

# INFORMATION PACKET

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Friday, June 18, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

6/15/21

## The Grid

A working draft of Council Meeting Agendas

### 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 Grant	Information Only	30 min	4:35
Cable RFP	Direction Requested	30 min	5:05
Liquor Ordinance Changes & Limo Exemption	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					
Establish July 20 as Public Hearing Date for - Review of Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes.	C				
Public Hearing - Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision		N	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	
Authorizing Submission of an Application for a Fiscal Year 2022 Transportation Alternatives Program Funding from the Wyoming Department of Transportation in the Amount of \$400,000 for the College Drive Multi-Use Pathway Project.				C	
Authorizing a Transportation Alternatives Program Agreement with the Wyoming Department of Transportation, in the Amount of \$500,000, for the Paradise Valley to Robertson Road Bridge Project.				C	
Executive Session Security					

6/15/21

## 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	Information Only	20 min	4:35
GIS Demo (Tentative)	Information Only	20 min	5:05
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

### July 20, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing - Review of Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes. 1st Reading		N	N		
Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision. 2nd Reading			N		

## 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
LGBTQ Advisory Committee - Update			

### 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			
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### Retreat Items:

Economic Development and City Building Strategy
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## **Casper's Council of People with Disabilities (CCPD) - AGENDA**

Thursday, June 24, 2021 at 11:30 AM

Participation In-Person in the Downstairs Meeting Room at City Hall,  
200 North David Street, Casper, or Virtually via Microsoft Teams

1. Roll call & introduction of guests
2. Review of the previous month's minutes & approval of minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - QOL Committee – Zulima Lopez, Chairperson
      - Update on Transportation Priorities
    - Public Relations (PR) Committee – John Wall, Chairperson
      - Updates on CCPD Facebook page
    - Events Committee – Nikki Green, Chairperson
      - Update regarding Casper Parade Day, July 13, 2021, & CCPD Parade Day Volunteer Sign-up Form
    - Fundraising Committee – Linda Jones, Chairperson
      - Update on calendar fundraising project sales
6. New Business:
  - Financial Report – Presented by the Treasurer
  - Any other new business or public comment
7. Next scheduled meeting is July 22, 2021 at 11:30 AM.

## CCPD Parade Day Volunteer Sign-Up

Parade Day is Tuesday July 13, 2021, from 10:00am – 12:00pm. We will have a booth set up on Beech and Colins (South side of the Nic) where we will be selling our calendars (\$5), handing out the resource list as well as free water. In addition, this area will be reserved for handicap citizens to enjoy the parade.

We are in need of volunteers to man the booth, make connections and sell the calendars. The times of each shift are listed below and allow people to enjoy watching the parade as well as participating in this opportunity to get out and connect with people about our organization!

Please be prepared to sign up for a shift at our next board meeting, Thursday, June 24.

Feel free to reach out with questions!

<b>TIME</b>	<b>VOLUNTEER 1</b>	<b>VOLUNTEER 2</b>	<b>VOLUNTEER 3</b>
8:30am - 10:00am			
10:00am - 11:00am			
11:00am - 12:00pm			
12:00pm - 1:30pm			

**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.

71. 74. 1/2  
Chairman

Secretary

# AGENDA

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## LGBTQ ADVISORY COMMITTEE

Friday, June 18, 2021 - 3:00 p.m. – 4:00 p.m.

