	13,077.47	Sodium Hypochlorite - Chemical
EMPLOYEE REIMBURSEMENT	Travel/Training	03/01/2023	RIN0031435	100.00	WTP Level 1 Exam Reimbursement
ENERGY LABRATORIES I	Testing	03/01/2023	536625	124.00	Nitrogen, Nitrate, Nitrite Tes
ENERGY LABRATORIES I	Testing	03/01/2023	536148	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	03/01/2023	538521	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	03/01/2023	538522	75.00	UV Absorbance & Carbon &Total
ENERGY LABRATORIES I	Testing	03/15/2023	539248	53.00	Bacteria Testing
ENERGY LABRATORIES I	Testing	03/22/2023	540468	339.00	Aerobic Endospores Testing
ENERGY MANAGEMENT CO	Maint/Repair (non contract)	03/01/2023	135500	513.61	Replacement Control Keypad - GWHS VFD Drive
Fastenal	General Supplies & Materials	03/09/2023	165180	6.05	Bolts for Morad 7
FERGUSON ENTERPRISES	General Supplies & Materials	03/09/2023	PA024389	72.37	6" Flange Set Packs (2) - Mach
FERGUSON ENTERPRISES	General Supplies & Materials	03/20/2023	CC078049	13.63	SW HS Sump Pump Line
FERGUSON ENTERPRISES	General Supplies & Materials	03/20/2023	CC077519	1,110.38	Corrosion Inhibitor Fill Station
GRAINGER, INC.	General Supplies & Materials	03/09/2023	9629274615	201.15	V-Belt Pulley for North Chem.
GRAINGER, INC.	General Supplies & Materials	03/09/2023	9629274623	127.40	V-Belt for North Chem. HVAC -
GRAINGER, INC.	General Supplies & Materials	03/21/2023	9643736292	253.69	SW HS Sump Pump - Pump & Lubri
GREEN'S SEWER & DRAIN	Maint/Repair (non contract)	03/01/2023	35652	165.00	Review & Locate Sewer Line - M
HACH CO., CORP.	Lab Supplies	03/01/2023	13475337	261.22	Ammonia/Monochloramine - Lab S
HACH CO., CORP.	Lab Supplies	03/01/2023	13473114	297.65	Ammonia/Monochloramine & Sufa.
HACH CO., CORP.	Lab Supplies	03/01/2023	13499228	108.09	Calcium STD Solution - Lab Sup
HACH CO., CORP.	Lab Supplies	03/01/2023	13503696	247.31	Hydrox.-Amino, Hardness & PH S
HARDWARE PARTNERS LL	General Supplies & Materials	03/27/2023	B14855-1	18.68	Ice Scraper & Key Krafter - Ve
HYDRO OPTIMIZATION &	Technology Supplies	03/01/2023	10956	1,150.00	Dell Hard Drive - HOA - Profes
HYDRO OPTIMIZATION &	Professional Services	03/01/2023	10975	4,326.00	Labor, Travel & Mileage - Prof
Industrial Piping Specialists	General Supplies & Materials	03/09/2023	IPS17106915C	(1.20)	Tax Credit From Previous Trans
ITMonthly	Internal Services	03/23/2023	ITMonthly	1,832.25	IT Monthly Allocation
Jack's Small Engines	General Supplies & Materials	03/07/2023	1586629722	53.60	Cover Pump & O Ring Pump Cover

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
LONG BUILDING TECHNO	Maintenance Agreements	03/01/2023	SRVCE0138076	1,415.78	HVAC Services/Repairs - Mainte
Menards	General Supplies & Materials	03/21/2023	50915019118	44.93	Plant Sewer Drain Line Parts -
NAPA AUTO PARTS CORP	General Supplies & Materials	03/09/2023	959970	156.00	10 Piece Drill Bits - Small To
NORCO, INC.	Gas/Fuel	03/28/2023	38932257926	62.75	Propane for the Forklift - Gas
Northwest Contractors Supply, Inc.	General Supplies & Materials	03/22/2023	1569625	41.20	Side Slide Utility Knife & Sho
P&LMonthly	Insurance/Bonds	03/23/2023	P&LMonthly	3,069.26	P&L Allocation Monthly
Payroll	Personnel	3/2/2023		48,174.35	3/2/2023 Payroll
Payroll	Personnel	3/16/2023		52,140.71	3/16/2023 Payroll
Payroll	Personnel	3/30/2023		34,666.59	3/30/2023 Payroll
Rocky Mountain	Chemicals	03/01/2023	30428930	3,406.32	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	03/01/2023	30430633	141.56	Bulk Oxygen Telemetry - Chemicals
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031438	3,908.97	Acct #60931133-010 2 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031439	908.52	Acct #60931133-013 6 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031437	26,955.81	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031457	172.25	Acct #60931133-002 9 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031458	130.65	Acct #60931133-005 2 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031459	256.82	Acct #60931133-006 0 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031461	1,195.39	Acct #60931133-011 0 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031462	1,156.76	Acct #60931133-012 8 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031463	638.47	Acct #60931133-013 6 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031466	691.75	Acct #60931133-017 7 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031467	3,012.55	Acct #60931133-018 5 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031484	26,854.74	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031486	3,999.18	Acct #60931133-010 2 - Electri
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031428	25.64	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031431	2,035.32	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031429	24.56	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031430	25.27	Acct #60931133-024 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031436	1,653.82	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031440	28.24	Acct #60931133-022 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031437	1,945.53	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031460	1,692.15	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031464	26.20	Acct #60931133-014 4 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031465	46.61	Acct #60931133-015 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031468	25.44	Acct #60931133-019 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031469	106.15	Acct #60931133-026 8 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031477	2,069.73	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031476	25.18	Acct #60931133-024 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031475	24.63	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031474	25.63	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031485	2,452.48	Acct #60931133-003 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031484	1,974.45	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031487	1,855.61	Acct #60931133-016 9 -Booster
ROCKY MOUNTAIN POWER	Electricity	03/01/2023	RIN0031493	28.62	Acct #60931133-022 7 - Booster

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Smith's	General Supplies & Materials	03/23/2023	082077	32.98	JPB Meeting Lunch - Fried Chicken
Staples	General Supplies & Materials	03/27/2023	11344J11314A7D4AXDNH	88.57	White Board & command Strips for Operator Room
Staples	Technology Supplies	03/13/2023	11344J116133YD4AXD7J	242.99	UPS Control Room Power Supply
UPS	Testing	03/08/2023	00008F045W093	114.64	Sand Sampling Shipping - Testing
USPS	Postage and Printing	02/23/2023	038917	9.96	Certified Mail - RWS ARPA Grant
USPS	Postage and Printing	03/24/2023	039085	73.92	POSTAGE - Certified Mail CCR Reports
UtilityMon	Internal Services	03/23/2023	UtilityMon	21,924.02	Utilities IS Monthly
Verizon	Communication	03/14/2023	9929080704	67.72	WTP Operator Cell Phone
Walmart	General Supplies & Materials	03/10/2023	48231277292631881348	9.72	Dessert for Matt's Farewell -
Walmart	General Supplies & Materials	03/22/2023	78212798616700994039	25.73	Cookies, Plates, & Fruit for JPB meeting
Walmart	General Supplies & Materials	03/24/2023	02220381454813762167	19.94	Dishwasher Pods for Lab Dishwasher
WARDWELL WATER & SEW	General Supplies & Materials	03/01/2023	RIN0031445	31.17	Water Usage Charge - Booster S
Wear Parts, Inc.	General Supplies & Materials	03/03/2023	393361	19.61	Airport Booster Pump # 1 Control Valve
WESTERN STATES FIRE	Maintenance Agreements	03/01/2023	WSF504397	805.00	Fire Sprinkler & Backflow Insp
XEROX CORPORATION	General Supplies & Materials	03/01/2023	018327607	205.63	Copier Usage - Office Supplies
Total				\$ 298,217.85	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2022-2023

Entity	Gallons of Water Produced									
	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	1,855,452.041	2,201,087.755	2,715,173.469	1,695,323.469	1,848,180.612	2,197,059.184	4,096,345.918	6,821,910.204	5,955,148.980	27,530,229.592
Wardwell W&S	8,141,274.490	7,397,156.122	9,706,132.653	9,881,371.429	7,924,471.429	12,993,011.224	23,651,868.367	33,714,787.755	36,193,058.163	141,461,857.143
Pioneer	2,756,178.571	3,138,508.163	2,884,720.408	2,648,028.571	2,576,379.592	4,570,219.388	7,008,932.653	9,597,740.816	9,422,562.245	41,847,091.837
Poison Spider	763,520.408	691,428.571	783,061.224	734,285.714	626,173.469	706,785.714	905,357.143	1,184,897.959	1,000,051.020	6,632,040.816
33 Mile Road	851,377.551	910,969.388	903,979.592	823,163.265	806,989.796	979,744.898	1,068,877.551	1,452,653.061	1,634,336.735	8,580,714.286
Sandy Lake	451,205.102	501,440.816	514,363.265	519,529.592	489,369.388	863,685.714	1,474,555.102	2,158,682.653	2,492,817.347	9,014,443.878
Lakeview	152,768.367	123,787.755	135,867.347	136,035.714	135,453.061	403,884.694	748,975.510	944,275.510	896,511.224	3,524,790.816
Mile-Hi	365,205.102	249,262.245	266,513.265	227,629.592	202,642.857	259,104.082	384,102.041	701,720.408	695,316.327	2,986,290.816
City of Casper	155,388,103.367	143,118,918.184	162,425,971.776	159,828,239.653	151,040,335.796	205,422,959.102	419,591,528.714	626,263,221.633	641,145,465.959	2,508,836,640.816
Regional Water	(672,897.000)	0.000	0.000	0.000	0.000	(278,920.000)	(115,000.000)	(137,638.000)	(707,182.000)	(1,238,740.000)
TOTAL	170,052,188.000	158,332,559.000	180,335,783.000	176,493,607.000	165,649,996.000	228,117,534.000	458,815,543.000	682,702,252.000	698,728,086.000	2,749,175,360.000

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED:

3,594,587,486.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2022-2023

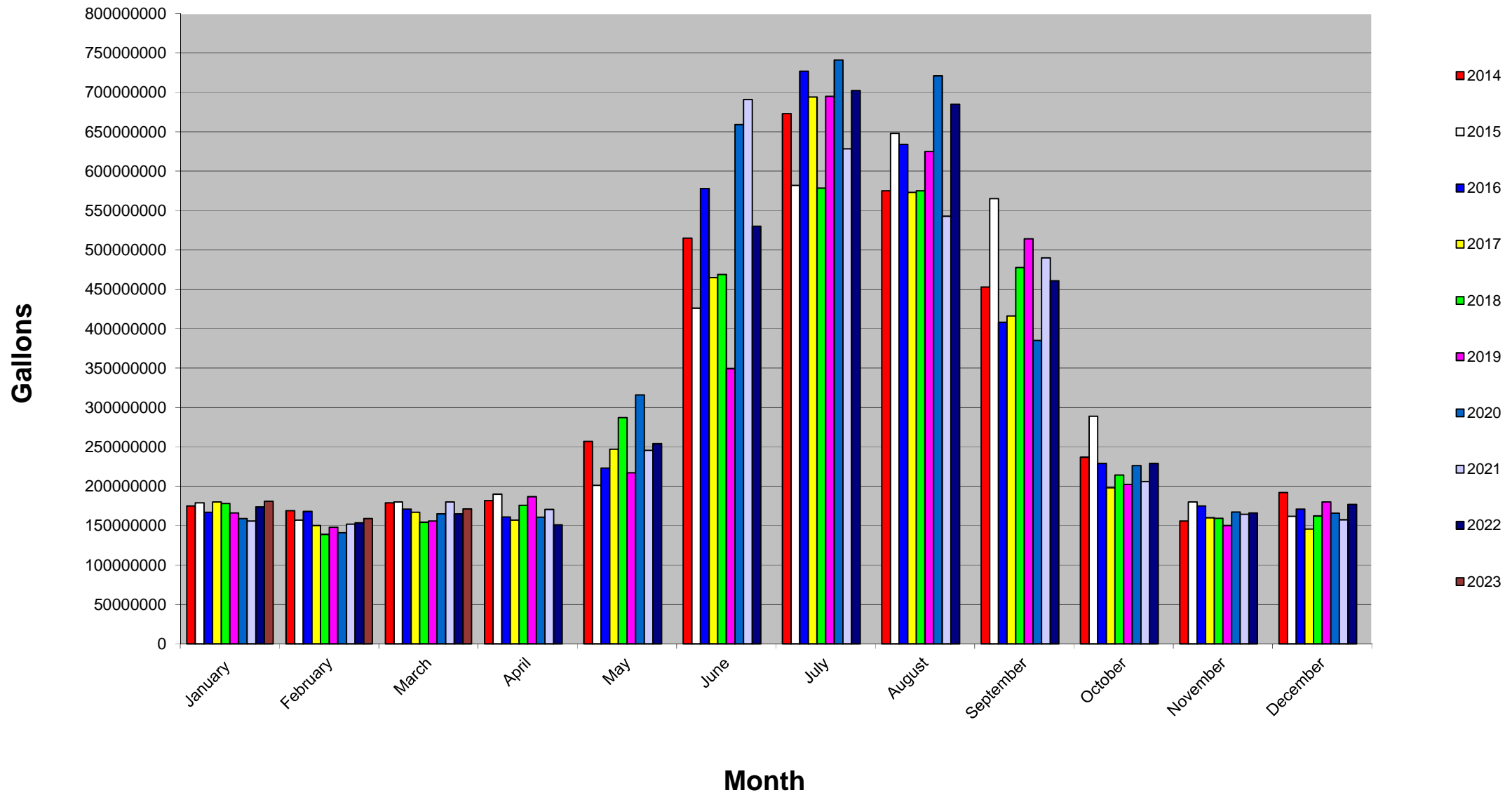
Entity	Water Rates Billed									
	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	\$ 4,156.21	\$ 4,930.44	\$ 6,081.99	\$ 3,797.52	\$ 4,139.92	\$ 4,921.41	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 61,667.71
Wardwell W&S	\$ 18,236.45	\$ 16,569.63	\$ 21,741.74	\$ 22,134.27	\$ 17,750.82	\$ 29,104.35	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 316,874.56
Pioneer	\$ 6,173.84	\$ 7,030.26	\$ 6,461.77	\$ 5,931.58	\$ 5,771.09	\$ 10,237.29	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 93,737.49
Poison Spider	\$ 1,710.29	\$ 1,548.80	\$ 1,754.06	\$ 1,644.80	\$ 1,402.63	\$ 1,583.20	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 14,855.77
33 Mile Road	\$ 1,907.09	\$ 2,040.57	\$ 2,024.91	\$ 1,843.89	\$ 1,807.66	\$ 2,194.63	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 19,220.80
Sandy Lake	\$ 1,010.70	\$ 1,123.23	\$ 1,152.17	\$ 1,163.75	\$ 1,096.19	\$ 1,934.66	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 20,192.35
Lakeview	\$ 342.20	\$ 277.28	\$ 304.34	\$ 304.72	\$ 303.41	\$ 904.70	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 7,895.53
Mile-Hi	\$ 818.06	\$ 558.35	\$ 596.99	\$ 509.89	\$ 453.92	\$ 580.39	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 6,689.29
City of Casper	\$ 348,069.35	\$ 320,586.38	\$ 363,834.18	\$ 358,015.26	\$ 338,330.35	\$ 460,147.43	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 5,619,794.08
Regional Water	\$ (1,507.29)	\$ -	\$ -	\$ -	\$ -	\$ (624.78)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (2,774.78)
TOTAL	\$380,916.90	\$354,664.93	\$403,952.15	\$395,345.68	\$371,055.99	\$510,983.28	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$6,158,152.80

