

# INFORMATION PACKET

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Friday, September 14, 2018



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

**The Grid**

A working draft of Council Meeting Agendas

**September 18, 2018**

**Councilmembers Absent: Morgan**

<b>Regular Council Meeting Agenda Items</b>		<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b>		<b>N = Item is <u>not</u> on Consent</b>				
Establish October 2, 2018, as the Public Hearing Date for the consideration of Amending Casper Municipal Code Section 5.08.320 – Hours of Sale of Alcoholic Liquors or Malt Beverages, Uniform for Each Day of the Week.		C				
Establish October 2, 2018, as the Public Hearing Date for a New Microbrewery Liquor License No. 5 fo Gruner Brothers Brewing Corp, d/b/a Gruner Brothers Brewing, Located at 1301 Wilkins Circle.		C				
Hotel Guest Registration Ordinance. First Reading/Public Hearing			N			
Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.			N			
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). 2nd Reading				N		
Authorizing Amendment No. 1 to the contract for professional services with CH2M Hill Engineers, Inc., in the amount of \$93,811, for the Sam H. Hobbs WWTP Motor Control Center Replacement Project.					C	
Authorizing an Agreement with Western States Fire Protection in the amount of \$237,240, for the LifeSteps Campus Building “F” Fire Suppression and Campus Fire Alarm System Replacement Project.					C	
Authorizing Contract for Outside-City Water Service with Marguerite Hardy and Tim Hardy Joint Revocable Living Trust.					C	
Authorizing an Agreement with Andreen Hunt Construction, Inc., in the amount of \$32,960, for the Coulter Drive Alley Drainage Improvements Project.					C	
Authorizing a Contract for Professional Services with Big West Landscaping, LLC, in the amount of \$86,909, for the Heritage Hills Subdivisions Reclamation Project.					C	
Authorizing a Natrona County Road License for Installation of a New 12-inch Water Transmission Main for the West Casper Zone II Water System Improvements Project.					C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.					C	
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (tentative)					C	
Authorizing a Contract with the Law Office of Hampton M. Young, Jr., P.C. to Provide Court Appointed Legal Services for the Casper Municipal Court.					C	

**September 25, 2018**

**Councilmembers Absent: Morgan**

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

**The Grid**

A working draft of Council Meeting Agendas

**October 2, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
	<b>C = Item is on Consent                      N = Item is <u>not</u> on Consent</b>				
Establish October 16, 2018 as the Public Hearing Date for Consideration of an Ordinance Pertaining to Soil Compaction. (tentative)		N			
Amending Casper Municipal Code Section 5.08.320 – Hours of Sale of Alcoholic Liquors or Malt Beverages, Uniform for Each Day of the Week. 1st Reading		N			
New Microbrewery Liquor License No. 5 fo Gruner Brothers Brewing Corp, d/b/a Gruner Brothers Brewing, Located at 1301 Wilkins Circle.		N			
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). Third Reading			N		
Hotel Guest Registration Ordinance. Second Reading			N		
One Cent Allocation				C	
Authorizing the Sole Source purchase of Three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant. (Tentative)				C	
Authorizing Outside City Water Contract with CE Swinney LLC. (Tentative)				C	
Authorizing Change Order No. 1 to the Agreement with Treto Construction, LLC, for a Time Extension of 71 Days for the Begonia Lift Station Upgrades Project.				C	
Authorizing Change Order No. 1 with Wyoming Office Deliveries, Inc., for a Time Extension of 124 Days, for the Casper Events Center 2018 Seating Replacement Project.				C	
Agency Funding Agreements (Youth Crisis Center, Mercer House, etc.)				C	

**October 9, 2018**

**Councilmembers Absent:**

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

**The Grid**

A working draft of Council Meeting Agendas

**October 16, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Establish date of Public Hearing for Consideration of an Ordinance Annexing, Platting, and Zoning as November 6, 2018. (State Office Building Annexation)	C				
Amending Casper Municipal Code Section 5.08.320 – Hours of Sale of Alcoholic Liquors or Malt Beverages, Uniform for Each Day of the Week. 2nd Reading			N		

**October 23, 2018**

**Councilmembers Absent:**

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

**November 6, 2018**

**Councilmembers Absent:**

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

<b>Upcoming Work Session Agenda Items</b>
Hogadon & Golf Debrief
Casper Mountain Biathlon Club-Crushing Operations
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalties for Impound
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study

## The Grid

A working draft of Council Meeting Agendas

Wyoming Business Council Grant for Midwest
Property Code Revisions
Event Guide
Bar Hours on Sunday



**AMOCO REUSE AGREEMENT  
JOINT POWERS BOARD**

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

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD  
MEETING MINUTES**

6:00 pm Wednesday, August 8, 2018

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

Present: Ben Schrader, Jerad Stack, Reed Merschat, Bryce Row, Bob Hopkins, Ed Opella, Scott Sissman, and Doug Follick

Excused Absences: Bob Chynoweth

Others Present: Jim Meador, Jack Simms, Paul Underwood, Forest Irons, and Dave Woodward (All attendees were present for public comment to voice their support for Steve Johnson at Three Crowns), and Renee Hahn (ARAJPB).

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

**1. Minutes from the July 11, 2018 Regular Meeting**

No corrections were made to the July 11<sup>th</sup> Minutes.

The motion was made by Mr. Opella and seconded by Mr. Row to approve the July 11<sup>th</sup> Minutes.

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

(Copy of Minutes on file.)

**2. Treasurer's Report**

Details on investment accounts were given by Ms. Hahn. She reviewed the vouchers listed on the Treasurer's Report as of August 8, 2018. She also discussed the investments as of the end of July. A motion was made by Mr. Opella and seconded by Mr. Merschat to approve the reports and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

- Investment & Financial – No report.

**3. Committee Reports**

- Architectural Review – Mr. Opella stated "He had nothing to report".
- Platte River Commons - Mr. Hopkins reported that BP had found additional buried debris in the slurry wall construction which has created a two week delay in their schedule.
- Refined Properties - Mr. Stack informed the Board about the BP Meeting with Sasa which was focused on the slurry wall. Discussion on timing for the completion of the remaining wall to Poplar Street was shared to be completed by 2022. He stated "The RFP for the conference center will be completed and sent out in September by Platte River Builders, Brandon Daigle.

“The RFP will allow the developer to choose from two sites, one being on the Western Opportunity Area in the Commons and the other being the Library Foundation near First Street.

Mr. Opella inquired on the dirt pile on the commons and the plans to dispose of it. Ms. Hahn stated “Testing requirements are being determined by WDEQ and once completed the dirt testing will begin for characterization. Once the testing is completed, the options will be discussed”.

- **Three Crowns** - Mr. Follick informed the Board that Mr. Simms previously asked Mr. Follick to determine the ownership of the funds for the Junior Academy. Mr. Follick stated “Upon research, the Juniors Academy Funds were Three Crowns, not OB Sports”. He also shared that Three Crowns revenue was up \$16,000 over June and reminded all attendees that instructor revenue calculation had changed this year. “The change is due to the instructor now being an outside contractor rather than an employee which should lower our expenses”. Mr. Merschatt shared the new management contract as being completed with good terms and will be presented to the Three Crowns Committee at the August 16<sup>th</sup> meeting for recommendation for ARAJPB approval. Mr. Follick made a motion and seconded by Mr. Opella to not allow pre-selling any type of golf passes, including gold cards, and or corporate memberships for 2019 which would allow the new management company to set their own rates. There being no further discussion, the Board proceeded to vote. The motion carried with all in attendance voting aye.
- **Executive Committee** - Mr. Schrader reviewed all the upcoming meetings and discussed the successions of two board positions coming available next year. Ms. Hahn will be in contact with the City and County to advertise these potential board openings.

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

Mr. Hopkins, City Representative and Mr. Opella, County Representative had nothing to report.

#### **5. Other**

No Reports.