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

*\*Enter from the west side of the building as those are the only doors open to the public  
(facing the employee parking lot)*

OR

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

Phone: 307-314-2685

Conference ID: 151 375 276#

*Recommendation to download [Microsoft Teams](#) prior to the meeting.*

1. Safe Place – Dorian Korieo
2. Approve May 21, 2021 Meeting Minutes
3. New Business
4. Old Business
  - o Non-Discrimination Options
  - o Casper Pride Week
5. Other Business
6. Adjourn

Next Meeting: Friday, July 16<sup>th</sup>

**201 MANAGEMENT OVERSIGHT COMMITTEE  
MEETING MINUTES**

REPRESENTATIVES:

City of Casper: Liz Becher – Secretary – Member, City of Casper P & CD  
Bruce Martin – Member, City of Casper Public Utilities  
Andrew Beamer – Public Services Director  
Megan Lockwood – WWTP Manager  
Krista Johnston – Wastewater Collection/Stormwater Manager  
Randy Ogden – Industrial Pretreatment Supervisor  
Janette Brown – Administrative Technician

Evansville:

Mills:

Natrona County: Mike Haigler – Member

Wardwell: James Bogart – Member

Bar Nunn: Ray Catellier – Vice Chairman – Member

Others: Charlie Chapin – Legal Council

ABSENT: Ron Emond – Member  
Mike Coleman – Chairman – Member

TIME, DATE: 10:00 a.m., June 11, 2020  
Sam Hobbs Regional Wastewater Treatment Plant  
Video Conference

AGENDA:

- \* 1. Consider minutes of the June 13, 2019 meeting
- \* 2. Regional Wastewater System 2019-2020 Cost Schedule – July 2019 – March 2020
- \* 3. 201 RWWS Flow Measurement Update
- \* 4. Discuss Proposed FY20-21 Regional Wastewater Budget
  - a. 201 RWWS Budget
  - b. New and Replacement Capital Improvement Projects
- \* 5. Discuss Industrial Pretreatment – Local Limits and Ordinance/Rules & Regulations
  - a. Local Limits/Ordinance Changes Approval by EPA

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

- b. Local Limits/Ordinance Changes Inclusion into Other Agency Ordinance and/or Rules and Regulations
6. WWTP Operations Update
7. Update of Projects (Not covered in FY20 Budget)
  - a. WWTP Emergency Power Project – Under Construction
  - b. MCC Replacement Project – Designed – On Hold
  - c. Boiler Installation Project – Under Design by HDR
  - e. Secondary Rehabilitation Project – Under Construction
8. Adjournment

Vice Chairman Catellier called the meeting to order at 10:08 a.m.

Due to the meeting being held by video conference, roll call was taken as follows:

Mike Coleman – Absent  
Mike Haigler – Present  
Ray Catellier – Present  
Charlie Chapin – Present  
Ron Emond – Absent  
Liz Becher – Present  
James Bogart – Present  
Bruce Martin – Present  
Andrew Beamer – Present  
Megan Lockwood – Present  
Krista Johnston – Present  
Randy Ogden – Present  
Janette Brown – Present

1. Vice Chairman Catellier asked for a motion to approve the minutes from the June 13, 2019 meeting. A motion was made by Board Member Haigler and seconded by Board Member Bogart to approve the minutes of the June 13, 2019 meeting. Motion passed.
2. Mr. Martin asked the Committee to reference the 2019-2020 Cost Schedule as of March 31, 2020. Mr. Martin stated that the Cost Schedule shows the actual budget spent for the first three quarters of the fiscal year. Mr. Martin stated that since the 4<sup>th</sup> Quarter is not over yet, estimated expense totals are shown. Mr. Martin stated that the 3<sup>rd</sup> Quarter is slightly above the estimate.
3. Mr. Martin asked the Committee to reference the Five Year Flow Measurements. Mr. Martin stated that each meter station has an ultrasonic flow meter that is monitored continuously by the WWTP Operators. Mr. Martin stated that the flows are recorded daily and the meter is calibrated monthly. Mr. Martin stated that if anything doesn't look right on the readings, the meter is checked.



## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

4. Mr. Martin asked the Committee to reference the Budget Narrative for Fiscal Year 2021. Mr. Martin stated that staff has made serious efforts to minimize increases and institute decreases where possible in the FY21 WWTP Operations budget. Mr. Martin stated that due to these efforts, the operations budget is 6.3% lower than the FY20 operations budget.