TOTAL PRIOR YEAR (FY2022) BILLING:

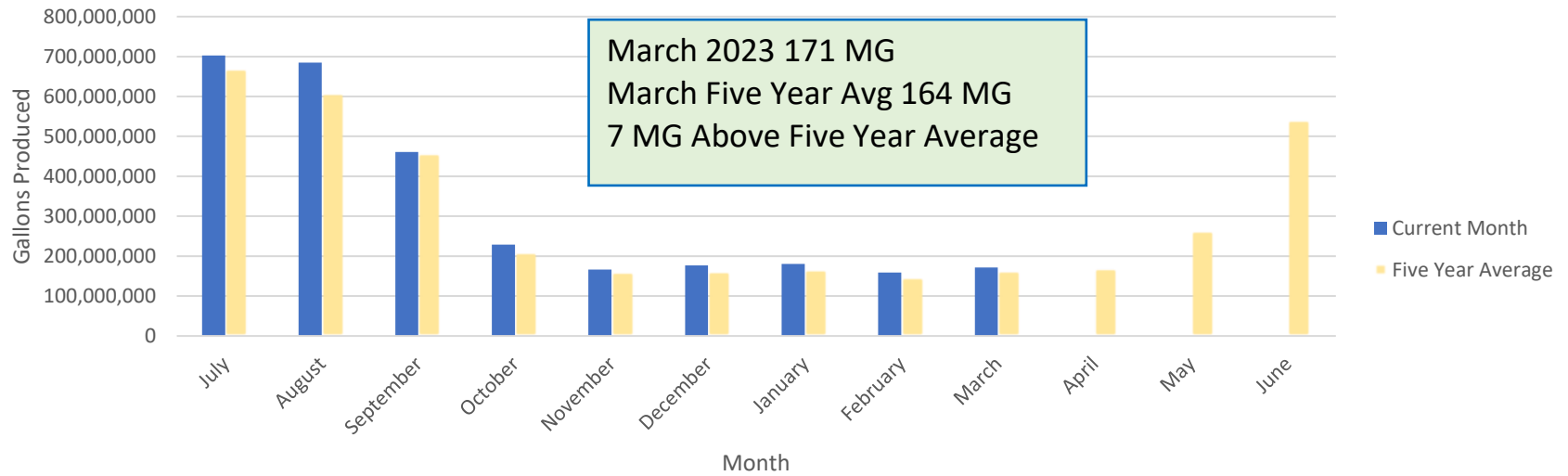
\$ 7,656,471.34

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

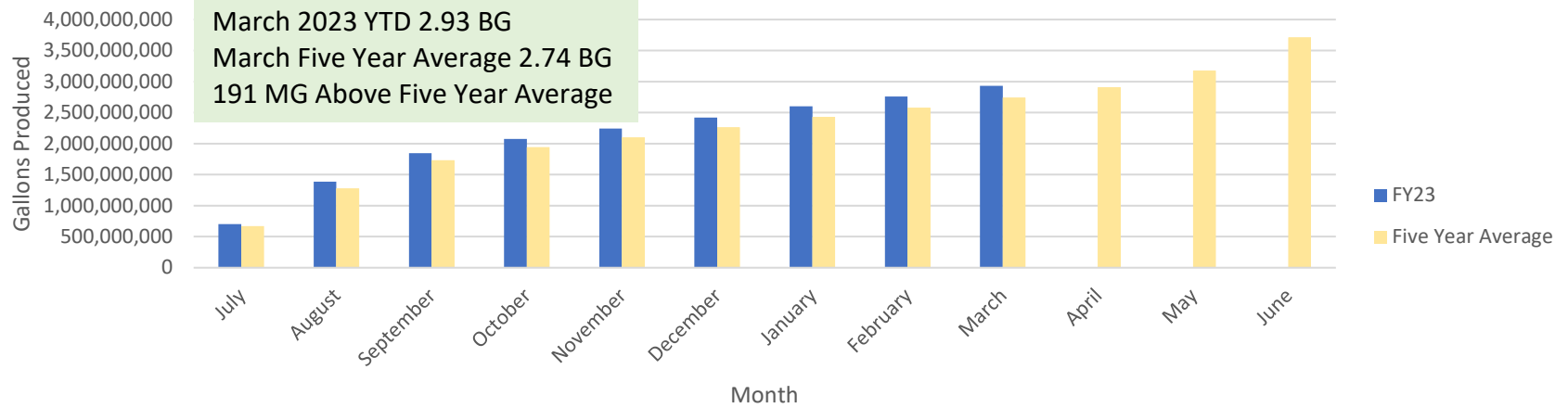
WTP PRODUCTION



FY23 Monthly Water Production



FY23 YTD Water Production



April 14, 2023

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
Tom Edwards, Water Treatment Plant Manager

SUBJECT: Morad Recharge Pump Purchase

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for April 18, 2023.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize a Procurement of Goods Agreement with DXP Enterprises, Inc., Casper, Wyoming in the amount of \$63,974 for the purchase of one Simflo OLS-SPM14-18 pump with motor.

Summary

The Morad wellfield has recharge channels for aiding in aquifer recharge in the area of the three Caisson wells. Water is pumped from the North Platte River into the recharge channels to maintain the water level within the channels. The existing Morad recharge pump was placed into service in 2015. The pump has lost efficiency and needs to be rebuilt. Staff are proposing to purchase a new pump for installation and then rebuild the old pump to serve as a critical spare. Having a spare pump in inventory will allow staff to quickly switch out pumps on failure significantly reducing downtime in the future.

Staff solicited quotes for the pump purchase from several vendors. DXP Enterprises was the only vendor that was able to provide the quote.

Financial Considerations

Funding for the new pump purchase, \$63,974, will come from the FY23 capital budget.

Oversight/Project Responsibility

Tom Edwards, Water Treatment Plant Manager

Attachments

Procurement of Goods Agreement with Exhibit "A"

Procurement of Goods Agreement (Short Form)

This Procurement of Goods Agreement, dated as of _____, 2023 (this "**Agreement**," to be referenced by Quotation No. RT022422, is entered into between the Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board with offices located at 1500 SW Wyoming Blvd., Casper, Wyoming 82604 ("**Buyer**") and DXP Enterprises, Inc., a Texas Corporation with offices located at 1320 Overlook Drive, Casper, Wyoming 82601 ("**Seller**"), and together with Buyer, the "**Parties**", and each, a "**Party**").

RECITALS

WHEREAS, Seller is in the business of selling a Simflo OLS-SPM14-18 Pump with 25 Horsepower Electric Motor; and

WHEREAS, Buyer desires to purchase from Seller, and Seller desires to sell to Buyer the Goods.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Sale of Goods. Seller shall sell to Buyer and Buyer shall purchase from Seller the goods set forth on Exhibit A (the "**Goods**"), as modified, hereto attached and made part of the Agreement, in the quantities and at the prices and upon the terms and conditions set forth in this Agreement.
2. Delivery Date. Seller shall deliver the Goods by July 31, 2023 in the quantities and on the date(s) specified in Exhibit A, as modified, hereto attached and made part of the Agreement, or as otherwise agreed in writing by the Parties (the "**Delivery Date**"). Timely delivery of the Goods is of the essence. If Seller fails to deliver the Goods in full on the Delivery Date, Buyer may terminate this Agreement immediately by providing written notice to Seller and Seller shall indemnify Buyer against any losses, claims, damages, and reasonable costs and expenses directly attributable to Seller's failure to deliver the Goods on the Delivery Date.
3. Quantity. Seller shall deliver the quantities of the Goods specified in Exhibit A, as modified, hereto attached and made part of the Agreement. If Seller delivers more or less than the quantity of Goods specified in Exhibit A, Buyer may reject all or any excess Goods. Any such rejected Goods shall be returned to Seller at Seller's risk and expense. If Buyer does not reject the Goods and instead accepts the delivery of Goods at the increased or reduced quantity, the Price for the Goods shall be adjusted on a pro-rata basis.
4. Delivery Location. All Goods shall be delivered to 1500 SW Wyoming Blvd, Casper, Wyoming 82604 (the "**Delivery Location**") during Buyer's normal business hours or as otherwise instructed by Buyer.
5. Shipping Terms. Delivery shall be made Delivered Duty Paid (DDP) Delivery Location, Incoterms® 2010 in accordance with this Agreement. Seller shall give written notice of shipment to Buyer when the Goods are delivered to a carrier for transportation. Seller shall provide Buyer all shipping documents, including the commercial invoice, packing list, air waybill/bill of lading and any other documents necessary to

release the Goods to Buyer within two business day[s] after Seller delivers the Goods to the transportation carrier.

6. Title and Risk of Loss. Title passes to Buyer upon delivery of the Goods to the Delivery Location. Seller bears all risk of loss or damage to the Goods until delivery of the Goods to the Delivery Location.

7. Packaging. Seller shall properly pack, mark and ship Goods as instructed by Buyer and otherwise in accordance with applicable law and industry standards and shall provide Buyer with shipment documentation showing the Agreement Reference Number, the quantity of pieces in shipment, the number of cartons or containers in shipment, Seller's name, the air waybill/bill of lading number, and the country of origin.

8. Inspection and Rejection of Nonconforming Goods. Buyer has the right to inspect the Goods on or after the Delivery Date. Buyer, at its sole option, may inspect all or a sample of the Goods, and may reject all or any portion of the Goods if it determines the Goods are nonconforming or defective. If Buyer rejects any portion of the Goods, Buyer has the right, effective upon written notice to Seller, to: (a) rescind this Agreement in its entirety; or (b) reject the Goods and require replacement of the rejected Goods. If Buyer requires replacement of the Goods, Seller shall, at its expense, promptly replace the nonconforming Goods and pay for all related expenses, including, but not limited to, transportation charges for the return of the defective goods and the delivery of replacement Goods. Any inspection or other action by Buyer under this Section shall not reduce or otherwise affect Seller's obligations under this Agreement, and Buyer shall have the right to conduct further inspections after Seller has carried out its remedial actions.

9. Price. Buyer shall purchase the Goods from Seller at the prices set forth in Exhibit A, as it may be modified from time to time by agreement of the Parties (the "**Price**"). The Price includes all packaging, transportation costs (subject to adjusted freight charges) to the Delivery Location, insurance, customs duties and fees and applicable taxes, including, but not limited to, all sales, use, or excise taxes. No increase in the Price is effective, whether due to increased material, labor, or transportation costs or otherwise, without the prior written consent of Buyer.

10. Payment Terms. Seller shall issue an invoice to Buyer within five days after the completion of delivery of the Goods. Buyer shall pay all properly invoiced amounts due to Seller within 45 days after Buyer's receipt of such invoice, except for any amounts disputed by Buyer in good faith. All payments hereunder must be in US dollars. In the event of a payment dispute, Buyer shall deliver a written statement to Seller no later than 15 days after invoiced amounts are delivered to the buyer on the disputed invoice listing all disputed items. The Parties shall seek to resolve all such disputes expeditiously and in good faith. Seller shall continue performing its obligations under this Agreement notwithstanding any such dispute.

11. Setoff. Without prejudice to any other right or remedy it may have, Buyer reserves the right to set off at any time any amount owing to it by Seller against any amount payable by Buyer to Seller.

12. Warranties. Seller warrants to Buyer that for a period of twelve months after installation, or eighteen months from the Delivery Date, all Goods will: (a) be free from any defects in workmanship, material, and design; (b) conform to applicable specifications, drawings, designs, samples, and other requirements specified by Buyer; (c) be fit for their intended purpose and operate as intended; (d) be merchantable; (e) be free and clear of all liens, security interests, or other encumbrances; and (f) not infringe or misappropriate any third party's patent or other intellectual property rights. These warranties survive any

delivery, inspection, acceptance, or payment of or for the Goods by Buyer. These warranties are cumulative and in addition to any other warranty provided by law or equity. Any applicable statute of limitations runs from the date of Buyer's discovery of the noncompliance of the Goods with the foregoing warranties. If Buyer gives Seller notice of noncompliance with this Section, Seller shall, at its own cost and expense, promptly replace or repair the defective or nonconforming Goods and pay for all related expenses, including, but not limited to, transportation charges for the return of the defective or nonconforming goods to Seller and the delivery of repaired or replacement Goods to Buyer.

13. Compliance with Law. Seller is in compliance with and shall comply with all applicable laws, regulations, and ordinances. Seller has and shall maintain in effect all the licenses, permissions, authorizations, consents, and permits that it needs to carry out its obligations under this Agreement.

14. General Indemnification. Seller agrees to indemnify Buyer, Buyer'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 Seller and any subcontractor thereof.

15. Intellectual Property Indemnification. Seller shall, at its expense, defend, indemnify, and hold harmless Buyer and any Indemnified Party against any and all Losses arising out of or in connection with any claim that Buyer's or Indemnified Party's use or possession of the Goods infringes or misappropriates the patent, copyright, trade secret or other intellectual property right of any third party. In no event shall Seller enter into any settlement without Buyer's or Indemnified Party's prior written consent.

16. Insurance. Before commencing with work under this Agreement, and for a period of 90 days after the date of this Agreement, Seller shall, at its own expense, maintain and carry insurance in full force and effect that includes, but is not limited to, commercial general liability (including product liability) with limits no less than \$250,000 for each occurrence and \$500,000 in the aggregate with financially sound and reputable insurers. Seller shall provide Buyer with a certificate of insurance from Seller's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Buyer as an additional insured. Seller shall provide Buyer with 30 days' advance written notice in the event of a cancellation or material change in Seller's insurance policy. Except where prohibited by law, Seller shall require its insurer to waive all rights of subrogation against Buyer's insurers and Buyer or the Indemnified Parties.

17. Termination. In addition to any remedies that may be provided under this Agreement, Buyer may terminate this Agreement with immediate effect upon written notice to Seller, either before or after the acceptance of the Goods, if Seller has not performed or complied with any of the terms and conditions of this Agreement, in whole or in part. If Seller becomes insolvent, is generally unable to pay, or fails to pay, its debts as they become due, files a petition for bankruptcy or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization, or assignment for the benefit of creditors, then Buyer may terminate this Agreement upon written notice to Seller. If a Force Majeure Event affecting Seller's performance of this Agreement continues for more than 14 days, then Buyer may terminate this Agreement upon written notice to Seller. If Buyer terminates this Agreement for any reason, Seller's sole and exclusive remedy is payment for the Goods received and accepted by Buyer prior to the termination.

18. Confidential Information. All non-public, confidential, or proprietary information of the Buyer, including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts, or rebates, disclosed by Buyer to Seller, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated, or otherwise identified as “confidential,” in connection with this Agreement is confidential, solely for the use of performing this Agreement and may not be disclosed or copied unless authorized by Buyer in writing. Upon Buyer’s request, Seller shall promptly return all documents and other materials received from Buyer. Buyer shall be entitled to injunctive relief for any violation of this Section. This Section shall not apply to information that is: (a) in the public domain; (b) known to the Seller at the time of disclosure; or (c) rightfully obtained by the Seller on a non-confidential basis from a third party.

19. Entire Agreement. This Agreement, including and together with any related exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such subject matter.

