

INFORMATION PACKET

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Friday, June 11, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

June 15, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Clarity Franchise					
Pre-Meeting: Sole Source Tasers					
Approve May 25 Special Meeting Minutes, June 1 Regular Meeting Minutes & June 1 Exec Session Minutes					
Bright Spot - Lemonade Day Proclamation					
Bright Spot - Central Wyoming Hospice & Transitions 40th Anniversary					
Establish Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision	C				
Public Hearing for FY 2021 Budget Amendment #5		N		N	
Public Hearing for FY 2021-2022 Budget		N		N	
Public Hearing for Limited Retail Liquor License No. 12 Casper Lodge #22 (Independent Order of Oddfellows) d/b/a Casper Lodge #22, Located at 2125 CY Avenue #101.		N			N
Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business). 3rd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, for the Construction and Operation of a Cable System. 3rd Reading			N		
Authorizing Amendment One to the Cooperative Agreement with the Wyoming Department of Transportation for the Poplar and West 1st Street Enhancements Project.				C	
Granting an Energy Efficient Commercial Building Deduction, in the Amount of \$28,954.80, to GPC Architects, as part of the Hogadon Lodge Project.				C	
Authorizing an Agreement with LAME LLC, in the Amount of \$106,425, for the Solid Waste Fiber Optics Extension Project.				C	
Authorizing an Agreement with Knife River, in the Amount of \$235,855, for the Events Drive Improvements Project.				C	
Authorizing an Agreement with Crown Construction in the Amount of \$256,060, for the Downtown 2nd Street and Centennial Hills Boulevard Street Resurfacing Project.				C	
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Taxes on Behalf of the City of Casper.				C	
Authorizing a Donation Agreement between the Rotary Club of Casper, Inc. and the City for a Boulderling Park Located at Crossroads Park.				C	
Authorizing the Sole Source Purchase of Taser "Model 7", from PROFORCE Law Enforcement Sales of Prescott, AZ, in the Amount of \$121,500, Paid in Annual Installments over Five (5) Years.				C	

The Grid

A working draft of Council Meeting Agendas

June 15, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing \$24,547.70 in Health, Social and Community Services Cash Funding to Support Community Promotions Events.					C
Rejecting All Bids Received for the City Hall Project SAFE Site Work and Exterior Improvements, Project No. 20-004.					C
Authorizing Skull Tree Brewing, LLC, d/b/a Skull Tree Brewing, Located at 1530 Burlington Avenue to Sell Other Malt Beverages Described in Municipal Code 5.08.100(B)(1).					C
Authorizing Use of Patio for Retail Liquor License No. 37, Charger Holdings, LLC d/b/a/ Yellowstone Garage.					C

June 22, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
DEA (Memo Due)	Information Only	30 min	4:35
Cable RFP (Memo Due)	Direction Requested	30 min	5:05
Liquor Ordinance Changes & Limo Exemption (Memo Due)	Move Forward for Approval	30 min	5:35
Agenda Review		20 min	6:05
Legislative Review		20 min	6:25
Council Around the Table		10 min	6:45
Approximate Ending Time:			6:55

July 6, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: MPO 5-Year Strategic Transit Development Plan Final Report					
Pre-Meeting: PMCH Engagement Letter					
Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision		N	N		
Establish July 20 as Public Hearing Date for - Review of Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes.			N		
Authorize an Engagement Letter for Professional Services with Porter, Muirhead, Cornia, Howard, in the Amount not to Exceed \$129,00 for the FY2021 Financial Statement Audit and in an Amount not to Exceed \$7,500, for the FY2021 Federal Programs Audit (per Program).				C	

The Grid

A working draft of Council Meeting Agendas

July 13, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
21st Missouri to Kingsbury Speed Data		30 min	4:35
			5:05
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
			Approximate Ending Time:

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1
Parkway Parking			After FY22
LGBTQ Safe Place			

Staff Items:

Sign Code Revision			
Blood Borne Pathogens			
Landlord Utility Agreement Ordinance Modification			August 10, 2021
I-25 Enhancement Funds			July 27, 2021
GIS Demo			July 27, 2021

Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
Parks Watering Data			Fall of 2021
One Cent FY21 Cut			After July 1

Future Regular Council Meeting Items:

Scooter Ordinance

Retreat Items:

Economic Development and City Building Strategy



June 13 – 19, 2021

Friday, June 4th

2:00 p.m.

Position Draw

Location: NIRA National Office

Closed Event

Friday, June 11th

Work timed event cattle & goats:

7:30 a.m. – 9:00 a.m. – Goat Tying

9:00 a.m. – 10:30 a.m. – Steer Wrestling

10:30 a.m. – 11:30 a.m. – Team Roping

11:30 a.m. – 12:30 p.m. – Tie Down

12:30 p.m. – Finish – Breakaway

Location: Ford Wyoming Center

Closed Event

2:00 p.m.

Draw Stock for 1st and 2nd Go-Round

Location: Ford Wyoming Center

Closed Event

Saturday, June 12th

8:00 a.m. -10:00 a.m.

Pancake Breakfast

Location: City Park

Public Event – Free Admission

11:00 am

Contestant Media Headshots

Location: Ford Wyoming Center – Oregon Room

Closed Event

Noon – 3:00 p.m.

Mandatory Contestant Check-in

Location: Ford Wyoming Center – Summit Room

Closed Event

3:00 p.m.

Coaches Meeting

Location: Ford Wyoming Center – Summit Room

Closed Event

Saturday, June 12th (cont.)

3:15 p.m.

Mandatory Contestant Orientation Meeting

Location: Ford Wyoming Center – Arena seating

Closed Event

4:00 p.m.- 6:00 p.m.

Arena Time

Location: Ford Wyoming Center – Arena

4:00-4:30 – Barrel Racers

4:30-5:00 – Goat Tyers

5:00-6:00 – Open

Closed Event

Sunday, June 13th

10:00 a.m.

Cowboy Church Service

Location: Fairgrounds

1:00 p.m.

“Bulls, Broncs & Breakaway” – Matinee

Location: Ford Wyoming Center

\$10 General Admission

\$20 Reserved

\$25 Box Seats

**Admission Ticket is good for BOTH performances*

4:00 p.m.

“Bulls, Broncs & Breakaway” – Evening

Location: Ford Wyoming Center

\$10 General Admission

\$20 Reserved

\$25 Box Seats

**Admission Ticket is good for BOTH performances*

Monday, June 14th

7:00 a.m.

Slack

Location: Ford Wyoming Center

\$10 General Admission



Tuesday, June 15th

7:00 a.m.

Slack

Location: Ford Wyoming Center

\$10 General Admission

7:00 p.m.

1st Performance

1st Go-Round Ring Presentation after Steer Wrestling

Location: Ford Wyoming Center

Casper Night – All tickets are \$10

Wednesday, June 16th

9:00 a.m.-3:00 p.m.

Softball Tourney

Location: Softball Field

7:00 p.m.

2nd Performance

2nd Go-Round Ring Presentation after Steer Wrestling

Location: Ford Wyoming Center

\$10 General Admission

\$15 Reserved

\$25 Box Seats

Thursday, June 17th

8:00 a.m – 4:30 p.m.

Sporting Clay Shoot

Location: Casper Shooting Clays, Skeet, & Trap Club

Private Event

9:00 a.m.

Golf Tournament

Location: Paradise Valley

Private Event

7:00 p.m.

3rd Performance

Location: Ford Wyoming Center

Local Heroes Appreciation Night &

Ribbon Night at the Rodeo – Cancer Awareness

“Give Cancer the Boot!”

Friday, June 18th

8:00 a.m.

NIRA Coaches Breakfast

Location: Ramkota Hotel & Conference Center

9:00 a.m. – 3:30 p.m.

NIRA Alumni Reunion

Location: Ramkota Hotel and Conference Center

3:30 – 5:00 p.m.

NIRA Alumni Reunion Hospitality Suite,

Informational gathering

Location: Ramkota Hotel and Conference Center

7:00 p.m.

4th Performance

Location: Ford Wyoming Center

Military Night

\$10 General Admission

\$15 Reserved

\$25 Box Seats

FREE Post-Rodeo Concert

featuring Lucas Hoge

in the Parking Lot at the Ford Wyoming Center

Saturday, June 19th

8:00 a.m.

Short-go leaders TV head shots

Location: Ford Wyoming Center

9:00-10:30 a.m.

Special Olympics (Volunteers Needed MASKS REQUIRED!)

Location: Ford Wyoming Center

FREE ADMISSION & OPEN TO ALL

11:30 a.m.

Cinch Style Show

Location: Ramkota Hotel & Conference Center

2:00 p.m.

Cowboy Church Service

Location: Fairgrounds

7:00 p.m.

Championship Round

3rd Go-Round Ring Presentation after Steer

Wrestling

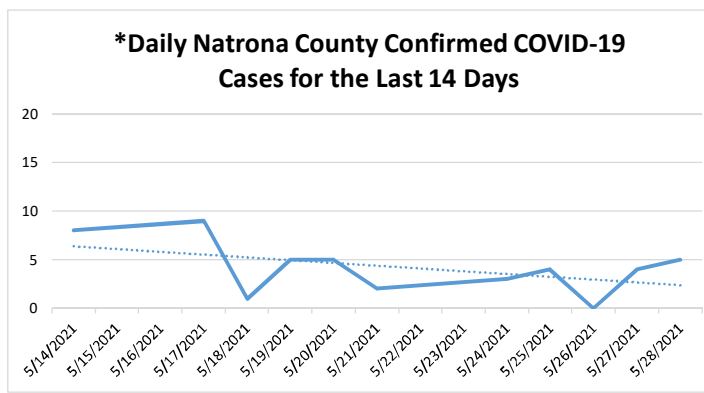
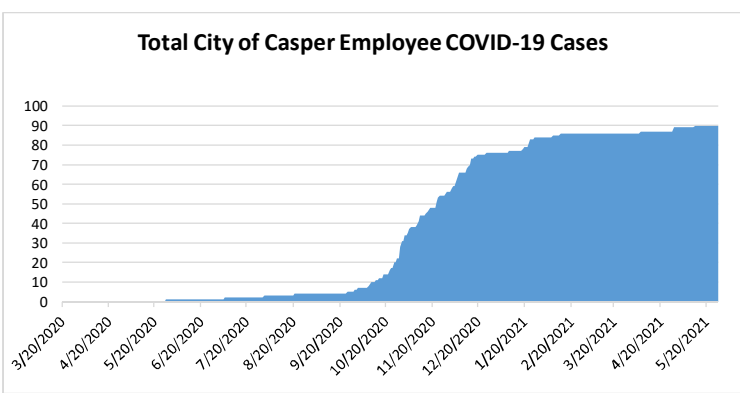
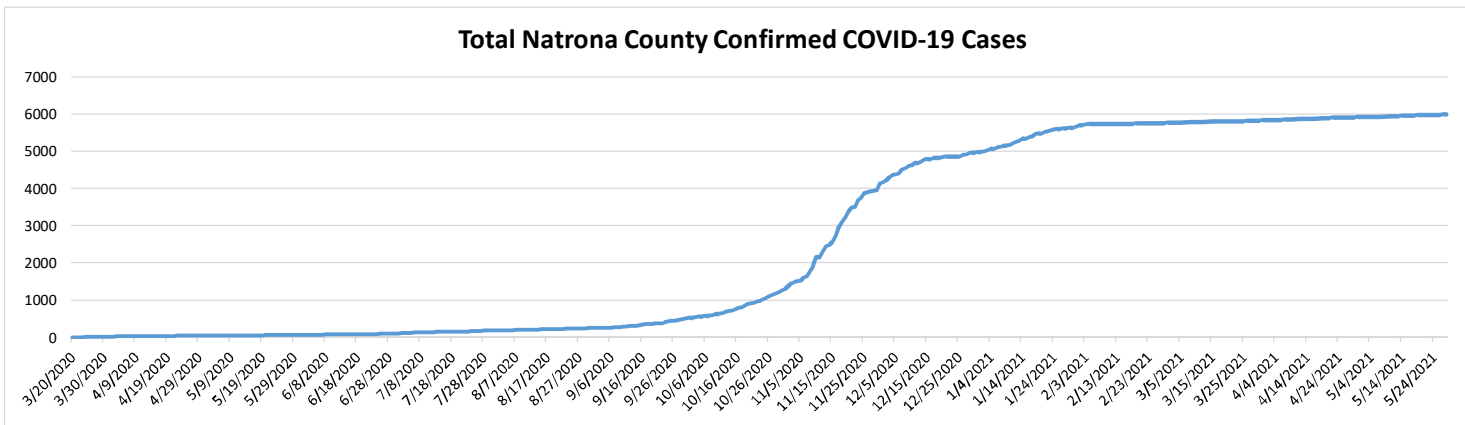
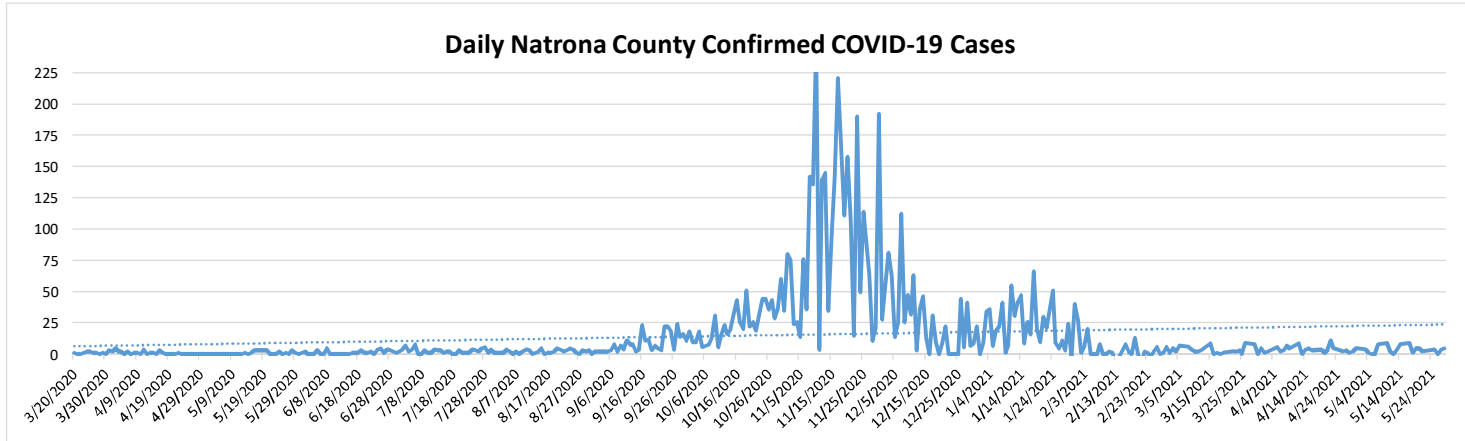
Championship awards immediately following the rodeo

Location: Ford Wyoming Center

\$15 Upper Reserved

\$20 Lower Reserved

\$30 Box Seats



*State no longer reporting data on weekends or holidays

MPO Public Participation Events- Summer 2021

What we know so far...

Casper Area Bicycle and Pedestrian Plan Update: In-person events will be July 6th at the North Casper Club House, 1032 East L Street, from 1:00-3:00 and at the David Street Station Tuesday Market from 5:00-8:00 pm. The Toole Design team has also put together an online mapping activity, [Casper Area Bicycle and Pedestrian Plan \(tooledesign.github.io\)](https://tooledesign.github.io), to gather information about where and why people walk or ride (or where and why not). The map will be available throughout June.

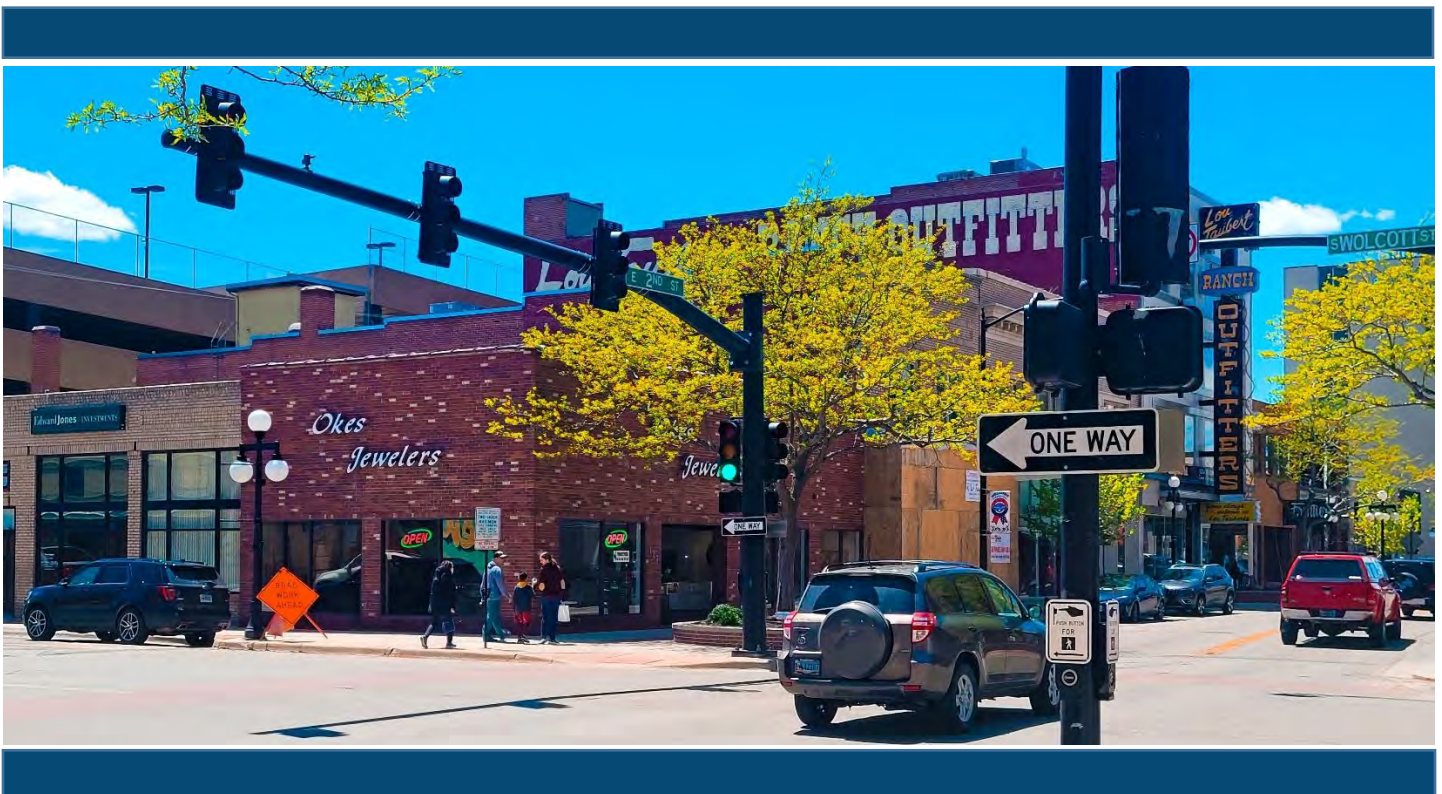
Robertson Road to Mills Trail Plan: The team at WWC Engineering will have a poster kiosk at Mills Summer Fest, Saturday June 12th, with opportunities for citizens to mark locations where they would like trail amenities, what trails they already use in the area, and other preliminary data. Another in-person event will be held later in July, with time and location TBD.