#### **6. Future Meetings/Agenda**

August 16<sup>th</sup> -Three Crown’s Committee meeting 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

August 27<sup>th</sup> – 31<sup>st</sup> ARAJPB’s Audit.

September 12<sup>th</sup> - Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

September 20<sup>th</sup> -Three Crown’s Committee meeting 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

October 10<sup>th</sup> - Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

October 18<sup>th</sup> -Three Crown’s Committee meeting 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

#### **7. Public Comment**

Mr. Schrader opened the meeting for public comment and asked the attendees to state their name prior to public comments.

Mr. Meador asked if Mr. Schrader received a proposal on July 24<sup>th</sup>. Mr. Schrader stated he had not, but received one just the prior day on August 7<sup>th</sup>. Mr. Meador wanted to know if there were any discussions about the proposal. Mr. Schrader stated “It was discussed at committee level only”.

#### **8. Good of the Order**

None.

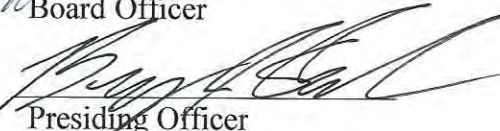
9. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Opella and seconded by Mr. Merschat to adjourn the meeting at 6:37 p.m. The motion carried with all members in attendance voting aye.

9/12/18  
Date

9/12/18  
Date

  
Board Officer

  
Presiding Officer





COMMUNITY DEVELOPMENT  
DEPARTMENT

## CITY OF CASPER

200 North David Street  
Casper, WY 82601-1862  
Phone: (307) 235-8241  
Fax: (307) 235-8362  
[www.casperwy.gov](http://www.casperwy.gov)

# Inspection Log Audit

September 14, 2018

TO: J. Carter Napier, City Manager  
FROM: Dan Elston, Chief Building Official *DE*  
RE: Inspection Duration Table

Please see attached inspection log for the month of August 2018. This log was derived from the hand written inspections receipts that are given to the inspectors when the inspections are called in.

The log provides the inspection address, time it was called in, time it was inspected, type of inspection and the duration between those times.

Inspections that are noted "requested" and duration of "as requested" are inspections that contractors request a certain date and time, which is usually a day or more prior to the inspection.

For the month of August, 585 inspections were logged; the Building Report monthly inspections show a total of 680. The reason for the difference is the inspections do not include plan reviews, some grey slips or consults. Also, multiple inspections at the same address and of the same type of inspection are counted as one inspection; our ViewPermit Program calculates those inspections separately.

For the month of August, 585 inspections were logged with an average duration time of 2.15 hours. Requested inspection times were completed 100% at the time of request.

The City of Casper Building Division takes great pride in being able to provide same day inspections, which is not common with most jurisdictions.

Dan Elston CBO  
City of Casper  
Building Dept.

# AUGUST 2018 INSPECTION LOG

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
1020 Morado	8-1 @ 9:21	8-1 @ 9:30	Electrical	1.5 hr
Consult	8-1 @ ?	8-1 @ 3:00	Electrical	?
1427 E. 12th	8-1 @ 8:16	8-1 @ 1:30	Electrical	5.5 Hrs.as requested
2200 Allendale	8-1 @ 12:49	8-1 @ 2:30	Electrical	1.5 hr
230 N. Park	7-31 @ 4:10	8-1 @ 9:00	Electrical	2 hrs
2451 Shattuck	7-31 @ 4:58	8-1 @ 9:30	Electrical	1.5 hr
1128 N. Washington	7-31 @ 2:05	8-1 @ 10:30	Electrical	5.5 hr as requested
3711 Monte Vista	8-1 @ 8:215	8-1 @ 10:30	Electrical	2 hrs
7251 Trevett	8-1 @ 8:15	8-1 @ 9:30	Electrical	1.5 hr
4671 Tranquility	7-31 @ 2:27	8-1 @ 2:00	Building	8 hr as requested
4687 Tranquility	7-31 @ 2:27	8-1 @ 2:00	Building	8 hr as requested
7251 Trevett	8-1 @ 8:15	8-1 @ 9:25	Building	1 hr. = 4 inspections
7251 Trevett	8-1 @ 8:15	8-1 @ 9:25	Plumbing	1 hr. = 4 inspections
970 N. Glenn Rd	8-1 @ 9:25	8-1 @ 10:00	Building	.5 hr
750 E. F st.	7-31 @ 4:15	8-1 @ 10:30	Building	2.5 hr
230 N. Park	8-1 @ 11:58	8-1 @ 1:30	Building	1.5 hr
555 Landmark	7-31 @ 1:03	8-1 @ 11:30	Building	7.5 as requested
1425 S Poplar	8-1 @ 9:30	8-1 @ 2:00	Plumbing	4.5 Hr as requested
1742 S Walnut	8-1 @ 8:34	8-1 @ 11:00	Plumbing	2.5 hr
1921 Brighton	8-1 @ 10:54	8-1 @ 1:00	Plumbing	2 hrs
2342 Sagewood	8-1 @ 10:24	8-1 @ 11:30	Plumbing	1 hr
4409 Freedom Circle	8-1 @ 8:00	8-1 @ 10:00	Gas	2 hrs
842 S. Beech	8-1 @ 8:43	8-1 @ 10:30	Mechanical	2 hrs
1440 S. Elm	8-1 @ 2:00	8-2 @ 10:00 as requested	Building	5 hr. as requested
211 W. Collins	8-1 @ 4:54	8-2 @ 9:00	Building	1 hr
500 S. Wolcott	7-31 @ 8:50	8-2 @ 4:00 as requested	Building	as requested
1886 Station Rd.	7-30 @ 12:00	8-2 @ 11:00 as requested	Building	as requested
4035 Plaza Dr.	8-2 @ 10:43	8-2 @ 3:30	Building	4.5 Hr.
Consult	8-2 @ 8:45	8-2 @ 3:30	Electrical	6.5 hr
Grey Slip	7-31 per email	8-2 @ 1:45	Electrical	as requested
2609 Knollwood	7-30 @ 1:53	8-2 @ 10:00	Electrical	as requested
4312 Coffman	8-2 @ 8:40	8-2 @ 10:00	Electrical	1.5 hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
4671 Tranquility	8-2 @ 8:15	8-2 @ 9:00	Electrical	1 hr
601 SE Wy. BLVD	8-2 @ 1:30	8-2 @ 2:00	Electrical	.5 hr
1102 S Elm	8-2 @ 12:45	8-2 @ 3:30	Electrical	3 hr
Consult	8-2 @ 3:30	8-2 @ 4:00	Electrical	.5 hr
125 W K St	7-30 @ 10:30	8-2 @ 2:30 as requested	Electrical	as requested
601 SE Wy. BLVD	8-2 @ 10:36	8-2 @ 1:30	Electrical	3 hr
839 N. Jefferson	8-2 @ 11:53	8-2 @ 3:00	Electrical	3 hr
1020 Morado	8-1 @ 3:59	8-2 @ 10:30	Building	3 hr as requested
1020 Morado	8-1 @ 3:59	8-2 @ 10:30	Plumbing	3 hr as requested
1229 N. Durbin	8-1 @ 10:15	8-2 @ 9:09	Building	as requested
225 S. McKinley	8-1 @ 12:00	8-2 @ 9:20	Building	as requested
2342 Sagewood	8-1 @ ?	8-2 @ 9:30	Building	as requested
6121 Rivers Gate	8-2 @ 11:55	8-2 @ 1:45	Building	2 hrs
839 N. Jefferson	8-2 @ 11:53	8-2 @ 3:00	Building	3 hrs.
131 S Pennsylvania	8-2 @ ?	8-2 @ 10:30	Plumbing	??
153 N Wilson	8-2 @ 11:48	8-2 @ 2:30	Plumbing	2.5 Hr.
2829 Croydon	8-2 @ 10:12	8-2 @ 2:00	Gas	4 hr
3711 Monte Vista	8-2 @ 8:58	8-2 @ 11:00	Mechanical	2 hrs
3861 Swanton	8-2 @ 9:27	8-2 @ 11:30	Mechanical	2 hrs
4029 Somerset	8-2 @ ?	8-2 @ 1:30	Plumbing	??
Tranquility Way 9 address's	8-1 @ 8:45	8-2 @ ?? As requested	Plumbing	9 inspections
839 N. Jefferson	8-2 @ 11:53	8-2 @ 3:00	Plumbing	3 hr.
2500 Hogadon	8-2 @ 1:00	8-3 @ 1:45 as requested	Electrical	as requested
3325 Linden Way	8-3 @ 2:50	8-3 @ 3:30	Electrical	1 hr = 2 inspections
3331 Linden Way	8-3 @ 2:50	8-3 @ 3:30	Electrical	1hr = 2 inspections
5252 Henning Loop	8-3 @ 8:03	8-3 @ 10:00	Building	2 hrs
601 SE Wy. BLVD.	8-3 @ 8:00	8-3 @ 9:00	Electrical	1 hr
82 Jonquil	8-3 @ 11:30	8-3 @ 2:30	Electrical	3 hr
1325 Lowell	8-2 @ 3:00	8-3 @ 3:00	Electrical	as requested
1414 S Lowell	8-2 @ 3:19	8-3 @ 10:00	Electrical	as requested
1911 Brighton	7-26 @ 3:58	8-3 @ 10:00	Electrical	as requested
451 S Durbin	8-3 @ 10:35	8-3 @ 11:00	Electrical	.5 hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
850 Donegal	8-2 @ ??	8-3 @ 9:00	Electrical	as requested
850 Donegal	8-2 @ ??	8-3 @ 9:00	Building	as requested
1045 Townsend	8-3 @ 8:39	8-3 @ 10:00	Plumbing	1.5 hr
1325 S Lowell	8-2 @ 3:00	8-3 @ 3:00	Plumbing	as requested
207 N Nebraska	8-3 @ ??	8-3 @ 2:00	Plumbing	??
357 Indian Paintbrush	8-3 @ ??	8-3 @ 11:00	Mechanical	??
3500 E. 12th St.	8-6 @ 8:54	8-6 @ 10:30	Building	1.5 Hr.
5040 E. 2nd St.	8-3 @ 1:29	8-6 @ 11:00 as requested	Building	as requested
1760 Blue Spruce	8-6 @ 8:17	8-6 @ 1:50	Building	5.5 hr.
2130 S. Nebraska	8-3 @ 11:59	8-6 @ 10:11 as requested	Building	as requested
3325 Linden Way	8-3 @ 4:03	8-6 @ 9:10	Building	2 hrs.
3331 Linden Way	8-3 @ 4:03	8-6 @ 9:30	Building	2.5 hrs
3337 Linden Way	8-6 @ 2:21	8 - 6 @ 2:45	Building	.5 hrs.
3343 Linden Way	806 @ 2:21	8-6 @ 3:00	Building	.5 hrs.
356 Indian Paintbrush	8-6 @ 12:50	8-6 @ 2:25	Building	1.5 hrs.
3690 Dancing Wolf	8-6 @ 8:33	8-6 @ 9:20	Building	1 hr
761 W. 55th	8-2 @ 4:14	8-6 @ 9:45	Consult	as requested
1734 Jim Bridger	8-6 @ 10:29	8-6 @ 2:30	Electrical	4 hrs
2500 Hogadon	8-6 @ 8:00	8-6 @ 10:30	Electrical	2.5 Hrs.
55 Lilac	8-3 @ 4:55	8-6 @ 10:00	Electrical	2 hrs.
60 Magnolia	8-3 @ 3:48	8-6 @ 9:30	Electrical	2.5 Hr.
3385 Painted Horse	8-6 @ 8:56	8-6 @ 2:00	Electrical	5 hr. as requested
6447 White Deer Trl.	8-3 @ 3:48	8-6 @ 9:00	Electrical	2 hrs.
6447 White Deer Trl.	8-3 @ 3:48	8-6 @ 3:00 re-inspect	Electrical	8 hrs.
2004 Fairveiw	7- 23 @ 8:40	8-6 @ 3:00 as requested	Electrical	as requested
2911 E. 2nd St.	8-6 @ 2:11	8-6 @ 3:30	Electrical	1.5 hr
4029 Somerset	8-3 @ 3:00	8-6 @ 11:00 as requested	Electrical	as requested
5040 E. 2nd St.	8-3 @ 2:55	8-6 @ 9:30 as requested	Electrical	as requested
545 Trigood	8-3 @ 3:00	8-6 @ 10:30	Electrical	as requested
555 Landmark	8-3 @ 8:36	8-6 @ 10:00 as requested	Electrical	as requested
615 S. Beech	8-6 @ 9:45	8-6 @ 11:30	Electrical	1.5 hrs.
1045 Townsend	8-6 @ 3:22	8-6 @ 3:30	Plumbing	10 minutes