20. Survival. Subject to the limitations and other provisions of this Agreement: (a) the representations and warranties of the Parties contained herein shall survive the expiration or earlier termination of this Agreement; and (b) as well as any other provision that, in order to give proper effect to its intent, should survive such expiration or termination, shall survive the expiration or earlier termination of this Agreement. All other provisions of this Agreement shall not survive the expiration or earlier termination of this Agreement.

21. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a “**Notice**”, and with the correlative meaning “**Notify**”) must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this Section). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party, and (b) if the Party giving the Notice has complied with the requirements of this Section.

Notice to Buyer:

Central Wyoming Regional Water System
Joint Powers Board
1500 SW Wyoming Blvd
Casper, Wyoming 82604
Telephone: 307-265-6063

Notice to Seller:

DXP Enterprises, Inc.
1320 Overlook Drive
Casper, Wyoming, 82604

22. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

23. Amendments. No amendment to, or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

24. Waiver. No waiver by any party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

25. Cumulative Remedies. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either Party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the Parties, or otherwise. Notwithstanding the foregoing, the Parties intend that, if Buyer terminates the Agreement in accordance with Section 17, Seller's sole and exclusive remedy is the right to payment for the Goods received and accepted.

26. Assignment. Seller shall not assign, transfer, delegate, or subcontract any of its rights or obligations under this Agreement without the prior written consent of Buyer. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve the Seller of any of its obligations hereunder. Buyer may at any time assign, transfer or subcontract any or all of its rights or obligations under this Agreement without Seller's prior written consent.

27. Successors and Assigns. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

28. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

29. Choice of Law. This Agreement, including all exhibits, schedules, attachments, and appendices attached hereto, and all matters arising out of or relating to this Agreement, are governed by, and construed in accordance with, the laws of the State of Wyoming, United States of America, without regard to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Wyoming.

30. Choice of Forum. Each Party irrevocably and unconditionally agrees that it will not commence any action, litigation, or proceeding of any kind whatsoever against the other Party in any way arising from or

relating to this Agreement, including all exhibits, schedules, attachments, and appendices attached to this Agreement, and all contemplated transactions, including contract, equity, tort, fraud, and statutory claims, in any forum other than the courts of the State of Wyoming, sitting in Casper, Wyoming, and any appellate court from any thereof. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees to bring any such action, litigation or proceeding only in the courts of the State of Wyoming sitting in Casper, Wyoming. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

31. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. Notwithstanding anything to the contrary in Section 21 (Notices), a signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

32. Force Majeure. Any delay or failure of either Party to perform its obligations under this Agreement will be excused to the extent that the delay or failure was caused directly by an event beyond such Party's control, without such Party's fault or negligence and that by its nature could not have been foreseen by such Party or, if it could have been foreseen, was unavoidable (which events may include natural disasters, embargoes, epidemics, explosions, riots, wars, or acts of terrorism) (each, a "**Force Majeure Event**"). Seller's financial inability to perform, changes in cost or availability of materials, components or services, market conditions or supplier actions or contract disputes will not excuse performance by Seller under this Section. Seller shall give Buyer prompt written notice of any event or circumstance that is reasonably likely to result in a Force Majeure Event, and the anticipated duration of such Force Majeure Event. Seller shall use all diligent efforts to end the Force Majeure Event, ensure that the effects of any Force Majeure Event are minimized and resume full performance under this Agreement.

33. Relationship of the Parties. The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, franchise, business opportunity, joint venture, or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever. No relationship of exclusivity shall be construed from this Agreement.

34. Wyoming Governmental Claims Act. Buyer 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 Buyer specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

35. Electronic Signatures. The Parties understand and agree that they have the right to execute this Agreement through paper or through electronic signature technology, which is in compliance with Wyoming and federal law governing electronic signatures. The Parties agree that to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Whenever they execute an electronic signature, it has the same validity and meaning as their handwritten signature. They will not, at any time in the future, repudiate the meaning of their electronic signature or claim that their electronic signature is not legally binding. They agree not to object to the admissibility of this Agreement as an electronic record, or a paper copy of an electronic document, or a paper copy of a

document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original. Each Party will immediately request that their electronic signature be revoked in writing if they discover or suspect that it has been or is in danger of being lost, disclosed, compromised or subjected to unauthorized use in any way. If either Party would like a paper copy of this Agreement, they may request a copy from the other Party, and the other Party shall provide it.

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

APPROVED AS TO FORM

ATTEST

BUYER
CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD
A Wyoming joint powers board

Kenneth L. Waters
Secretary

H.H. King, Jr.
Chairman

WITNESS

SELLER
DXP Enterprises, Inc.

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____



TERMS AND CONDITIONS

Notes and Exceptions:

- 1 Prices contained herein for items are firm for 15 days from date of quote (unless otherwise noted)
- 2 Freight FOB (Stated as Estimate) DXP or manufacturer's factory (unless otherwise noted)
- 3 Items quoted are subject to prior sale
- 4 Field start-up, installation or supervision not included (unless otherwise noted)
- 5 Only the equipment as described within this quote will be provided in conjunction with the rate quoted herein.
- 6 Above equipment standard construction and paint (unless otherwise noted)
- 7 Other terms and conditions may apply to certain jobs and Progress Payments may be required at time of purchase order
- 8 Purchase order for above equipment is subject to acceptance by an officer of DXP Enterprises
- 9 Shipping and Handling not included (unless otherwise noted) Handling for large items may include, but not limited to, 3rd party crane loading services.

All sales to terms and conditions at <http://www.dxp.com/terms.htm>

These Terms and Conditions govern all transactions between DXP and the customer requesting credit terms. Exceptions to these terms are only granted in the event that a contractual agreement is signed by both parties which clearly stipulates that such agreement supersedes the terms set forth, or in the case that the original invoice states terms which differ than those terms listed below.

DXP prefers written purchase orders for all orders. If this cannot be provided, please sign and date the attached quote and return. By signing this quote request customer agrees to the above-mentioned Terms and Conditions.

Company Name

Authorized Buyer (Signature)

Authorized Buyer (Printed Name)

Date

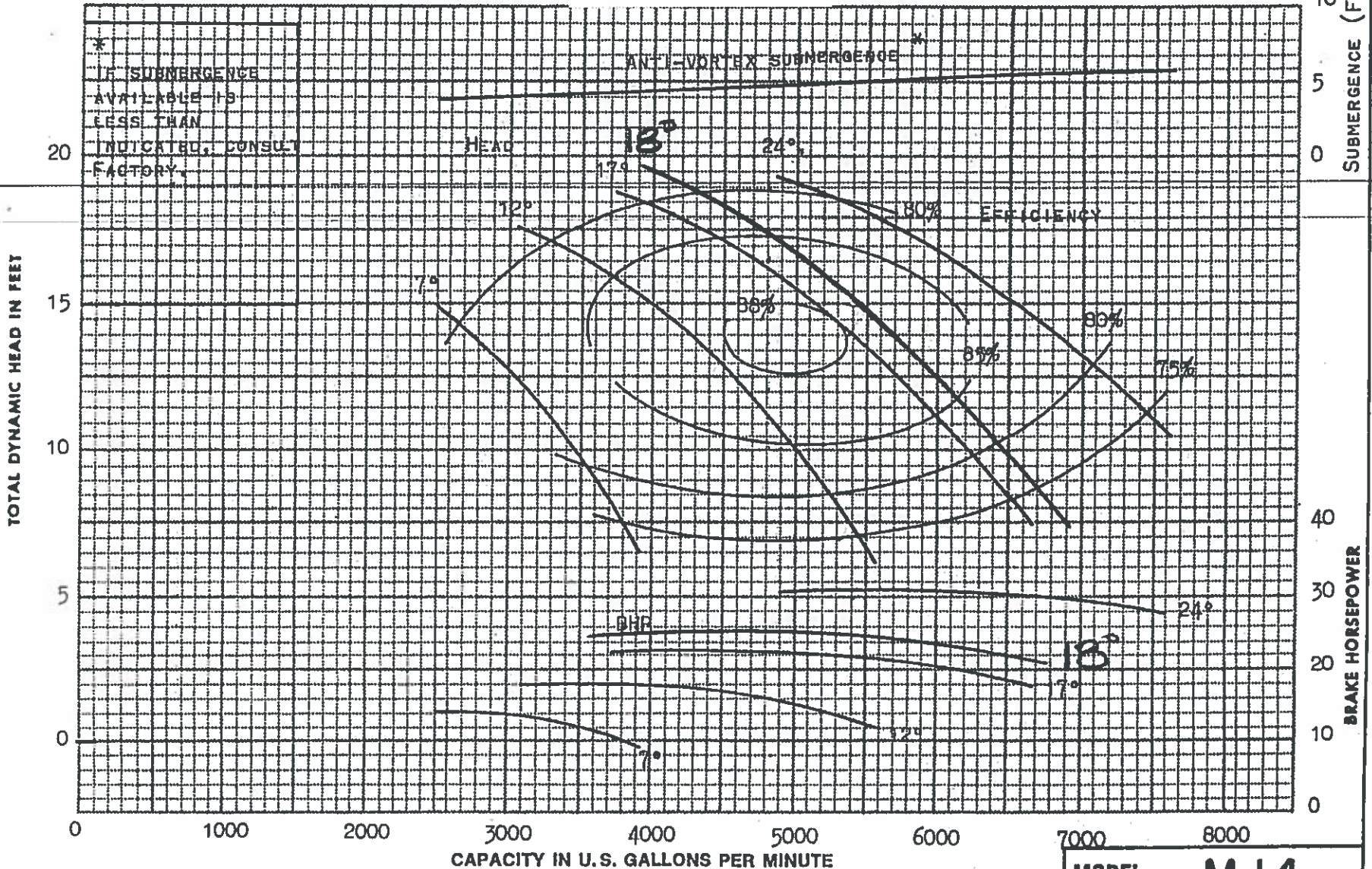
Model M14

Based on T-2759 Test of 1 Stage Pump.
T-1869 Performance for 1 Stage Pump.

	Bowl	Impeller
Material	C.I.	BRZ.
Pat. No.	H-1894	L-3051
Mach. No.	H-1894	L-4984
Diameter	-	14" FULL

SIMFLO

880 RPM



C-5948

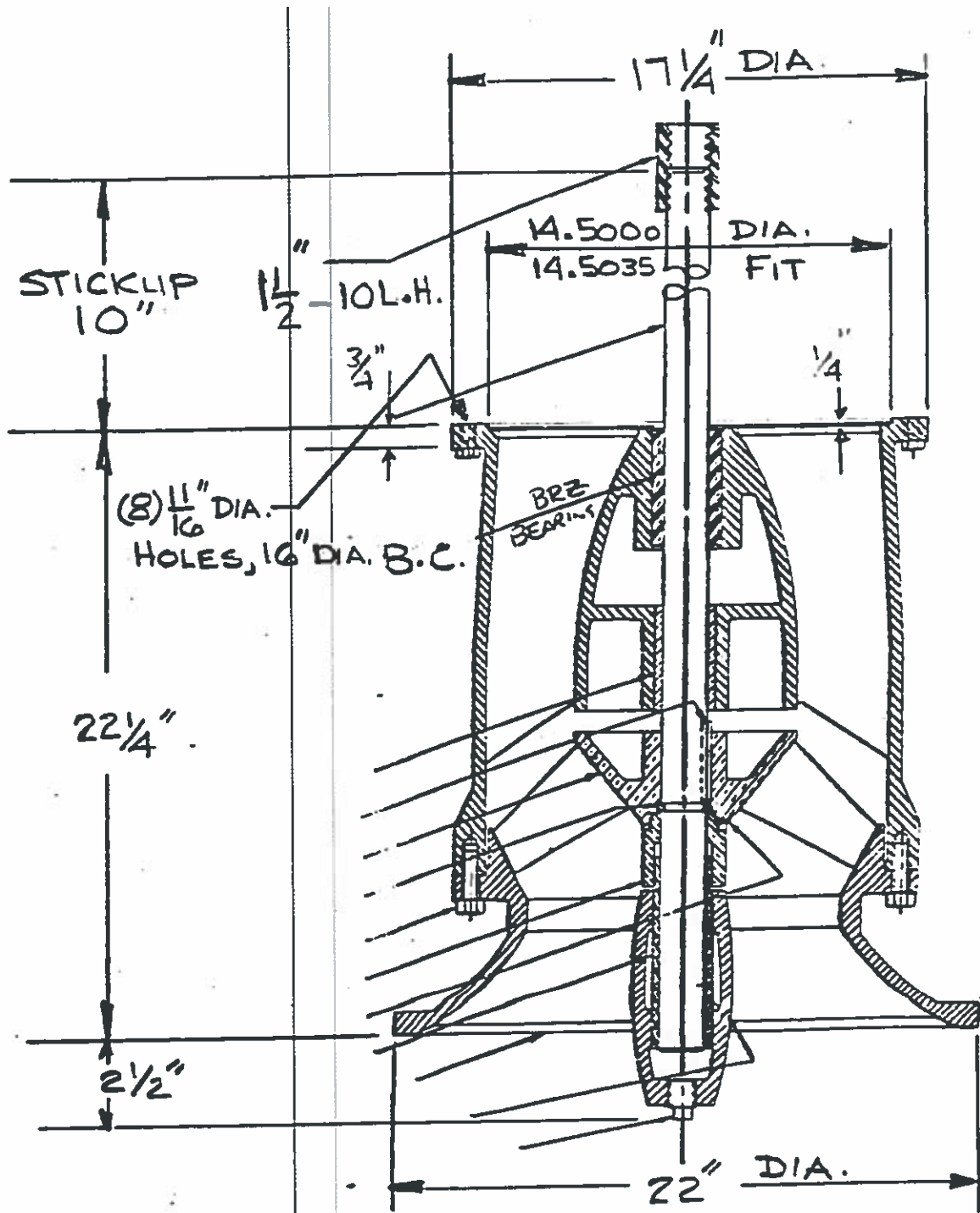
Issue Date 7-19-77

(Supersedes C-5948 Dated 4-12-65)