Evansville Trail Linkage Study: The first public meeting is scheduled for June 24th from 5-8 pm at the Evansville Community Center, 71 Curtis Street. The team will have three possible alignments mapped out and with gather feedback from community members about pros and cons of each. The draft report will be released at a second public meeting on August 5th, same time and place.

Casper Rail Trail Extension Plan: An online public meeting or survey is being developed and should be available within the next two weeks. An in-person event is in the process of being planned at either the Tate Pumpouse or at Edness Kimball Wilkins State Park in mid-July. Stakeholder meeting will likely be scheduled next week.

Downtown Casper One-Way to Two-Way Conversion Study: Two open houses will be held for this project, one tentatively scheduled for June 30th, possibly at the Atrium Plaza, and another during the last week of July. Virtual and in-person attendance options will be available. Open houses will be in the evenings, further details regarding locations and exact dates TBD.

All events and public participation opportunities will be posted on the MPO website, casperareampo.org, posted or shared on all MPO social media accounts, and sent to our email list.





Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

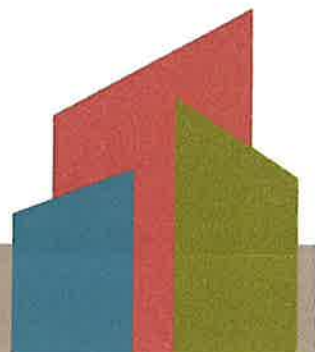
DATE: June 7, 2021

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 MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	AFTON	17,738.12
	ALBIN	1,718.38
	ALPINE	7,880.53
	BAGGS	4,064.99
	BAIROIL	979.29
	BAR NUNN	20,352.64
	BASIN	11,890.08
	BEAR RIVER	4,794.84
	BIG PINEY	5,173.62
	BUFFALO	42,340.52
	BURLINGTON	2,660.72
	BURNS	2,780.82
	BYRON	5,460.01
	CASPER	511,042.60
	CHEYENNE	550,177.33
	CHUGWATER	1,958.58
	CLEARMONT	1,348.84
	CODY	87,951.51
	COKEVILLE	4,942.65
	COWLEY	6,088.24
	DAYTON	7,021.34
	DEAVER	1,635.23
	DIAMONDVILLE	6,808.85
	DIXON	896.14
	DOUGLAS	56,438.63
	DUBOIS	9,072.31
	EAST THERMOPOLIS	2,365.08
	EDGERTON	1,838.48
	ELK MOUNTAIN	1,764.57
	ENCAMPMENT	4,157.37
	EVANSTON	114,540.21
	EVANSVILLE	23,429.10
	FORT LARAMIE	2,124.88
	FRANNIE	1,450.46
	GILLETTE	290,101.40
	GLENDO	1,893.91
	GLENROCK	24,399.15
	GRANGER	1,284.17
	GREEN RIVER	115,621.13
	GREYBULL	17,072.94
	GUERNSEY	10,596.68
	HANNA	7,769.67
	HARTVILLE	572.79
	HUDSON	4,259.00
	HULETT	3,501.43
	JACKSON	88,949.28
	KAYCEE	2,485.18
	KEMMERER	24,537.73

**WYOMING STATE TREASURER'S OFFICE MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	KIRBY	849.95
	LA GRANGE	4,138.89
	LABARGE	5,090.47
	LANDER	70,185.67
	LARAMIE	284,696.83
	LINGLE	4,323.67
	LOST SPRINGS	36.95
	LOVELL	21,803.10
	LUSK	14,476.89
	LYMAN	19,502.69
	MANDERSON	1,053.20
	MANVILLE	877.67
	MARBLETON	10,301.04
	MEDICINE BOW	2,623.76
	MEETEETSE	3,021.02
	MIDWEST	3,732.40
	MILLS	32,039.48
	MOORCROFT	9,321.75
	MOUNTAIN VIEW	11,825.41
	NEWCASTLE	32,639.99
	OPAL	886.91
	PAVILLION	2,152.59
	PINE BLUFFS	10,726.02
	PINE HAVEN	4,526.92
	PINEDALE	18,597.31
	POWELL	58,415.69
	RANCHESTER	7,963.68
	RAWLINS	85,558.71
	RIVERSIDE	480.41
	RIVERTON	99,407.38
	ROCK RIVER	2,263.46
	ROCK SPRINGS	213,097.63
	ROLLING HILLS	4,101.94
	SARATOGA	15,613.24
	SHERIDAN	161,463.08
	SHOSHONI	6,005.09
	SINCLAIR	4,000.32
	STAR VALLEY RANCH	14,107.35
	SUNDANCE	10,920.03
	SUPERIOR	3,150.36
	TEN SLEEP	2,392.80
	THAYNE	3,381.33
	THERMOPOLIS	27,863.63
	TORRINGTON	60,060.16
	UPTON	10,162.46
	VAN TASSELL	166.29
	WAMSUTTER	4,166.61
	WHEATLAND	33,489.94

**WYOMING STATE TREASURER'S OFFICE MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	WORLAND	50,692.22
	WRIGHT	16,694.16
	YODER	1,395.03
Grand Total		3,584,375.00



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

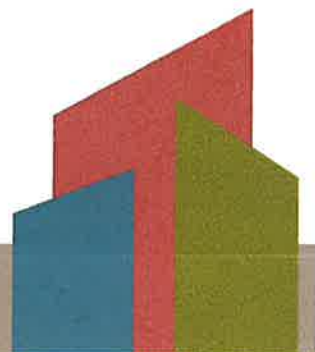
DATE: June 7, 2021

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 FEDERAL MINERAL
ROYALTY DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	AFTON	33,983.31
	ALBIN	2,107.54
	ALPINE	15,097.80
	BAGGS	3,463.91
	BAIROIL	1,060.18
	BAR NUNN	20,406.43
	BASIN	20,043.40
	BEAR RIVER	6,346.39
	BIG PINEY	11,420.84
	BUFFALO	56,314.53
	BURLINGTON	4,485.24
	BURNS	3,410.59
	BYRON	9,204.08
	CASPER	512,393.24
	CHEYENNE	674,775.12
	CHUGWATER	2,357.51
	CLEARMONT	1,636.52
	CODY	107,721.30
	COKEVILLE	9,469.31
	COWLEY	10,263.09
	DAYTON	8,518.87
	DEAVER	2,756.55
	DIAMONDVILLE	13,044.64
	DIXON	763.63
	DOUGLAS	71,925.64
	DUBOIS	14,809.24
	EAST THERMOPOLIS	2,282.09
	EDGERTON	1,843.34
	ELK MOUNTAIN	1,503.65
	ENCAMPMENT	3,542.64
	EVANSTON	151,604.25
	EVANSVILLE	23,491.02
	FORT LARAMIE	2,266.78
	FRANNIE	2,364.17
	GILLETTE	382,040.95
	GLENDO	2,279.67
	GLENROCK	31,094.39
	GRANGER	1,390.24
	GREEN RIVER	125,171.77
	GREYBULL	28,780.26
	GUERNSEY	12,755.02
	HANNA	6,620.79
	HARTVILLE	689.46
	HUDSON	6,952.20
	HULETT	6,864.46
	JACKSON	133,737.46
	KAYCEE	3,305.39
	KEMMERER	47,010.25

**WYOMING STATE TREASURER'S OFFICE FEDERAL MINERAL
ROYALTY DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	KIRBY	820.13
	LA GRANGE	4,415.30
	LABARGE	9,752.50
	LANDER	114,568.06
	LARAMIE	186,847.85
	LINGLE	4,612.41
	LOST SPRINGS	47.09
	LOVELL	36,754.01
	LUSK	34,434.37
	LYMAN	25,813.56
	MANDERSON	1,775.41
	MANVILLE	2,087.60
	MARBLETON	22,739.72
	MEDICINE BOW	2,235.80
	MEETEETSE	3,700.09
	MIDWEST	3,742.26
	MILLS	32,124.15
	MOORCROFT	18,275.05
	MOUNTAIN VIEW	15,652.00
	NEWCASTLE	36,487.85
	OPAL	1,699.17
	PAVILLION	3,513.80
	PINE BLUFFS	13,155.12
	PINE HAVEN	8,874.90
	PINEDALE	41,053.86
	POWELL	71,546.40
	RANCHESTER	9,662.20
	RAWLINS	72,907.45
	RIVERSIDE	409.37
	RIVERTON	162,268.30
	ROCK RIVER	1,485.52
	ROCK SPRINGS	230,700.12
	ROLLING HILLS	5,227.53
	SARATOGA	13,304.57
	SHERIDAN	195,900.47
	SHOSHONI	9,802.45
	SINCLAIR	3,408.80
	STAR VALLEY RANCH	27,027.35
	SUNDANCE	21,408.43
	SUPERIOR	3,410.59
	TEN SLEEP	2,912.65
	THAYNE	6,478.07
	THERMOPOLIS	26,885.86
	TORRINGTON	64,071.12
	UPTON	11,360.50
	VAN TASSELL	395.54
	WAMSUTTER	4,510.78
	WHEATLAND	40,311.19

**WYOMING STATE TREASURER'S OFFICE FEDERAL MINERAL
ROYALTY DISTRIBUTION**

FISCAL YEAR 2021 QUARTER 4

Run Date	City/Town	Fiscal Year 21 Qtr4
06/02/2021	WORLAND	61,705.43
	WRIGHT	21,984.91
	YODER	1,488.19
Grand Total		4,291,125.00



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

**SALT HEIGHTS
CREEK
BUSINESS CENTER**

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, May 12, 2021

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

Present: Bob Chynoweth, Terry Lane, Reed Mersch, Amy Freye, Jim DeGolia, Larry Madsen,
*(Rob Hurless and Brook Kaufman) via Star Phone

Excused Absence: Khrystyn Lutz

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

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

1. Minutes from March 10, 2021 Regular Meeting

A motion was made by Mr. Mersch and seconded by Ms. Freye to approve the Minutes of the April 14, 2021 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of May 12, 2021 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of May 12, 2021 were presented by Mr. Lane.

A motion was made by Mr. DeGolia and seconded by Mr. Lane to approve the Treasurer's Report of May 12, 2021, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The April 2021 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane.

Investment/Financial Committee

Mr. Lane discussed the Davidson Fund. Mr. Lane reviewed Davidson Fund Fees and explained that utilizing Peaks Investments Fund could save approximately \$12,000 per year in fees for ARAJPB. The paperwork was distributed amongst the Executive Committee to review and sign

for Peaks Investment. Mr. Hurless was attending the meeting via Star Phone so he was asked to come into the office and sign at his convenience.

3. Committee Reports

- **Three Crowns**

Mr. DeGolia updated the Board on how pleased he was with all the improvements that have been taking place at Three Crowns with the team in the Food and Beverage Department. Mr. Reams announced the course has had 914 rounds with 1,000 rounds budgeted. “Most of the rounds have been with pass holders because of the poor weather conditions.” He also mentioned that Corporate Memberships are on the rise this year. He revealed that Mother’s Day Brunch was sold out six days prior to the event. All comments received on the brunch were high praises. Course aerification was completed last week. Mr. Reams updated the Board on the PPP Loan. “We are still waiting on the repayment options.”

- **PRC**

Ms. Hahn updated the Board on the progress and research being completed for development of shipping containers in the PRC.

- **Refined Properties**

Mr. Merschat reminded the Board that the VROP Agreement was signed which does allow WYDOT and ARAJPB to continue negotiations while starting the Poplar Street Expansion. Mr. Merschat stated “We are currently waiting to begin negotiations with WYDOT for permanent and temporary land usage.” He continued to explain “We are also waiting on WDEQ to examine the borrowed source for dirt needed on future sales in the PRC. Additionally, we are waiting on WDEQ evaluation on the updated Soils Master Plan submitted by Ingberg Miller. There is currently no new interest or update on lots for sale in SCHBC.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings and office closures.

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

Ms. Kaufman stated the County continues to work on their budget preparations and zoning regulations.

5. Other

Mr. Chynoweth asked the Board if they would allow Ms. Hahn to carry over her unused vacation hours over to next year due to Covid-19. The Board was in total agreement to allow this one-time rollover and not penalize her due to the pandemic and jury duty.

6. Future Meetings/Agenda

- Regular Board meeting – June 9th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Committee Meeting – June 17th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Year-End Meeting – June 25th, noon, 2435 King Blvd., Big Horn Conference Room.

7. Office Closures:

May 31st - Memorial Day
July 5th – Independence Day
July 13th – Parade Day
July 15th – July 25th

8. Public Comment

There was no public comment.

9. Good of the Order

No Report.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Merschatt to adjourn the meeting at 6:42 p.m. The motion carried with all members in attendance voting aye.

6/9/21
Date

6-9-21
Date


Board Officer

Robert J. Chymowitz
Presiding Officer

CASPER YOUTH COUNCIL MINUTES
Casper Chamber of Commerce
June 6, 2021

Kenzie, Bryce, Jimmy, and Elissa in attendance

1. No July/August monthly meeting
 - Continue to attend City Council meetings when available
 - Elissa to meet with high school principals over summer
 - Elissa will work to help establish 3 additional YCs (Gillette, Cody, Lander/Riverton, Sheridan)
2. Create Google Form for CYC application:
 - Post to social media and CYC website – City’s website?
 - Post by June 21, 2021
3. Monthly meetings Sept – June
4. **2022 alternate monthly schedule**
 - September Nomination Committee; Council Overview and Robert’s Rules
 - October City Hall with City Manager/Mayor/Council Members
 - November CYC (policy making)
 - December PD with Chief
 - January CYC (engaging youth)
 - February Fire with Chief
 - March CYC (civil discourse)
 - April County Building with Commissioners
 - May CYC (initiatives review 2022; looking ahead to 2023)
 - June Open application

Other suggestions:

- Platte River Trails

5. **2022 Initiatives:**
 - **CYC Student Forum:** connect with KW/NC teachers September 2022
 - Launch Oct 2022
 - City Council (Fall 2022)
 - County Commissioners (Winter 2022)
 - NCSD School Board (Spring 2023)
 - **Casper Civic Day:** October 2022
 - Tour Wastewater Facility, Balefill Building, PD/Dispatch, Fire Station
 - Meet with City Manager/Mayor/City Staff (City Hall); PD and Fire Chiefs
 - **Wyoming Youth Council Conference:** August 2022; annually
 - **SFI tree planning grant:** exploring now



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Bruce Knell

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday June 15, 2021 11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) May 18, 2021 Regular Meeting *
 - b) May 18, 2021 Executive Meeting
3. Approve Vouchers – June 2021 *
4. Approve Financial Report – May 2021 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider FY2021 Budget Amendments
 - i) WTP Operations Budget Amendment No. 2 in the amount of \$250,000 *
 - ii) RWS Agency Budget Amendment No. 3 in the amount of \$2,444,072 *
 - b) Consider Amendment No. 1 to the Contract with Engineering Associates for the Well Rehabilitation Project in the amount not to exceed \$65,000 *
 - i) Consider Budget Reallocation in the amount of \$36,530 *
 - c) Consider FY2022 Wholesale Water Rate
 - d) Consider FY2022 Budgets *
 - i) WTP Operations Budget *
 - ii) RWS Agency Budget *
 - e) Presentation on Ultra Violet Disinfection Technology by HDR Engineering
 - f) Other
9. Executive Session – Discuss Potential Property Acquisition and Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – July 20, 2021

****Indicates Attachment***



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

MEETING PROCEEDINGS

May 18, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 20, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Secretary Waters, and Board Members Bogart, Freel, and Knell. Treasurer Bertoglio, and Board Members Cathey, and Powell were absent.

City of Casper – Freel, Knell, Andrew Beamer, Jill Johnson, Bruce Martin, Seth Van Wyck, Clint Conner, Janette Brown

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Bogart

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.

The Board meeting was called to order at 11:33 a.m.

1. In Announcements, Mr. Martin stated that Mr. James Bogart is in attendance today for Vice-Chairman Keffer and has his proxy.

2. Chairman King asked for a motion to approve the minutes from the April 20, 2021 Regular and Executive meetings. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the minutes from the April 20, 2021 Regular and Executive meetings. Motion put and carried.
3. Mr. Martin informed the Board that three additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8293 for ARS Flood & Fire Cleanup in the amount of \$14,048.71 for WTP Flood Cleanup; Voucher 8294 for Casper Winnelson Co. in the amount of \$4,277.00 for the WTP Main Floor Boiler Expansion Tank; Voucher 8295 for Casper Star-Tribune in the amount of \$265.78 for Advertisement for Notice of Final Payment to Contractor – WTP Raw Water Building MCC and Switchgear Replacements, Project No. 18-078. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the May 2021 vouchers. A motion was made by Secretary Waters and seconded by Board Member Bogart to approve the May 2021 voucher listing to include voucher numbers 8283 through 8295 in the amount of \$726,976.49. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for April 2021 was 170 MG, which is right at the five-year average. Mr. Martin stated that year to date production is 3.045 BG, which is 123 MG more than the five-year average of 2.92 BG.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation. Mr. Martin stated that Water Utility Charges for FY2021 is \$6,181,562, which is an increase of approximately \$452,845 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,799,291, which is approximately \$165,000 more than last year. Mr. Martin stated that this due to the increase in chemical purchases, and is right about where staff expected it to be.

Chairman King asked for a motion to approve the April 2021 Financial Report as presented. A motion was made by Board Member Freel and seconded by Board Member Bogart to approve the April 2021 Financial Report as presented. Motion put and carried.

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

Mr. Van Wyck stated that the two WTP Maintenance staff are retiring. Mr. Van Wyck stated that Matt Mosteller's retirement is effective today after 22 years, and Rick Constantino will be retiring next week after 14 years. Mr. Van Wyck stated that two Plant Mechanic positions are being advertised, and 25 applications have been received so far. Mr. Van Wyck stated that he hoped to do interviews soon and have the positions filled in June.

Mr. Van Wyck stated that Matt Burgardt with Water Distribution is training as an Operator to help fill in when needed. Mr. Van Wyck stated that the new Operator starts June 7th.