Mr. Martin stated that the WWTP Budget is driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the WWTP Fund 10-year Capital Improvement Plan (CIP).

Mr. Martin reviewed the Preliminary WWTP FY21 Budget:

#### Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$120,000 – This represents a \$40,000 increase for Septic Tank Waste Charge revenue and status quo for Sump Waste Charge revenue. Mr. Martin stated there has been a decline in hauled waste due to COVID-19.
- b) Intergovernmental User Charges - \$5,581,809 – These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement.”

#### Personnel Services

- a) Personnel Costs - \$1,458,968 – This is an increase of \$13,068 from the FY2020 budget. There have been some personnel cost decreases due to a couple of newer employees at a lower certification level, no COLA increases, the elimination of accrued leave pay-off, and furloughs approved by City Council. Overall, the personnel line has increased due mainly to increased health insurance costs.

#### Materials and Supplies

- a) General Supplies and Materials - \$138,500 – This amount is unchanged from the FY20 budget. General supplies and materials includes the following:
- \$ 3,000 – Office Supplies
  - \$ 5,000 – Misc. Supplies
  - \$10,000 – Safety Equipment and Supplies
  - \$ 8,500 – Lubricants
  - \$60,000 – Machinery Supplies
  - \$ 5,000 – Small Tools and Supplies
  - \$12,000 – Lab Supplies

**201 MANAGEMENT OVERSIGHT COMMITTEE**  
**MEETING MINUTES**

- \$35,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$1,500 – This amount is unchanged from the FY2020 budget.
- c) Electricity - \$350,000 – This amount is unchanged from the FY2020 budget.
- d) Natural Gas - \$71,000 – This amount is unchanged from the FY2020 budget.
- e) Gas/Fuel - \$14,980 – This amount is a decrease of \$1,020 from the FY2020 budget.
- f) Chemicals - \$348,000 – This represents a decrease of \$84,000 from the FY2020 budget. Mr. Martin stated that Ms. Lockwood has been working with the chemical vendors to get the best pricing.
- g) Lift Station Supplies - \$14,000 – This represents a \$6,000 decrease from the FY2020 budget.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY2020 budget. This line is for instrumentation repair.
- b) Investment Services - \$14,516 – This is an increase of \$3,792 from the FY2020 budget.
- c) Maintenance Agreements - \$21,160 – This amount is unchanged from the FY2020 budget. The line includes the following:
  - \$4,560 – CMMS Software
  - \$2,400 – Operations Data Tracking Software
  - \$1,000 – Laser Alignment Tool Calibration
  - \$1,000 – Fire Sprinkler System Inspection
  - \$1,200 – Fire Extinguisher Inspection/Exchange
  - \$3,000 – HVAC Service
  - \$3,500 – Crane Inspections – Mr. Martin stated annual crane inspections are required by OSHA.
  - \$1,500 – Copier Maintenance/Lease
  - \$1,000 – Lab Equipment Certification
  - \$2,000 – Instrumentation - Contractual
- d) Other Contractual - \$39,500 – This amount is unchanged from the FY2020 budget. Other Contractual contains the following:

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

- \$ 1,000 – Legal Services
  - \$30,000 – NCCD Funding Agreements
  - \$ 1,500 – Railroad Easements
  - \$ 4,000 – Other Misc. Contractual
  - \$ 4,000 – Public Outreach – No Wipes in the Pipes
- e) Interdepartmental Services - \$456,254 – This is a decrease of \$75,795 from the FY2020 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees. Mr. Martin stated there were budget cuts across the board.
- f) Laundry and Towel Service - \$8,000 – This amount is unchanged from the FY2020 budget.
- g) Testing - \$30,000 – This amount is unchanged from the FY2020 budget and is for DEQ/EPA lab testing requirements.

#### Other Costs

- a) Travel/Training - \$7,500 – This amount is unchanged from FY2020.
- b) Insurance and Bonds - \$30,734 – This is a \$1,088 increase from the FY2020 budget.