880 R.P.M.

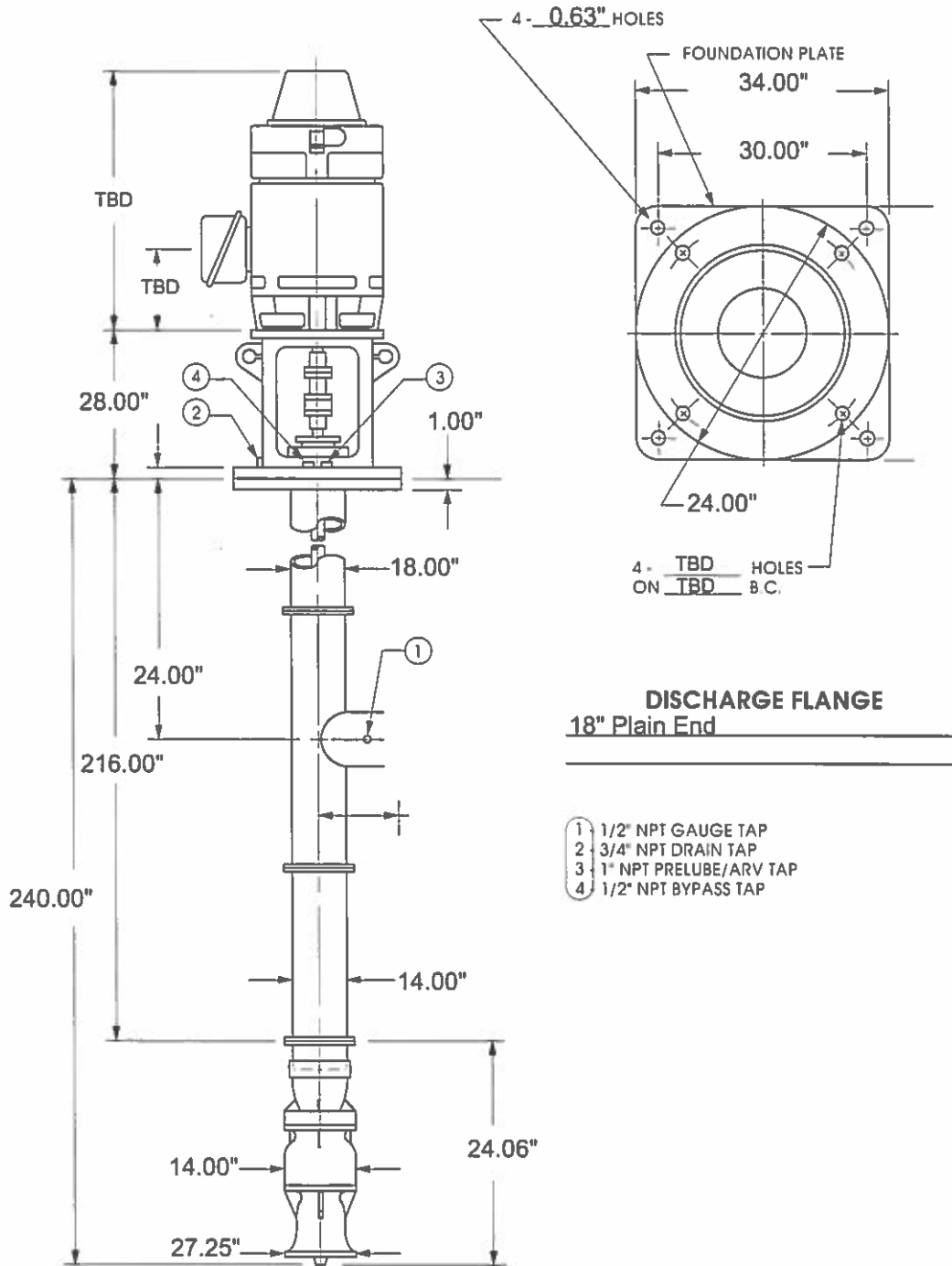
MODEL **M14**

SIMFLO[®]



M14-18° w/L

Underground Discharge
Pump With 'SM' Style
Motor Stand,
Flanged Column



General Description of the AC Motor:

Output = 25 HP	Phase = 3	NEMA Design = B	Product Name= WPI Ultra Vertical
Synch RPM = 900	Frequency = 60	DE E/S & Mtg= P - Base & Round Frame	GE Type = Premium Efficiency - NEMA Design B, KS
Voltage = 460	Shaft Orientation = Vert., Shaft Down, With a P-Base	C-face Dia (AK) = NA	Ambient Temp. = 40 C
Enclosure = WPI	Hazardous Loc.= Non-Hazardous	Frame Material = Cast Iron	Insulation Class = H
IP & IC Code = IP22, IC01	Class and Group = NA	Estimated Frame= 326	Service Factor = 1.15
Load Type =N/A	Var. Freq. Speed Range= N/A	DE Shaft Extension = TP	Load Connection= Direct
Vert. Thrust Type = High	Vert. Shaft Type = Hollow	P Base Dia(BD)=Vert. 16.5 Inches	Vert. Coupling Type = Non-Reverse
Down Thrust = 8047 Lb / 8047 Lb	Up Thrust = 30% Momentary	Bearing Life = 1.0 Yr / 1 Yr	Coupling Size = 1.500 & 0.375
Motor Application: Non-Nuclear	Warranty = 3 Years	Bearing = 7220 - 1D	Est. Weight = 740 LB

April 12, 2023

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

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

SUBJECT: Fiscal Year 2023-24 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

Below is the narrative regarding the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget (Agency Budget). The Operations Budget is used for day to day operations of the regional water system including personnel costs. This break-even budget is approved by both the Joint Powers Board (JPB) and City Council and is reimbursed from the Agency budget. The Agency budget, approved by the JPB, includes direct JPB expenses, debt service, reimbursable contract expense, and capital expense. The Agency budget receives revenue primarily from water sales, interest earnings, and system investment charges. The expenditures in this budget are largely driven by new and replacement capital projects.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,287,926 – This represents an increase of \$106,697 over the FY23 budget. The increase is due to converting the part time administrative assistant to full time from part time, proposed pay increases of 3.5%, and increased insurance costs.

Materials and Supplies

- a) General Supplies and Materials - \$206,300 – This is an increase of \$58,800 from the FY23 budget. The General Supplies and Materials line includes the following:
- \$12,000 – Office supplies (no change)
 - \$ 4,000 – Other Materials and Supplies (\$1,000 increase)
 - \$ 8,500 – Safety Equipment and Supplies (no change)
 - \$ 4,000 – Pump and Lubricant Supplies (no change)
 - \$25,000 – Machinery Supplies (no change)
 - \$35,000 – Laboratory Supplies (\$5,000 increase)
 - \$ 8,000 – Well Supplies (no change)

- \$ 8,000 – Vehicle Supplies (no change)
 - \$ 1,500 – Building Supplies (new line)
 - \$ 7,000 – Water Line Materials (no change)
 - \$32,000 – Booster Supplies (no change)
 - \$10,000 – Small Tools and Supplies (no change)
 - \$ 2,500 – Equipment Storage Shelving (new, one time)
 - \$ 6,000 – Watson Marlow Pumps for Actiflo Turbidimeters (new, one time)
 - \$ 5,000 – Peristaltic Pumps for Corrosion Inhibitor (new, one time)
 - \$15,000 – Hydrocyclone Wear Parts (new)
 - \$15,000 – Sand Pump Soft Starts (new, one time)
 - \$ 2,800 – Polymer Scale (new)
 - \$ 5,000 – Well House Flushing Line and Hoses (new)
- b) Chemicals - \$1,300,000 – This is an increase of \$300,000 from the FY23 budget. The increase covers an increase in material cost as well as fuel and trucking charges.
- c) Postage and Printing - \$1,500 – This amount is a decrease of \$500 from the FY23 budget.
- d) Electricity - \$880,000 - This amount is an increase of \$24,500 from the FY23 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$80,000 - This amount is unchanged from the FY23 budget.
- f) Bulk Fuel - \$10,000 - This amount is unchanged from the FY23 budget.
- g) Technology Supplies - \$8,500 – This amount is a \$2,500 increase from the FY23 budget and accounts for SCADA computer replacements and ancillary equipment.
- h) Maintenance/Repair (non-contract) - \$85,000 – This is an increase of \$15,000 from the FY23 budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$4,000 – This is an increase of \$1,000 from the FY23 budget. Staff will be utilizing this line more and laundering in-house. Outside laundry services will be reduced.

Contractual Services

- a) Professional Services - \$12,000 – This is unchanged from the FY23 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$44,250 – This is a \$2,250 increase from the FY23 budget. This line item covers the following agreements:

- \$13,000 – HVAC Service (\$3,000 increase)
 - \$ 3,500 – Elevator Service (no change)
 - \$ 0.0 – Chiller Maintenance (\$1,500 decrease)
 - \$ 5,500 – Chloramine Analyzer Service (\$500 increase)
 - \$ 1,000 – Fire Sprinkler System Inspection (no change)
 - \$ 2,500 – Work Order Software (\$1,000 decrease)
 - \$15,000 – Ozone Monitor Service (no change)
 - \$ 2,750 – Crane Inspections (\$250 increase)
 - \$ 1,000 – LOX Telemetry (new)
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY23 budget.
- d) Laundry and Towel Service - \$500 – This amount is \$1,500 less than the FY23 budget. More laundry service will be completed in-house rather than from an outside vendor.
- e) Interdepartmental Services - \$326,059 – This is an increase of \$40,984 from the FY23 budget. This line item covers the following:
- \$26,559 – Information Technology (\$4,572 increase)
 - \$30,708 – Finance (\$11,227 increase)
 - \$21,173 – Human Resources (\$5,948 increase)
 - \$9,307 – City Council (\$2,316 increase)
 - \$27,797 – City Manager (\$5,273 increase)
 - \$19,615 – City Attorney (\$5,360 increase)
 - \$190,901 – WDG Personnel (\$6,288 increase)

Other Costs

- a) Travel/Training - \$5,500 – This is an increase of \$1,500 from the FY23 budget. Staff certifications need to be maintained as well as additional training for newer operators and the instrument technician.
- b) Insurance & Bonds - \$25,801 – This is a decrease of \$11,030 from the FY23 budget. This line item covers liability insurance, etc. for the WTP staff who are City of Casper employees.
- c) Advertising - \$2,100 – This is an increase of \$400 from the FY23 budget. This line is for advertising Board meetings, annual budget, etc.
- d) Dues and Subscriptions - \$1,700 – This amount is an increase of \$500 from the FY23 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY23 budget.

- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY23 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant.
- c) Sewer - \$500 – This amount is a \$100 increase from the FY23 budget.

Summary

The FY24 Operations Budget is 14% greater than the FY23 Operations Budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, an increase in electrical costs, and increases in internal services.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue - \$8,668,737 – This reflects an increase of \$427,997 over the FY23 budget. These revenues are proportioned to each wholesale entity based on the July 2021 – June 2022 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 5% rate increase effective July 1, 2023.
- b) Interest on Investments - \$200,000 – This is an increase of \$130,000 from FY23 budget based on placing funds in the WyoStar accounts.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY23 budget. The SIC rates are from the most recent cost of services and SIC study that went into effect January 1, 2019.

Personnel Services

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

Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY23 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY23 budget.
- c) Accounting & Auditing - \$34,000 – This is an increase of \$2,000 from the FY23 budget.

- d) Insurance & Bonds - \$119,000 – This is an increase of \$7,000 from the FY23 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY23 budget. This is for RWS Board travel and training.

Debt Service

- a) Principal Payments - \$1,276,124 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:
 - City Loan - \$ 508,921
 - WWDC (New Construction) - \$ 391,941
 - WWDC (Rehabilitation) - \$ 125,176
 - DWSRF Loan #115 (Emergency Power) - \$ 106,058
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 25,015
 - DWSRF Loan #153 (Backwash Tank) - \$ 73,550
 - DWSRF Loan #213 (PLC/SCADA) - \$ 45,463
- b) Interest Expense - \$249,451 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:
 - City Loan - \$ 2,655
 - WWDC (New Const.) - \$ 103,990
 - WWDC (Rehab.) - \$ 33,212
 - DWSRF Loan #115 (Emergency Power) - \$ 46,468
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 7,717
 - DWSRF Loan #153 (Backwash Tank) - \$ 32,226
 - DWSRF Loan #213 (PLC/SCADA) - \$ 23,183

Capital – New

- a) Buildings - No new buildings expenditures for FY24.
- b) Improvements Other Than Buildings - No new expenditures for FY24.
- c) Light Equipment - No new light equipment expenditures for FY24.
- d) Technologies - No new technology equipment expenditures for FY24.

Capital – Replacement

- a) Buildings - No replacement building expenditures for FY24.
- b) Improvements Other Than Buildings - \$2,035,000 – This includes:

- Well Rehabilitation - \$500,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. FY24 funding will be used to rehabilitate vertical wells and/or as funding to address recommendations that come from the WWDC Wellfield Management Plan.
- Security Upgrades - \$40,000 – This funding is part of a multi-year effort to address security issues noted in vulnerability and security assessments. Some items to be upgraded include cameras, door access hardware, and perimeter fencing.
- Filter Media Replacement - \$100,000 – This project is to rehabilitate one of six filters.
- Ammonia Piping Replacement - \$50,000 – This project is to upgrade leaking PVC chemical lines to HDPE fused chemical line.
- GW Ozone Contactor Pipe Lining - \$750,000 – This project is to line the ground water ozone contactors.
- Gravity Filter Valve Replacement - \$150,000 – This project is to replace failing valves on the gravity filter piping.
- Sodium Hypochlorite Tank Improvements - \$25,000 – This project is to repair a leaking storage tank and add pumping improvements.
- HVAC Improvements - \$25,000 – This project is to upgrade chilled water valves throughout the HVAC system.
- Mountain View Tank Improvements - \$350,000 – This project is to complete structural repairs and recoat the interior of the Mountain View water tank.
- Crosstown Air Release Valve Upgrades - \$45,000 – This project is to upgrade the ARV's on the crosstown pipeline.

c) Light Equipment - \$255,000 – This Includes:

- Major Equipment and Valve Replacements - \$150,000 – This is for unanticipated equipment and valve replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
- Turbidimeter Replacements - \$40,000 – The RWS has 43 turbidimeters that are required to meet regulatory requirements. The meters require periodic replacement as they fail and/or become unsupported by the vendor.
- Airport Booster Pump Replacement - \$35,000 – Replacement of pump that has reached end of life.
- Sand Pump Replacements - \$30,000 – This project is to purchase two sand pumps for inventory. These are critical pumps that need to be available at all times.

Summary

The FY23 Agency Budget is 1.6% less than the FY23 budget. The reduction is mainly the result of paying off the City loan in FY24. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5% and an increase in earned interest on investments. The total amount budgeted for FY23 capital expenditures is \$2,290,000, an increase of \$318,000 from FY22. This amount is in line with what was presented to the JPB in the FY23 rate model.

Staff considers the budgeted requests for both operational and capital to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases. In the coming years, disinfection system improvements needed to meet regulatory requirements and/or equipment replacement needs will be of concern.