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
2100 Eddopf	8-6 @ 10:20	8-6 @ 11:00	Plumbing	.5 hr
2211 Dover	8-6 @ 2:37	8-6 @ 3:00	Mechanical	.5 hr
3321 Valley Dr.	8-3 @ 3:40	8-6 @ 4:00	Plumbing	.5 hrs.
3700 E 18th St.	8-6 @ 9:27	8-6 @ 10:00	Mechanical	.5 Hr.
419 E 10th St.	8-3 @ ??	8-6 @ 9:00 as requested	Mechanical	as requested
4312 Coffman	8-2 @ 2:00	8-6 @ 2:30	Plumbing	.5 hr
1835 S. Chestnut	7-25 @ 3:58	8-7 @ 3:00 As requested	Electrical	as requested
3325 Linden Way	8-7 @ 8:15	8-7 @ 10:00	Electrical	2 hrs
428 Foster Rd.	8-7 @ 10:30	8-7 @ 2:30	Electrical	4 hr.
930 S. Chestnut	8-7 @ 1:00	8-7 @ 1:45	Electrical	1 hr
1605 S Walnut	8-7 @ 10:41	8-7 @ 11:00	Plumbing	.5 hr
1834 Woolwick	8-7 @ 9:45	8-7 @ 10:30	Plumbing	1 hr
2211 Fairdale	8-7 @ 8:10	8-7 @ 9:30	Mechanical	1.5 hr
2311 Hanway	8-7 @ 3:11	8-7 @ 4:00	Plumbing	1 hr
2345 E 9th St.	8-7 @ 8:45	8-7 @ 2:00	Plumbing	5 hr.
343 N Colorado	8-7 @ ??	8-7 @ 10:00 as requested	Mechanical	as requested
920 Illinois Ave.	8-7 @ ??	8-7 @ 11:30	Plumbing	as requested
237 N. Nebraska	8-7 @ 8:48	8-7 @ 2:30 as requested	Electrical	5 hr as requested
2911 E 2nd St.	8-06 @ 3:54	8-7 @ 10:00	Electrical	3 hr
2911 E 2nd St.	8-7 @ 1:15	8-7 @ 1:30	Electrical	15 minuts
2342 Sagewood	8-7 @ 10:59	8-7 @ 1:45	Building	3 hrs.
55 Lilac	8-7 @ 2:11	8-7 @ 2:55	Building	1 hr
930 S Chestnut	8-7 @ 1:07	8-7 @ 2:09	Building	1 hr
274 W Midwest	8-6 @ 3:28	8-7 @ 9:00	Building	2.5 hr
415 S. Park	8-7 @ 9:00	8-7 @ 9:30	Building	.5 hr
5040 E 2nd St.	8-7 @ 9:11	8-7 @ 10:00	Building	1 hr. = 4 inspections
2330 Station Rd.	8-6 @ 3:24	8-7 @ 2:00 as requested	Building	as requested
274 W Midwest	8-8 @ 10:28	8-8 @ 1:30	Building	3 hrs.
4841 E 2nd St.	8-7 @ 12:55	8-8 @ 11:00 as requested	Electrical	as requested
730 E 15th St.	7-19 @ 8:08	8-8 @ 2:00 as requested	Electrical	as requested
900 S. Beverly	8-8 @ 8:00	8-8 @ 2:00	Electrical	6 hrs.
945 Jane St.	8-2 @ 3:37	8-8 @ 10:00	Electrical	as requested