#### Utility Expense

- a) Communication - \$28,800 – This amount is unchanged from FY2020. This is for the internet, phone, remote lift stations, and meter stations.

#### Debt Service

- a) Principal Payment - \$715,931 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$552,810
- CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
- CWSRF Loan #127 (Phase I WWTP Imp) - \$ 90,802
- CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582

- b) Interest Expense - \$344,967 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$120,735
- CWSRF Loan #128 (Biosolids Turner) - \$ 0

## 201 MANAGEMENT OVERSIGHT COMMITTEE

### MEETING MINUTES

- CWSRF Loan #127 (Phase I WTP Imp) - \$122,278
- CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Board Member Bogart asked what the railroad easements were for. Mr. Martin stated that there are several sewer lines crossing railroad tracks.

#### Capital Revenues

- a) State Loans - \$8,000,000 – This represents the following:
  - CWSRF Loan – NPSS Rehabilitation
- b) System Development Charges – \$190,000 – This amount is unchanged from the FY2020 budget. Mr. Martin stated that this is a one-time fee for new connections to the system. Mr. Martin stated that this amount may not be realized due to the economy at this time.

#### Capital – New

- a) Improvements Other Than Buildings – None for FY21.
- b) Intangibles – \$50,000 – Based on recommendations from the March 2019 CPU Advisory Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District. Mr. Martin stated that the CPU Advisory Board recommended not providing funds for selenium mitigation since this section of the river has been delisted.
- c) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, Light Equipment, or Technologies for FY21.

#### Capital – Replacement

- a) Buildings – \$80,000 – This is for the following:
  - Lighting Renovations – \$10,000 – This will upgrade lighting fixtures in several areas of the facility.
  - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities, including the WWTP, took place in FY14. This will cover additional needs including secure doors to several of the buildings.
  - Digester Control Building Roof Replacement – \$40,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY21.
- b) Improvements Other Than Buildings – \$9,085,000 – This includes:

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- NPSS Interceptor Project – \$7,100,000 – This project is to rehabilitate sections of the NPSS Interceptor that were identified as in critical need of rehab in the 2012 NPSS assessment. Mr. Martin stated that \$900,000 of the loan for this project will go to the design consultant.
- Sludge Grinder - \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
- UV Disinfection Equipment – \$50,000 – The UV Disinfection System has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
- Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out. Mr. Martin stated that this project has been moved out farther on the Capital Budget a couple of times.
- Airport Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at the Airport No. 2 Lift Station is 32 years old and requires replacement.
- Primary Sludge Pump Replacement – \$15,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
- Aeration Basin Air Piping Recoating - \$70,000 – The existing coating system on the external piping is failing.
- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the Dewatering building. Mr. Martin stated there are five units on this building and one will be replaced each year.
- Grit System No. 2 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of Grit System No. 2. Mr. Martin stated that Grit System No. 1 was rehabilitation in FY2020.
- Sewage Lift Station Communication Upgrade - \$25,000 – This project is to upgrade five lift stations to radio communication. Mr. Martin stated that this upgrade will decrease the amount spent in the Communications line item.
- Centrifuge Sludge Feed Pump Rebuild - \$10,000
- RAS Room Piping Replacement - \$1,200,000 – This project is re-budgeted from FY2020 and is to replace the piping in the RAS room. Mr. Martin stated that this was included in the Secondary Rehabilitation Project, but bids received were over the budgeted amount. Mr. Martin stated that Secondary Rehabilitation Project was broke out into several projects. Secretary Becher asked what RAS stands for. Mr. Martin stated it stands for Return Activated Sludge.
- Gas Compressor #2 Replacement - \$10,000 – This is to upsize and replace the unit.