Proposed Budget - FY 2024

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	(\$113,042)	(\$386)	\$0	\$0	\$288,010	\$210,250	(\$1)	999%
Revenue	(\$3,824,223)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$2,541,750)	(\$3,830,789)	(\$4,390,337)	14%
202 - Regional Water	(\$3,824,223)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$2,541,750)	(\$3,830,789)	(\$4,390,337)	14%
42 - Intergovernmental	(\$3,811,355)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$2,541,750)	(\$3,830,789)	(\$4,390,337)	14%
4242 - Intergovernmental Reimb.	(\$3,811,355)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$2,541,750)	(\$3,830,789)	(\$4,390,337)	14%
43 - Goods and Svcs Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
47 - Other Sources	(\$12,868)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4702 - Transfers In	(\$12,868)	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
Expense	\$3,711,181	\$3,294,508	\$3,830,789	\$3,849,135	\$2,829,761	\$4,041,039	\$4,390,336	14%
202 - Regional Water	\$1,794	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
61 - Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6103 - Postage and Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
62 - Contractual Services	\$1,794	\$0	\$0	\$0	\$0	\$0	\$0	0%
6250 - Miscellaneous	\$1,794	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
2020002 - Regional Water Operations	\$3,572,293	\$3,156,345	\$3,658,989	\$3,677,335	\$2,733,265	\$3,869,239	\$4,212,036	15%
60 - Personnel Services	\$1,060,807	\$978,139	\$1,162,883	\$1,181,229	\$877,143	\$1,162,883	\$1,287,926	9%
6001 - Salaries and Wages - FT	\$677,647	\$612,893	\$727,621	\$740,821	\$566,006	\$727,621	\$832,713	12%
6002 - Salaries and Wages - PT/Season	\$12,703	\$11,727	\$20,000	\$20,000	\$12,019	\$20,000	\$0	-100%
6004 - Overtime	\$6,516	\$3,891	\$7,000	\$7,000	\$5,505	\$7,000	\$8,000	14%
6005 - Standby Pay	\$9,456	\$7,515	\$12,000	\$12,000	\$7,459	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6012 - Callback and Callout Pay	\$0	\$0	\$0	\$0	\$96	\$0	\$0	0%
6020 - FICA/MC Contributions	\$52,199	\$49,382	\$58,647	\$60,667	\$43,125	\$58,647	\$62,338	3%
6030 - Retirement Contributions	\$60,720	\$57,367	\$68,176	\$70,650	\$53,651	\$68,176	\$79,900	13%
6040 - Workers Compensation	\$16,094	\$17,954	\$21,312	\$21,964	\$14,311	\$21,312	\$20,249	-8%
6051 - Health Insurance	\$214,012	\$204,497	\$237,091	\$237,091	\$168,576	\$237,091	\$261,348	10%
6054 - Other Insurance	\$5,438	\$2,232	\$4,240	\$4,240	\$1,847	\$4,240	\$4,962	17%
6080 - Other Employee Compensation	\$6,022	\$10,680	\$6,796	\$6,796	\$4,548	\$6,796	\$6,416	-6%
61 - Materials & Supplies	\$2,073,090	\$1,733,410	\$2,010,800	\$2,010,800	\$1,556,907	\$2,220,900	\$2,405,600	20%
6101 - General Supplies and Materials	\$1,162,675	\$1,001,158	\$108,000	\$108,000	\$85,047	\$108,000	\$166,800	54%
6103 - Postage and Printing	\$36	\$1,342	\$1,800	\$1,800	\$128	\$1,300	\$1,300	-28%
6111 - Electricity	\$809,325	\$570,845	\$732,000	\$732,000	\$520,231	\$732,000	\$750,000	2%
6112 - Natural Gas	\$46,866	\$58,912	\$80,000	\$80,000	\$67,000	\$80,000	\$80,000	0%
6113 - Gas/Fuel	\$5,692	\$2,912	\$10,000	\$10,000	\$2,778	\$10,000	\$10,000	0%
6117 - Chemicals	\$0	\$28,945	\$1,000,000	\$1,000,000	\$822,886	\$1,200,000	\$1,300,000	30%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
6140 - Technology Supplies	\$0	\$5,544	\$6,000	\$6,000	\$5,177	\$6,000	\$8,500	42%
6150 - Maint/Repair (non contract)	\$47,601	\$62,037	\$70,000	\$70,000	\$52,997	\$80,000	\$85,000	21%
6160 - Uniform Expense	\$895	\$1,713	\$3,000	\$3,000	\$663	\$3,600	\$4,000	33%
62 - Contractual Services	\$358,215	\$366,104	\$379,075	\$379,075	\$265,889	\$378,825	\$420,809	11%
6210 - Professional Services	\$4,199	\$7,587	\$8,000	\$8,000	\$6,227	\$8,000	\$8,000	0%
6230 - Maintenance Agreements	\$28,881	\$36,107	\$42,000	\$42,000	\$25,264	\$42,000	\$44,250	5%
6240 - Testing	\$36,851	\$33,507	\$42,000	\$42,000	\$19,325	\$42,000	\$42,000	0%
6251 - Laundry/Towel	\$1,933	\$1,699	\$2,000	\$2,000	\$1,267	\$1,750	\$500	-75%
6256 - Internal Services	\$286,351	\$287,205	\$285,075	\$285,075	\$213,806	\$285,075	\$326,059	14%
66 - Transfers Out	\$311	\$0	\$0	\$0	\$0	\$0	\$0	0%
6601 - Transfers Out	\$311	\$0	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$31,967	\$32,397	\$43,631	\$43,631	\$31,312	\$44,031	\$35,001	-20%
6720 - Travel/Training	\$206	\$2,552	\$4,000	\$4,000	\$1,457	\$4,000	\$5,500	37%
6780 - Insurance/Bonds	\$29,334	\$27,390	\$36,831	\$36,831	\$27,623	\$36,831	\$25,801	-30%
6791 - Advertising/Promotion	\$1,271	\$1,588	\$1,600	\$1,600	\$1,191	\$1,800	\$2,000	25%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6793 - Dues and Subscriptions	\$1,156	\$867	\$1,200	\$1,200	\$1,041	\$1,400	\$1,700	42%
68 - Utility Expense	\$47,903	\$46,295	\$62,600	\$62,600	\$2,014	\$62,600	\$62,700	0%
6731 - Communication	\$623	\$1,232	\$2,200	\$2,200	\$1,076	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$47,006	\$44,685	\$60,000	\$60,000	\$702	\$60,000	\$60,000	0%
6734 - Sewer	\$274	\$378	\$400	\$400	\$235	\$400	\$500	25%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
2020033 - RWS - Booster Stations	\$133,285	\$135,183	\$166,500	\$166,500	\$92,315	\$166,500	\$173,000	4%
61 - Materials & Supplies	\$133,285	\$133,238	\$162,500	\$162,500	\$89,838	\$162,500	\$169,000	4%
6101 - General Supplies and Materials	\$14,504	\$15,944	\$39,000	\$39,000	\$10,055	\$39,000	\$39,000	0%
6111 - Electricity	\$118,781	\$117,294	\$123,500	\$123,500	\$79,784	\$123,500	\$130,000	5%
62 - Contractual Services	\$0	\$1,945	\$4,000	\$4,000	\$2,477	\$4,000	\$4,000	0%
6210 - Professional Services	\$0	\$1,945	\$4,000	\$4,000	\$2,477	\$4,000	\$4,000	0%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
2020034 - RWS - Guardian	\$3,808	\$2,980	\$5,300	\$5,300	\$4,180	\$5,300	\$5,300	0%
61 - Materials & Supplies	\$39	\$122	\$700	\$700	\$121	\$700	\$700	0%
6101 - General Supplies and Materials	\$39	\$122	\$500	\$500	\$85	\$500	\$500	0%
6103 - Postage and Printing	\$0	\$0	\$200	\$200	\$36	\$200	\$200	0%
62 - Contractual Services	\$3,770	\$2,858	\$4,500	\$4,500	\$4,059	\$4,500	\$4,500	0%
6240 - Testing	\$3,770	\$2,858	\$4,500	\$4,500	\$4,059	\$4,500	\$4,500	0%
67 - Other Costs	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%
6791 - Advertising/Promotion	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
300 - CWR Water System Agency Fund	(\$4,540,479)	(\$4,361,459)	(\$1,977,893)	(\$1,959,547)	(\$1,963,756)	(\$1,803,682)	(\$2,993,425)	53%
Revenue	(\$8,744,974)	(\$7,976,650)	(\$8,555,840)	(\$8,555,840)	(\$6,782,962)	(\$8,550,840)	(\$9,113,837)	7%
300 - CWR System Agency	(\$8,744,974)	(\$7,976,650)	(\$8,555,840)	(\$8,555,840)	(\$6,782,962)	(\$8,550,840)	(\$9,113,837)	7%
45 - Misc Revenue	(\$396,326)	(\$29,965)	(\$70,100)	(\$70,100)	(\$149,683)	(\$150,100)	(\$200,100)	185%
4501 - Interest Earned	(\$2,238)	(\$15,836)	(\$70,000)	(\$70,000)	(\$144,486)	(\$150,000)	(\$200,000)	186%
4505 - Misc. Revenue	(\$394,088)	(\$14,129)	(\$100)	(\$100)	(\$5,197)	(\$100)	(\$100)	0%
46 - Utility Revenue	(\$8,348,648)	(\$7,946,685)	(\$8,485,740)	(\$8,485,740)	(\$6,633,279)	(\$8,400,740)	(\$8,913,737)	5%
4601 - Water Utility Charges	(\$8,077,249)	(\$7,656,341)	(\$8,240,740)	(\$8,240,740)	(\$6,539,070)	(\$8,240,740)	(\$8,668,737)	5%
4650 - System Development Charges	(\$271,399)	(\$290,344)	(\$245,000)	(\$245,000)	(\$94,209)	(\$160,000)	(\$245,000)	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
Expense	\$4,204,496	\$3,615,192	\$6,577,947	\$6,596,293	\$4,819,206	\$6,747,158	\$6,120,412	-7%
300 - CWR System Agency	\$4,204,496	\$3,615,192	\$6,577,947	\$6,596,293	\$4,819,206	\$6,747,158	\$6,120,412	-7%
62 - Contractual Services	\$3,694,902	\$3,169,621	\$3,912,289	\$3,930,635	\$2,660,208	\$4,081,500	\$4,473,837	14%
6212 - Legal Services	\$14,963	\$21,183	\$30,000	\$30,000	\$8,553	\$30,000	\$30,000	0%
6213 - Investment Services	\$389	\$315	\$1,500	\$1,500	\$61	\$1,500	\$1,500	0%
6214 - Consulting Services	\$5,614	\$7,025	\$15,000	\$15,000	\$5,720	\$15,000	\$15,000	0%
6215 - Acctg/Audit Services	\$31,040	\$27,281	\$32,000	\$32,000	\$27,000	\$32,000	\$34,000	6%
6255 - Other Contractual	\$750	\$2,253	\$3,000	\$3,000	\$825	\$3,000	\$3,000	0%
6257 - Reimbursable Contract Exp.	\$3,642,145	\$3,111,563	\$3,830,789	\$3,849,135	\$2,618,049	\$4,000,000	\$4,390,337	14%
65 - Debt Service	\$415,888	\$347,608	\$2,551,658	\$2,551,658	\$2,051,679	\$2,551,658	\$1,525,575	-40%
6501 - Principal	\$0	\$0	\$2,244,084	\$2,244,084	\$1,791,906	\$2,244,084	\$1,276,124	-43%
6510 - Interest	\$415,888	\$347,608	\$307,574	\$307,574	\$259,773	\$307,574	\$249,451	-19%
67 - Other Costs	\$93,705	\$97,963	\$114,000	\$114,000	\$107,319	\$114,000	\$121,000	6%
6720 - Travel/Training	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6780 - Insurance/Bonds	\$93,705	\$97,963	\$112,000	\$112,000	\$107,319	\$112,000	\$119,000	6%
Report Total	(\$4,653,520)	(\$4,361,844)	(\$1,977,893)	(\$1,959,547)	(\$1,675,746)	(\$1,593,432)	(\$2,993,426)	53%



FY 2023 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: <u>Interfaith of Natrona County</u>	Program: <u>Emergency Services</u>	
Contact Person: <u>Lindsey Tempest</u>	Phone Number: <u>307-235-8043</u>	Date: <u>April 1, 2023</u>
Email address: <u>Lindsey@interfaithnc.org</u>		
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.

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.

3. Program Significance

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

4. Results

- Please describe the outcomes/outputs.
- Please describe the method of measurement.
- Please describe the performance results.

5. Program Results/Impacts (use bullets)

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

6. Results Analysis

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

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.

The impact of the program met the needs of 662 individuals within Natrona County July 1, 2022 – December 31, 2022. These 662 individuals made up 402 families, 192 of those lives affected were children, 199 families identified as homeless, and 173 individuals identified as disabled. The program impacted low-income Natrona County residents through emergency services. Some of the program services provided include rent or deposit (to house or keep housed), utilities, birth certificates, Wyoming ID or driver's license, work boots, medical/dental and prescription assistance, gasoline vouchers, personal care bags, diapers, and laundry vouchers. The program impacted the community by providing our community members with necessary emergency services. The program reduced the risk of potential homelessness for Natrona County. This is shown in the results table through the utilization of emergency services.

Trends- Interfaith has continued to limit the number of clients seen each day in order to prevent high foot traffic and long wait periods in the lobby. Interfaith's board also voted to increase the max dollar amount provided for rental assistance from \$400 to \$550 and utility assistance from \$100 to \$200. This increase was approved due to the increase in cost of living and the raising rates of rent in Natrona County. Interfaith has also seen high numbers of rent and utility requests from families directly affected by COVID. We have assisted these families with applying for ERAP assistance and we are so thankful these funds are available to our community. This is the first report we are able to compare 2021 -2022 as our old system was tracking denials and approvals under the same umbrella, giving us vastly skewed numbers. We began utilizing our new system in July 2021. For the same time period in 2021 we saw 730 individuals which made up 407 families. Of those individuals, 226 were children, 182 identified as homeless and 196 were disabled. The real difference we saw is more households with children were served.

Results

The results show that we were able to provide emergency services to 662 individuals during the second half of the fiscal year. Interfaith received a wonderful grant from the Wyoming Medical Center Foundation, these funds allowed us to give all staff a salary raise to a livable wage. Historically Interfaith staff would have been able to access Interfaith services as their wages were poverty wages. By increasing hourly wage across the board, Interfaith has shown we are a competitive employer, which will attract qualified case managers in the future. Additionally, we were able to purchase new computers for all staff which was vital to the continuation of services as the previous computers were not able to run basic internet web browsers.

Performance- July 1, 2022 – December 31, 2022

Birth Certificate- 118
Case management- 589
Rent- 29
Cleaning Supplies/ TP- 52
Diapers/wipes- 19
Drivers License/ID- 89
Laundry Vouchers- 68
Gasoline- 27

Steel Toe Boots/Non-slip shoes- 28

Medical/Dental- 6

Prescription Assistance- 7

Personal Care Bag- 113

Blankets- 9

Utilities- 5

Undergarments- 112

Hats/Gloves – 33

Compassionate Relocation – 9

Clothing – 183

ERAP – 118

Funeral – 4

Ridley's Food Card – 7

*Our rent/utilities paid is less than the last report for same time period, as we began assisting with ERAP assistance instead. The number of rents paid was 44% less and utilities paid was 75% less but our ERAP application assistance was 56% higher. By assisting clients with applying for ERAP, we potentially saved Interfaith \$65k. In the event a client was denied ERAP, they were given assistance from Interfaith funds.

Method of Measurement

Interfaith purchased a new CMS, CAP60, in September 2021 and implemented the program utilization in July 1, 2021. This system will allow us to track not only services provided but also dollars spent along with services denied. After spending a year utilizing the new database system, it was realized that the old database system was tracking denial of services in the total number of services, thus giving us greatly skewed numbers. Although it appears that our services are significantly less than in previous years, our numbers have remained steady (per the appointment book and dollars spent), and our imbalance of service numbers is due to the fact that the old system was not tracking approved/denied service numbers accurately.

Program Results/Impacts

- 1,797 Emergency Services provided July 1, 2022 – December 31, 2022.
- 60 Emergency Services denied.
- 438 hours of case management provided.
- Homelessness prevention through emergency services.
- Provided for basic survival needs.
- Promoted self-sufficiency and independent living through case management and supportive services.
- Program results indicate we are meeting our goals (homelessness prevention) through providing emergency services.
- Quality- Results indicate families are staying housed through the utilization of Interfaith services. Housing is directly tied to a person's overall health.

- By providing financial assistance for birth certificates and state identification, Interfaith's clients are then able to access other social services in the community such as SNAP and childcare assistance, they are able to secure housing and obtain employment.
- Interfaith began assisting with the application process for ERAP. While Community Action Partnership was the agency designated by the state to assist with these applications, their scheduling for this service was running at a 2–3-week timeframe. Interfaith felt it necessary to also begin assisting in order to get Natrona County citizens assistance in a timely manner.

Results Analysis

Our results show a continuing ability to identify individuals that need emergency services for homeless prevention and basic survival needs.

Our ability to provide impactful emergency services continues to be hindered by lack of funding. Historically, due to this hinderance, we were forced to turn individuals away. For this time period, we were able to say yes to many more client's rental requests as we were able to assist those who qualified for ERAP with those applications, 2022 was only the 2nd year in Interfaith's history that we did not have to deny any rent requests due to lack of funds.