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
1835 S Chestnut	8-8 @ 9:00	8-8 @ 1:30	Electrical	4.5 Hrs.
3038 Indian Scout	8-8 @ 10:27	8-8 @ 11:00	Electrical	.5 hrs.
3050 Indian Scout	8-8 @ 10:27	8-8 @ 11:00	Electrical	.5 hrs.
4777 Tranquility Way	8-8 @ 9:15	8-8 @ 10:00	Electrical	1 hr
4793 Tranquility Way	8-8 @ 9:15	8-8 @ 10:00	Electrical	1 hr
55 Lilac	8-8 @ 8:45	8-8 @ 3:00	Electrical	6 hr
5801 S Cedar	8-8 @ 11:30	8-8 @ 2:15	Electrical	3 hr
1631 Pinyon Parkway	8-8 @ 8:15	8-8 @ 1:50	Building	6 hr as requested
4029 Somerset	8-8 @ 8:57	8-8 @ 9:30	Building	.5 hr
5801 S Cedar	8-8 @ 9:10	8-8 @ 2:15	Building	5 hr as requested
5801 S Cedar	8-8 @ 9:10	8-8 @ 2:15	Plumbing	5 hr as requested
761 W 55th	8-8 @ 8:45	8-8 @ 10:00	Building	1 hr
939 E 2nd	8-? Emailed	8-8 @ 9:30 as requested	Building	as requested
945 Jane St.	8-3 @ 12:01	8-8 @ 10:00	Building	as requested
428 Foster Rd.	8-8 @ 10:12	8-8 @ 1:30	Building	3.5 Hrs
2405 CY Ave.	8-8 @ 12:04	8-8 @ 3:00	Building	3 hrs.
225 S McKinley	8-7 @ 2:11	8-8 @ 10:30	Building	5.5 hr as requested
189 Honeysuckle	8-8 @ 2:25	8-8 @ 3:00	Plumbing	.5 hr
2330 Station Rd.	8-8 @ 9:34	8-9 @ 10:00 as requested	Building	as requested
1886 Station Rd.	8-8 @ 2:43	8-9 @ 10:30	Building	as requested
2405 CY Ave.	8-8 @ 2:33	8-9 @ 11:00	Building	as requested
162 N Wolcott	8-7 @ 8:42	8-9 @ 2:30	Building	as requested
555 Landmark	8-9 @ 2:06	8-9 @ 3:30	Plumbing	1.5 hr
230 N Park	8-9 @ 10:07	8-9 @ 1:30	Mechanical	3.5 Hrs
3580 E 2nd	8-9 @ 2:23	8-8 @ 3:30	Plumbing	1 hr
112 S Beech	8-9 @ 11:00	8-9 @ 3:00	Gas	4 hr.
117 N Wilson	8-9 @ 3:26	8-9 @ 4:00	Plumbing	.5 hr
1240 Kelly Dr.	as requested	8-9 @ 11:00 as requested	Plumbing	as requested
1654 Cody Dr.	8-9 @ 1:00	8-9 @ 1:30	Plumbing	.5 hr
1802 E 22nd	as requested	8-9 @ 9:30	Mechanical	as requested
2911 Pheasant Dr.	as requested	8-9 @ 2:00	Plumbing	as requested
3221 Whispering Springs	8-9 @ 1:26	8-9 @ 3:30	Gas	2 hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
3535 Partridge Ln.	as requested	8-9 @ 2:00	Plumbing	as requested
356 Indian Paintbrush	as requested	8-9 @ 9:00	Mechanical	as requested
4777 Tranquility Way	8-9 @ 9:16	8-9 @ 10:00	Mechanical	1 hr
839 N. Jefferson	8-9 @ 10:07	8-9 @ 2:30	Plumbing	4.5 Hrs.
939 E 2nd St.	8-9 @ 9:20	8-9 @ 10:30	Plumbing	1 hr
1234 Consult Way	8-9 @ 9:00	8-9 @ 9:30	Electrical	.5 hr
2130 Eddopf	8-9 @ 12:47	8-9 @ 2:00	Electrical	1 hr
2405 CY Ave.	8-9 @ 10:00	8-9 @ 11:00	Electrical	1 hr. = 4 inspections
312 Harden	8-9 @ 10:00	8-9 @ 2:30	Electrical	4.5 hr
3690 Dancing Wolf	8-9 @ 2:30	8-9 @ 3:00	Electrical	.5 Hr.
4445 S Poplar	8-9 @ 9:30	8-9 @ 10:30	Electrical	1 hr
1043 Oakcrest	8-8 @ 12:08	8-9 @ 10:25 as requested	Building	as requested
2113 Greenspire	8-8 @ 2:56	8-9 @ 10:00	Building	as requested
2119 Greenspire	8-8 @ 2:56	8-9 @ 10:00	Building	as requested
2125 Greenspire	8-8 @ 2:56	8-9 @ 10:10	Building	as requested
2131 Greenspire	8-8 @ 2:56	8-9 @ 10:20	Building	as requested
3522 E 22nd	8-9 @ 2:44	8-9 @ 2:55	Building	10 minutes
6062 River park	8-8 @ 4:15	8-9 @ 9:30 as requested	Building	as requested
839 N Jefferson	8-9 @ 10:07	8-9 @ 2:30	Building	4.5 hr
850 Donegal	8-8 @ 4:31	8-9 @ 10:26	Building	as requested
850 Donegal	8-8 @ 4:31	8-9 @ 2:00	Building	as requested
Grey Slip Way	Emailed	8-9 @ 10:00 as requested	Electrical	as requested
1234 Oakcrest	8-7 @ 3:45	8-9 @ 9:30	Electrical	as requested
3580 E 2nd	8-9 @ 1:13	8-9 @ 1:30	Building	15 minutes
839 N Jefferson	8-9 @ 10:07	8-9 @ 2:00	Electrical	4 hr.
850 Donegal	8-8 @ 5:00	8-9 @ 10:30	Electrical	as requested
939 E 2nd St.	8-9 @ 10:04	8-9 @ 11:00	Electrical	1 hr
1019 Dundee	8-9 @ 8:10	<u>8--10 @ 2:20 requested</u>	Building	as requested
1930 E 12th	8-10 @ 9:30	8-10 @ 10:00	Building	.5 hr
5252 Henning Loop	8-10 @ 11:31	8-10 @ 2:15	Building	3 hrs.
6062 River Park	8-1 @ 8:27	8-10 @ 9:15 requested	Building	as requested
428 Foster Rd.	8-9 @ 8:27	8-9 @ 3:00	Building	6.5 Hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
4140 Centennial Hills	8-10 @ 9:31	8-10 @ 10:00	Building	.5 hr
3580 E 2nd	8-10 @ 8:39	8-10 @ 11:00	Building	2.5 hr.
555 Landmark	8-10 @ 9:12	8-10 @ 2:30	Plumbing	5.5 hr.as requested
20 SE WY. BLVD	8-9 @ 10:31	8-10 @ 3:00	Building	as requested
1131 Surrey	8-10 @ 1:16	8-10 @ 2:30	Mechanical	1 hr
1201 Linda Vista	8-10 requested	8-10 @ 9:30	Gas	as requested
1426 Brigham Young	8-10 @ 11:59	8-10 @ 3:00	Mechanical	3 hrs.
3230 Ridgecrest	8-10 @ 11:30	8-10 @ 1:30	Mechanical	2 hrs
3690 Dancing Wolf	8-10 @ 1:59	8-10 @ 3:00	Mechanical	1 hr
5110 E 16th	8-10 @ 11:30	8-10 @ 1:00	Mechanical	1.5 hr
6062 River Park	8-10 requested	8-10 @ 10:00	Mechanical	as requested
6062 River park	8-10 requested	8-10 @ 10:00	Plumbing	as requested
6700 Rogue River	8-10 @ 10:15	8-10 @ 11:30	Plumbing	1 hr. = 4 inspections
730 E 15th St.	8-10 @ 10:46	8-10 @ 2:00	Mechanical	3 hr
1128 N Washington	8-10 @ 9:30	8-10 @ 10:30	Electrical	1 hr. = 4 inspections
1552 S Jackson	8-10 @ 12:33	8-10 @ 2:00	Electrical	1.5 hr.
1755 S Melrose	8-10 @ 10:02	8-10 @ 11:30	Electrical	1.5 hr
20 SE Wy. BLVD	8-2 @ 11:30	8-10 @ 3:00 requested	Electrical	as requested
2100 Eddopf	8-10 @ 8:50	8-10 @ 11:00	Electrical	2 hr.
3580 E 2nd	8-10 @ 8:47	8-10 @ 9:30	Electrical	.5 hr
400 W F St.	8-10 @ 8:10	8-10 @ 10:00	Electrical	2 hr
1417 Fairdale	8-13 @ 11:30	8-13 @ 3:00	Plumbing	3.5 Hrs
2065 Greenspire	8-13 @ 9:14	8-13 @ 9:30	Plumbing	.5 hr
2071 Greenspire	8-13 @ 9:14	8-13 @ 9:45	Plumbing	.5 hr
2121 E 12th St.	8-13 @ 3:00	8-13 @ 3:30	Gas	.5 hr
2621 Sagewood	8-13 @ 11:10	8-13 @ 2:30	Plumbing	3.5 Hrs
3230 Ridgecrest	8-13 @ 9:22	8-13 @ 11:00	Gas	1.5 hr
617 Milton	8-13 @ 1:20	8-13 @ 2:00	Plumbing	.5 hr
730 E 5th St.	8-13 @ 11:53	8-13 @ 1:30	Gas	2 hr
1327 S Boxelder	8-10 @ ?	8-13 @ 9:10 as requested	Building	as requested
2149 Richard St.	8-13 @ 10:21	8-13 @ 10:30	Building	10 minutes
2621 Sagewood	8-13 @ 11:10	8-13 @ 2:30	Building	3.5 Hrs



Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
4029 Somerset	8-13 @ 8:46	8-13 @ 9:30	Building	1 hr
404 S Jefferson	8-13 @ 12:12	8-13 @ 2:19	Building	2 hr
726 E 5th St.	8-13 @ 12:12	8-13 @ 2:14	Building	2 hr
2621 Sagewood	8-13 @ 11:10	8-13 @ 2:30	Electrical	3.5 Hrs
2405 CY Ave.	8-13 @ 8:30	8-13 @ 9:30	Electrical	1 hr
3690 Dancing Wolf	8-13 @ 11:14	8-13 @ 1:45	Electrical	2.5 hr
6121 Rivers Gate	8-13 @ 12:05	8-13 @ 2:30	Electrical	2.5 Hr.
2330 Station Rd.	8-10 @ 11:48	8-13 @ 10:30 as requested	Building	as requested
310 S Washington	8-10 @ 9:55	8-13 @ 11:00 as requested	Building	as requested
750 E F St.	8-13 @ 8:26	8-13 @ 11:30	Building	3 hr
3580 E 2nd St.	8-13 @ 12:50	8-13 @ 2:30	Building	1.5 hr
230 N Park	8-13 @ 1:22	8-13 @ 3:00	Building	1.5 hr
1210 S Poplar	8-14 @ 9:39	8-14 @ 1:45	Building	4 hr
132 N Park	8-14 @ 9:49	8-14 @ 10:49	Building	1 hr
1641 Pinyon PKY	8-14 @ 1:23	8-14 @ 2:30	Building	1 hr
1755 S Melrose	8-13 @ 3:25	8-14 @ 9:25 as requested	Building	as requested
2377 S Beverly	8-14 @ 2:41	8-14 @ 3:40	Building	1 hr
2621 Sagewood	8-13 @ 11:10	8-14 @ 10:00 as requested	Building	as requested
631 Divine	8-13 @ 4:28	8-14 @ 9:00	Building	1.5 hr
1339 E 6th St.	8-13 @ ?	8-14 @ 10:00 as requestd	Plumbing	as requested
1552 S Jackson	8-14 @ 12:58	8-14 @ 2:00	Gas	1 hr
2621Sagewood	8-14 @ 11:02	8-14 @ 3:00	Plumbing	4 hr
601 SE WY. Blvd.	8-14 @ 1:39	8-14 @ 3:30	Gas	2 hr
Consult	8-14 @ 1:30	8-14 @ 2:30	Electrical	1 hr
1418 S Beech	8-13 @ 3:51	8-14 @ 11:00 as requested	Electrical	as requested
2621 Sagewood	8-13 @ 11:10	8-14 @ 10:00 as requested	Electrical	as requested
4400 E 2nd St.	8-14 @ ??	8-14 @ 2:00	Electrical	as requested
750 e f St.	8-14 @ 1:45	8-14 @ 2:00	Electrical	15 Minutes
1301 Wilkins Circle	8-13 @ 1:53	8-14 @ 9:30 as requested	Electrical	as requested
186 Honeysuckle	8-13 @ 8:12	8-14 @ 11:00 as requested	Electrical	as requested
2405 CY Ave.	8-13 @ 9:00	8-14 @ 2:30 as requested	Electrical	as requested
2931 Ridgecrest	8-14 @ 9:28	8-14 @ 10:30	Building	1 hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
2931 Ridgecrest	8-14 @ 9:28	8-14 @ 10:30	Electrical	1hr
3230 Ridgecrest	8-14 @ 9:28	8-14 @ 2:00 as requested	Electrical	4.5 Hr as requested
601 SE Wy. Blvd	8-14 @ 8:18	8-14 @ 2:00	Building	5 hr
2330 Station Rd.	8-14 @ 12:59	8-14 @ 2:30	Building	1.5 hr
1240 Ivy Lane	8-15 @ ?	8-15 @ 10:00 as requested	Plumbing	as requested
1321 Morado	8-15 @ 2:30	8-15 @ 3:30	Plumbing	1 hr
1620 Nottingham	8-15 @ 10:32	8-15 @ 2:00	Mechanical	3.5 Hr.
1625 Yessness Ct.	8-15 @ 12:45	8-15 @ 1:30	Mechanical	1 hr
2131 Eddopf	8-15 @ 9:53	8-15 @ 10:30	Plumbing	1 hr
2876 Croydon	8-15 @ 11:30	8-15 @ 2:30	Plumbing	3 hr
6684 Rogue River	8-15 @ 3:01	8-15 @ 4:00	Plumbing	1 hr = 2 inspections
Consult	8-15 @ 1:30	8-15 @ 2:30	Electrical	1 hr
2305 E 12th	8-15 @ 8:50	8-15 @ 2:00 as requested	Electrical	5 hr as requested
5251 Cheney loop	8-15 @ 8:10	8-15 @ 10:00	Electrical	2 hr
555 Landmark Lane	8-15 @ 10:58	8-15 @ 3:00 as Requested	Electrical	4 hr as requested
1552 S Jackson	8-15 @ 8:35	8-15 @ 9:32	Building	1 hr
1760 Blue Spruce	8-14 @ 3:23	8-15 @ 2:40 as requested	Building	as requested
3690 Dancing Wolf	8-15 @ 1:56	8-15 @ 2:58	Building	1 hr
711 Shannon Dr.	8-15 @ 1:12	8-15 @ 2:30	Building	1.5 hr
2405 CY Ave.	8-15 @ 12:00	8-15 @ 2:30	Electrical	2.5 Hr.
356 Indian Paintbrush	8-15 @ 8:14	8-15 @ 1:45 as requested	Electrical	as requested
3580 E 2nd St.	8-15 @ 8:53	8-15 @ 10:00	Building	1 hr
103 Jonquil	8-15 @ ?	8-16 @ 10:30 as requested	Plumbing	as requested
1220 Bretton	8-15 @ ?	8-16 @ 10:00 as requested	Plumbing	as requested
1321 Morado	8-16 @ 10:30	8-16 @ 1:30	Plumbing	3 hr
1321 Morado	8-16 @ 10:30	8-16 @ 2:30	Plumbing	4 hr
1522 S Elm	8-16 @ 1:44	8-16 @ 3:00	Plumbing	1 hr
2149 Richard St.	8-16 @ 10:36	8-16 @ 11:00	Gas	.5 hr
2990 Cold Springs	8-16 @ 12:30	8-16 @ 2:00	Mechanical	1.5 Hr.
6331 Trevett	8-16 @ 9:52	8-16 @ 3:30	Plumbing	5.5 hr
Consult	8-16 @ 10:15	8-16 @ 10:30	Electrical	15 minutes
Grey Slip	8-15 @ 3:00	8 - 16 @ 3:30 as requested	Electrical	as requested