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### MEETING MINUTES

- Turblex Blower Service - \$40,000 – Scheduled Manufacturer Service. Mr. Martin stated that the Turblex Blower provides air to the Aeration Basin and is a critical piece of equipment.
  - Centrifuge #1 Rehabilitation - \$90,000 – Rehab damaged centrifuge. Mr. Martin stated that the old centrifuge was damaged by strevite build up, and will be sent out for inspection and repair.
- c) Intangibles – None this year.
- d) Light Equipment – \$179,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
  - Utility Cart Replacement - \$10,000 – There are four utility carts used at the WWTP. This is to replace one utility cart.
  - Compost Aerator - \$30,000 – Skidsteer attachment for aerating the drying beds.
  - Roll-off Box Replacement - \$12,000 – Three roll-off boxes are used at the WWTP in Dewatering. The Solid Waste Department hauls off the boxes when they are full. Board Member Haigler asked if these roll-off boxes are rented from Solid Waste. Mr. Marin stated that the WWTP owns the roll-off boxes.
- e) Heavy Equipment – None this year.
- f) Technologies – \$10,000 – This is for computer replacements.

#### Summary

The WWTP FY21 operations budget is 6.3% lower than the FY2020 operations budget due to decreases costs in Chemicals, Interdepartmental Services, and Lift Station Supplies.

Capital projects for FY21 include the NPSS Interceptor Project, the RAS Room Piping Replacement Project, and several smaller dollar equipment replacement projects.

The total FY21 WWTP budget shows a surplus of approximately \$800,000. After subtracting out \$900,000 of funding for previously budgeted projects, the F21 budget shows a deficit of \$100,000. Mr. Martin stated that Reserves will be spent down to cover the deficit. Based on the most recent rate model, WWTP Fund Reserves will be approximately \$5.3 M at the end of FY21. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$3.9 M.

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

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Mr. Martin reviewed the FY21 Budget Computation of 201 Regional Wastewater System Charges with the Committee.

Mr. Martin stated that calculations are based on the Interagency Agreement with the amounts to be allocated to the member entities.

Mr. Martin stated that Direct Costs for Operation & Maintenance decreased approximately \$196,000 from FY2020, which equates to a 3.4% decrease.

Mr. Martin stated that the total budgeted amount for Hauled Waste may not be realized in FY21.

Mr. Martin stated that the Total 201 Charges to be Allocated in FY2021 is \$5,581,809. Mr. Martin stated that this is a decrease of \$196,000 from last year.

Mr. Martin stated that the anticipated costs to each Agency for FY2021 are based on percentage of flows from January – December 2019 actual flows.

Vice Chairman Catellier asked if the percentage of flows has increased for each entity. Mr. Martin stated that the percentage of flows has increased over the last couple of years.

5. Mr. Martin stated that the Federal Industrial Pretreatment Program (IPP), which is part of the Clean Water Act, requires Industrial Dischargers and Municipalities to use treatment techniques and management practices to reduce or eliminate the discharge of harmful pollutants to sanitary sewers and wastewater treatment plants. Mr. Martin stated that the allowable amount of metals discharged to the sewer system is set by “Local Limits”, which are contained in City Ordinances. Mr. Martin stated that the original Industrial Pretreatment Ordinances were adopted by the City of Casper in 1984, and in 1999 these Sections were substantially revised in order to comply with new Environmental Protection Agency (EPA) requirements. Mr. Martin stated that in 2007, and again in 2016, more modest revisions were made. Mr. Martin stated that the IPP permit is renewed every five years.

Mr. Martin stated that the WWTP discharge permit was renewed in November 2018. Mr. Martin stated that this permit renewal triggers the need for an evaluation of the existing Local Limits. Mr. Martin stated that staff, following EPA guidelines, compiled and submitted data that was used in determining new Local Limits. Mr. Martin stated that EPA has approved the new limits and staff is now in the process of updating Casper Ordinances to reflect these changes. Mr. Martin stated that once completed, the new limits will need to be adopted by all Regional Wastewater System members as well.