Mr. Van Wyck stated that the Surface Water Plant had been started. Mr. Van Wyck stated that a few issues arose with the starting of the Surface Water Plant. Mr. Van Wyck stated that some of the Raw Water actuators need to be replaced.

Mr. Van Wyck stated that one of the Ground Water High Service pumps failed; Water Distribution staff dismantled the pump and found that it needs a new impeller.

Mr. Van Wyck stated that expansion tank for the boiler arrived, and will be replaced soon.

Mr. Van Wyck stated that Watson Well has been working on the well rehabilitation. Mr. Van Wyck stated that the rehabilitation of Casper 20 went well, waiting on bacti results so it can be put back in service. Mr. Van Wyck stated that it was found that Casper 10 has a cracked well casing. Mr. Van Wyck stated that Watson Well will submit a quote for repairing the casing. Mr. Van Wyck stated that they are thinking that they will essentially install a casing with a smaller diameter sleeve inside the existing casing, then backfill with pea gravel between the two casings. Mr. Van Wyck stated that they expect to get similar to the same yield from the well.

Mr. Van Wyck stated that according to the contractor, the roof for the 2.6 MG Tank should be set by the end of the week. Mr. Van Wyck stated that once the roof has been set, the painters will be able to begin work.

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

Mr. Conner stated that the shaft for pump number 2 at the Mt. View Booster broke and the pump is obsolete and will be discontinued next year. Mr. Conner stated that the repair costs for the pump are almost equal to the cost of a new pump. Mr. Conner stated that a new pump has been ordered from a different manufacturer. Mr. Conner stated that some adjustments will need to be made to the piping in order for the new pump to work. Mr. Conner stated that it will take 10 - 12 weeks for the pump to arrive.

Mr. Conner stated that with the Wardwell tank being out of service so much, it put a lot of strain on the booster and the swing check valve was replaced about a year and a half ago. Mr. Conner stated that a couple of weeks ago it was discovered that the swing check valve is worn out again from the turbulent water rushing by. Mr. Conner stated that parts are on order.

Mr. Conner stated that the Sandy Lake tank mixer had a control cabinet issue that was repaired.

Mr. Conner stated that the drain for the Pioneer tank has been completed and the Bureau

of Land Management has been contacted for an inspection.

Mr. Conner stated that the Crosstown Pipeline ARV's are being exercised and tested.

Mr. Conner stated that the RWS booster stations have been de-winterized.

Mr. Conner stated that Water Distribution staff has been spraying the weeds and mowing at the RWS boosters and tanks.

Mr. Conner stated that residuals are good out in the system.

Mr. Conner stated that Water Distribution staff assisted at the WTP to replace an eyewash station.

Mr. Conner stated that Water Distribution staff is also dewatering the east Actiflo lagoon in order to clean it out.

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 this is the month where the Board reviews the preliminary wholesale water rate model in anticipation of setting and approving a new rate at the June meeting.

Mr. Martin stated that the preliminary rate model is the same format as has been used for the last several years. Mr. Martin stated that Revenues and Expenses are built in along with Debt Service, and Debt Requirements. Mr. Martin stated that the goal is to stay 10% above the requirement.

Mr. Martin stated that the Board has discussed the Ultra Violet (UV) Project at past meetings, but it is not included in the rate model. Mr. Martin stated that if no rate increase is approved, the reserves will be below the minimum requirement.

Mr. Martin stated that the City of Casper loan will be paid off in 2023, and the UV Project is due in 2026 at a cost of \$12 - \$15 M. Mr. Martin stated that the Board discussed building up reserves to cover the cost of the project or to look for funding. Mr. Martin stated that if the Board gets a loan for the project, it will increase the Debt Service requirement.

Chairman King asked where the Board would be able to get a loan for the project. Mr. Martin stated that it is possible to apply for a State Revolving Fund loan.

Board Member Knell asked if there are any grants that could be applied for. Mr. Martin stated that staff has already checked with the Wyoming Water Development Commission, and because it would be for a treatment project, it is not eligible for grant funding.

Mr. Martin stated that in order to save \$500,000 a year for this project, it would require a 14% rate increase. Mr. Martin stated that he spoke to Ms. Johnson, City Finance Director, about saving funds for the project. Mr. Martin stated that with interest rates so low, it just doesn't make sense.

Board Member Knell stated that he couldn't believe there isn't Federal funds available since the UV Project is being mandated by EPA.

Board Member Knell stated that interest rates have to increase, and asked if the Board would qualify for Build Wyoming funding. Mr. Martin stated that the Build Wyoming funding would be through the State Revolving Fund with 2.5% interest and 25% Principal Forgiveness.

Secretary Waters stated that right now the economy is stuck and people can't afford an increase on their water bills.

Board Member Freel asked what staff recommends. Mr. Martin stated that he recommends a 5% rate increase. Mr. Beamer stated that a 5% rate increase is reasonable, and that he thinks a loan for the UV Project is the way to go.

Board Member Knell stated that he likes the thought of a 5% rate increase better than a 14% rate increase.

Mr. Martin stated that capital projects will continue in the future. Ms. Johnson stated that an assessment for the project could be built into the rate model, and then the rate could be decreased when the project is completed. Mr. Beamer stated that he is not in favor of reducing rates.

Board Member Knell stated that he thinks the 5% rate increase is the way to go. Mr. Martin stated that if the Board would like, he could plug in a 5% rate increase to the rate model and bring it back to the Board for consideration next month.

Chairman King stated that at the Salt Creek Joint Powers Board meeting last month he told them not to expect any rate increase below 5%.

Secretary Waters stated that if you look at the economy, it is at a standstill and a lot of people are still out of work. Board Member Knell stated that he agreed, but the Board doesn't really have a choice. Secretary Waters stated that he agrees that the rate needs to increase in order to meet requirements and that 5% is better than 14%.

A motion was made by Board Member Freel and seconded by Board Member Knell for staff to bring back the wholesale water rate model with a 5% rate increase for consideration at the June meeting. Motion put and carried.

- b. Mr. Martin asked the Board to reference the WTP Operations Budget Amendment. Mr. Martin stated that this amendment is to increase expenses for Personnel and chemicals. Mr. Martin stated that due to the higher production last summer, and filling chemical tanks to start the season this year, it has used practically the entire chemical budget.

Mr. Martin stated that the City of Casper approved a budget amendment to accept and use CARES Act funding for personnel, and this budget amendment approves it as well.

Mr. Martin stated that the total amount for the WTP Operations Budget Amendment is \$125,668.

Mr. Martin asked the Board to reference the Agency Budget Amendment No. 2. Mr. Martin stated that this amendment increases the Operations Reimbursement line item the same amount as the WTP Operations Budget Amendment.

Board Member Knell asked what the total budget amount will be with the amendments. Mr. Martin stated that with the budget amendments, the WTP Operations Budget total will be \$3,497,813, and the Agency Budget total will be \$7,467,052.

A motion was made by Board Member Freel and seconded by Secretary Waters to approve Budget Amendment No. 1 for the FY2021 WTP Operations Budget and Budget Amendment No. 2 for the FY2021 Agency Budget in the amount of \$125,668 each. Motion put and carried.

- c. There was no Other New Business.

- 9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Bogart to adjourn into Executive Session at 12:09 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Bogart to adjourn from Executive Session at 12:25 p.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Bogart to open the Regular Session at 12:25 p.m. Motion put and carried.

Chairman King asked for a motion to go forth with the property acquisition. A motion was made by Secretary Waters and seconded by Board Member Knell to move forward

with the property acquisition as discussed in Executive Session. Motion put and carried.

Chairman King asked Mr. Martin to contact the property owner.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on June 15, 2021.

A motion was made by Secretary Waters and seconded by Board Member Bogart to adjourn the meeting at 12:26 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
June 9, 2021**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8296	Automation & Electronics, Inc.	Capital Expense – WTP Raw Water Bldg. MCC's & Switchgear Replacement Project No. 18-078 Retainage Release	\$6,275.75
8297	Engineering Associates	Capital Expense – Well Rehab Project No. 20-032	\$58,132.95
8298	City of Casper	Operations Reimbursement – May 2021	\$229,072.54
8299	Williams, Porter, Day & Neville, P.C.	Legal Expense – May 2021	\$1,746.70
8300	City of Casper	Loan Payment	\$127,960.40
8301	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#12	\$1,988.75
		Total	\$425,177.09



City of Casper
200 North David Street
Casper, WY 82601

8298

General Billing

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....	05/31/2021	1789	\$0.00	06/30/2021	\$229,072.54
				PAST DUE AMOUNT	ACCOUNT BALANCE
				\$0.00	\$586,105.48

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$229072.5400	EACH	\$229,072.54	\$0.00	\$0.00	\$229,072.54
Invoice Total:							\$229,072.54

May 2021 Operations Reimbursement

May 2021 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$103,626.87
9020.00	Chemical Charge - O&M	\$60,599.36
9030.00	Utilities - O&M	\$53,763.30
9040.00	Supplies - O&M	\$4,771.01
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$1,614.66
9080.00	Testing & Lab Services - O&M	\$1,593.14
9090.00	Other Reimbursable Costs - O&M	\$2,885.00
6040.10	Consulting	\$219.20
	300-6257 - Ops Reimb	\$228,853.34
	300-6214 - Consulting	\$219.20
	Invoice Total	\$229,072.54

✂ 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	05/31/2021
Invoice Number	1789
Customer Number	2784
Amount Paid	\$229,072.54
Due Date	06/30/2021
Invoice Total Due	\$229,072.54

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

000001&2021400001789700229072541

City of Casper Wyoming
Expenditure Reimbursement Request
May 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	05/12/2021	LCAS1409358	61.55	Professional Laundry Services
ALSCO	Laundry/Towel	05/21/2021	LCAS1411942	61.55	Professional Laundry Services
Applied Industrial Technologies	General Supplies & Materials	04/26/2021	Applied 7021361639	111.66	Adhesive and Thread Locker
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/26/2021	ATLAS 67112-0	69.05	Wasp & Hornet Insecticide
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/26/2021	ATLAS 67068-0	8.18	Office Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/26/2021	ATLAS 67057-0	275.88	Office Supplies & Cleaning Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/26/2021	ATLAS 67057-1	64.60	Cleaning Supplies
BLACK HILLS ENERGY	Natural Gas	05/12/2021	40582	4,863.05	Acct #7513 1659 94
BLOOM'S SNOW REMOVAL	Maintenance/Repairs	04/26/2021	DK Hauling 25620	450.00	Crane Service - Decant Pumps
BRENTAG PACIFIC, IN	Chemicals	05/05/2021	BPI139968	10,084.80	Ferric
BRENTAG PACIFIC, IN	Chemicals	05/05/2021	BPI138414	10,551.20	Ferric
BRENTAG PACIFIC, IN	Chemicals	05/05/2021	BPI137876	10,128.80	Ferric Chloride
CASPER STAR-TRIBUNE,	Advertising	04/26/2021	Casper Star 73452	49.86	RWS Meeting Notice Ad
CASPER STAR-TRIBUNE,	Advertising	05/21/2021	74088	49.86	RWS Meeting Notice Ad
CENTURYLINK	Communications	05/03/2021	39526	23.37	Acct #P-307-111-9950 456M
CENTURYLINK	Communications	05/05/2021	220970994	3.68	Phone service
CITY OF CASPER	Refuse Collection	05/21/2021	40720	126.00	Stmt #289206 / Cust #109843
CITY OF CASPER	Sewer	05/21/2021	40720	25.79	Stmt #289206 / Cust #109843
Coastal Chemical	General Supplies & Materials	04/26/2021	0122814	35.52	fuel
CPS Distributors	General Supplies & Materials	05/03/2021	40024 / 0004439510-001	9.41	PVC couplers, PVC union - Airport Bst
CPU IIT	General Supplies & Materials	05/03/2021	CPU INV118319	278.95	Web Cam and cable
Creed Inspection / INTUIT, INC.	General Supplies & Materials	05/19/2021	40916	275.00	Annual crane inspections & sig
Dana Kepner	General Supplies & Materials	05/25/2021	41002 / 2232696-00	350.00	Air Vac for Airport Line
DPC INDUSTRIES, INC.	Chemicals	05/21/2021	737001587-21	7,133.18	Sodium Hypo
DPC INDUSTRIES, INC.	Chemicals	05/21/2021	737001479-21	7,756.35	Sodium Hypo
DPC INDUSTRIES, INC.	Chemicals	05/21/2021	737001588-21	7,130.03	Sodium Hypo
ENDRESS & HAUSER, IN	Maintenance/Repairs	04/26/2021	602216162	1,164.66	Pressure Sensor for Sandy Lake
ENERGY LABRATORIES I	Testing	04/23/2021	387697	306.00	ELabs TAS Testing
ENERGY LABRATORIES I	Testing	04/26/2021	ELABS 387258	102.00	ELabs TAS Testing
ENERGY LABRATORIES I	Testing	04/26/2021	ELABS 388224	102.00	ELabs TAS Testing
ENERGY LABRATORIES I	Testing	04/26/2021	ELABS 388223	306.00	ELabs TAS Testing
ENERGY LABRATORIES I	Testing	05/12/2021	392556	306.00	Aerobic Endospores
ENERGY LABRATORIES I	Testing	05/12/2021	392555	57.00	Lab sample - Monthly well mix
ENERGY LABRATORIES I	Testing	05/12/2021	392936	306.00	ELabs TAS Testing
Fastenal	General Supplies & Materials	05/19/2021	WYCAS155353	17.36	Bolts for Wells
Geotec Industrial Supply	General Supplies & Materials	05/03/2021	40031 / 38875	77.25	100 SY/ROLL STRAW FOR PIONEER TANK DRAIN
HACH CO., CORP.	Lab Supplies	04/26/2021	HACH12417495	108.14	Lab Supplies
HOSE & RUBBER SUPPLY	General Supplies & Materials	05/21/2021	01540078	191.59	Well supplies - Lay Flat Hose
Insurance/Bonds	Insurance/Bonds	05/07/2021	FY'21 INS	2,444.50	FY'21 INS
Internal Services	Internal Services	05/07/2021		22,459.59	Internal Services

City of Casper Wyoming
 Expenditure Reimbursement Request
 May 31, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Internal Services	Internal Services	05/07/2021		1,402.96	Internal Services
Jersey Mike's Subs	General Supplies & Materials	05/20/2021	01-001013-01-290039	151.25	Lunch for RWS meeting
Keenan Supply	General Supplies & Materials	05/19/2021	S016545332.002	1,793.26	ALSCO Valves for SWHS Pumps
LONG BUILDING TECHNO	Maintenance Agreements	05/05/2021	SCPAY0052343	2,885.00	Long Quarterly HVAC Mtc
MANLEY BROS. OF INDI	Chemicals	05/05/2021	0373546-IN	7,815.00	Silica Sand
Murdoch's	General Supplies & Materials	05/03/2021	40023 / 076922	139.99	Utility pump for Airport Booster
NORCO, INC.	General Supplies & Materials	05/03/2021	Norco 35062198181	21.15	Vacuum Bags
Northwest Contractors Supply	General Supplies & Materials	04/27/2021	1535197	49.92	Grout
Pacific Steel & Recycling	General Supplies & Materials	05/24/2021	40999 / 977671	108.22	Materials for Regional Bar Nun Tank Ladder Cover
Payroll	Personnel	5/13/2021		42,253.54	5/13/2021 Payroll
Payroll	Personnel	5/27/2021		35,051.09	5/27/2021 Payroll
ROCKY MOUNTAIN POWER	Electricity	05/12/2021	RIN0030518	38,876.11	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	05/12/2021	RIN0030518	9,816.58	Electricity - Tanks, Meters, Boosters
Sutherlands	General Supplies & Materials	05/03/2021	Sutherlands 045659	152.20	Cleaning Supplies
Sutherlands	General Supplies & Materials	05/03/2021	Sutherlands 012411	11.99	Spray Nozzel
Sutherlands	General Supplies & Materials	05/03/2021	Sutherlands 286090	-7.25	Tax Credit
Taco Bell	General Supplies & Materials	04/26/2021	Taco Bell 203656	75.97	JPB Lunch
Transfers Out	Transfers Out	05/07/2021	FY21TRX	15.19	FY21TRX
TYLER TECHNOLOGIES I	Consulting	05/03/2021	045-333020	51.20	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	Consulting	05/12/2021	045-338291	112.00	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	Consulting	05/21/2021	045-340162	56.00	Gems S028911 - Tyler Conversio
Verizon Wireless	Communications	05/17/2021	9878872424	28.72	WTP Operator Cell Phone
WARDWELL WATER & SEWER	General Supplies & Materials	05/05/2021	RIN0030498	29.68	Water service - Booster Irrigation
Wear Parts	General Supplies & Materials	04/26/2021	Wear Parts 175822	15.35	Parts for Actiflo Mixer
XEROX CORPORATION	General Supplies & Materials	05/12/2021	013289550	242.01	Copier Lease and Metered Usage
			Total	\$229,072.54	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2020-2021

Entity	Gallons of Water Produced											
	5/31/2021	4/30/2021	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	2,120,948.980	1,328,040.816	1,936,061.224	1,530,293.878	1,421,197.959	2,000,391.837	2,417,363.265	3,081,829.592	3,946,861.224	6,349,170.408	6,526,368.367	32,658,527.551
Wardwell W&S	14,664,500.000	8,212,052.041	9,255,406.122	7,403,762.245	7,332,762.245	8,102,334.694	8,073,981.633	13,512,352.041	26,549,672.449	40,724,741.837	45,505,286.735	189,336,852.041
Pioneer	4,032,100.000	4,050,934.694	4,793,264.286	3,965,691.837	3,169,194.898	2,600,203.061	4,045,538.776	4,567,135.714	6,338,637.755	8,923,956.122	10,229,624.490	56,716,281.633
Poison Spider	851,428.571	770,357.143	845,357.143	718,826.531	602,397.959	636,275.510	617,295.918	728,469.388	1,113,877.551	2,154,285.714	2,771,836.735	11,810,408.163
33 Mile Road	905,663.265	752,346.939	926,530.612	933,775.510	763,673.469	627,142.857	922,142.857	775,000.000	999,591.837	1,541,428.571	1,594,846.939	10,742,142.857
Sandy Lake	1,167,547.959	959,487.755	742,542.857	576,936.735	511,419.388	782,880.612	837,366.327	971,097.959	1,277,796.939	2,415,355.102	2,618,221.429	12,860,653.061
Lakeview	253,415.306	126,527.551	126,070.408	116,156.122	118,098.980	118,098.980	191,061.224	242,033.673	457,433.673	910,136.735	1,006,235.714	3,665,268.367
Mile-Hi	278,773.469	199,231.633	196,271.429	177,289.796	159,268.367	154,638.776	194,705.102	321,000.000	489,945.918	1,129,656.122	1,046,403.061	4,347,183.673
City of Casper	220,585,074.449	153,934,463.429	161,100,525.918	136,512,164.347	141,759,538.735	150,325,755.673	148,482,127.898	200,275,371.633	341,727,526.653	654,189,861.388	667,333,140.531	2,976,225,550.653
Regional Water	(308,210.00)	(540,000.00)	(550,100.000)	(437,331.000)	(19,391.000)	(8,607.000)	(1,441,975.000)	(936,702.000)	(1,539,000.000)	(1,400,400.000)	(1,525,300.000)	(8,707,016.000)
TOTAL	244,551,242.000	169,793,442.000	179,371,930.000	151,497,566.000	155,818,161.000	165,339,115.000	164,339,608.000	223,537,588.000	381,362,344.000	716,938,192.000	737,106,664.000	3,289,655,852.000