We continue to address our financial shortfall through additional grant opportunities and reaching out to potential donors who support the mission of Interfaith. In addition, we are partnering with other agencies so as not to provide an overlap in services. We also partner with other local agencies that are willing to help support our mission. Starting in Feb 2023, Interfaith board began an extensive training with Wyoming Nonprofit Network to work on board development. This includes board building, by-law and mission statement revision, succession planning and strategic planning. Our hope is to continue to build a robust board and attract new community donors.

Population Served

The method used to determine the number of individuals served is the same as our method of measurement. By utilizing a social service database (CAP60) we are able to track the number of individuals we serve and the services we provide. We continue to provide assistance to those most at risk in Natrona County, with one qualification to receive services as living at or below the extreme poverty level (per HUD guidelines).

INTERFAITH OF NATRONA COUNTY
Profit & Loss Budget vs. Actual

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Donations				
4010 · Donations Churches	18,889.00	15,000.00	3,889.00	125.9%
4020 · Donations Individual/Business	4,032.70	2,700.00	1,332.70	149.4%
4071 · Client Contribution	56.00	150.00	-94.00	37.3%
4080 · Amazon Smile	6.15	0.00	6.15	100.0%
Total 4000 · Donations	22,983.85	17,850.00	5,133.85	128.8%
4100 · Fundraising Income				
4110 · Fundraiser	0.00	442.00	-442.00	0.0%
4170 · Thankful Thursday	6,261.39	0.00	6,261.39	100.0%
4180 · WyoGives Fundraiser	4,971.24	5,000.00	-28.76	99.4%
4100 · Fundraising Income - Other	145.00	0.00	145.00	100.0%
Total 4100 · Fundraising Income	11,377.63	5,442.00	5,935.63	209.1%
4200 · Funds from foundations				
4240 · McMurry Foundation	10,000.00	10,000.00	0.00	100.0%
4250 · Wyoming Community Founda...	5,000.00	0.00	5,000.00	100.0%
4260 · Wyoming Medical Center Fou...	80,000.00	80,000.00	0.00	100.0%
4265 · Double 4 Foundation	5,000.00	5,000.00	0.00	100.0%
Total 4200 · Funds from foundations	101,500.00	95,000.00	6,500.00	106.8%
4300 · Funds From Grants				
4310 · Kamps	10,000.00	10,000.00	0.00	100.0%
4360 · United Way	8,100.00	14,299.98	-6,199.98	56.6%
4365 · Other Grants	1,500.00	0.00	1,500.00	100.0%
4370 · City of Casper - 1 Cent Funding	0.00	12,000.00	-12,000.00	0.0%
4390 · United Way Comp Reloc	0.00	600.00	-600.00	0.0%
4395 · EFSP/United Way	22,330.50	4,800.00	17,530.50	465.2%
Total 4300 · Funds From Grants	41,930.50	41,699.98	230.52	100.6%
4400 · Interest income	31.78	210.00	-178.22	15.1%
4650 · Misc Income				
Refund for services	110.00	0.00	110.00	100.0%
4650 · Misc Income - Other	796.57	0.00	796.57	100.0%
Total 4650 · Misc Income	906.57	0.00	906.57	100.0%
Total Income	178,730.33	160,201.98	18,528.35	111.6%
Gross Profit	178,730.33	160,201.98	18,528.35	111.6%
Expense				
6000 · Client Services				
6010 · Shelter	3,600.00	25,200.00	-21,600.00	14.3%
6015 · United Way Compassionate R...	674.95	600.00	74.95	112.5%
6016 · EFSP/United Way	7,230.57	4,800.00	2,430.57	150.6%
6020 · Utilities	232.54	4,800.00	-4,567.46	4.8%
6030 · Gasoline	1,064.03	2,400.00	-1,335.97	44.3%
6040 · Identification	3,827.90	1,800.00	2,027.90	212.7%
6050 · Work Footwear	677.53	360.00	317.53	188.2%
6070 · Medical	176.06	2,400.00	-2,223.94	7.3%
6090 · Client Services - Personal Care	392.30	600.00	-207.70	65.4%
6097 · Client Specific Contribution -R	0.00	150.00	-150.00	0.0%
Total 6000 · Client Services	17,875.88	43,110.00	-25,234.12	41.5%
6100 · Payroll Expenses				
6110 · Executive Director	27,500.04	27,500.04	0.00	100.0%
6120 · Case Management	35,469.94	33,000.00	2,469.94	107.5%
6135 · Salaries- Clerical Support	10,480.00	10,500.00	-20.00	99.8%
6150 · Federal PR Taxes (FICA/MED)	5,618.92	5,430.00	188.92	103.5%
6160 · State PR Taxes (SUI/WC)	1,637.93	1,740.00	-102.07	94.1%
Total 6100 · Payroll Expenses	80,706.83	78,170.04	2,536.79	103.2%

INTERFAITH OF NATRONA COUNTY
Profit & Loss Budget vs. Actual

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
6200 · Office Expenses				
6205 · Interfaith Utilities	502.76	600.00	-97.24	83.8%
6210 · Office Rent	7,200.00	7,200.00	0.00	100.0%
6220 · Office Equipment Rent	890.17	600.00	290.17	148.4%
6230 · Computer Software	4,413.88	360.00	4,053.88	1,226.1%
6250 · Postage	180.00	360.00	-180.00	50.0%
6260 · Telephone	1,490.39	600.00	890.39	248.4%
6270 · Printing	621.69	0.00	621.69	100.0%
6280 · Internet	411.70	420.00	-8.30	98.0%
6290 · Office Expense	1,728.72	3,000.00	-1,271.28	57.6%
6200 · Office Expenses - Other	55.04	0.00	55.04	100.0%
Total 6200 · Office Expenses	19,344.35	13,140.00	6,204.35	147.2%
6300 · Contractual Services				
6320 · Accounting	837.00	600.00	237.00	139.5%
Total 6300 · Contractual Services	837.00	600.00	237.00	139.5%
6415 · Advertising	0.00	19.48	-19.48	0.0%
6425 · Marketing	315.70	600.00	-284.30	52.6%
6450 · Insurance Expense	0.00	1,320.00	-1,320.00	0.0%
6470 · Training- unrestricted	686.15	600.00	86.15	114.4%
Total Expense	119,765.91	137,559.52	-17,793.61	87.1%
Net Ordinary Income	58,964.42	22,642.46	36,321.96	260.4%
Net Income	58,964.42	22,642.46	36,321.96	260.4%

INTERFAITH OF NATRONA COUNTY

Payroll Summary

July through December 2022

	Hours	Rate	Jul - Dec 22
Employee Wages, Taxes and Adjustments			
Gross Pay			
DIRECTOR PERSONAL/SICK SALARY			0.00
SALARY DIRECTOR	880		27,500.04
SALARY DIRECTOR VACATION			0.00
CASEWORKER	1,707.75	19.00	32,447.25
CASEWORKER HOLIDAY	85	19.00	1,615.00
CLERICAL	625	16.00	10,000.00
Clerical Holiday	30	16.00	480.00
Bonus			1,407.69
Total Gross Pay	3,327.75		73,449.98
Adjusted Gross Pay	3,327.75		73,449.98
Taxes Withheld			
Federal Withholding			-4,019.00
Medicare Employee			-1,065.02
Social Security Employee			-4,553.90
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-9,637.92
Net Pay	3,327.75		63,812.06
Employer Taxes and Contributions			
Medicare Company			1,065.02
Social Security Company			4,553.90
WY - Unemployment Company			0.00
Wyoming Workman's Compensation			1,637.93
Total Employer Taxes and Contributions			7,256.85

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Accrual Basis

INTERFAITH OF NATRONA COUNTY
Find Report
July through December 2022

Interfaith Office Rent

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Jul - Dec 22										
Check	12/01/2022	ACH	Seton House	December 202...	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	1,200.00
Check	11/01/2022	ACH	Seton House	November 202...	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	2,400.00
Check	09/30/2022	10268	Seton House	October 2022 ...	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	3,600.00
Check	09/01/2022	10229	Seton House	September 202...	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	4,800.00
Check	07/29/2022	10173	Seton House	August 2022 R...	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	6,000.00
Check	07/01/2022	10132	Seton House	July 2022 Rent	6210 · Office Rent	ADMINIST...		1010 · Checking...	1,200.00	7,200.00
Jul - Dec 22									7,200.00	7,200.00

INTERFAITH OF NATRONA COUNTY

Find Report

July through December 2022

Client Emergency Services

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Jul - Dec 22										
Check	12/20/2022	10355	Vital Record and St...	Birth Cert:Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	25.00
Check	12/15/2022	10354	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	375.00
Check	12/14/2022	10353	LOUISIANA VITAL ...	Birth Cert- G...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.50	390.50
Check	12/13/2022	10347	Seton House	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	452.00	842.50
Check	12/09/2022	10340	Vital Records of CO	6014 Birth C...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	40.00	882.50
Check	12/09/2022	10341	Vital Record and St...	Birth Cert: Br...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	907.50
Check	12/09/2022	10342	Seton House	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	500.00	1,407.50
Check	12/09/2022	10343	Vital Record and St...	Birth Cert: Te...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	1,432.50
Check	12/09/2022	10344	CALIFORNIA OFFI...	Birth Cert- R...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	1,461.50
Check	12/09/2022	DC-P...	WALMART	Client Suppli...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	32.98	1,494.48
Check	12/09/2022	DC-P...	WALMART	TP, all purpo...	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	65.52	1,560.00
Check	12/06/2022	10338	Vital Record and St...	Birth Cert: Co...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	1,585.00
Check	12/06/2022	10339	ARKANSAS DEPT...	Birth Cert- R...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	12.00	1,597.00
Check	12/05/2022	10336	Forefront Real Estate	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	550.00	2,147.00
Check	12/05/2022	10337	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	40.00	2,187.00
Check	12/05/2022	10337	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	75.00	2,262.00
Check	12/02/2022	10329	Vital Record and St...	Birth Cert: De...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	2,287.00
Check	12/02/2022	10330	UTAH OFFICE OF ...	Birth Cert.- L...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	22.00	2,309.00
Check	12/02/2022	10331	Vital Records of Ge...	Birth Cert.- R...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	2,334.00
Check	12/02/2022	10332	Illinois Department ...	Birth Cert- Ty...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	2,349.00
Check	12/02/2022	10333	CALIFORNIA OFFI...	Birth Cert- Wi...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	2,378.00
Check	12/02/2022	10334	Illinois Department ...	Birth Cert- Gl...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	2,393.00
Check	12/02/2022	10335	Vital Record and St...	Birth Cert: Tif...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	2,418.00
General J...	12/01/2022	5-202...	Vital Record and St...	Reverse of G...	6040 · Identification			1010 · Checki...	-25.00	2,393.00
Check	11/30/2022	DC-P...	Greyhound Bus Lines	Comp Reloca...	6015 · United Way Compa...	RESTRICTED:Co...		1010 · Checki...	145.99	2,538.99
Check	11/29/2022	10327	Monte Henrie	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	550.00	3,088.99
Check	11/28/2022	10323	Tamra Jayne	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	306.00	3,394.99
Check	11/28/2022	10324	Vital Record and St...	Birth Cert: Re...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	3,419.99
Check	11/28/2022	10325	Missouri Dept of He...	Birth Cert- M...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	3,434.99
Check	11/28/2022	10326	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	3,784.99
Check	11/23/2022	DC-P...	VitalChek	Birth Cert: Bri...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	48.45	3,833.44
Check	11/22/2022	10315	Vital Record and St...	Birth Cert: Ni...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	3,858.44
Check	11/22/2022	10316	STATE OF MICHIG...	Birth Cert- D...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	34.00	3,892.44
Check	11/22/2022	10317	FLORIDA STATE ...	Birth Cert.-Ali...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	9.00	3,901.44
Check	11/22/2022	10318	CALIFORNIA OFFI...	Birth Cert- D...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	3,930.44
Check	11/22/2022	10319	Vital Record and St...	Birth Cert: Ch...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	3,955.44
Check	11/22/2022	10321	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	85.00	4,040.44
Check	11/22/2022	10322	MARSH PROPERT...	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	330.00	4,370.44
Check	11/22/2022	10322	MARSH PROPERT...	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	174.65	4,545.09
Check	11/17/2022	DC-P...	WALMART	Client Suppli...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.82	4,574.91
Check	11/17/2022	10313	Illinois Department ...	Birth Cert- An...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	4,589.91
Check	11/17/2022	10314	Indiana State Depa...	Birth Cert-Sa...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	10.00	4,599.91
Check	11/14/2022	10310	County of Los Ange...	Birth Cert: Ce...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	32.00	4,631.91
Check	11/11/2022	DC-P...	WALMART	Client Suppli...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	4,661.89
Check	11/10/2022	10309	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	5,011.89
Check	11/09/2022	10307	Vital Record and St...	Birth Cert: Li...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	5,036.89
Check	11/09/2022	10308	Vital Record and St...	Birth Cert: Bil...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	5,061.89
Check	11/09/2022	DC-P...	WALMART	Client Suppli...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	100.44	5,162.33