The following table shows existing and proposed limits:

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<b>Pollutant</b>	<b>Existing Limits (mg/L)</b>	<b>Proposed Limits (mg/L)</b>
<b>Arsenic</b>	5.984	6.4217
<b>Cadmium</b>	1.20	3.4820
<b>Chromium - Total</b>	98.20	39.4433
<b>AtCopper</b>	98.98	27.6626
<b>Lead</b>	39.41	6.8443
<b>Mercury</b>	1.02	0.4852
<b>Molybdenum</b>	8.77	4.1124
<b>Nickel</b>	41.75	20.4931
<b>Selenium</b>	7.97	3.0829
<b>Silver</b>	45.66	18.0756
<b>Zinc</b>	99.61	43.5953

Mr. Martin turned the time over to Ms. Lockwood and Mr. Ogden.

Mr. Ogden stated that EPA has approved the revised Local Limits, and the first reading of the updated ordinance by Casper City Council will take place soon at an upcoming meeting. Mr. Ogden stated that after the first reading of the updated ordinance, the revisions will be advertised by EPA for comments before the second reading will take place. Mr. Ogden stated that after that, the revised limits will be enforced.

Mr. Beamer asked if Mr. Ogden foresaw issues with any entity not meeting the new limits. Mr. Ogden stated that he did not foresee any issues with entities meeting the new limits. Mr. Ogden stated that most of the Significant Industrial Users have been evaluated for several years and he doesn't foresee any problems with them meeting the new limits.

Vice Chairman Catellier asked what the reasoning was behind the drastic limit decreases. Mr. Ogden stated that the drastic limit changes were due to EPA recommending a higher safety and expansion factor in the calculations. Mr. Ogden stated that in the event of more industry entering the system, he will have the ability to have those industries be able to discharge without any issues for the WWTP. Ms. Lockwood stated that the limits have more flexibility to have more flow as the limits are not flow based. Ms. Lockwood stated that if an industry came in that had very large discharge flows that could impact the WWTP, the local limits won't change. Ms. Lockwood stated that the WWTP is the expansion factor and has the flexibility to allocate different flows while staying within the parameters.

Mr. Martin stated that once the updated Local Limits have been approved by City Council, staff will reach out to the entities to help get them included in their ordinances.

Ms. Lockwood stated that amendments will be sent out for the current permits with the updated Local Limits.

Committee Member Bogart asked if the entities will enforce the limits. Mr. Ogden stated that these updated Local Limits will only affect the Significant Industrial Users.



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Ms. Lockwood stated that Mr. Ogden is the enforcer, and Mr. Martin issues/signs the permits. Committee Member Bogart stated that they have had users underestimate their usage/discharge. Mr. Ogden stated that he inspects all new Industrial Users.

6. Mr. Martin turned the time over to Ms. Lockwood for the WWTP Operations Update.

Ms. Lockwood stated that there are no operational issues and the WWTP is in full compliance with DEQ limits.

Ms. Lockwood stated that a new nightshift Operator was recently hired, so the WWTP is fully staffed at this time.

Ms. Lockwood stated that 1,000 dry metric tons of biosolids were taken to the Balefill to use as cover over the past year.

Ms. Lockwood stated that the emergency generator that was installed last year has had a few set-backs. Ms. Lockwood stated that generator manufacturer workers should be here next week to start the punch list for the project, and the generator will be tested in the next few weeks.

Ms. Lockwood stated that a meeting for the Secondary Treatment Rehabilitation Project is coming up in June.