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED:

3,933,039,105.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2020-2021

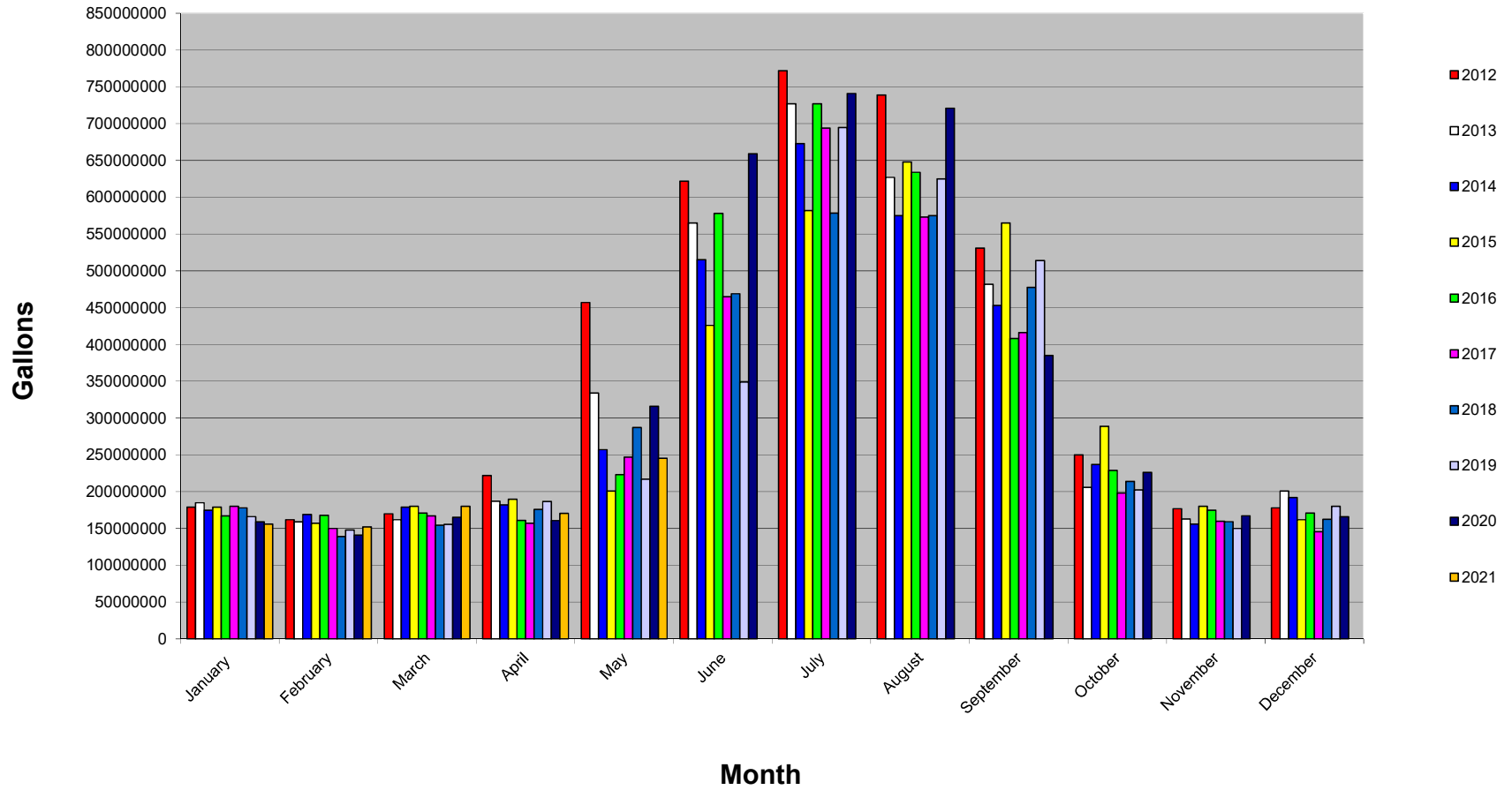
Entity	Water Rates Billed											
	5/31/2021	4/30/2021	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	\$ 4,305.53	\$ 2,695.92	\$ 3,930.20	\$ 3,106.50	\$ 2,885.03	\$ 4,060.80	\$ 4,907.25	\$ 6,256.11	\$ 8,012.13	\$ 12,888.82	\$ 13,248.53	\$ 66,296.81
Wardwell W&S	\$ 29,768.94	\$ 16,670.47	\$ 18,788.47	\$ 15,029.64	\$ 14,885.51	\$ 16,447.74	\$ 16,390.18	\$ 27,430.07	\$ 53,895.84	\$ 82,671.23	\$ 92,375.73	\$ 384,353.81
Pioneer	\$ 8,185.16	\$ 8,223.40	\$ 9,730.33	\$ 8,050.35	\$ 6,433.47	\$ 5,278.41	\$ 8,212.44	\$ 9,271.29	\$ 12,867.43	\$ 18,115.63	\$ 20,766.14	\$ 115,134.05
Poison Spider	\$ 1,728.40	\$ 1,563.83	\$ 1,716.08	\$ 1,459.22	\$ 1,222.87	\$ 1,291.64	\$ 1,253.11	\$ 1,478.79	\$ 2,261.17	\$ 4,373.20	\$ 5,626.83	\$ 23,975.13
33 Mile Road	\$ 1,838.50	\$ 1,527.26	\$ 1,880.86	\$ 1,895.56	\$ 1,550.26	\$ 1,273.10	\$ 1,871.95	\$ 1,573.25	\$ 2,029.17	\$ 3,129.10	\$ 3,237.54	\$ 21,806.55
Sandy Lake	\$ 2,370.12	\$ 1,947.76	\$ 1,507.36	\$ 1,171.18	\$ 1,038.18	\$ 1,589.25	\$ 1,699.85	\$ 1,971.33	\$ 2,593.93	\$ 4,903.17	\$ 5,314.99	\$ 26,107.13
Lakeview	\$ 514.43	\$ 256.85	\$ 255.92	\$ 235.80	\$ 239.74	\$ 239.74	\$ 387.85	\$ 491.33	\$ 928.59	\$ 1,847.58	\$ 2,042.66	\$ 7,440.49
Mile-Hi	\$ 565.91	\$ 404.44	\$ 398.43	\$ 359.90	\$ 323.31	\$ 313.92	\$ 395.25	\$ 651.63	\$ 994.59	\$ 2,293.20	\$ 2,124.20	\$ 8,824.78
City of Casper	\$ 447,787.70	\$ 312,486.96	\$ 327,034.07	\$ 277,119.69	\$ 287,771.86	\$ 305,161.28	\$ 301,418.72	\$ 406,559.00	\$ 693,706.88	\$ 1,328,005.42	\$ 1,354,686.28	\$ 6,041,737.87
Regional Water	\$ (625.67)	\$ (1,096.20)	\$ (1,116.70)	\$ (887.78)	\$ (39.36)	\$ (17.47)	\$ (2,927.21)	\$ (1,901.51)	\$ (3,124.17)	\$ (2,842.81)	\$ (3,096.36)	\$ (17,675.24)
TOTAL	\$496,439.02	\$344,680.69	\$364,125.02	\$307,540.06	\$316,310.87	\$335,638.41	\$333,609.40	\$453,781.30	\$774,165.56	\$1,455,384.53	\$1,496,326.53	\$6,678,001.38

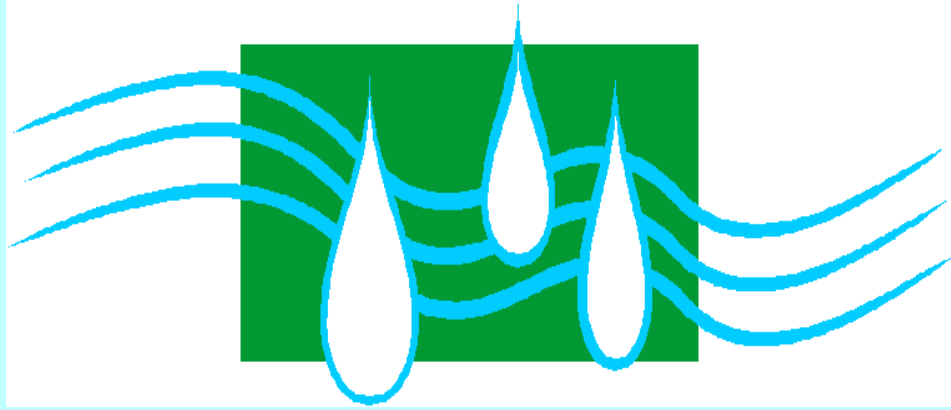
TOTAL PRIOR YEAR (FY2020) BILLING:

\$ 7,590,424.53

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

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

May 31, 2021

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2021 Period 11 (as of May 31, 2021)

Account Number	Description	Account Balance
Consolidated Funds		
Assets		Total Assets
		52,495,446
1000	Cash	5,316,758.74
	Restricted Cash	1,000,000.00
1200	Accounts Receivable	511,391
1230	Grants Receivable	-
1400	Inventory	419,090
1505	WGIF Investments	534,736.03
1600	Prepaid Expense	31,197
1710	Land	580,874
1720	Buildings	48,058,416
1725	Accumulated Depreciation - Bld	(36,938,782)
1730	Improvements Other Than Bldgs	37,922,916
1735	AD Improve. Non Bldg	(10,146,410)
1740	Machinery & Equip - Light	1,027,301
1745	AD Machinery & Equip. - Light	(749,037)
1780	Construction In Progress	4,926,995
Liabilities		Total Liabilities
		(14,342,703)
2010	Vouchers/Account Payable	(393,325)
2020	Retainage Payable	(80,253)
2030	Accrued Wages Payable	(21,556)
2040	Leaves Payable	(55,507)
2070	Interest Payable	(98,617)
2080	Notes Payable - Current	(2,082,197)
2510	Notes/Loans Payable - Non Cur	(11,611,249)
Fund Balance		Total Fund Balance
		(38,152,743)
3000	Net Investment in Capital Assets	(30,988,827)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(6,163,915)
		Total Liabilities + Fund Balance
		(52,495,446)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Eleven Months YTD as of May 31, 2021

	2019	2020	2021
Revenue	\$6,739,671	\$7,659,830	\$7,096,735
4220 - State Grants	\$655,602.97	\$949,257.90	\$168,056.98
4501 - Interest Earned	\$108,953.02	\$76,338.31	\$2,091.67
4504 - Contributions	\$301,710.00	\$0.00	\$0.00
4505 - Misc. Revenue	(\$0.09)	\$50,636.73	\$37,378.22
4601 - Water Utility Charges	\$5,555,450.50	\$6,333,497.54	\$6,678,001.39
4650 - System Development Charges	\$117,955.00	\$250,100.00	\$211,207.00
Expense	\$6,545,382	\$8,272,405	\$7,018,536
6212 - Legal Services	\$14,344.60	\$53,300.60	\$11,487.50
6213 - Investment Services	\$165.00	\$216.33	\$363.00
6214 - Consulting Services	\$15,119.58	\$4,232.27	\$4,905.39
6215 - Acctg/Audit Services	\$30,344.99	\$30,990.00	\$31,040.00
6255 - Other Contractual	\$1,750.00	\$750.00	\$750.00
6257 - Reimbursable Contract Exp.	\$2,682,445.96	\$3,099,547.35	\$3,028,317.80
6303 - Buildings	\$392,681.34	\$78,781.19	\$69,852.11
6305 - Improvements Other Than Bldgs	\$909,928.21	\$2,618,028.10	\$946,687.84
6307 - Intangibles	\$16,595.64	\$0.00	\$0.00
6311 - Light Equipment	\$9,750.00	\$1,717.48	\$6,272.88
6312 - Light Equipment - Replacement	\$19,522.22	\$0.00	\$0.00
6321 - Technology - Replacement	\$15,357.91	\$3,050.68	\$3,123.00
6501 - Principal	\$0.00	\$0.00	\$0.00
6510 - Interest	\$1,822,724.15	\$1,938,537.01	\$2,434,544.52
6745 - Contribution Expense	\$536,651.74	\$359,849.20	\$395,286.28
6780 - Insurance/Bonds	\$78,000.81	\$83,405.28	\$85,906.00
Net Income:	\$ 194,289.25	\$ (612,575.01)	\$ 78,198.94

BUDGET COMPARISON

As of May 31, 2021

92% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

ACCOUNT

ACCOUNT DESCRIPTION

ORIGINAL

TRANSFERS/

REVISED

YET TO BE

BUDGET

ADJUSTMENTS

BUDGET

YTD ACTUAL

COLLECTED

% REC'D

4220	State Grants	0.00	0.00	0.00	(168,056.98)	0.00	168,056.98	100.00%
4501	Interest Earned	(80,000.00)	0.00	(80,000.00)	(2,091.67)	0.00	(77,908.33)	2.61%
4505	Misc. Revenue	(50.00)	0.00	(50.00)	(37,378.22)	0.00	37,328.22	74756.44%
4601	Water Utility Charges	(7,319,864.00)	0.00	(7,319,864.00)	(6,678,001.39)	0.00	(641,862.61)	91.23%
4650	System Development Charges	(245,000.00)	0.00	(245,000.00)	(211,207.00)	0.00	(33,793.00)	86.21%
TOTAL REVENUES		\$ (7,644,914)	\$ -	\$ (7,644,914)	\$ (7,096,735)	\$ -	\$ (548,179)	92.83%

ORIGINAL

TRANSFERS/

REVISED

AVAILABLE

BUDGET

ADJUSTMENTS

BUDGET

YTD ACTUAL

ENCUMBERED

BUDGET

% USED

6212	Legal Services	30,000.00	0.00	30,000.00	11,487.50	0.00	18,512.50	38.29%
6213	Investment Services	1,500.00	0.00	1,500.00	363.00	0.00	1,137.00	24.20%
6214	Consulting Services	15,000.00	0.00	15,000.00	4,905.39	0.00	10,094.61	32.70%
6215	Acctg/Audit Services	32,000.00	0.00	32,000.00	31,040.00	0.00	960.00	97.00%
6255	Other Contractual	3,000.00	0.00	3,000.00	750.00	0.00	2,250.00	25.00%
6257	Reimbursable Contract Exp.	3,352,237.00	125,668.00	3,477,905.00	3,028,317.80	0.00	678,659.74	87.07%
6303	Buildings - New	260,000.00	148,518.89	408,518.89	69,852.11	126,594.89	212,071.89	17.10%
6305	Improvements Other Than Bldgs	904,000.00	2,042,429.93	2,946,429.93	946,687.84	1,399,896.97	599,845.12	32.13%
6307	Intanibles - New	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00%
6311	Light Equipment - New	10,000.00	0.00	10,000.00	6,272.88	0.00	3,727.12	62.73%
6320	Technology - Capital	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	100.00%
6321	Technology - Replacement	0.00	3,123.00	3,123.00	3,123.00	0.00	0.00	100.00%
6501	Principal	2,144,286.00	0.00	2,144,286.00	2,434,544.52	0.00	(290,258.52)	113.54%
6510	Interest	441,361.00	0.00	441,361.00	395,286.28	0.00	46,074.72	100.00%
6720	Travel/Training	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00%
6780	Insurance/Bonds	100,000.00	0.00	100,000.00	85,906.00	0.00	14,094.00	85.91%
TOTAL EXPENDITURES		\$ 7,301,384	\$ 2,359,740	\$ 9,661,124	\$ 7,018,536	\$ 1,526,492	\$ 1,345,168	72.65%

TOTAL REVENUE OVER/(UNDER) EXPENSE \$ 343,530 \$ (2,359,740) \$ (2,016,210) \$ 78,199 \$ (1,526,492) \$ (796,989)



Central Wyoming Regional Water System
Joint Powers Board
Operations Budget Amendment No. 2
Fiscal Year 2021

Date: May 18, 2021

It is necessary to increase the FY2021 Operations Budget to cover additional funding for chemicals due to increased usage and pricing.

Revenue:

Intergovernmental Reimb. 202-4242 \$250,000.00

Expenses:

Chemicals \$250,000.00

Original FY21 Operations Budget Amount	\$3,352,237.00
Amendment No. 1 Amount	\$145,576.00
Amendment No. 2 Amount	\$250,000.00
Amended FY21 Operations Budget Amount	\$3,747,813.00

Approved by Joint Powers Board:

Date: June 15, 2021

Chairman

Treasurer

**Agenda Item
8 a i**



Central Wyoming Regional Water System
Joint Powers Board
Agency Budget Amendment No. 3
Fiscal Year 2021

Date: June 15, 2021

Request Two Hundred Fifty Thousand Dollars (\$250,000) increase for the purpose of covering increased Chemical costs in the Operations Budget.

300-6257 Reimbursement Contract Expense \$250,000.00

Request Two Million One Hundred Ninety-Four Thousand Seventy-One Dollars and Eighty-Two Cents (\$2,194,071.82) for encumbered projects from Fiscal Year 2020.

300-6303 Buildings - New \$172,764.00
300-6305 Improvements Other Than Bldgs \$2,018,185.00
300-6321 Technology - Replacement \$3,123.00

The Fiscal Year 2021 Agency Budget Amendment No. 3 requested is a not to exceed amount of \$2,444,072.00

Original FY21 Agency Budget Amount	\$7,301,384.00
Revised FY21 Agency Budget Amount	\$7,467,052.00
Amendment No. 3 Amount	\$2,444,072.00
Amended FY21 Agency Budget Amount	\$9,911,124.00

Approved by Joint Powers Board:

Date: June 15, 2021

Chairman

Treasurer

June 15, 2021

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

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

SUBJECT: Authorizing Amendment No. 1 to the Contract for Professional Services with Engineering Associates in an amount not to exceed \$65,000, for the 2021 Well Rehab, Project 20-032.

Meeting Type & Date:

CWRWS Joint Powers Board Meeting
June 15, 2021

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize Amendment No. 1 to the professional services with Engineering Associates for the 2021 Well Rehab project, in an amount not to exceed \$65,000.