INTERFAITH OF NATRONA COUNTY

Find Report

July through December 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Check	11/09/2022	DC-P...	WALMART	Underware	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	89.31	5,251.64
Check	11/09/2022	DC-P...	WALMART	Toilet Paper	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	5.64	5,257.28
Check	11/08/2022	10303	MAX'S CONOCO	Work Gas - ...	6030 · Gasoline	EMERGENCY AS...		1010 · Checki...	95.00	5,352.28
Check	11/08/2022	10303	MAX'S CONOCO	Medical Gas ...	6030 · Gasoline	BLUE ENVELOPE...		1010 · Checki...	25.00	5,377.28
Check	11/08/2022	10304	Eastgate Travel Pla...	Propane - cli...	6020 · Utilities	EMERGENCY AS...		1010 · Checki...	39.41	5,416.69
Check	11/08/2022	10305	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	35.00	5,451.69
Check	11/08/2022	10305	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	55.00	5,506.69
Check	11/08/2022	10305	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	30.00	5,536.69
Check	11/04/2022	10301	CDPH-Vital Records	Birth Cert- Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	5,565.69
Check	11/04/2022	10302	Vital Record and St...	Birth Cert: M...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	75.00	5,640.69
Check	10/28/2022	10299	TENNESSEE VITA...	Birth Cert- M...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	5,655.69
Check	10/25/2022	10284	ALERIN MANAGE...	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	525.00	6,180.69
Check	10/25/2022	10286	Diane Sanderson	Walmart - re...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	6,210.67
Check	10/25/2022	10289	WASHINGTON ST...	Birth Cert- Ke...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,235.67
Check	10/25/2022	10290	Vital Record and St...	Birth Cert: A...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,260.67
Check	10/25/2022	10291	Vital Record and St...	Birth Cert: M...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,285.67
Check	10/25/2022	10292	CALIFORNIA OFFI...	Birth Cert- C...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	6,314.67
Check	10/25/2022	10293	FLORIDA STATE ...	Birth Cert.-Vi...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	9.00	6,323.67
Check	10/25/2022	10297	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	55.00	6,378.67
Check	10/25/2022	10297	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	65.00	6,443.67
Check	10/25/2022	10297	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	65.00	6,508.67
Check	10/25/2022	10297	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	90.00	6,598.67
Check	10/21/2022	DC-P...	WALMART	Nonslip shoes	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	6,628.65
Check	10/21/2022	10295	MAX'S CONOCO	Work Gas - ...	6030 · Gasoline	EMERGENCY AS...		1010 · Checki...	100.00	6,728.65
Check	10/21/2022	10295	MAX'S CONOCO	Medical Gas ...	6030 · Gasoline	BLUE ENVELOPE...		1010 · Checki...	60.00	6,788.65
Check	10/21/2022	10296	Vital Record and St...	Birth Cert: Vi...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,813.65
Check	10/18/2022	10281	Vital Record and St...	Birth Cert: M...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,838.65
Check	10/18/2022	10282	Vital Record and St...	Birth Cert: Re...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	6,863.65
Check	10/18/2022	10283	Seton House	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	400.00	7,263.65
Check	10/18/2022	DC-P...	WALMART	Work Boots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	35.41	7,299.06
Check	10/18/2022	DC-P...	WALMART	Dish soap, cl...	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	98.84	7,397.90
Check	10/14/2022	10279	Vital Record and St...	Birth Cert: An...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	7,422.90
Check	10/14/2022	10280	Monte Henrie	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	550.00	7,972.90
Check	10/13/2022	10276	CALIFORNIA OFFI...	Birth Cert- Jo...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	8,001.90
Check	10/13/2022	10277	Vital Record and St...	Birth Cert: Tr...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,026.90
Check	10/13/2022	10278	Vital Record and St...	Death Cert: E...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,051.90
Check	10/13/2022	DC-P...	WALMART	Work Boots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	8,081.88
Check	10/12/2022	DC-P...	WALMART	Work Boots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	32.98	8,114.86
Check	10/11/2022	10274	Vital Record and St...	Birth Cert: Co...	6040 · Identification	EMERGENCY AS...	X	1010 · Checki...	0.00	8,114.86
Check	10/11/2022	10275	Oklahoma State De...	Birth Cert- C...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	8,129.86
General J...	10/11/2022	5-2026	Vital Record and St...	For CHK 102...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,154.86
Check	10/07/2022	10273	Vital Record and St...	Birth Cert: An...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,179.86
Check	10/04/2022	10271	ROCKY MOUNTAI...	Utilitiy Assist:...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	72.07	8,251.93
Check	10/04/2022	DC-P...	Dollar Tree Stores	Winter gloves	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	18.38	8,270.31
Check	09/29/2022	10261	Vital Record and St...	Birth Cert: Ki...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,295.31
Check	09/29/2022	10262	San Luis Obispo C...	Birth Cert- Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	32.00	8,327.31
Check	09/29/2022	10263	OREGON VITAL R...	Birth Cert- Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	8,352.31
Check	09/29/2022	10264	Colorado Vital Rec...	Birth Cert: Kri...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	26.00	8,378.31
Check	09/29/2022	10265	SOUTH DAKOTA ...	Birth Cert: Da...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	8,393.31

INTERFAITH OF NATRONA COUNTY

Find Report

July through December 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Check	09/29/2022	10266	Monte Henrie	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	575.00	8,968.31
Check	09/27/2022	DC-P...	Greyhound Bus Lines	Comp Reloca...	6015 · United Way Compa...	RESTRICTED:Co...		1010 · Checki...	173.98	9,142.29
Check	09/22/2022	10254	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	35.00	9,177.29
Check	09/22/2022	10254	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	110.00	9,287.29
Check	09/22/2022	DC-P...	NORTH DAKOTA ...	Birth Cert- C...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	9,302.29
Check	09/22/2022	10255	Vital Record and St...	Birth Cert: Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	9,327.29
Check	09/22/2022	10256	Vital Record and St...	Birth Cert: Ra...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	9,352.29
Check	09/22/2022	10257	Vital Record and St...	Birth Cert: Cy...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	75.00	9,427.29
Check	09/22/2022	10258	Eastgate Travel Pla...	Propane - cli...	6020 · Utilities	EMERGENCY AS...		1010 · Checki...	81.01	9,508.30
Check	09/15/2022	10251	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	9,858.30
Check	09/15/2022	10252	Ames Henry	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	475.00	10,333.30
Check	09/15/2022	10253	MAX'S CONOCO	Work Gas - ...	6030 · Gasoline	EMERGENCY AS...		1010 · Checki...	120.00	10,453.30
Check	09/15/2022	10253	MAX'S CONOCO	Medical Gas ...	6030 · Gasoline	BLUE ENVELOPE...		1010 · Checki...	125.00	10,578.30
Check	09/15/2022	10253	MAX'S CONOCO	Compassion...	6015 · United Way Compa...	RESTRICTED:Co...		1010 · Checki...	75.00	10,653.30
Check	09/14/2022	DC-P...	WALMART	Nonslip shoes	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	10,683.28
Check	09/12/2022	10242	KANSAS VITAL ST...	Birth Cert- Jo...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	10,703.28
Check	09/12/2022	10244	ARKANSAS DEPT....	Birth Cert-Lar...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	12.00	10,715.28
Check	09/09/2022	10236	Vital Record and St...	Birth Cert: Br...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	10,740.28
Check	09/09/2022	10237	Vital Record and St...	Birth Cert: Aq...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	10,765.28
Check	09/09/2022	10238	Vital Record and St...	Birth Cert: Dil...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	10,790.28
Check	09/06/2022	DC-P...	WALMART	Nonslip shoes	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	10,820.26
Check	09/02/2022	10230	King County Vital S...	Birth Cert- GI...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	10,849.26
Check	09/02/2022	10231	MARSH PROPERT...	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	402.80	11,252.06
Check	09/02/2022	10232	CALIFORNIA OFFI...	Birth Cert- Ju...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	11,281.06
Check	09/02/2022	10233	IDAHO VITAL STA...	Birth Cert- Ja...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	16.00	11,297.06
Check	09/02/2022	10234	UTAH OFFICE OF ...	Birth Cert.- Ri...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	22.00	11,319.06
Check	09/01/2022	10226	Troni Investments L...	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	550.00	11,869.06
Check	09/01/2022	10227	Vital Record and St...	Birth Cert: Al...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	11,894.06
Check	09/01/2022	10228	Ames Henry	Rent Assist: ...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	450.00	12,344.06
Check	08/31/2022	10225	Wardwell Water & ...	Utility- Robert...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	200.00	12,544.06
Check	08/31/2022	DC-P...	Amazon.com	Bags for pers...	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	36.49	12,580.55
Check	08/24/2022	DC-P...	WALMART	Steel Toed B...	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	74.96	12,655.51
Check	08/24/2022	DC-P...	WALMART	All purpose cl...	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	49.34	12,704.85
Check	08/23/2022	10212	Black Hills Energy	Utility- Conni...	6016 · EFSP/United Way	EMERGENCY AS...		1010 · Checki...	168.05	12,872.90
Check	08/23/2022	10213	Vital Record and St...	Birth Cert: Mi...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	12,897.90
Check	08/23/2022	10214	Vital Record and St...	Birth Cert: Ka...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	12,922.90
Check	08/19/2022	10201	CALIFORNIA OFFI...	Birth Cert- Tri...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	12,951.90
Check	08/19/2022	10202	LOUISIANA VITAL ...	Birth Cert- Mi...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.50	12,967.40
Check	08/19/2022	10203	OHIO DEPARTME...	Birth Cert- H...	6040 · Identification	EMERGENCY AS...	X	1010 · Checki...	0.00	12,967.40
Check	08/19/2022	10204	OHIO DEPARTME...	Birth Cert-Na...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	21.50	12,988.90
General J...	08/19/2022	5-2023	OHIO DEPARTME...	For CHK 102...	6040 · Identification			1010 · Checki...	21.50	13,010.40
General J...	08/19/2022	5-202...	OHIO DEPARTME...	Reverse of G...	6040 · Identification			1010 · Checki...	-21.50	12,988.90
Check	08/19/2022	10205	CALIFORNIA OFFI...	Birth Cert- H...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	13,017.90
Check	08/19/2022	10207	Vital Record and St...	Birth Cert: Ko...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	13,042.90
Check	08/19/2022	10208	WISCONSIN VITA...	Birth Cert-To...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	13,062.90
Check	08/19/2022	10209	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	45.00	13,107.90
Check	08/19/2022	10209	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	10.00	13,117.90
Check	08/19/2022	10209	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	0.00	13,117.90
Check	08/19/2022	10210	WY FAMILY PRAC...	Client Vouch...	6070 · Medical	BLUE ENVELOPE...		1010 · Checki...	176.06	13,293.96

INTERFAITH OF NATRONA COUNTY

Find Report

July through December 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Check	08/19/2022	10239	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	30.00	13,323.96
Check	08/15/2022	DC-P...	VitalChek	Birth Cert: De...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	64.95	13,388.91
Check	08/15/2022	10206	TEXAS VITAL REC...	Birth Cert- As...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	22.00	13,410.91
Check	08/10/2022	10200	KANSAS VITAL ST...	Birth Cert- Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	5.00	13,415.91
Check	08/09/2022	10188	CALIFORNIA OFFI...	Birth Cert- R...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	13,444.91
Check	08/09/2022	10189	Vital Record and St...	Birth Cert: Ka...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	13,469.91
Check	08/09/2022	10190	Austin Romberger	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	500.00	13,969.91
Check	08/09/2022	10191	Austin Romberger	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	500.00	14,469.91
Check	08/05/2022	DC-P...	WALMART	Workboots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	89.74	14,559.65
Check	08/03/2022	10174	Vital Record and St...	Birth Cert: W...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	14,584.65
Check	08/03/2022	10175	Vital Record and St...	Birth Cert: Ke...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	14,609.65
Check	08/03/2022	10176	MINNESOTA DEP...	Birth Cert- R...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	26.00	14,635.65
Check	08/03/2022	10177	Vital Record and St...	Birth Cert: La...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	14,660.65
Check	08/03/2022	10178	Office of Vital Reco...	Birth Cert-Ma...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	14,685.65
Check	08/03/2022	10179	KANSAS VITAL ST...	Birth Cert- Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	14,700.65
Check	08/03/2022	10180	Indiana State Depa...	Birth Cert-Dia...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	10.00	14,710.65
Check	08/03/2022	10181	Black Hills Energy	Utility- Gary ...	6020 · Utilities	EMERGENCY AS...		1010 · Checki...	112.12	14,822.77
Check	08/03/2022	10182	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	140.00	14,962.77
Check	08/03/2022	10182	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	14,982.77
Check	08/03/2022	10182	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	45.00	15,027.77
Check	08/03/2022	10183	Vital Record and St...	Birth Cert: Tif...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	15,047.77
Check	08/03/2022	10185	Brett Runyan	Motel: Debbi...	6070 · Medical	BLUE ENVELOPE...	X	1010 · Checki...	0.00	15,047.77
Check	08/03/2022	DC-P...	WALMART	Workboots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	23.78	15,071.55
Check	08/03/2022	DC-P...	WALMART	Bottled water	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	5.36	15,076.91
Check	07/26/2022	10165	SOUTH DAKOTA ...	Birth Cert: He...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	15.00	15,091.91
Check	07/26/2022	10166	Vital Record and St...	Birth Cert: Ky...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	15,116.91
Check	07/21/2022	10153	Vital Record and St...	Birth Cert: Je...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	100.00	15,216.91
Check	07/21/2022	10154	Colorado Vital Rec...	Birth Cert: Ke...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	26.00	15,242.91
Check	07/21/2022	10155	Pueblo Dept of Pub...	Birth Cert: G...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	15,262.91
Check	07/21/2022	10156	Vital Record and St...	Birth Cert: Tif...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	40.00	15,302.91
Check	07/21/2022	10157	CDPH-Vital Records	Birth Cert- Sh...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	15,331.91
Check	07/21/2022	10158	Vital Record and St...	Birth Cert: Sa...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	15,356.91
Check	07/21/2022	10159	Vital Record and St...	Birth Cert: Ch...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	15,381.91
Check	07/21/2022	10161	Vital Record and St...	Birth Cert: Pri...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	15,406.91
Check	07/21/2022	10162	Vital Record and St...	Birth Cert: Ch...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	50.00	15,456.91
Check	07/21/2022	10163	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	15,806.91
Check	07/21/2022	10164	Casper Salvation A...	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	350.00	16,156.91
Check	07/20/2022	DC-P...	Greyhound Bus Lines	6015 John M...	6015 · United Way Compa...	RESTRICTED:Co...		1010 · Checki...	120.99	16,277.90
Check	07/18/2022	DC-P...	WALMART	Workboots	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	47.56	16,325.46
Check	07/18/2022	DC-P...	WALMART	Laundry soap...	6090 · Client Services - Per...	EMERGENCY AS...		1010 · Checki...	23.42	16,348.88
Check	07/14/2022	DC-P...	WALMART	Nonslip shoes	6050 · Work Footwear	EMERGENCY AS...		1010 · Checki...	29.98	16,378.86
Check	07/14/2022	10146	MAX'S CONOCO	Work Gas - ...	6030 · Gasoline	EMERGENCY AS...		1010 · Checki...	264.76	16,643.62
Check	07/14/2022	10146	MAX'S CONOCO	Medical Gas ...	6030 · Gasoline	BLUE ENVELOPE...		1010 · Checki...	274.27	16,917.89
Check	07/14/2022	DC-P...	Greyhound Bus Lines	Comp Reloca...	6015 · United Way Compa...	RESTRICTED:Co...		1010 · Checki...	158.99	17,076.88
Check	07/13/2022	10137	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	100.00	17,176.88
Check	07/13/2022	10137	WYDOT-Financial ...	ID: Invoice #...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	125.00	17,301.88
Check	07/13/2022	10138	Austin Romberger	Rent Assist: ...	6010 · Shelter	EMERGENCY AS...		1010 · Checki...	500.00	17,801.88
Check	07/13/2022	10139	IOWA DEPT OF P...	Birth Cert - S...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	20.00	17,821.88

1:55 PM

04/13/23

Accrual Basis



INTERFAITH OF NATRONA COUNTY

Find Report

July through December 2022

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Check	07/13/2022	10140	Vital Record and St...	Birth Cert: Yo...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	25.00	17,846.88
Check	07/13/2022	10141	Kern County Dept o...	Birth Cert: D...	6040 · Identification	EMERGENCY AS...		1010 · Checki...	29.00	17,875.88
Jul - Dec 22									17,875.88	17,875.88

Service Count  

Agency	Interfaith of Natrona County	▼
Center Name	Main Center	▼
Program	All	▼
Year	All	▼
Service	All	▼
Date From	7/1/2022	
Date To	12/31/2022	

[Service Count Chart](#)