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
454 Pineveiw	8-16 @ 8:55	8-16 @ 3:30	Electrical	5.5 hr as requested
255 N Durbin	8-15 @ 10:00	8-16 2 10:00 as requested	Building	as requested
2876 Croydon	8-16 @ 8:30	8-16 2 9:30	Building	1 hr
3026 Indian Scout	8-16 @ 8:06	8-16 @ 2:50 as requested	Building	as requested
4029 Somerset	8-15 @ 3:47	8-16 @ 11:04	Building	as requested
4687 Tranquility Way	8-16 @ 9:01	8-16 @ 2:15	Building	5 hr as requested
5212 Henning Loop	8-16 @ 8:11	8-16 @ 11:10	Building	3 hr as requested
6716 Rogue River	8-16 @ 8:06	8-16 @ 2:55 requested	Building	6 hr as requested
726 E 5th St.	8-16 @ 12:45	8-16 @ 2:00	Building	1 hr
1500 SW Wy. Blvd	8-16 @ 12:52	8-16 @ 2:00	Electrical	1 hr
2806 Palmer	8-16 @ 12:54	8-16 @ 2:30	Electrical	1.5 hr
3385 Linden Way	8-16 @ 8:16	8-16 2 9:45	Building	1.5 hr
356 Indian Paintbrush	8-16 @ 8:30	8-16 @ 11:00	Building	1.5 hr
3690 Dancing Wolf	8-16 @ 8:34	8-16 @ 10:30	Electrical	2 hr
781 W 60th	8-15 @ 4:20	8-16 @ 9:00	Electrical	1.5 hr
152 University Ct.	Emailed	8-16 @ 1:30 asrequested	Building	as requested
Consult	8-13 @ ?	8-17 @ 2:30 requested	Electrical	as requested
Grey Slip	Emailed	8-17 @ 10:30	Electrical	as requested
128 E 27th	8-16 @ 4:09	8-17 @ 1:30 requested	Electrical	2hr as requested
2451 Shattuck	8-13 @ 2:51	8-17 @ 9:30 requested	Electrical	as requested
1111 Goodstein	Emailed	8-17 @ 1:30	Mechanical	as requested
1321 Morado	8_17 @ 8:58	8-17 @ 10:00	Mechanical	1 hr = 3 insp.
1625 Yessness Ct.	8-17 @ 11:15	8-17 @ 2:30	Plumbing	3.5 hr = 2 insp.
1751 Goodstein	Emailed	8-17 @ 9:30	Mechanical	as requested
2149 Richard St.	8-17 @ 11:10	8-17 @ 11:30	Gas	.5 hr
225 S david	8-17 @ 1:57	8-17 @ 3:30	Plumbing	1.5 hr
3931 Sweetbriar	8-17 @ 11:00	8-17 @ 1:00	Mechanical	2 hr
4451 S David	8-17 @ 12:10	8-17 @ 2:00	Plumbing	2 hr
5910 S Chestnut	8-17 @ 11:01	8-17 @ 2:00	Mechanical	2 hr
1111 Goodstein	8-15 @ 1:38	8-17 @ 1:45 requested	Electrical	as requested
1500 SW WY. Blvd.	8-17 @ 8:00	8-17 @ 9:00	Electrical	1 hr
1605 S Walnut	8-17 @ 8:52	8-17 @ 10:30	Electrical	1.5 Hr.

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
1751 S Walnut	8-10 @ 9:41	8-17 @ 9:30 requested	Electrical	as requested
2806 Palmer	8-17 @ 8:30	8-17 @ 2 2:30	Electrical	6 hr
1111 Goodstein	8-15 @ 1:38	8-17 @ 1:40 requested	Building	as requested
1552 S Jackson	8-17 @ 2:09	8-17 @ 2:35	Building	.5 hr
1751 S Goodstein	8-10 @ 9:41	8-17 @ 9:30 requested	Building	as requested
2931 Ridgecrest	8-17 @ 2:09	8-17 @ 2:20	Building	.5 hr
3200 S Coffman	8-17 @ 9:10	8-17 @ 10:00	Building	1 hr. = 4 inspections
970 Cardiff	8-16 @ 1:53	8-17 @ 10:15 requested	Building	as requested
230 N Park	8-17 @ 7:51	8-17 @ 9:00	Plumbing	1 hr
2451 Shattuck	8-13 @ 2:51	8-17 @ 9:30 requestd	Building	as requested
4841 E 2nd St.	8-16 @ 12:34	8-17 @ 11:30 requested	Building	as requested
2305 E 12th St.	8-15 @ ?	8-17 @ 11:30	Building	as requested
1043 S Oak	8-20 @ 9:07	8-20 @ 9:18	Building	10 minutes
1605 S Walnut	8-20 @ 8:14	8-20 @ 2:00 requested	Building	6 hr as requested
1758 Shumway	8-20 @ 1:40	8-20 @ 1:54	Building	15 minutes
2664 E 5th St.	8-20 @ 11:34	8-20 @ 2:02	Building	2.5 hr
3227 Indina Scout	8-15 @ 12:30	8-20 @ 9:15 requested	Building	as requested
3325 Linden Way	8-20 @ 11:11	8-20 @ 2:20	Building	3 hr
3331 Linden Way	8-20 @ 11:11	8-20 @ 2:23	Building	3 hr
506 Long	8-20 @ 11:34	8-20 @ 3:20 Requested	Building	4hr as requested
611 S Durbin	8-20 @ 1:50	8-20 @ 2:43	Building	1 hr
615 S Durbin	8-17 @ 4:19	8-20 @ 9:35 requested	Building	as requested
839 W 17th St.	8-20 @ 1:25	8-20 @ 2:34	Building	1 hr
4841 E 2nd St.	8-16 @ 12:34	8-20 @ 1:30 requested	Building	as requested
5020 E 2nd	8-17 @ ?	8-20 @ 2:30 requested	Building	as requested
310 S Washington	8-17 @ 3:07	8-20 @ 10:00 requested	Building	as requested
3580 E 2nd St.	8-17 @ 12:35	8-20 @ 10:30 requested	Building	as requested
1501 N Poplar	8-20 @ 8:09	8-20 @ 10:15	Electrical	2 hr
2405 CY Ave.	8-20 @ 2:30	8-20 @ 3:00	Electrical	.5 hr
3227 Indian Scout	8-20 @ 9:15	8-20 @ 12:30 requested	Electrical	3 hr as requested
1039 Glenarm	8-17 @ 2:22	8-20 @ 9:30	Electrical	4.5 hr
1360 Hazelwood	8-12 @ 12:00	8-20 @ 2:00 requested	Electrical	as requested