Summary:

Engineering Associates is under contract with the Board for the 2021 Well Rehab Project. The project consists of providing engineering services to include technical assistance and direction to perform the rehabilitation effort as well as performing the rehabilitation operations utilizing a subcontractor.

During rehab of the Casper Well No. 10, it was discovered that the existing casing was cracked and would negate any possibility of re-developing the well in its present condition. It is recommended that the contract be increased by an amount not to exceed \$65,000 to include technical assistance and planning for re-lining Casper Well No. 10, the materials and labor to reline the well, test pumping, installing a new Owner furnished pump, and reinstalling the well house. Due to the volatility in material costs, an exact amount cannot be determined at this time. The original design and proposal did not anticipate the need for re-lining a well. With this amendment, the total contract amount will be \$136,530. The funds to pay for this additional work will come from RWS Improvements Other Than Buildings.

Financial Considerations:

Funding for this Change Order will be from RWS Improvements Other Than Buildings.

Oversight/Project Responsibility:

Andrew Colling, Engineering Tech

Engineering Associates
2021 Well Rehab

Attachments:

Amendment

Proposal from Engineering Associates

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

This Amendment to the Contract for Professional Services (“Amendment”) is entered into on this 15th day of June, 2021, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82604 (“Owner”).

2. Engineering Associates, 605 Plaza Court, Laramie, Wyoming 82073 (“Consultant”).

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

RECITALS

A. On February 16, 2021, the Board and Consultant entered into a *Contract for Professional Services* (“Contract”) for providing technical assistance, coordination, reporting, and with the assistance of a well rehabilitation specialist subcontractor, for performing actual well rehabilitation procedures.

B. The project requires professional services for the design and construction administration services.

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

1. INCORPORATION OF RECITALS

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

2. AMENDMENT TO SCOPE OF SERVICES.

SCOPE OF SERVICES, which begins with “the Contractor shall,” is amended to add the following paragraph after paragraph two:

The Contractor shall perform the additional following services in connection with and respecting the project: See “Exhibit B”, “Proposal to Re-Line Casper Well No. 10” as modified, attached hereto and made a part of this contract.

3. AMENDMENT TO PART 1 – SECTION 3 – COMPENSATION.

COMPENSATION, which begins with “In consideration of,” is amended to include the following:

The contractor shall be compensated for additional services, in an amount not to exceed Sixty-Five Thousand and 00/100 Dollars (\$65,000.00). The total revised contract price will be One Hundred Thirty-Six Thousand Five Hundred Thirty and 00/100 Dollars (\$136,530.00).

4. RATIFICATION

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

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

APPROVED AS TO FORM

ATTEST

CENTRAL WYOMING REGIONAL WATER
SYSTEM JOINT POWERS BOARD

Kenneth L. Waters
Secretary

H.H. King, Jr.
Chairman, CWRWS

WITNESS

CONTRACTOR
Engineering Associates
605 Plaza Court
Laramie, Wyoming 82073

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



May 28, 2021

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

Attn: Mr. Andrew Colling

Re: Proposal to Re-Line the Casper Well No. 10

Gentlemen:

We are pleased to submit this proposal to re-line the Casper No. 10 Well. As you are aware the 24-inch O.D. casing in the No. 10 well has a vertical split at a depth of approximately 16 feet below ground and the weld between the stainless steel screen and mild steel casing at a depth of approximately 23 feet has parted and the screen is being pushed in allowing formation material to enter the well. This proposal outlines the services and cost to install a 16-inch stainless steel casing and screen liner section inside of the old 24-inch casing, develop the well, install the new Owner provided line-shaft turbine pump, re-connect the discharge piping and replace the fiberglass building over the well and discharge piping.

Services to Be Provided by the Engineer

The Engineer shall provide the technical assistance and direction to perform the re-lining effort. The Engineer shall provide the necessary planning and direction for the Owner so that work can be completed in a timely and efficient manner, and procure the services of a subcontract to perform the actual re-lining of the well, and shall provide onsite direction. The Engineer, through his subcontractor, shall provide all tools, stainless steel casing, stainless steel screen, gravel pack material, bentonite, cement seal, chemicals, temporary piping, pumps, pump service rigs, drilling rigs, man power and incidentals necessary to re-line and develop the No. 10 well. This work shall include all dirt work required to construct and remove an adequate earthen ramp to allow the drilling rig to be positioned over the well once the well house have been removed. This work shall also include all electrical work required to disconnect and re-connect the power supply from the facility and from the panel board to the well and other electrical components.

Services to Be Provided by the Owner

The Owner shall provide access to the sites. The Owner shall provide the dirt required to construct the earthen ramp. This dirt shall be replaced in the stock pile area upon completion of the rehabilitation efforts. The Owner will also provide water required for the development effort.

Scope of Work

The Engineer through his subcontractor, will disconnect the power and will remove the building over the well. After rigging up over the well, a 16-inch stainless steel casing with a 13-foot section of 80-slot stainless steel screen welded to the blank casing will be installed and centered using

City of Casper
2021 Well Rehabilitation Proposal

Page 1



centralizers inside of the existing 24-inch casing. The bottom of the new stainless steel liner section will be at a depth of approximately 33 feet below the top of the existing pump pad. A gravel pack material ($\frac{3}{8}$ " x $\frac{1}{2}$ ") shall be placed between the old casing and the new liner. A bentonite plug will be placed on top of the gravel pack to prevent the neat cement grout seal from invading the gravel pack. The stainless steel casing will be cemented in place from the top of the concrete pump pad to the top of the bentonite plug at a depth of approximately 10 feet below the top of the pump pedestal. the well will be developed by surging, bailing, and jetting. A schematic diagram of the proposed re-lining design is attached to this letter proposal.

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

Estimated Costs

We propose to perform the project at the attached hourly rates. We will invoice you for the actual number hours spent on re-lining, development and testing of the well. The following is a summary of the estimated costs. The price provided by Watson Well Service (their proposal attached and summarized below) has some time sensitive items. Depending upon the date of acceptance these costs may need to be adjusted due to the volatile pricing environment we are experiencing.

Watson Well Costs

Mob/Demob of drilling rig and support equipment	\$7,500.00
Dirt work (install/remove) for rig access to well #10 (as needed)	\$2,000.00
Remove/reinstall building (incl. pumps)– 1 @ \$2,750.00	\$2,750.00
20' of 16" 304SS .375" casing	\$7,930.00
13' of 16" .080" SS well screen w/ bottom plate	\$4,238.00
16" centralizer	\$200.00
Freight on screen and casing (estimated)	\$450.00
Install screen and casing	\$1,750.00
Furnish and install gravel pack	\$1,500.00
Furnish and install bentonite/cement seal	\$1,500.00
Rig Time – Development 16 hours @ \$420.00/hour	\$6,720.00
Jetting tool and Surge block rental	\$750.00
Mob/Demob for pump testing	\$1,850.00
Furnish, Install, and Remove Test Pump 1 @ \$2,000.00	\$2,000.00
Test Pumping – 8 hours @ \$200.00/hour	\$1,600.00
Per Diem - \$125.00/man/day @ 4 days	\$1,500.00
Total	\$44,238.00



Estimate includes electrical disconnect of building and dirt work (install/remove) for drilling rig access to wells.

Price assumes dirt available on site for building ramp to well.

From manufacturer – Prices good for 2 days on screen, casing, and freight.

5 -6 weeks lead time on casing and screen delivery.

Prices good for 90 days on remainder.

Mark Up (10 Percent)	\$4,424.00
<u>Engineering</u>	\$7,000.00
Total	\$55,662.00

As with the previous rehabilitation efforts, a summary report will be prepared at the conclusion of the project describing the re-lining activities and containing the pump test data. If you have any questions please give me a call at (307) 742-9220 or email me at John.Wetstein@EAengineers.com. If you find this proposal acceptable, please execute a copy and return one to us - this will serve as our contract.

Respectfully submitted,
Engineering Associates

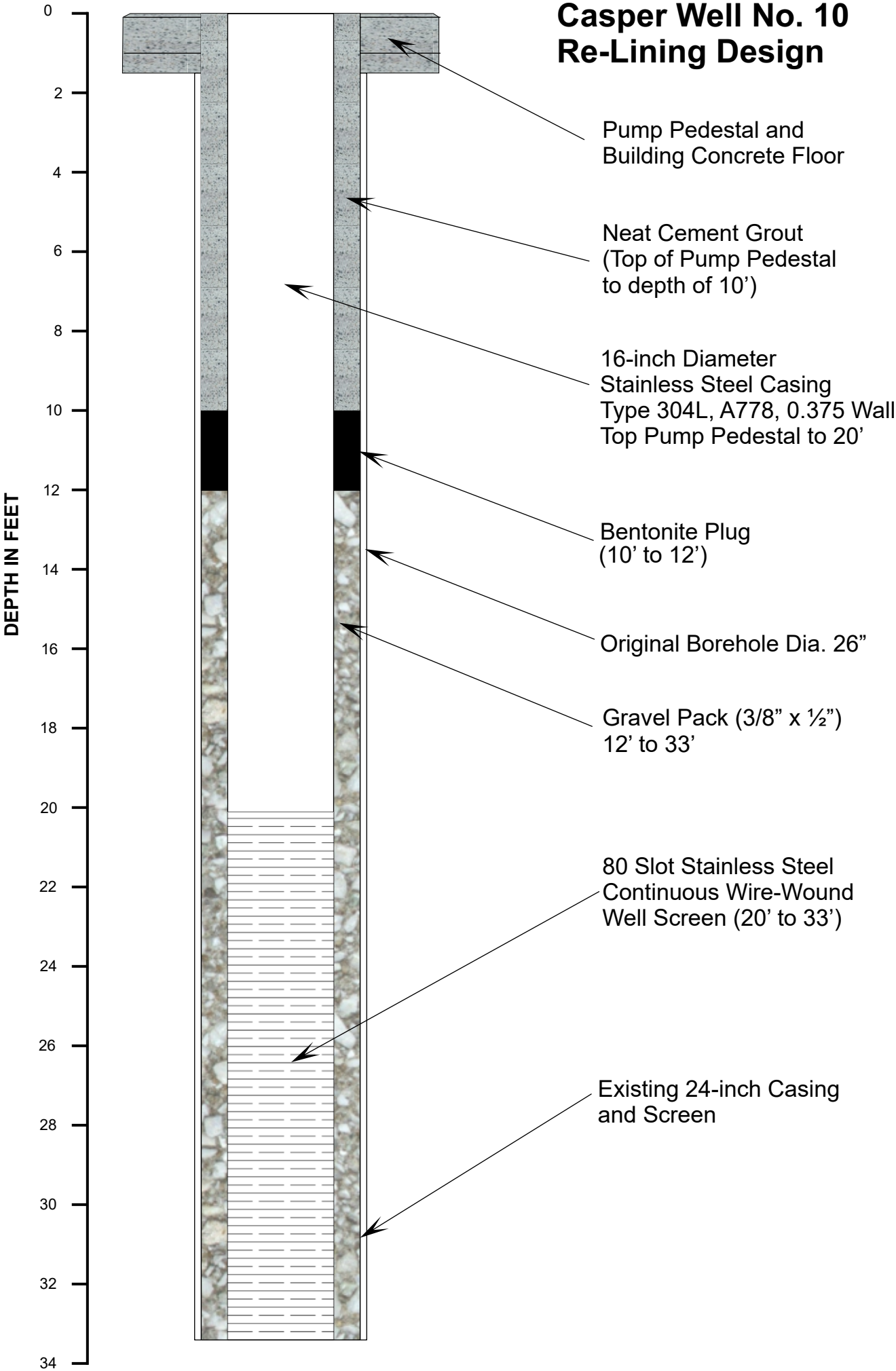
John Wetstein

Reviewed and accepted by: _____

Title: _____

Date: _____

Casper Well No. 10 Re-Lining Design



Watson Well 1 ARTESIAN LANE LARAMIE, WY 82072 (307) 742-6311
www.watsonwell.com

5/27/21

To: John Wetstein – Engineering Associates
From: Jason Watson
Re: Casper city well #10

Mob/Demob of drilling rig and support equipment	\$7,500.00
Dirt work (install/remove) for rig access to well #10 (as needed)	\$2,000.00
Remove/reinstall building (incl. pumps)– 1 @ \$2,750.00	\$2,750.00
20' of 16" 304SS .375" casing	\$7,930.00
13' of 16" .080" SS well screen w/ bottom plate	\$4,238.00
16" centralizer	\$200.00
Freight on screen and casing (estimated)	\$450.00
Install screen and casing	\$1,750.00
Furnish and install gravel pack	\$1,500.00
Furnish and install bentonite/cement seal	\$1,500.00
Rig Time – Development 16 hours @ \$420.00/hour	\$6,720.00
Jetting tool and Surge block rental	\$750.00
Mob/Demob for pump testing	\$1,850.00
Furnish, Install, and Remove Test Pump 1 @ \$2,000.00	\$2,000.00
Test Pumping – 8 hours @ \$200.00/hour	\$1,600.00
Per Diem - \$125.00/man/day @ 4 days	\$1,500.00
Total	\$44,238.00

Estimate includes electrical disconnect of building and dirt work (install/remove) for drilling rig access to wells.

Price assumes dirt available on site for building ramp to well.

From manufacturer – Prices good for 2 days on screen, casing, and freight.

5 -6 weeks lead time on casing and screen delivery.

Prices good for 90 days on remainder.

Full payment upon completion.

Thank you, please call with any questions.

Jason Watson



Central Wyoming Regional Water System Joint Powers Board

Budget Reallocation Form

Fiscal Year: FY 2021

Date: 6/15/2021

Prepared By: Janette Brown

Page: 1 of 1

Public Utilities Manager: _____

Chairman: _____

Treasurer: _____

Processed By: _____
Date: _____

Line Item Budget Reallocation

Ref.	Account Number	Account Description	(To) Increase	(From) Decrease
	Contract No. 21300099	FY21 Well Rehab Project	\$ 36,530.00	
	3000021012-300-WATERINFRA-MAINTAIN			
	Project No. 3000021006	FY21 Roof Replacements		\$ 36,530.00
	3000021006-300-BUILDING-BUILD			

For Finance use only:
 Verify Account Numbers: _____
 Verify Funds Available: _____

Explanation of Need:
 Move funds to cover Amendment No. 1 to the contract with Engineering Associates for the FY21 Well Rehab Project to include the Casper 10 Well Casing Replacement

Project: 3000021012 (FY21 Well Rehab Project)

Budget Method: Yearly

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

EXPENSES FUNDING MILESTONES WARNINGS

Hide Tree

Project Segment/String	Year to Date	Life to Date
3000021012 FY21 Well Rehab Project	\$0.00	\$0.00
300 CWRWS	\$0.00	\$0.00
WATERINFRA WaterInfra	\$0.00	\$0.00
3000021012-300-WATERINFRA- MAINTAIN FY21 Well Rehab Project	\$0.00	\$0.00

Subject - WATERINFRA: WaterInfra

TOTALS INVOICES CONTRACTS PURCHASE ORDERS EMPLOYEE COST GENERAL JOURNALS

Project Segment/String Totals	Year to Date		Life to Date	
	Year to Date	Life to Date	Year to Date	Life to Date
Original Budget	\$100,000.00	\$100,000.00	PROF	\$0.00
Net Transfers	\$0.00	\$0.00		
Revised Budget	\$100,000.00	\$100,000.00		
Actuals Paid	\$0.00	\$0.00		
Pending Invoices	\$0.00	\$0.00		
Encumbrances	\$71,530.00	\$71,530.00		
Requisitions	\$0.00	\$0.00		
Available Budget	\$28,470.00	\$28,470.00		

Project: 3000021006 (FY21 Roof Replacements)

Budget Method: Yearly

Expenses Paid: \$634.40 Funding Received: \$0.00 Cash Balance: -\$634.40

EXPENSES FUNDING MILESTONES WARNINGS

Hide Tree

Project Segment/String	Year to Date	Life to Date
3000021006 FY21 Roof Replacements	\$634.40	\$634.40
300 CWRWS	\$634.40	\$634.40
BUILDING Building	\$634.40	\$634.40
3000021006-300-BUILDING-DESIGN FY21 Roof Replacement	\$634.40	\$634.40
3000021006-300-BUILDING-BUILD FY21 Roof Replacement - Filter	\$0.00	\$0.00

Subject - BUILDING: Building

TOTALS INVOICES CONTRACTS PURCHASE ORDERS EMPLOYEE COST GENERAL JOURNALS

Project Segment/String Totals	Year to Date		Life to Date	
	Year to Date	Life to Date	Year to Date	Life to Date
Original Budget	\$225,000.00	\$225,000.00	CONS	\$0.00
Net Transfers	-\$24,245.00	-\$24,245.00	PROF	\$634.40
Revised Budget	\$200,755.00	\$200,755.00		
Actuals Paid	\$634.40	\$634.40		
Pending Invoices	\$0.00	\$0.00		
Encumbrances	\$81,300.00	\$81,300.00		
Requisitions	\$0.00	\$0.00		
Available Budget	\$118,820.60	\$118,820.60		

June 8, 2021

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

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

SUBJECT: Fiscal Year 2021-22 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

Find below the narrative regarding the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget. Only critical and higher dollar line items will be discussed.

The Public Utilities Division, in the preparation of the FY22 budget, has made serious efforts to maintain the Operations Budget at FY21 levels. The Regional Water System Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

Many Operations Budget line items will be status quo, or close to the FY21 budget; however, increases will be seen in the areas of personnel, chemicals, maintenance agreements, and refuse collection. These items are outlined in more detail below.

An increase in the Agency Budget revenues is anticipated to come from a proposed rate increase.

The new and replacement capital expenditures in the Agency Budget generally follow the WTP capital improvement plan and recommendations in the facilities plan completed in 2017. The FY22 capital budget is slightly higher than that of FY21.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,099,045 – This represents an increase of \$40,353 over the FY21 budget. Health insurance costs have increased, no furloughs are anticipated, and no COLA has been included in the FY22 budget.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This amount is unchanged from the FY21 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies.
- b) Chemicals - \$800,000 – This is an increase of \$50,000 from the FY21 budget. The increase covers an increase in chemical costs and associated charges such as fuel and truck cleaning charges.
- c) Postage and Printing - \$1,950 – This amount is unchanged from the FY21 budget.
- d) Electricity - \$855,500 – This amount is unchanged from the FY21 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$50,000 – This amount is unchanged from the FY21 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY21 budget.
- g) Maintenance/Repair (non-contract) - \$50,000 – This amount is unchanged from the FY21 budget.
- h) Employee Uniforms - \$1,000 – This amount is unchanged from the FY21 budget.