7. In Project Updates:

- a) Mr. Martin stated that the WWTP Emergency Power Project has been awarded to ITC Electrical Technologies and is under construction. Mr. Martin stated that this project is for one generator at the head of the WWTP and will replace three old generators. Mr. Martin stated that there have been delays with the project construction.
- b) Mr. Martin stated that the design of the MCC Replacement Project is underway by Jacobs (CH2M). Mr. Martin stated that this project will be completed after the Secondary Process Project.
- c) Mr. Martin stated that the Boiler Installation Project is to install a new boiler to heat the digesters. Mr. Martin stated that this project is having the same issues with the updated Fire Code. Mr. Martin stated that the Digester Control Building must have six air changes per hour, and a new HVAC system may be required. Mr. Martin stated that bids came in at \$834,000, which is significantly over budget. Mr. Martin stated that all bids were rejected for the project. Mr. Martin stated that the project will be rebid, and it might be combined with another project.
- d) Mr. Martin stated that the Secondary Rehabilitation Project is under design by Jacobs. Mr. Martin stated that this project includes replacing RAS Room piping

## 201 MANAGEMENT OVERSIGHT COMMITTEE

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and valves in the Secondary Treatment Building, and installation of isolation gates in the aeration basins. Mr. Martin stated that a section of the steel pipe is in poor condition and needs replaced. Mr. Martin stated that this is a critical replacement, and design estimates the project to be \$2.4 M. Mr. Martin stated that the project should be completed in October 2020.

8. A motion was made by Secretary Becher and seconded by Committee Member Bogart to adjourn the meeting at 11:00 a.m. Motion passed.

  
Secretary

**From:** Ray Fleming Dinneen, Climb Wyoming <ray@climbwyoming.org>

**Sent:** Wednesday, June 9, 2021 8:23 AM

**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>

**Subject:** Save the Date: Climb Wyoming's 35th Anniversary Breakfast Celebration



**Let's rise and shine together!**

You have been an integral part of the brave journey thousands of single moms have taken as they lift their families out of poverty with Climb Wyoming. We'd like to share our heartfelt gratitude for your commitment as we celebrate the past 35 years and so much excitement for our bright future.

Please save the date for a virtual event to remember:

Climb Wyoming's 35th Anniversary Celebration  
Live Virtual Breakfast Event  
Friday, July 9, 2021 | 8-9 a.m.

**RSVP at [ClimbBreakfast.org](https://climbbreakfast.org). We hope you can join us!**

With Gratitude,

Ray Fleming Dinneen, PsyD  
Katie Hogarty, Incoming CEO

restoring hope for generations

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[Climb Wyoming](#)  
1001 West 31st St., Cheyenne, WY 82001



**From:** Platte River Trails Trust <platteriver@wyoming.com>  
**Sent:** Saturday, June 12, 2021 6:48 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** June Trail News



## June Trail News

June 12, 2021

We Need Your Input!  
Help Us Identify & Prioritize Projects



The Casper Area Metropolitan Planning Organization is seeking input on how you get around! Help us identify opportunities to make it easier to walk, bike, roll, skate, and mosey around the entire Casper area, AND prioritize projects from sidewalks to bike lanes to trails. Take the survey [HERE](#)



## Art for the Trails Public Art Market

Opening Reception



July 2nd  
at the Tate Pumphouse

PLEASE JOIN US!  
Art for the Trails Public Art Market  
Opening Reception  
Supporting Local Artists & Energizing Our Trails

We can't wait to host folks at the Tate Pumphouse Trails Center for 2021 Art for the Trails! Please join us on Friday, July 2nd from 5 p.m. to 8 p.m. for the opening reception. The Opening will be a lot like **Food Truck Friday** and feature live music by *Mastermind of Monkey*, Food Trucks, Beer and of course fantastic art that will be available for sale! Stay tuned for more information about the Art and Artists to be exhibited and the Opening Reception at our Facebook event page [HERE](#)



## Mark Your Calendars for 2021 Riverfest! Saturday, August 21, 2021

2021 Riverfest Presented by Foss Motors is BACK Save the date for August 21st, 12pm-5pm to take part in craft beer tasting, live music, food trucks and Casper Rotary's Great Duck Derby! Stay tuned for more information about all the fun events we have planned for Riverfest and how you can pre-order your Beer Cup and Duck Derby Tickets by following our [Facebook Event Page](#).

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

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