Services Count

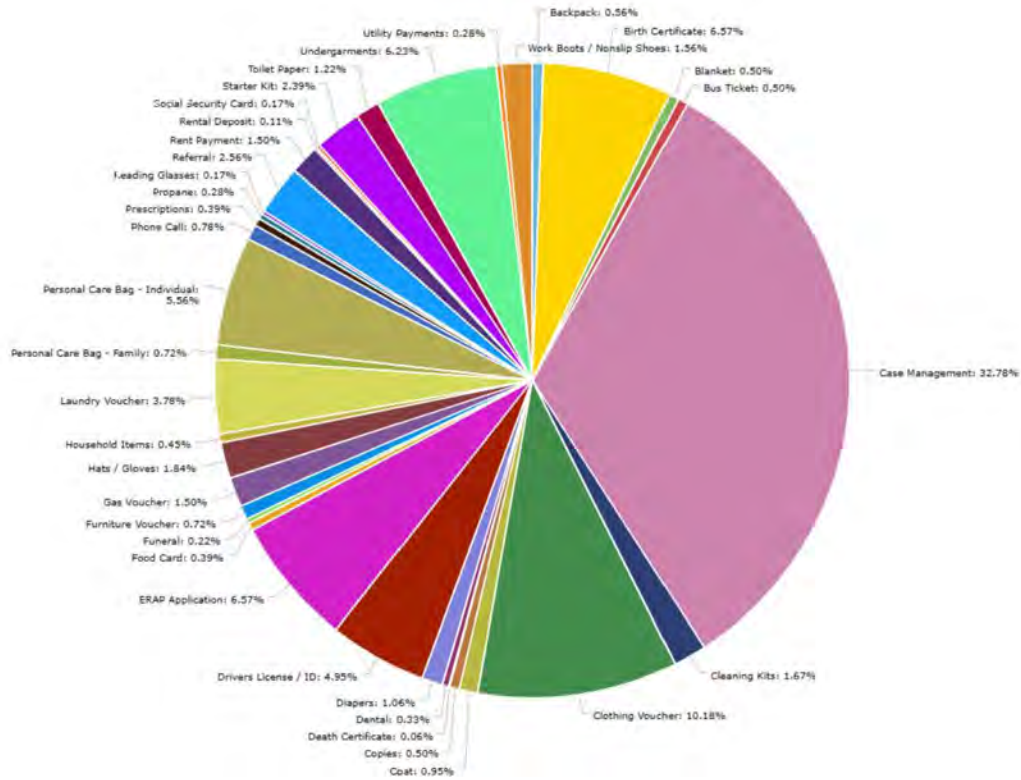
Export To ▼



<u>Service</u>	<u>Number of Services</u>
Backpack	10
Birth Certificate	118
Blanket	9
Bus Ticket	9
Case Management	589
Cleaning Kits	30
Clothing Voucher	183
Coat	17
Copies	9
Death Certificate	1
Dental	6
Diapers	19
Drivers License / ID	89
ERAP Application	118
Food Card	7
Funeral	4
Furniture Voucher	13
Gas Voucher	27
Hats / Gloves	33
Household Items	8
Laundry Voucher	68
Personal Care Bag - Family	13
Personal Care Bag - Individual	100
Phone Call	14
Prescriptions	7
Propane	5
Reading Glasses	3
Referral	46
Rent Payment	27
Rental Deposit	2
Social Security Card	3
Starter Kit	43
Toilet Paper	22
Undergarments	112
Utility Payments	5
Work Boots / Nonslip Shoes	28

Client Service Count

Service Count Report(Program :All, Year :All, DateFrom : 7/1/2022, DateTo : 12/31/2022)



Backpack	10	Birth Certificate	118	Blanket	9	Bus Ticket	9
Case Management	589	Cleaning Kits	30	Clothing Voucher	183	Coat	17
Copies	9	Death Certificate	1	Dental	6	Diapers	19
Drivers License / ID	89	ERAP Application	118	Food Card	7	Funeral	4
Furniture Voucher	13	Gas Voucher	27	Hats / Gloves	33	Household Items	8
Laundry Voucher	68	Personal Care Bag - Family	13	Personal Care Bag - Individual	100	Phone Call	14
Prescriptions	7	Propane	5	Reading Glasses	3	Referral	46
Rent Payment	27	Rental Deposit	2	Social Security Card	3	Starter Kit	43
Toilet Paper	22	Undergarments	112	Utility Payments	5	Work Boots / Nonslip Shoes	28

AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, April 17, 2023 - 3:30 p.m. – 4:30 p.m.

City Hall - 200 N. David St. - Downstairs Meeting Room

**Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

1. Approve February 17, 2023, Meeting Minutes
2. Approve March 17, 2023, Meeting Minutes
3. Natrona County School Partnership Updates – Vickie Skates
4. Casper Police Department Updates/Requests – Sgt. Stedillie/Sgt. Broneck
5. Non-Discrimination Ordinance Initiative Updates
6. Trans-Gender Name Changes – Kate Allen, Riley Jourgensen
7. Casper Pride 2023 – “**Community**”
 - o Sub-Committee to plan involvement/participation at June Pride
8. Other Business
 - o Update/share contact information
9. Adjourn

Next Meeting: May 19, 2023, 3:30 p.m.



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, February 17, 2023, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

MINUTES

The meeting began at 3:30 p.m. with the attendance of Councilor Pacheco, Councilor Pollock, Casper Police Liaisons Sergeant Stedillie and Sergeant Broneck, City of Casper staff member, Heidi Rood, and the following committee members: Alex Petrino, Brooke Ostrander, Darrell Wagner, David Esposito, Gage Williams, Hollie Brogan, Kate Allen, Riley Jourgensen, and Vickie Skates, Natrona County School District Representative.

Absent: Christy Jourgensen, Kelly Stiefvater, and Skylar Cooper

Approve January 20, 2022, Meeting Minutes

Motion to approve January 20, 2022, minutes made by Darrell Wagener and seconded by Hollie Brogan with no objections.

Status Report to Council – March 7th Pre-Meeting Agenda

Subcommittee meeting on 2/27 4pm at Casper College to work on the PowerPoint presentation: Gage, Darrell, David, and Alex

Topics to report to City Council:

LGBTQ Non-Discrimination Ordinance

LGBTQ Resource Center

State Legislation Anti-LGBTQ Bills

Affordable Housing/Homelessness

Casper Pride 2023 Planning – “Community”

Gage said the theme this year is “Community”. He will purchase \$150 for the table for the LGBTQ Advisory Committee. The committee discussed an opportunity for anyone who can contribute. Gage will send a VENMO out to the group for anyone who would like to help. A discussion regarding having the following items at the table: an informational pamphlet describing the Ordinance (in plain English), a Banner with the City’s logo, and something fun to do and/or SWAG. Councilor Pacheco will confirm with the City Manager if having the City logo on a banner will be approved. Hollie and Brooke volunteered to work the table the day of the event. A sub-committee will form as the event gets closer.

Casper Police Department Partnership

Sgt. Stedillie requested to be contacted directly for any needs identified in the community (text, email, phone call welcomed) and does not need to be held for the regularly scheduled meeting.



Trans-Gender Name Changes

Kate and Riley will partner on this project. Kate will research statutes regarding the requirements for publishing name changes in the newspaper. Gage will call the Casper Star-Tribune.

Non-Discrimination Ordinance – The committee inquired with Council if there is a way for this committee to advocate or start the discussion for outlier Cities (Mills, Evansville, and Bar Nunn). Councilor Pollock said there are monthly meetings with County leaders and City Council that may be resources, for instance, Commissioner Freel.

The meeting was adjourned at 4:40 p.m.

Next Meeting Date

March 17, 2023, 3:30 p.m.

DRAFT



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, February 17, 2023, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

MINUTES

The meeting began at 3:30 p.m. with the attendance of Councilor Pacheco, Councilor Pollock, City of Casper staff member, Heidi Rood, City of Casper Human Resources Manager, Nicole Carlson, Natrona County Commissioner Steve Freel, and the following committee members: Alex Petrino, David Esposito, Gage Williams, Hollie Brogan.

Absent: Brooke Ostrander, Darrell Wagner, Vickie Skates, Christy Jourgensen, Kate Allen, Kelly Stiefvater, Riley Jourgensen, Skylar Cooper, Casper Police Liaisons Sergeant Stedillie and Sergeant Broneck, and Vickie Skates, Natrona County School District Representative

Approve January 20, 2022, Meeting Minutes

Move to the next meeting, no quorum.

Non-Discrimination Ordinance – Countywide – Natrona County Commissioner Steve Freel recommended seeking this initiative with surrounding communities within the county prior to pursuing it countywide. Commissioner Freel also suggested providing him with additional education to provide to the current commissioners. Councilor Pollock suggested reaching out to Advance Casper and Justin Nelson of the LGBTQ Chamber of Commerce. David volunteered to reach out to Mills.

City of Casper HR Partnership – The Advisory Committee requested Nicole Carlson to review City policies, dress code, and application to ensure language is gender neutral. The recommendation to include pronouns and preferred names to be added to the application was also discussed. Nicole will review these policies and possibilities and report back to the group.

Casper Pride 2023 Planning – “Community”

(Previous meeting notes)- Gage said the theme this year is “Community”. He will purchase \$150 for the table for the LGBTQ Advisory Committee. The committee discussed an opportunity for anyone who can contribute. Gage will send a VENMO out to the group for anyone who would like to help. A discussion regarding having the following items at the table: an informational pamphlet describing the Ordinance (in plain English), a Banner with the City’s logo, and something fun to do and/or SWAG. Councilor Pacheco will confirm with the City Manager if having the City logo on a banner will be approved. Hollie and Brooke volunteered to work the table the day of the event. A sub-committee will form as the event gets closer.

Trans-Gender Name Changes

Kate’s update via email: I met with Riley and Christy to hear about their experience (I assume/hope they can give that update if they want to!) and also met with Elliott Hinkle and a California lawyer who does this sort of thing across the country. Elliott is putting together a panel



on the “legal stuff” for trans day of visibility and the California lawyer and I will be on it. I’ve been learning a lot about this in hopes of being a useful resource for our trans community in the near future.

The meeting was adjourned at 4:25 p.m.

Next Meeting Date

March 17, 2023, 3:30 p.m.

DRAFT

Parks & Recreation Advisory Board Minutes of Thursday, March 9, 2023

Meeting Called to Order: **Date:** March 9, 2023
Time: 4:40 pm
By: Amy Crawford
Location: Casper Family Aquatic Center Conference Room

I. Board Members Present: Amy Crawford, Ian Walker, Jason Magnuson, Jim DeGolia, Kristen Galles, Olivia Cole, Randy Hein, Susan Redding.

Council Liaison: Lisa Engebretson
Staff Present: Zulima Lopez & Chad Green
Guests: Sarah Neubauer & Travis St. John

Approval of Minutes:

Minutes Date: February 9, 2022
Motion By: Jason Magnuson
Second: Kristen Galles
Board: Approved by all

II. User Groups

Casper Ice Arena – Chad Green

It has been a successful year: Hockey ramps up in late July with summer camps. We will repeat those camps this summer.

Adult hockey numbers are up as well.

Registered over 430 participants in rink programs this year.

Concessions exploded when we added new food categories. Working on menu development. We had outdated partners and equipment.

We are running a kids camp during Spring Break this year.

2nd Sheet of Ice: Council support came in 2 months ago if user groups/donors can raise 2/3 of the cost of the second sheet, which would be approximately \$9 - \$10 Million, within 18 months of January 2023. This is a huge step forward. City staff believes the Ice Arena will hit 100% cost recovery with the 2nd sheet of ice. The current subsidy is approximately \$200k per year. The City is eligible to apply for a special malt beverage license which will help with the cost recovery. A new Zamboni is included in the cost of the 2nd sheet of ice and is also in the 5-year capital plan. Donors would like to start the design by the end of 2023 before all the money is raised as that would reduce the build time.

Casper Figure Skating Club – Sarah Neubauer

Our club has 31 members with 22 skaters aged 5 to 41 years.

The Invitational was in February. Had 61 skaters, 4 teams, and 91 events.

We started a Skate-to-Learn class at the end of the club session.

Gained 9 members this year. Covid was a big hit to our membership. 8 years ago we had over 50 members.

The biggest issue is ice time for the members.

Another issue is members use the club to learn to skate and then move on to hockey.

Currently reconfiguring how things work with the show and learn-to-skate so we can grow.

Advertising consists of Facebook, Oil City, and local newspapers.

Casper Amateur Hockey Club – Travis St. John

We have approximately 220 youth skaters. We have developed a solid coaching crew from top to bottom who all follow the same process. Youth skaters can move from one level to the next more successfully now. This has been the key to retaining kids from season to season. This was done by hiring a full-time club coach.

Covid was a big hit to our membership. We are finally bouncing back.

The best news this last year was City Council moving forward with the 2nd sheet of ice.

The biggest hurdle after ice time is advertising. We used to send flyers to the schools before each season and that is no longer allowed. We do use Facebook, but that is not as good as it was 3-4 years ago. We rent billboards around town during registration season. We also advertise in Oil City and in the papers.

It was suggested that the Club look into being listed in the emails sent to parents every 2 weeks.

The varsity level was in the state championship for the first time since 2016.

John Wold Cup is an invited tour that takes place here. Brings in 30 teams over 2 weekends. The best estimate is that a 15-team tournament has an estimated \$600k in economic impact.

This year we brought in 2 state tournaments.

This year we had 5 local tournaments, last year we had 3.

We have 1 adult league – Storm. They are mid-level players, co-ed and recreational.

All other adults play through the Ice Arena.

We do offer scholarships. We usually have 1-2 per year and we cover their club fees.

Capital projects: We need new divider boards for the U6 and U8 teams. They play half-ice. The current divider boards are stored outside and are deteriorating. We would like to build a shed outside the ice rink. The club would pay for it. There was some pushback from Chad, possibly due to the potential 2nd sheet of ice.

ACTION: Zulima to visit with Chad about the storage shed.

III. Other Business

Public: None

Staff:

1. One-Cent #17 non-profit application cycle is now open along with the Visit Casper Impact Grant application. Zulima encourages this group to reach out to the user groups to spread the word.
2. **Hogadon**
 - a. Hogadon will be closing on April 9th. This is also Easter Sunday. OVG will be hosting an Easter Brunch that day as well.
 - b. **ACTION:** Zulima to confirm the date of the Winter Fest/Pond Skim at Hogadon
 - c. Possible obstacle course type race to be held this summer at Hogadon
 - d. Waiting on lights for DreadKnot
 - e. The biggest night skiing night was last Saturday for the glowstick night.
 - f. Parking lot lighting is in the 5-year capital plan. Nobody parks correctly/in lines when the lot is covered with snow. Is it possible to put a rope down the center to mark spots?
3. **Parks Repurposing:**

The City Attorney is checking into the idea of a 10-year lease-to-own option for selling unwanted parks.
4. **Master Plan:** Zulima met with all the stakeholders in the local area (Natrona County, Evansville, Bar Nunn, Mills, etc.) for the Parks Master Plan. All are very interested in participating either with money or in-kind contributions. Many are planning on asking their City Councils for money as soon as possible.

Board:

1. **Chairman Elections:**

Chairman: Amy Crawford
Motion By: Kris Galles

Second: Jim DeGolia
Board: Approved by all

2. **Vice Chairman Elections:**

Vice Chairman: Randy Hein

Motion By: Ian Walker

Second: Kris Galles

Board: Approved by all

3. **Liaison Assignments:**

Ian Walker – Aquatics

Susan Redding – Fort Caspar

Ford Wyoming Center – Kris Galles

All other assignments remain the same

ACTION: Zulima to confirm with Kirk that the Ford Wyoming Center wants to be included in this Board.

The next scheduled meeting will be **Thursday, April 13, 2023, at 4:30 pm at the Fort Caspar Meeting Room & via Microsoft Teams.**

Meeting Adjourned: The meeting was adjourned at 5:40 pm.

The wheels on the bus ... give Councilors ride-alongs!



Transit is offering ride-alongs for Casper Councilors before the work session on Tuesday, April 25, at 4:00 p.m. You may be asking why—you’ve seen the buses.

But wait, there’s more!

- This bus is built on a motorhome frame by the same company that builds the trolleys in Deadwood.
- It is much more like city buses in other cities.
- Come get a “first peek” and ride-along!

Please RSVP if you would like to join them so we can make the necessary notifications if we have a quorum.

It will be easy to do —it’s right before the Council meeting! They might even let you sing, “The wheels on the bus go round and round.....”