Contractual Services

- a) Professional Services - \$8,000 – This amount is unchanged from the FY21 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$43,400 – This represents a \$15,000 increase from the FY21 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff. The ozone monitors will require outside service this FY which is anticipated to be a \$15,000 expense.
- c) Lab Testing – \$46,500 – This amount is unchanged from the FY21 budget.
- d) Laundry and Towel Service - \$2,000 – This amount is unchanged from the FY21 budget.
- e) Interdepartmental Services - \$286,004 – This is a decrease of \$346 from the FY21 budget. This line item covers the following:
 - \$19,024 – Information Technology – Increase of \$2,189

- \$21,466 – Finance – Decrease of \$7,637
- \$11,951 – Human Resources – Increase of \$409
- \$5,479 – City Council – Increase of \$336
- \$21,165 – City Manager – Increase of \$5,037
- \$11,854 – City Attorney – Decrease of \$680
- \$195,065 – WDG Personnel – No Change

Other Costs

- Travel/Training - \$4,000 – This amount is unchanged from the FY21 budget.
- Insurance & Bonds – \$27,390 – This is a \$31 increase from the FY21 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- Advertising - \$900 – This amount is unchanged from the FY21 budget.
- Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY21 budget.

Utility Costs

- Communication - \$2,200 – This amount is unchanged from the FY21 budget.
- Refuse Collection - \$60,000 – This is an increase of \$20,000 from the FY21 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. In addition to the ponds, there is material in the drying area that needs to be disposed of.
- Sewer - \$400 – This amount is unchanged from the FY21 budget.

Summary

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

The FY22 Operations Budget is 3.8% greater than the FY21 Operations Budget. The increases are attributable to a slight increase in personnel costs, an increase in chemical costs, the addition of ozone monitor service to maintenance agreements, and an increase to refuse collection.

Central Wyoming Regional Water System Agency Budget

Revenue

- Water Rate Revenue – \$7,763,361 - This reflects an increase of \$443,497 over the FY21 budget. These revenues are proportioned to each wholesale entity based on the

July 2019 – June 2020 percentage of RWS production based on a five-year average of total RWS production.

- b) Interest on Investments – \$20,000 – This is a decrease of \$60,000 from FY21 based on data from the previous year.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY21 budget. The SIC rates recommended from the recent cost of services and SIC study 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 FY21 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY21 budget.
- c) Accounting & Auditing - \$32,000 - This amount is unchanged from the FY21 budget and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2021 and FY2022.
- d) Insurance & Bonds – \$106,000 – This is an increase of \$6,000 from the FY21 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY21 budget. This is for RWS Board travel and training.

Debt Service

- a) Principal Payments - \$2,150,649 - This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:
 - City Loan - \$ 1,429,176
 - WWDC (New Construction) - \$ 348,434
 - WWDC (Rehabilitation) - \$ 111,281
 - DWSRF Loan #115 (Emergency Power) - \$ 101,014
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 24,220
 - DWSRF Loan #153 (Backwash Tank) - \$ 70,053
 - DWSRF Loan #213 (PLC/SCADA) - \$ 66,471

b) Interest Expense - \$436,647 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

- City Loan - \$ 106,349
- WWDC (New Const.) - \$ 147,496
- WWDC (Rehab.) - \$ 47,106
- DWSRF Loan #115 (Emergency Power) - \$ 51,511
- DWSRF Loan #129 (Zone IIB Imp.) - \$ 10,650
- DWSRF Loan #153 (Backwash Tank) - \$ 35,722
- DWSRF Loan #213 (PLC/SCADA) - \$ 37,813

Capital – New

a) Buildings – \$125,000 – This includes the following:

- Filter Monorail Hoist System – \$50,000 – Install man hoist needed to make confined space entries into the filters for maintenance.
- Land Purchase – \$75,000 – This project is to purchase the Murphy Property located adjacent to the Morad Well Field.

b) Improvements Other Than Buildings – \$52,000 – This covers the following:

- Plant Landscaping – \$20,000 - This project will install an irrigation system and landscaping at the WTP.
- Groundwater Well Variable Frequency Drives - \$32,000 – This project will be to install VFD’s on five ground water wells to allow for optimized flow control directly from the WTP control room.

c) Light Equipment - \$10,000 – This covers the following:

- Shop Tools - \$10,000 – Shop tools and equipment needed for in-house WTP maintenance and repair.

d) Technologies – No new technology equipment this year.

Capital – Replacement

a) Buildings - \$365,000 – This is for the following:

- Security - \$25,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long-range cameras, external light replacements, and fire alarm installations.
- Roof Replacement - \$300,000 – This is to replace the roofing systems over the Actiflo area.

- Pipe Gallery Lighting Upgrades - \$15,000 – This project is to upgrade pipe gallery lighting to LED.
 - Pipe Chase #2 Concrete Sealing - \$25,000 – This project is to apply sealant in the pipe chase to stop and prevent leaks.
- b) Improvements Other Than Buildings - \$970,000 - 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.
 - Groundwater Well Turbidimeter Repl. - \$30,000 - The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
 - Actiflo Sand Pumps - \$45,000 – These funds are to purchase three spare sand pumps for the Actiflo system. This is critical equipment that must be replaced immediately on failure.
 - Well Pumps - \$65,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. The existing pumps were installed in 1999 and are coming to the end of their life cycle. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
 - Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported. This on-going project is for mag meter replacements.
 - Well Rehabilitation - \$425,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. Cassian #2 will be done in FY22.
 - Surface Water High Service Pump VFD Replacement - \$100,000 – This project is to replace a SW high service pump VFD that is over 20 years old.
 - Ozone Actuated Contactor Control Valve Replacement - \$6,000 – This project is to replace a failing contactor control valve.
 - Decant Pump Station Check Valves - \$24,000 – This project is to replace failed check valves in the decant pump station.
 - SW High Service Valve Actuator Replacement - \$75,000 – This project is to replace a valve actuator on the SW high service system.
- c) Intangibles – \$80,000 – These funds are for the completion of a design report for the disinfection system upgrade project as required by EPA.
- d) Light Equipment – \$100,000 – This is for the purchase of service truck with crane, air compressor, and snow plow to replace the existing 2001 F450.

Summary

The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5%. The total amount budgeted for FY22 capital expenditures is \$1,702,000, an increase of \$422,000 from FY21. This amount is in line with what was presented to the JPB in the FY21 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 2022

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	\$19,963	\$114,082	\$0	\$19,908	(\$16,689)	\$9,239	(\$1)	-100%
All Revenue	(\$3,255,069)	(\$3,084,426)	(\$3,352,237)	(\$3,365,105)	(\$2,625,496)	(\$3,352,237)	(\$3,480,989)	3%
202 - Regional Water	(\$3,255,069)	(\$3,084,426)	(\$3,352,237)	(\$3,365,105)	(\$2,625,496)	(\$3,352,237)	(\$3,480,989)	3%
42 - Intergovernmental	(\$3,228,191)	(\$3,084,426)	(\$3,352,237)	(\$3,352,237)	(\$2,612,628)	(\$3,352,237)	(\$3,480,989)	4%
4242 - Intergovernmental Reimb.	(\$3,228,191)	(\$3,084,426)	(\$3,352,237)	(\$3,352,237)	(\$2,612,628)	(\$3,352,237)	(\$3,480,989)	4%
43 - Goods and Svcs Rev	(\$26,878)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$26,878)	\$0	\$0	\$0	\$0	\$0	\$0	0%
47 - Other Sources	\$0	\$0	\$0	(\$12,868)	(\$12,868)	\$0	\$0	-100%
4702 - Transfers In	\$0	\$0	\$0	(\$12,868)	(\$12,868)	\$0	\$0	-100%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
Expense	\$3,275,032	\$3,198,509	\$3,352,237	\$3,385,013	\$2,608,806	\$3,361,476	\$3,480,988	3%
202 - Regional Water	\$456	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$456	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$456	\$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%
64 - Depreciation / Amort	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020002 - Regional Water Operations	\$2,984,497	\$2,930,076	\$3,182,437	\$3,215,213	\$2,514,746	\$3,191,676	\$3,311,188	3%
60 - Personnel Services	\$1,041,991	\$1,076,862	\$1,058,692	\$1,071,560	\$841,109	\$1,058,692	\$1,099,045	3%
6001 - Salaries and Wages - FT	\$693,069	\$691,957	\$677,515	\$689,170	\$534,566	\$677,515	\$678,314	-2%
6002 - Salaries and Wages - PT/Season	\$16,857	\$16,379	\$20,341	\$20,341	\$11,700	\$20,341	\$20,300	0%
6004 - Overtime	\$6,628	\$7,332	\$11,999	\$11,999	\$4,519	\$11,999	\$12,000	0%
6005 - Standby Pay	\$6,607	\$7,613	\$12,000	\$12,000	\$7,312	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$0	\$85	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$10,000	\$15,896	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$3,712	\$2,971	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$53,993	\$55,426	\$52,184	\$53,076	\$40,426	\$52,184	\$55,280	4%
6030 - Retirement Contributions	\$60,564	\$62,472	\$61,792	\$61,792	\$48,479	\$61,792	\$65,807	6%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$25,821	\$15,599	\$18,511	\$18,832	\$11,962	\$18,511	\$19,872	6%
6051 - Health Insurance	\$154,793	\$191,582	\$194,130	\$194,130	\$171,766	\$194,130	\$223,469	15%
6054 - Other Insurance	\$3,548	\$4,283	\$4,220	\$4,220	\$5,028	\$4,220	\$5,703	35%
6080 - Other Employee Compensation	\$6,399	\$5,265	\$6,000	\$6,000	\$5,350	\$6,000	\$6,300	5%
61 - Materials & Supplies	\$1,656,473	\$1,641,420	\$1,680,750	\$1,691,383	\$1,307,815	\$1,689,714	\$1,736,750	3%
6101 - General Supplies and Materials	\$788,911	\$872,529	\$836,000	\$855,338	\$685,851	\$844,964	\$886,000	4%
6103 - Postage and Printing	\$568	\$236	\$1,750	\$1,750	\$36	\$1,750	\$1,750	0%
6111 - Electricity	\$760,229	\$662,313	\$732,000	\$732,000	\$547,350	\$732,000	\$732,000	0%
6112 - Natural Gas	\$52,296	\$43,450	\$50,000	\$50,000	\$38,476	\$50,000	\$50,000	0%
6113 - Gas/Fuel	\$7,115	\$4,161	\$10,000	\$1,000	\$0	\$10,000	\$10,000	900%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
6140 - Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	999%
6150 - Maint/Repair (non contract)	\$46,202	\$57,917	\$50,000	\$50,294	\$35,208	\$50,000	\$50,000	-1%
6160 - Uniform Expense	\$1,152	\$813	\$1,000	\$1,000	\$895	\$1,000	\$1,000	0%
62 - Contractual Services	\$170,455	\$165,311	\$364,750	\$365,025	\$291,290	\$365,025	\$379,403	4%
6210 - Professional Services	\$2,442	\$693	\$6,000	\$6,275	\$1,568	\$6,275	\$6,000	-4%
6230 - Maintenance Agreements	\$27,920	\$27,034	\$28,400	\$28,400	\$21,569	\$28,400	\$43,400	53%
6240 - Testing	\$30,016	\$30,440	\$42,000	\$42,000	\$27,963	\$42,000	\$42,000	0%
6251 - Laundry/Towel	\$1,840	\$1,630	\$2,000	\$2,000	\$1,564	\$2,000	\$2,000	0%
6256 - Internal Services	\$108,237	\$105,514	\$286,350	\$286,350	\$238,625	\$286,350	\$286,003	0%
66 - Transfers Out	\$61,459	\$10,714	\$311	\$311	\$281	\$311	\$0	-100%
6601 - Transfers Out	\$61,459	\$10,714	\$311	\$311	\$281	\$311	\$0	-100%
67 - Other Costs	\$27,315	\$26,988	\$35,334	\$35,334	\$26,636	\$35,334	\$33,390	-6%
6720 - Travel/Training	\$3,267	\$2,985	\$4,000	\$3,000	\$0	\$4,000	\$4,000	33%
6780 - Insurance/Bonds	\$22,187	\$22,099	\$29,334	\$29,334	\$24,445	\$29,334	\$27,390	-7%
6791 - Advertising/Promotion	\$728	\$760	\$800	\$1,800	\$1,035	\$800	\$800	-56%
6793 - Dues and Subscriptions	\$1,133	\$1,144	\$1,200	\$1,200	\$1,156	\$1,200	\$1,200	0%
68 - Utility Expense	\$26,804	\$8,781	\$42,600	\$51,600	\$47,615	\$42,600	\$62,600	21%
6731 - Communication	\$2,580	\$508	\$2,200	\$2,200	\$487	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$23,940	\$7,979	\$40,000	\$49,000	\$46,880	\$40,000	\$60,000	22%
6734 - Sewer	\$283	\$294	\$400	\$400	\$248	\$400	\$400	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020033 - RWS - Booster Stations	\$285,956	\$265,579	\$164,500	\$164,500	\$90,291	\$164,500	\$164,500	0%
61 - Materials & Supplies	\$116,859	\$124,665	\$162,500	\$162,500	\$90,291	\$162,500	\$162,500	0%
6101 - General Supplies and Materials	\$8,991	\$12,485	\$39,000	\$39,000	\$9,360	\$39,000	\$39,000	0%
6111 - Electricity	\$107,868	\$112,180	\$123,500	\$123,500	\$80,931	\$123,500	\$123,500	0%
62 - Contractual Services	\$169,097	\$140,914	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6210 - Professional Services	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6256 - Internal Services	\$169,097	\$140,914	\$0	\$0	\$0	\$0	\$0	0%

	2019 Actual	2020 Actual	2021 Original	2021 Revised	2021 Actual YTD	2021 Projected	2022 Proposed	Change Vs. Rev
2020034 - RWS - Guardian	\$4,124	\$2,853	\$5,300	\$5,300	\$3,770	\$5,300	\$5,300	0%
61 - Materials & Supplies	\$143	\$52	\$700	\$700	\$0	\$700	\$700	0%
6101 - General Supplies and Materials	\$123	\$30	\$500	\$500	\$0	\$500	\$500	0%
6103 - Postage and Printing	\$20	\$22	\$200	\$200	\$0	\$200	\$200	0%
62 - Contractual Services	\$3,980	\$2,801	\$4,500	\$4,500	\$3,770	\$4,500	\$4,500	0%
6240 - Testing	\$3,980	\$2,801	\$4,500	\$4,500	\$3,770	\$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%
Report Total	\$19,963	\$114,082	\$0	\$19,908	(\$16,689)	\$9,239	(\$1)	-100%

Regional Water Agency Fund

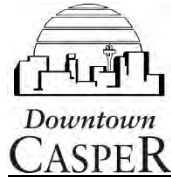
Mission: We are dedicated to developing, maintaining and providing safe, reliable, affordable water to Regional customers.

Regional Water Budget Summary						
	FY 2020 ACTUAL	FY 2021 ORIGINAL	FY 2021 REVISED	FY 2021 ESTIMATE	FY 2022 PROPOSED	% ▲
Revenues						
Charges for Service	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Miscellaneous	147,149	80,050	80,050	2,595	20,100	675%
Transfers In	-	-	-	-	-	0%
System Development Charges	298,704	245,000	245,000	235,500	245,000	4%
Grants	-	-	1,300,000	336,114	-	-100%
Total Revenues	\$ 8,036,618	\$ 7,644,914	\$ 8,944,914	\$ 7,894,073	\$ 8,028,461	2%
Expenditures						
Contractual Services	3,416,866	3,535,737	3,535,737	3,396,137	3,670,489	8%
Other	2,506,949	2,585,647	2,585,647	2,585,647	2,587,296	0%
Capital	2,898,458	1,180,000	3,414,072	3,364,949	1,702,000	-49%
Total Expenditures	\$ 8,822,272	\$ 7,301,384	\$ 9,535,456	\$ 9,346,733	\$ 7,959,785	-15%
Net Agency Fund	\$ (785,654)	\$ 343,530	\$ (590,542)	\$ (1,452,660)	\$ 68,676	105%
				Actual Reserves on June 30, 2019	\$ 2,208,411	
				Actual Reserves on June 30, 2020	\$ 2,585,360	
				Projected Reserves on June 30, 2021	\$ 4,106,000	

Regional Water FY 2020 Capital Summary	
Capital Projects	
Security Improvements	\$25,000
Roof Replacements	\$300,000
Filter Monorail Hoist Safety System	\$50,000
Major Equipment Replacements	\$150,000
Groundwater Well Turbimeters	\$30,000
Well Pumps	\$65,000
Mag Meters	\$50,000
Well Rehabilitation	\$425,000
Pipe Gallery Lighting Upgrades	\$15,000
Pipe Chase #2 Concrete Sealing	\$25,000
Actiflo Sand Pump Replacements	\$45,000
High Service Pump VFD Replacement	\$100,000
Ozone Contactor Actuated Control Valve Repl	\$6,000
Decant Pump Station Check Valve Repl	\$24,000
SW High Service Valve Actuator Repl	\$75,000
Disinfection System Upgrade Design Report	\$80,000
Service Truck	\$100,000
WTP Landscaping	\$20,000
Groundwater Wells VFD's	\$32,000
Shop Tools	\$10,000
Land Purchase	\$75,000
Total	\$1,702,000