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
1750 Els Ave.	8-20 @ 9:50	8-20 @ 3:30 requested	Electrical	as requested
2610 Osprey	8-20 @ 12:08	8-20 @ 1:30	Electrical	1.5 hr
5020 E 2nd St.	8-17 @ 3:48	8-20 @ 3:00 requested	Electrical	as requested
1301 Wilkins Circle	8-17 @ ?	8-20 @ 9:30 requested	Plumbing	as requested
1631 Pinyon Parkway	8-20 @ 1:52	8-20 @ 3:00	Plumbing	1 hr
2100 Eddopf	8-20 @ 1:32	8-20 @ 2:30	Plumbing	1 hr
2122 Lennox	8-17 @ ?	8-20 @ 11:30 requested	Plumbing	as requested
2132 Lennox	8-20 @ 9:37	8-20 @ 11:00	Mechanical	1.5 Hr.
2900 Pheasant Dr.	8-20 @ 3:05	8-20 @ 3:30	Gas	.5 hr
4673 Tranquility Way	8-17 @ ?	8-20 @ 10:00 requested	Mechanical	as requested
493 Long Lane	8-20 @ 12:42	8-20 @ 2:00	Mechanical	1 hr
5040 E 2nd St.	8-20 @ 12:30	8-20 @ 1:30	Plumbing	1 hr. = 4 inspections
1018 Townsend	emailed	8-21 @ 2:00 requested	Mechanical	2 insp.-as requested
1641 Pinyon Parkway	8-21 @ 11:06	8-21 @ 11:30	Plumbing	.5 hr
1750 Els Ave.	8-21 @ 10:16	8-21 @ 2:30	Mechanical	4.5 hr
2101 S Beverly	??	8-21 @ 9:30 requested	Gas	as requested
274 W Midwest	8-21 @ 2:12	8-21 @ 3:30	Plumbing	1.5 hr
3200 S Coffman	8-21 @ 2:12	8-21 @ 3:00	Plumbing	1 hr
3690 Dancing Wolf	8-21 @ 8:29	8-21 @ 10:00	Gas	1.5 hr
720 E 3rd	8-21 @ 12:50	8-21 @ 1:30	Gas	.5 hr
Grey Slip Way	Emailed	8-21 @ 2:15 requested	Electrical	as requested
1744 Fetterman Ave.	8-21 @ 8:30	8-21 @ 10:00	Electrical	1.5 hr
428 Foster Rd.	8-21 @ 8:10	8-21 @ 9:00	Electrical	1 hr.
720 N Park	8-21 @ 10:57	8-21 @ 3:00	Electrical	4 hr
1018 Townsend	8-20 @ 8:12	8-21 @ 2:00 requested	Electrical	as requested
20 SE WY Blvd.	Emailed	8-21 @ 9:00 requested	Electrical	as requested
4400 E 2nd St.	8-21 @ 1:51	8-21 @ 3:30	Electrical	1.5 hr
5040 E 2nd St.	8-21 @ 8:11	8-21 @ 3:00	Electrical	6 hr
1018 Townsend	8-20 @ 8:12	8-21 @ 2:00 requested	Building	as requested
1744 Fetterman Ave.	8-20 @ 4:25	8-21 @ 9:10	Building	1.5 hr
210 E 15th	8-20 @ 2:54	8-21 @ 9:20 requested	Building	as requested
3038 Indian Scout	8-21 @ 12:55	8-21 @ 3:00	Building	2 hr

<b>Inspection Log</b>				
<b>Address of Inspection</b>	<b>Date and Time Called In</b>	<b>Time of Inspection</b>	<b>Type of Inspection</b>	<b>Duration</b>
3050 Indian Scout	8-21 @ 12:55	8-21 @ 3:05	Building	2 hr
400 W 47 th St.	8-21 @ 10:30	8-21 @ 2:31	Building	4 hr
6671 S Poplar	8-21 @ 11:48	8-21 @ 2:45	Building	3 hr
6700 Rogue River	8-21 @ 11:06	8-21 @ 3:08	Building	4 hr
1301 Wilkins Circle	8-20 @ 2:05	8-21 @ 9:00 requested	Plumbing	as requested
20 SE Wy. Blvd	8-17 @ 1:06	8-21 @ 9:30 requested	Building	as requested
522 S Jefferson	Emailed	8-21 @ 2:15 requested	Building	as requested
5040 E 2nd St.	8-21 @ 8:11	8-21 @ 3:00 requested	Building	as requested
Consult	8-22 @ 11:00	8-22 @ 11:30	Electrical	.5 hr
1321 Morado	8-21 @ 3:15	8-22 @ 9:00 requested	Electrical	as requested
1427 E 12th St.	8-22 @ 12:51	8-22 @ 1:30	Electrical	.5 hr
2004 Fairveiw	8-22 @ 2:11	8-22 @ 2:30	Electrical	.5 hr
2101 S Beverly	8-21 @ 11:58	8-22 @ 10:00 requested	Electrical	as requested
5020 E 2nd St.	8-22 @ 10:00	8-22 @ 11:00	Electrical	1 hr
5040 E 2nd St.	8-22 @ 10:00	8-22 @ 10:30	Electrical	.5 hr
1301 Wilkins Circle	8-22 @ 12:53	8-22 @ 2:00	Electrical	1 hr
1437 Custer Ave.	8-22 @ 8:15	8-22 @ 9:15	Electrical	1 hr
2405 CY Ave.	8-22 @ 10:30	8-22 @ 3:00	Electrical	4.5 hr
111-40 N Forest	8-22 @ 3:12	8-22 @ 3:31	Building	.5 hr
1321 Morado Dr	8-21 @ 3:11	8-22 @ 10:40 requested	Building	as requested
1552 S Jackson	8-22 @ 8:54	8-22 @ 9:36	Building	.5 hr
1605 S Walnut	8-21 @ 4:31	8-22 @ 8:00	Building	.5 hr
2101 S Beverly	8-21 @ 11:58	8-22 @ 10:00 requested	Building	as requested
3690 Dancing Wolf	8-22 @ 10:06	8-22 @ 2:00	Building	4 hr
5212 Henning loop	8-22 @ 9:15	8-22 @ 3:11 requested	Building	as requested
6716 Rogue River	8-21 @ 12:54	8-22 @ 9:10 requested	Building	as requested
1418 S Beech		8-22 @ 10:30	Mechanical	as requested
2101 S Beverly		8-22 @ 10:00	Plumbing	as requested
2241 S Jackson		8-22 @ 11:00	Mechanical	as requested
4777 Tranquility Way		8-22 @ 9:30	Gas	as requested
4793 Tranquilty Way		8-22 @ 10:00	Gas	as requested
1301 Wilkins Circle	8-21 @ 4:13	8-22 @ 9:30 requested	Mechanical	as requested