Regional Water Agency Fund

	FY 2020 ACTUAL	FY 2021 ORIGINAL	FY 2021 REVISED	FY 2021 ESTIMATE	FY 2022 PROPOSED	% ▲
Operations						
Charges For Services						
Water Rate Revenue	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Total Charges For Services	\$ 7,590,765	\$ 7,319,864	\$ 7,319,864	\$ 7,319,864	\$ 7,763,361	6%
Miscellaneous Revenue						
Interest On Investments	\$ 76,972	\$ 80,000	\$ 80,000	\$ 2,300	\$ 20,000	770%
Miscellaneous Revenue	70,176	50	50	295	100	-66%
Total Miscellaneous Revenue	\$ 147,149	\$ 80,050	\$ 80,050	\$ 2,595	\$ 20,100	675%
Total Operating Revenue	\$ 7,737,914	\$ 7,399,914	\$ 7,399,914	\$ 7,322,459	\$ 7,783,461	6%
Expenses						
Contractual Services						
Reimbursable Contract Expenses	\$ 3,235,946	\$ 3,352,237	\$ 3,352,237	\$ 3,234,020	\$ 3,480,989	8%
Consulting Fees	4,252	15,000	15,000	8,200	15,000	83%
Investment Fees	257	1,500	1,500	426	1,500	252%
Legal	53,561	30,000	30,000	27,000	30,000	11%
Accounting & Auditing	30,990	32,000	32,000	31,500	32,000	2%
Insurance & Bonds	91,109	100,000	100,000	93,991	106,000	13%
Travel & Training	-	2,000	2,000	-	2,000	100%
Other Contraactual - Water Purchases	750	3,000	3,000	1,000	3,000	200%
Total Contractual Services	\$ 3,416,866	\$ 3,535,737	\$ 3,535,737	\$ 3,396,137	\$ 3,670,489	8%
Other Expenses						
Debt Service	\$ 2,056,276	\$ 2,144,286	\$ 2,144,286	\$ 2,144,286	\$ 2,150,649	0%
Interest	450,672	441,361	441,361	441,361	436,647	-1%
Depreciation	-	-	-	-	-	0%
Total Other Expenses	\$ 2,506,949	\$ 2,585,647	\$ 2,585,647	\$ 2,585,647	\$ 2,587,296	0%
Total Operating Expenses	\$ 5,923,814	\$ 6,121,384	\$ 6,121,384	\$ 5,981,784	\$ 6,257,785	5%
Operating Income (Loss)	\$ 1,814,100	\$ 1,278,530	\$ 1,278,530	\$ 1,340,675	\$ 1,525,676	14%
Capital Revenue						
Grants						
State Grants/Loans	\$ -	\$ -	\$ 1,300,000	\$ 336,114	\$ -	-100%
Total Grants	\$ -	\$ -	\$ 1,300,000	\$ 336,114	\$ -	-100%
Operating Transfers						
System Investment Charges	\$ 298,704	\$ 245,000	\$ 245,000	\$ 235,500	\$ 245,000	4%
Transfers In	-	-	-	-	-	0%
Total Operating Transfers	\$ 298,704	\$ 245,000	\$ 245,000	\$ 235,500	\$ 245,000	4%
Total Capital Revenue	\$ 298,704	\$ 245,000	\$ 1,545,000	\$ 571,614	\$ 245,000	-57%
Capital Expenses						
Capital						
Buildings	\$ 78,781	\$ 260,000	\$ 408,519	\$ 408,519	\$ 490,000	20%
Improve Other Than Buildings	2,814,549	904,000	2,946,430	2,946,430	1,022,000	-65%
Light Equipment	1,916	10,000	10,000	10,000	110,000	1000%
Intangibles	-	-	40,000	-	80,000	100%
Technologies	3,211	6,000	9,123	-	-	0%
Total Capital	\$ 2,898,458	\$ 1,180,000	\$ 3,414,072	\$ 3,364,949	\$ 1,702,000	-49%
Total Capital Expenses	\$ 2,898,458	\$ 1,180,000	\$ 3,414,072	\$ 3,364,949	\$ 1,702,000	-49%
Net Capital	\$ (2,599,754)	\$ (935,000)	\$ (1,869,072)	\$ (2,793,335)	\$ (1,457,000)	48%
Net Fund	\$ (785,654)	\$ 343,530	\$ (590,542)	\$ (1,452,660)	\$ 68,676	105%



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, June 9, 2021
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T. Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
May 2021 Board Minutes | T. Schenk |
| V. | Financials (DDA & David Street Station)
A) May 2021 Reports
B) June 2021 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Ice Rink Chiller
250-300k
-Fundraising Plan
Close the gap; Grants, Sept Golf tourney – 20k
-Board Members
Crittter & Deb 6/30/2021
-Executive Committee
Tim, Nick, Shawn, Pete
-Budget
Review/June vote/July hearing
-Mill-Levy prep/election-- Nov 2021 | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting July 14, 2021

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

Downtown Development Authority

Board Meeting Minutes

May 12, 2021

11:30 a.m.

I. Call Meeting to Order

Present through Zoom: Tim Schenk, Kyle Gamroth, Kerstin Ellis, Deb Clark, Shawn Houck, Will Reese, Nicholas Grooms

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

Guests: Craig Collins, Gyzell Ybarra

Excused: Critter Murray, Tony Hager, Ryan McIntyre, Pete Fazio

II. Public Comments:

III. City Report:

A. Kyle Gamroth

- City took over transit operations on Saturday. They are working on the transition of the software as well.
- Sixth cent tax proposal has come to the city council and has begun an introductory conversation about how to move forward with the funding.

IV. Approval of April 2021 Board Meeting Minutes

Motion, Second, Passed (Will Reese, Kerstin Ellis) (All Approved)

V. Financials – Nicholas Grooms

- The budget gives a good outline of financials moving forward.

Approval of April 2021 DDA & DSS Financial Reports

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

VI. Director's Report - Kevin Hawley

- Thank you to the generosity of our DDA board for donating \$8K leading up to our day of fundraising. During our Spring Ring, we raised \$40K, and also received a \$25K grant. Moving forward we will be talking with corporate sponsors to fill the gap to our \$100K goal.
- Our Taco Fest event had a great turnout with a net gain of \$8K.
- The cost to purchase an ice rink chiller is \$250-\$300K instead of continuing to rent it. Looking into options such as another capital campaign to help support the purchase of the chiller.
- Our first year of Spring Ring was a success and we only see it growing from here every year. We will work on closing the gap to \$100K.
- We have a great summer lined up for David Street Station and are booked up for most weekends.
- We are working on a September Golf Tournament as a fundraiser for David Street Station.
- We've met and surpassed our first deadline on April 30th with our deal with the city and close to meeting our next deadline already for June 30th.
- Deb and Critter terms are expiring, process will be to re-new or publish seat terms for new additions.
- Today is the first review of a draft budget, in June it will move to a formal vote to move it forward. If approved this allows it to be published for our community to know about our public hearing in July. After it is approved in July it becomes official.
- The mill levy election is coming and will be working through the logistics of that to receive funding.

VII. Committee Reports –

A.) Executive Committee – Tim Schenk

B.) MARCOM Committee – Shawn Houck

- Funding requests were presented by Visit Casper to celebrate the 40th anniversary of the event center, which was granted by the council. Maybe we should be asking for similar support. The role David Street Station plays in the life of the community, it seems fitting to consider this.
 - i. Kyle – Used CARES Act funds to provide this support. The more numbers that could be attached to a proposal the stronger the argument to make would be.
 - ii. Kevin/Nick – suggest a more polished ask with a detailed agenda and meet with city members.

C.) David Street Station – Jackie Landess

D.) Finance Committee – Nick Grooms

E.) Infrastructure – Tim Schenk

F.) Governance – Will Reese

Comments:

Motion to adjourn at approximately 12:33 PM

Motion, Second, Passed (Kyle Gamroth, Kerstin Ellis) (All Approved)

Action Items:

- **Kevin:**
 - From Shawn: can we look at increasing Mill Levy.
 - Talk to Carter/City with COVID relief funds for DDA/David Street Station.

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA-Balance

May 31, 21**ASSETS**

Current Assets

Checking/Savings

CHECKING 3,673.21

NOW Acct 197,783.42

Total Checking/Savings 201,456.63

Other Current Assets

Due from Parking Garage -5,035.12Total Other Current Assets -5,035.12Total Current Assets 196,421.51**TOTAL ASSETS** 196,421.51**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 6,269.62Total Other Current Liabili 6,269.62Total Current Liabilities 6,269.62

Total Liabilities 6,269.62

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -168,351.43

Net Income -23,821.12Total Equity 190,151.89**TOTAL LIABILITIES & EQUITY** 196,421.51

Casper Downtown Development Authority
Profit & Loss

May 2021

DDA-P&L	<u>May 21</u>
Ordinary Income/Expense	
Income	
DSS Fund Transfer	20,000.00
ACCT. INTEREST	1.60
Total Income	<u>20,001.60</u>
Expense	
ADMINISTRATIVE	
Incentives	0.00
Director's Salary	6,250.02
Social Security	1,332.67
Unemployment Insurance	39.02
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	<u>7,696.71</u>
MISCELLANEOUS	
Service Chg	30.00
Total MISCELLANEOUS	<u>30.00</u>
OPERATIONS	
Office Automation	139.89
Music Service	50.00
Office Rent	2,650.00
Total OPERATIONS	<u>2,839.89</u>
Payroll Expenses	11,170.02
Total Expense	<u>21,736.62</u>
Net Ordinary Income	<u>-1,735.02</u>
Net Income	<u><u>-1,735.02</u></u>

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

DDA-Track	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jul '20 - May 21
Ordinary Income/Expense												
Income												
DSS Fund Transfer	0.00	35,000.00	30,000.00	20,000.00	15,000.00	15,000.00	0.00	0.00	0.00	20,000.00	20,000.00	155,000.00
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
ACCT. INTEREST	1.88	1.79	1.72	1.72	1.76	2.04	1.95	1.80	2.01	1.75	1.60	20.02
ASSESSMENTS	6,571.29	445.94	0.00	2,071.27	20,004.71	48,519.87	24,995.35	18,027.86	185.49	770.03	0.00	121,591.81
Misc.	0.00	0.00	0.00	0.00	0.00	723.50	0.00	0.00	0.00	0.00	0.00	723.50
Total Income	6,573.17	37,447.73	30,001.72	22,072.99	35,006.47	64,245.41	24,997.30	18,029.66	187.50	20,771.78	20,001.60	279,335.33
Expense												
ADMINISTRATIVE												
Payroll Expense	0.00	0.00	0.00	104.53	0.00	0.00	745.04	0.00	0.00	763.02	0.00	1,612.59
Payroll Allocation to DSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Incentives	0.00	0.00	0.00	0.00	0.00	3,000.00	4,000.00	0.00	0.00	0.00	0.00	7,000.00
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	68,750.22
Social Security	1,227.39	1,560.56	1,396.48	1,344.87	1,330.81	1,837.52	2,307.47	1,319.62	1,319.63	1,331.95	1,332.67	16,308.97
Unemployment Insurance	50.57	82.49	72.01	32.17	27.45	68.29	264.04	114.67	62.64	54.37	39.02	867.72
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	825.00
Total ADMINISTRATIVE	7,602.98	7,968.07	7,793.51	7,806.59	7,683.28	11,230.83	13,641.57	7,759.31	7,707.29	8,474.36	7,696.71	95,364.50
MARKETING-COMMUNICATIONS												
Media Expenditures	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR - Director	28.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.66
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorships/PR	0.00	0.00	1,489.91	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,489.91
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARKETING-COMMUNICATIONS	158.86	50.00	1,489.91	50.00	4,000.00	0.00	0.00	0.00	131.24	119.88	0.00	6,028.55
Total MARKETING-COMMUNICATIONS	187.52	50.00	1,489.91	50.00	4,000.00	0.00	0.00	0.00	131.24	119.88	0.00	6,028.55
MISCELLANEOUS												
Service Chg	0.00	0.00	0.00	0.00	3.00	56.50	43.50	29.50	29.50	31.25	30.00	223.25
Total MISCELLANEOUS	0.00	0.00	0.00	0.00	3.00	56.50	43.50	29.50	29.50	31.25	30.00	223.25
OPERATIONS												
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accountant/Bookkeeper	0.00	610.00	0.00	0.00	867.50	0.00	0.00	1,360.00	0.00	0.00	0.00	2,837.50
Board Mtg. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues/Subscriptions	0.00	0.00	378.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	878.00
Planters	0.00	16,430.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,430.60
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance/Bonding	4,425.63	0.00	0.00	-546.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,879.63
Office Automation	139.89	283.64	139.89	139.89	139.89	139.89	644.79	139.89	139.89	139.89	139.89	2,187.44
Music Service	100.00	0.00	50.00	0.00	50.00	50.00	0.00	100.00	50.00	50.00	50.00	500.00
Office Equipment	96.83	0.00	0.00	112.71	0.00	0.00	195.10	0.00	0.00	1,088.77	0.00	1,493.41
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	29,150.00
Office Supplies	0.00	0.00	4.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.41
Pigeon Control	0.00	0.00	0.00	0.00	1,642.64	0.00	0.00	0.00	0.00	0.00	0.00	1,642.64
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATIONS - Other	199.16	0.00	4,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,899.16
Total OPERATIONS	7,611.51	19,974.24	7,922.30	2,356.60	5,850.03	2,839.89	3,489.89	4,249.89	2,839.89	3,928.66	2,839.89	63,902.79
Payroll Expenses	9,794.03	14,149.79	12,004.72	11,330.02	11,146.02	14,770.01	19,912.69	11,000.02	11,000.02	11,161.02	11,170.02	137,438.36
Total Expense	25,196.04	42,142.10	29,210.44	21,543.21	28,682.33	28,897.23	37,087.65	23,038.72	21,707.94	23,715.17	21,736.62	302,957.45
Net Ordinary Income	-18,622.87	-4,694.37	791.28	529.78	6,324.14	35,348.18	-12,090.35	-5,009.06	-21,520.44	-2,943.39	-1,735.02	-23,622.12
Other Income/Expense												
Other Expense												
Bank Service Charge	0.00	159.00	30.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00
Total Other Expense	0.00	159.00	30.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00
Net Other Income	0.00	-159.00	-30.00	-10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-199.00
Net Income	-18,622.87	-4,853.37	761.28	519.78	6,324.14	35,348.18	-12,090.35	-5,009.06	-21,520.44	-2,943.39	-1,735.02	-23,821.12

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

DDA-Track	TOTAL		
	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			
Income			
DSS Fund Transfer	0.00	155,000.00	100.0%
Donation - Adopt A Planter	2,000.00	0.00	100.0%
ACCT. INTEREST	250.00	-229.98	8.01%
ASSESSMENTS	157,595.00	-36,003.19	77.16%
Misc.	0.00	723.50	100.0%
Total Income	159,845.00	119,490.33	174.75%
Expense			
ADMINISTRATIVE			
Payroll Expense			
Payroll Allocation to DSS	0.00	0.00	0.0%
Payroll Bonuses	6,400.00	-6,400.00	0.0%
Incentives	0.00	7,000.00	100.0%
Administrative Services	0.00	0.00	0.0%
Director's Salary	75,000.00	-6,249.78	91.67%
Social Security	8,000.00	8,308.97	203.86%
Unemployment Insurance	0.00	867.72	100.0%
Cell Phone Reimbursement	900.00	-75.00	91.67%
Total ADMINISTRATIVE	90,300.00	5,064.50	105.61%
MARKETING-COMMUNICATION			
Media Expenditures	16,000.00	-15,950.00	0.31%
Other Projects	3,000.00	-3,000.00	0.0%
PR - Director	3,000.00	-2,971.34	0.96%
Recognition Awards	1,500.00	-1,500.00	0.0%
Sponsorships/PR	7,500.00	-2,010.09	73.2%
Strategic Plan	2,000.00	-2,000.00	0.0%
MARKETING-COMMUNICATION	0.00	459.98	100.0%
Total MARKETING-COMMUNICATION	33,000.00	-26,971.45	18.27%
MISCELLANEOUS			
Service Chg			
Total MISCELLANEOUS			
OPERATIONS			
Employee Development	1,500.00	-1,500.00	0.0%
Accountant/Bookkeeper	2,500.00	337.50	113.5%
Board Mtg. Expense	500.00	-500.00	0.0%
Conference Registration	2,400.00	-2,400.00	0.0%
Copier Maintenance Plan	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	1,600.00	-722.00	54.88%
Planters	10,500.00	5,930.60	156.48%
Graffiti	500.00	-500.00	0.0%
Insurance/Bonding	4,000.00	-120.37	96.99%
Office Automation	3,000.00	-812.56	72.92%
Music Service	600.00	-100.00	83.33%
Office Equipment	3,500.00	-2,006.59	42.67%
Office Rent	31,800.00	-2,650.00	91.67%
Office Supplies	2,000.00	-1,995.59	0.22%
Pigeon Control	5,000.00	-3,357.36	32.85%
Postage	400.00	-400.00	0.0%
Travel	5,000.00	-5,000.00	0.0%
Operation Alloc. to PKG Gar	0.00	0.00	0.0%
OPERATIONS - Other	0.00	4,899.16	100.0%
Total OPERATIONS	77,300.00	-13,397.21	82.67%
Payroll Expenses			
Total Expense	200,600.00	102,357.45	151.03%
Net Ordinary Income	-40,755.00	17,132.88	57.96%
Other Income/Expense			
Other Expense			
Bank Service Charge	0.00	199.00	100.0%
Total Other Expense	0.00	199.00	100.0%
Net Other Income	0.00	-199.00	100.0%
Net Income	-40,755.00	16,933.88	58.45%

Casper Downtown Development Authority
Transaction Detail by Account
 May 2021

DDA- May Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	05/03/2021		IRS USA TAXPYMNT	83-0286881	-1,914.62	-1,914.62
Bill Pmt -Check	05/10/2021	6071	Charter Communications	Invoice # 0976435050121	-139.89	-2,054.51
Bill Pmt -Check	05/10/2021	6072	Commerical Audio Video Front Range		-50.00	-2,104.51
Bill Pmt -Check	05/10/2021	6073	Walsh Property Management		-2,650.00	-4,754.51
Deposit	05/13/2021			Deposit	20,000.00	15,245.49
Paycheck	05/14/2021		Aydan Bullard		-78.50	15,166.99
Paycheck	05/14/2021		Kade R Taheri		-78.50	15,088.49
Paycheck	05/15/2021		Kevin Hawley		-2,626.44	12,462.05
Paycheck	05/15/2021		Abbey Kersenbrock		-1,389.17	11,072.88
Paycheck	05/15/2021		Brooke C. Montgomery		-1,438.17	9,634.71
Paycheck	05/15/2021		Jaclyn A Landess		-1,953.92	7,680.79
Liability Check	05/19/2021		IRS USA TAXPYMNT	83-0286881	-26.00	7,654.79
Liability Check	05/19/2021		IRS USA TAXPYMNT	83-0286881	-1,914.64	5,740.15
Liability Check	05/28/2021		IRS USA TAXPYMNT	83-0286881	-1,914.70	3,825.45
Paycheck	05/31/2021		Kevin Hawley		-2,626.44	1,199.01
Paycheck	05/31/2021		Abbey Kersenbrock		-1,389.16	-190.15
Paycheck	05/31/2021		Brooke C. Montgomery		-1,438.16	-1,628.31
Paycheck	05/31/2021		Jaclyn A Landess		-1,953.91	-3,582.22
Check	05/31/2021			Service Charge	-30.00	-3,612.22
Deposit	05/31/2021			Interest	0.08	-3,612.14
Total CHECKING					<u>-3,612.14</u>	<u>-3,612.14</u>
NOW Acct						
Deposit	05/31/2021			Interest	1.52	1.52
Total NOW Acct					<u>1.52</u>	<u>1.52</u>
TOTAL					<u><u>-3,610.62</u></u>	<u><u>-3,610.62</u></u>

Casper Downtown Development Authority
Transaction Detail by Account
 June 2021

DDA-June Trans

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CHECKING							
	Bill Pmt -Check	06/07/2021	6074	Commerical Audio Video Front Range	Invoice #150195	-50.00	-50.00
	Bill Pmt -Check	06/07/2021	6075	Walsh Property Management	June Rent	-2,650.00	-2,700.00
	Bill Pmt -Check	06/08/2021	6076	Charter Communications		-139.89	-2,839.89
	Bill Pmt -Check	06/08/2021	6077	FIB - MASTERCARD		-530.04	-3,369.93
	Total CHECKING					<u>-3,369.93</u>	<u>-3,369.93</u>
TOTAL						<u>-3,369.93</u>	<u>-3,369.93</u>

Downtown Development Authority
Balance Sheet

As of May 31, 2021

	DSS-balance	<u>May 31, 21</u>
ASSETS		
Current Assets		
Checking/Savings		
Plaza Checking		202,186.69
Special Events		<u>31,777.35</u>
Total Checking/Savings		233,964.04
Accounts Receivable		
Accounts Receivable		<u>24,550.00</u>
Total Accounts Receivable		24,550.00
Other Current Assets		
Due To/From Clearinghouse		-113.00
Undeposited Funds		<u>2,205.00</u>
Total Other Current Assets		<u>2,092.00</u>
Total Current Assets		<u>260,606.04</u>
TOTAL ASSETS		<u><u>260,606.04</u></u>
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets		220,596.30
Net Income		<u>40,009.74</u>
Total Equity		<u>260,606.04</u>
TOTAL LIABILITIES & EQUITY		<u><u>260,606.04</u></u>

Downtown Development Authority
Profit & Loss
May 2021

	DSS-P&L	<u>May 21</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		1.77
Other Types of Income		
Miscellaneous Revenue		225.00
Other Types of Income - Other		<u>300.00</u>
Total Other Types of Income		525.00
Program Income		
Beverage Sales		5,611.14
Brew Fest Ticket		492.60
Event Sponsorship		7,000.00
Facility Rental		2,825.00
Friends of Station		45.00
Partners In Progress		100.00
Raffle		533.45
Salute to Service		822.50
Support the Station		23,962.80
Taco Fest Tickets		4,798.73
Vendor Fees		<u>201.81</u>
Total Program Income		<u>46,393.03</u>
Total Income		<u>46,919.80</u>
Gross Profit		46,919.80
Expense		
Contract Services		
Legal Fees		75.00
Contract Services - Other		<u>368.00</u>
Total Contract Services		443.00
Facilities and Equipment		
Building Repairs/Maint		50.00
Equip Rental and Maintenance		194.78
Rent, Parking, Utilities		
Ash Street		171.61
DSS		1,759.42
Rent, Parking, Utilities - Other		<u>300.00</u>
Total Rent, Parking, Utilities		<u>2,231.03</u>
Total Facilities and Equipment		2,475.81
Marketing		
Advertising/Media		28.98
Fundraising Expense		1,477.95
Marketing - Other		<u>44.23</u>
Total Marketing		1,551.16
Operations		
Books, Subscriptions, Reference		206.57
Entertainment/Talent		300.00
Event Expense		
Security		262.50
Event Expense - Other		<u>4,261.33</u>
Total Event Expense		4,523.83
Service Charge		349.91
Supplies		229.65
TIPS Training		<u>31.98</u>
Total Operations		5,641.94
Payroll Expenses		<u>20,000.00</u>
Total Expense		<u>30,111.91</u>
Net Ordinary Income		16,807.89
Net Income		<u><u>16,807.89</u></u>

Downtown Development Authority
Profit & Loss
July 2020 through May 2021

DSS-YTD	Jul '20 - May 21
Ordinary Income/Expense	
Income	
ACCT. INTEREST	15.78
Direct Public Support	
Operational Grants	10,000.00
Total Direct Public Support	10,000.00
Investments	
Endowment	30,704.00
Total Investments	30,704.00
Other Types of Income	
Miscellaneous Revenue	8,854.17
Other Types of Income - Other	571.00
Total Other Types of Income	9,425.17
Program Income	
Beverage Sales	20,242.22
Brew Fest Ticket	492.60
Event Sponsorship	148,300.00
Facility Rental	29,790.00
Friends of Station	
Treedition	3,490.80
Friends of Station - Other	4,338.00
Total Friends of Station	7,828.80
Ice Skating Fees	43,550.80
Partners In Progress	51,721.00
Raffle	533.45
Salute to Service	822.50
Support the Station	36,034.37
Taco Fest Tickets	6,106.13
Vendor Fees	3,276.81
Total Program Income	348,698.68
Total Income	398,843.63
Gross Profit	398,843.63
Expense	
Business Expenses	
Business Registration Fees	27.00
Total Business Expenses	27.00
Contract Services	
Construction Expense	2,407.00
Legal Fees	1,000.00
Contract Services - Other	8,324.59
Total Contract Services	11,731.59
Facilities and Equipment	
Building Repairs/Maint	8,511.02
Equip Rental and Maintenance	36,070.67
FF&E	6,464.67
Landscaping, Repairs/Maint.	75.75
Rent, Parking, Utilities	
Ash Street	16,679.07
DSS	26,735.80
Rent, Parking, Utilities - Other	3,243.57
Total Rent, Parking, Utilities	46,658.44
Facilities and Equipment - Other	44.96
Total Facilities and Equipment	97,825.51
Marketing	
Advertising/Media	3,505.09
Fundraising Expense	1,973.56
Marketing - Other	2,233.19
Total Marketing	7,711.84
Operations	
Bank Fees	23.20
Books, Subscriptions, Reference	5,000.05
Entertainment/Talent	1,550.00
Equip/Supplies	1,300.72
Event Expense	
A/V	10,650.00
Bands	15,147.52
Insurance	8,314.00
Security	2,087.50
Event Expense - Other	15,760.87
Total Event Expense	51,959.89
Overnight Security	17,800.00
Postage, Mailing Service	884.43
Service Charge	586.38
Software/Subscriptions	150.00
Supplies	6,053.20
TIPS Training	31.98
Operations - Other	997.69
Total Operations	86,337.54
Payroll Expenses	155,000.00
Travel and Meetings	200.41
Total Expense	358,833.89
Net Ordinary Income	40,009.74
Net Income	<u>40,009.74</u>

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

DSS-May Trans						
Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	05/02/2021			Deposit	372.95	372.95
Deposit	05/03/2021			Deposit	4,243.60	4,616.55
Deposit	05/03/2021			Deposit	7,100.00	11,716.55
Deposit	05/03/2021			Deposit	252.35	11,968.90
Bill Pmt -Check	05/04/2021	2256	Aaron Hall	General work	-368.00	11,600.90
Deposit	05/04/2021			Deposit	569.25	12,170.15
Deposit	05/05/2021			Deposit	3,000.00	15,170.15
Deposit	05/05/2021			Deposit	1,018.05	16,188.20
Deposit	05/05/2021			Deposit	19.12	16,207.32
Deposit	05/07/2021			Deposit	754.80	16,962.12
Bill Pmt -Check	05/07/2021	2257	KET LLC	Taco Fest Vendor	-500.00	16,462.12
Bill Pmt -Check	05/07/2021	2258	La Cocina Mexican Restaurant	Taco Fest Vendor	-500.00	15,962.12
Deposit	05/10/2021			Deposit	5,910.00	21,872.12
Bill Pmt -Check	05/10/2021	2259	AMBI Mail & Marketing		-1,497.70	20,374.42
Bill Pmt -Check	05/10/2021	2260	Brent Phillips		-125.00	20,249.42
Bill Pmt -Check	05/10/2021	2261	Bret Andrew	Taco Fest	-300.00	19,949.42
Bill Pmt -Check	05/10/2021	2262	Casper Chop House LLC	Taco Fest	-500.00	19,449.42
Bill Pmt -Check	05/10/2021	2263	Charter Communications	Invoice # 1113376050121	-127.97	19,321.45
Bill Pmt -Check	05/10/2021	2264	City of Casper - Water Services	Ash	-171.61	19,149.84
Bill Pmt -Check	05/10/2021	2265	Gillette Rail Yard LLC	Taco Fest	-500.00	18,649.84
Bill Pmt -Check	05/10/2021	2266	Grant Street Grocery & Market	Taco Fest	-500.00	18,149.84
Bill Pmt -Check	05/10/2021	2267	Mastercard	JL	-318.27	17,831.57
Bill Pmt -Check	05/10/2021	2268	Roaring 22	Taco Fest	-500.00	17,331.57
Bill Pmt -Check	05/10/2021	2269	Rocky Mountain Power	DSS	-1,631.45	15,700.12
Bill Pmt -Check	05/10/2021	2270	Secure Gunz LLC		-262.50	15,437.62
Bill Pmt -Check	05/10/2021	2271	Williams, Porter, Day, & Neville, P.C		-75.00	15,362.62
Bill Pmt -Check	05/10/2021	2272	Wyoming Department of Agriculture	Splash Pad license renewl	-50.00	15,312.62
Bill Pmt -Check	05/10/2021	2273	Mastercard	AK	-160.22	15,152.40
Bill Pmt -Check	05/10/2021	2274	Mastercard	KH	-393.28	14,759.12
Deposit	05/10/2021			Deposit	4,981.00	19,740.12
Bill Pmt -Check	05/10/2021	2275	Quality Brands of Casper	Taco Fest beer	-681.00	19,059.12
Deposit	05/10/2021			Deposit	2,509.86	21,568.98
Deposit	05/10/2021			Deposit	257.50	21,826.48
Deposit	05/10/2021			Deposit	103.00	21,929.48
Deposit	05/11/2021			Deposit	930.14	22,859.62
Deposit	05/11/2021			Deposit	1,899.00	24,758.62
Deposit	05/11/2021			Deposit	206.00	24,964.62
Deposit	05/12/2021			Deposit	30.90	24,995.52
Deposit	05/13/2021			Deposit	30.90	25,026.42
Deposit	05/13/2021			Deposit	164.80	25,191.22
Deposit	05/13/2021			Deposit	81.80	25,273.02
Deposit	05/17/2021			Deposit	770.00	26,043.02
Deposit	05/17/2021			Deposit	50.00	26,093.02
Deposit	05/18/2021			Deposit	28.83	26,121.85
Deposit	05/18/2021			Deposit	57.66	26,179.51
Deposit	05/18/2021			Deposit	103.00	26,282.51
Deposit	05/19/2021			Deposit	2,500.00	28,782.51
Deposit	05/19/2021			Deposit	51.50	28,834.01
Deposit	05/20/2021			Deposit	2,000.00	30,834.01
Deposit	05/20/2021			Deposit	76.50	30,910.51
Deposit	05/20/2021			Deposit	51.50	30,962.01
Deposit	05/22/2021			Deposit	144.20	31,106.21
Deposit	05/22/2021			Deposit	60.00	31,166.21
Deposit	05/26/2021			Deposit	57.66	31,223.87
Deposit	05/26/2021			Deposit	57.66	31,281.53
Deposit	05/26/2021			Deposit	154.50	31,436.03
Bill Pmt -Check	05/28/2021		Cash DSS		-300.00	31,136.03
Bill Pmt -Check	05/28/2021		Rivers Edge Storage		-300.00	30,836.03
Bill Pmt -Check	05/31/2021		Casper DDA Transfer		-20,000.00	10,836.03
Check	05/31/2021			Service Charge	-349.91	10,486.12
Deposit	05/31/2021			Interest	1.53	10,487.65
Total Plaza Checking					10,487.65	10,487.65
					<u>10,487.65</u>	<u>10,487.65</u>

Downtown Development Authority
Transaction Detail by Account
 June 1 - 8, 2021

DSS-June Trans

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Plaza Checking						
Bill Pmt -Check	06/07/2021	2276	Alliance Electric	Fixing lights in back	-157.68	-157.68
Bill Pmt -Check	06/07/2021	2277	Brent Phillips		-920.00	-1,077.68
Bill Pmt -Check	06/07/2021	2278	Bret Andrew	Hilltop Concert Series	-200.00	-1,277.68
Bill Pmt -Check	06/07/2021	2279	City of Casper - Water Services		-34.10	-1,311.78
Bill Pmt -Check	06/07/2021	2280	CK Mechanical	Backflow testing	-791.50	-2,103.28
Bill Pmt -Check	06/07/2021	2281	Float Like a Buffalo	Brew Fest	-1,200.00	-3,303.28
Bill Pmt -Check	06/07/2021	2282	Graham Good & the Painters	June 25th concert	-1,500.00	-4,803.28
Bill Pmt -Check	06/07/2021	2283	Jackie Landess	Sams club run - didn't have card	-80.35	-4,883.63
Bill Pmt -Check	06/07/2021	2284	Jalan Crossland	Hilltop Bank Concert Series	-1,500.00	-6,383.63
Bill Pmt -Check	06/07/2021	2285	Kaspen Haley	June 10th Concert	-200.00	-6,583.63
Bill Pmt -Check	06/07/2021	2286	Kevin Hawley	Used card for Fuel	-57.57	-6,641.20
Bill Pmt -Check	06/07/2021	2287	Mastercard		-403.98	-7,045.18
Bill Pmt -Check	06/07/2021	2288	MCF LLC	Storage	-450.00	-7,495.18
Bill Pmt -Check	06/07/2021	2289	Proxima Parada	Brewfest	-400.00	-7,895.18
Bill Pmt -Check	06/07/2021	2290	Secure Gunz LLC		-550.00	-8,445.18
Bill Pmt -Check	06/07/2021	2291	Stotz Equipment	Safety inspection	-56.97	-8,502.15
Bill Pmt -Check	06/07/2021	2292	Swank Motion Pictures Inc		-3,110.00	-11,612.15
Bill Pmt -Check	06/07/2021	2293	The Two Tracks	Hilltop Bank Concert Series	-1,100.00	-12,712.15
Bill Pmt -Check	06/07/2021	2294	Wyoming Office Products & Interi	USA flags	-179.52	-12,891.67
Bill Pmt -Check	06/08/2021	2295	AMBI Mail & Marketing	Summer Concert Posters	-48.00	-12,939.67
Bill Pmt -Check	06/08/2021	2296	City of Casper - Water Services		-8.46	-12,948.13
Bill Pmt -Check	06/08/2021	2297	Hawkins Inc	Chemicals	-748.51	-13,696.64
Bill Pmt -Check	06/08/2021	2298	Mastercard		-503.82	-14,200.46
Bill Pmt -Check	06/08/2021	2299	Mastercard	JL	-2,065.77	-16,266.23
Total Plaza Checking					<u>-16,266.23</u>	<u>-16,266.23</u>
					<u>-16,266.23</u>	<u>-16,266.23</u>

Downtown Dev. Authority
Budget Summary 2021-2022

	Revenue	Expense	
DDA	\$152,100	\$173,100	-\$21,000
DSS	\$507,000	\$524,000	-\$17,000
	<hr/>	<hr/>	<hr/>
	\$659,100	\$697,100	-\$38,000

Casper DDA Budget for FY July 2021 - June 2022

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
ED Bonus/Incentives	\$8,000.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$7,500.00
TOTAL ADMINISTRATIVE	\$91,400.00
OPERATIONS	
Board MTG Expense	\$500.00
Office Automation	\$1,000.00
Conference Registration	\$1,500.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,000.00
Planters	\$11,000.00
Graffiti	\$500.00
Insurance/Bonding (WARM)	\$3,000.00
Subscriptions	\$1,600.00
Music Service	\$600.00
Office Equipment	\$1,500.00
Office Rent	\$31,800.00
Office Supplies	\$1,500.00
Pigeon Control	\$4,000.00
Postage	\$200.00
Employee Development	\$1,500.00
Travel	\$2,500.00
TOTAL OPERATIONS	\$67,200.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$6,000.00
Strategic Planning	\$1,500.00
Media Expenditures	\$4,000.00
Other Projects	\$1,000.00
Recognition Awards	\$500.00
PR - Director	\$1,500.00
TOTAL Marketing/Comm.	\$14,500.00
TOTAL OPERATING EXPENSE	\$173,100.00
REVENUE	
Assessments @ Mill Levy of 16%	\$150,000.00
Interest (Savings and CD's)	\$100.00
Donations	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$152,100.00
OPERATING SURPLUS/DEFICIT	(\$21,000.00)
BUDGET SUMMARY	
	BUDGET
BEGINNING BANK BAL (ALL ACCTS)	\$200,000.00
OPERATING EXPENSE	(\$173,100.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$152,100.00
ENDING BANK BALANCE	\$179,000.00

David Street Station -Operational Budget

EXPENSE		Jul'21-Jun'22		Notes
ADMINISTRATIVE				
Ops. Mgr	\$52,000.00		2500	
VP Partnerships	\$42,000.00		1250	
Marketing Manager	\$44,000.00		1250	
Summer Interns	\$10,000.00			
Event/Ice Staff	\$24,000.00			
Payroll Bonuses	\$5,000.00			
Payroll Liabilities	\$16,000.00			
TOTAL ADMINISTRATIVE	\$193,000.00			
OPERATIONS				
Website Development/Support	\$1,000.00			
Marketing/Advertising/Promotion	\$12,000.00			
Event Expenses				
AV	\$20,000.00			
Security				
Event	\$7,500.00			
Overnight	\$21,000.00			
Cleaning	\$5,000.00	June-Sep		
Event Supplies/Support	\$30,000.00			
Entertainment	\$75,000.00			
Total Event Expense		\$158,500.00		
Mail/Postage	\$1,000.00			
Software/Subscriptions	\$6,000.00			
Accounting and Legal	\$5,000.00			
Zamboni Contractor	\$8,500.00			
Maintenance Contractor(s)	\$7,500.00			
Office Automation	\$5,000.00	DSS to pay Office in lieu of rent		
Utilities	\$30,000.00			
Building/Landscape/Maintenance	\$24,000.00			
FF&E	\$10,000.00			
Insurance (Liability)	\$20,000.00			
Fundraising	\$2,500.00			
Chiller Rental	\$40,000.00			
TOTAL OPERATIONS	\$331,000.00			
TOTAL ADMIN & OPERATIONS	\$524,000.00			
REVENUE				
Event Sponsorships	\$125,000.00			
Endowment	\$32,000.00			
Ice Skating Income	\$45,000.00			
Operational Grants	\$65,000.00			
Partners in Progress	\$115,000.00			
Friends of Station	\$30,000.00			
Winter A	5,000			
Summer	5,000			
Giving T	1,500			
Tree-diti	3,200			
Salute to	1,000			
On-Site	10,000			
Misc. Ou	4,300			
Event Rental/Vendor Fees/Sales	\$35,000.00			
5150 Funding	\$20,000.00			
Beverage Sales	\$40,000.00			
TOTAL REVENUE	507,000.00			
Net Profit/Loss	(\$17,000.00)			
(LESS INVESTMENT BY DDA)				