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
60 Magnolia	8-21 @ 3:06	8-22 @ 10:30 requested	Building	as requested
555 Landmark	8-22 @ 12:42	8-22 @ 2:15	Plumbing	1.5 hr
1751 Goodstein	8-23 @ 10:00	8-23 @ 3:00	Electrical	5 hr
2405 CY Ave.	8-22 @ 10:18	8-23 @ 11:00 requested	Electrical	as requested
428 Foster Rd.	8-23 @ 8:30	8-23 @ 9:00	Electrical	.5 hr
4747 Tranquility	8-23 @ 9:00	8-23 @ 2:00	Electrical	5 hr
4763 Tranquility	8-23 @ 9:00	8-23 @ 2:00	Electrical	5 hr
601 SE Wy. Blvd	8-23 @ 8:00	8-23 @ 10:00	Electrical	2 hr.
1321 Morado Dr	8-22 @ 4:09	8-23 @ 10:15	Building	3 hr
2100 Eddopf	8-23 @ 10:15	8-23 @ 10:45	Building	.5 hr
3750 E 19th St.	8-23 @ 2:45	8-23 @ 3:15	Building	.5 hr
132 N Park	8-23 @ 8:09	8-23 @ 1:30	Electrical	4.5 hr
348 S Socony	8-22 @ 4:39	8-23 @ 9:00 requested	Electrical	as requested
3750 E 19th St.	8-23 @ 9:57	8-23 @ 2:30	Electrical	4.5 hr
444 S Center	8-23 @ 11:14	8-23 @ 11:30	Electrical	15 minutes
601 SE Wy Blvd.	8-09 @ 4:30	8-23 @ 10:00 requested	Electrical	as requested
830 Grant Ave.	8-23 @ 10:09	8-23 @ 3:00 requested	Electrical	as requested
4035 Plaza Dr.	8-22 @ 12:25	8-23 @ 10:15 requested	Plumbing	as requested
1644 S Elm	8-22 @ 2:37	8-23 @ 10:30 requested	Gas	as requested
2405 CY Ave.	8-22 @ 10:18	8-23 @ 11:00 requested	Plumbing	as requested
3580 E 2nd	8-22 @ 4:30	8-23 @ 2:30 requested	Building	as requested
104 Utah	??	8-23 @ 10:00 requested	Plumbing	as requested
1321 Morado	8-23 @ 9:17	8-23 @ 1:30	Mechanical	4 hr
1449 S Fenway	??	8-23 @ 9:30 requested	Gas	as requested
1630 Westridge Pl.	8-23 @ 9:17	8-23 @ 3:00	Mechanical	5.5 hr
1760 Blue Spruce	8-23 @ 2:51	8-23 @ 4:00	Plumbing	2 hr
2876 Croydon	8-23 @ 11:02	8-23 @ 3:30	Mechanical	4.5 hr
3035 Gary Ave	??	8-23 @ 9:00 requested	Plumbing	as requested
4454 E 23 rd	8-23 @ 9:37	8-23 @ 11:30	Plumbing	2 hr
6121 Rivers Gate	8-23 @ 9:17	8-23 @ 2:30	Mechanical	5.5 hr
6700 Rogue River	8-23 @ 8:50	8-23 @ 11:00	Mechanical	2 hr
6708 Rogue River	??	8-23 @ 10:30	Gas	as requested

<b>Inspection Log</b>				
<b>Address of Inspection</b>	<b>Date and Time Called In</b>	<b>Time of Inspection</b>	<b>Type of Inspection</b>	<b>Duration</b>
805 E 3rd	8-23 @ 9:17	8-23 @ 2:00	Mechanical	5 hr
1449 S Fenway	8-24 @ 2:25	8-24 @ 3:00	Gas	.5 hr
1758 Shumway	8-23 @ ??	8-24 @ 2:00 requested	Mechanical	as requested
1760 Blue Spruce	8-24 @ 8:12	8-24 @ 10:30	Plumbing	2 hr
201 N Wolcott	8-24 @ ?	8-24 @ 10:00 requested	Plumbing	as requested
230 N Park	8-24 @ 12:13	8-24 @ 1:30	Gas	1 hr.
3074 Indian Scout	8-24 @ ?	9-24 @ 9:30 requested	Mechanical	as requested
6724 Rogue River	8-24 @ ?	8-24 @ 9:00	Mechanical	as requested
1500 SW Wyoming Blvd.	8-23 @ 9:00	8-24 @ 9:15 requested	Electrical	as requested
3074 Indina Scout	8-23 @ 3:38	8-24 @ 9:45	Electrical	3 hr
428 Foster Rd.	8-24 @ 8:00	8-24 @ 8-45	Electrical	1 hr
5431 S Center	8-24 @ 11:30	8-24 @ 2:30	Electrical	3 hr
6724 Rogue River	8-23 @ 3:38	8-24 @ 10:00 requested	Electrical	as requested
1758 Shumway	8-24 @ ?	8-24 @ 2:00 requested	Electrical	as requested
3580 E 2nd	8-24 @ 10:50	8-24 @ 11:00	Electrical	10 minutes
3580 E 2nd	8-24 @ 12:00	8-24 @ 1:30	Electrical	1.5 hr
1434 Maple	8-24 @ 11:05	8-24 @ 2:44	Building	4 hr
1758 Shumway	8-23 @ 8:42	8-24 @ 2:15 requested	Building	as requested
3074 Indian Scout	8-23 @ 3:38	8-24 @ 9:20 requested	Building	as requested
5431 S Center	8-24 @ 8:25	8-24 @ 2:30 requested	Building	6 hr as requested
6724 Rogue River	8-23 @ 3:38	8-24 @ 9:36 requested	Building	as requested
850 Donegal	8-24 @ 10:25	8-24 @ 2:57	Building	4.5 hr
1327 S Boxelder	8-24 @ 4:05	8-27 @ 9:20 requested	Building	as requested
3227 Indian Scout	8-26 @ 6:05 P.M.	8-27 @ 8:57	Building	1 hr
3325 Linden Way	8-27 @ 10:42	8-27 @ 10:55	Building	10 minutes
3331 Linden Way	8-27 @ 10:42	8-27 @ 11:02	Building	15 minutes
400 W 47th	8-27 @ 7:38	8-27 @ 9:30	Building	2 hr
545 Trigood	8-27 @ 10:29	8-27 @ 1:46	Building	3 hr
750 E F St.	8-24 @ 2:39	8-27 @ 9:30 requested	Building	as requested
3580 E 2nd St.	8-27 @ 10:11	8-27 @ 10:30	Building	.5 hr
1347 S Wisconson	Emailed ??	8-27 @ 1:45 requested	Building	as requested
60 Magnolia	8-27 @ 8:35	8-27 @ 2:00 requested	Plumbing	as requested



<b>Inspection Log</b>				
<b>Address of Inspection</b>	<b>Date and Time Called In</b>	<b>Time of Inspection</b>	<b>Type of Inspection</b>	<b>Duration</b>
4035 Plaza Dr.	8-27 @ 2:59	8-27 @ 3:30	Plumbing	.5 Hr
3580 E 2nd	8-27 @ 10:29	8-27 @ 2:00	Electrical	4 hr
128 E 7th St.	8-27 @ 8:29	8-27 @ 10:00	Building	1.5 hr
1437 Custer Ave.	8-27 @ 1:40	8-27 @ 2:30	Plumbing	1 hr
545 Trigood	8-27 @ 10:29	8-27 @ 11:00	Mechanical	.5 hr
Grey Slip Way	Emailed	8-27 @ 1:30 requested	Electrical	as requested
1545 S Wilson	8-27 @ 10:08	8-27 @ 2:00 requested	Electrical	4 hr as requested
230 N Park	8-27 @ 9:17	8-27 @ 3:00 requested	Electrical	6 hr as requested
Grey Slip Way	eemail	8-28 @ 1:30 requested	Electrical	as requested
131 S Pennsylvania	8-28 @ 1:24	8-28 @ 3:00	Electrical	1.5 hr
1545 S Wilson	8-27 @ 10:08	8-28 @ 9:00 requested	Electrical	as requested
2031 Rustic	8-28 @ 12:55	8-28 @ 3:30	Electrical	2.5 hr
350 S Pennsylvania	8-27 @ 9:17	8-28 @ 10:00 requested	Electrical	as requested
131 S Pennsylvania	8-28 @ 9:05	8-28 @ 3:00 requested	Building	as requested
2311 Lennox	8-24 @ ?	8-28 @ 9:58 REQUESTED	Building	as requested
3026 Indian Scout	8-28 @ 8:35	8-28 @ 9:35	Building	1 hr
3038 Indian Scout	8-28 @ 8:35	8-28 @ 9:35	Building	1 hr
3050 Indian Scout	8-28 @ 8:35	8-28 @ 9:25	Building	1 hr
3640 Eagle Dr.	8-28 @ 12:09	8-28 @ 2:30	Building	2.5 Hr
6700 Rogue River	8-28 @ 8:10	8-28 @ 9:36	Building	1.5 hr
6724 Rogue River	8-28 @ 8:10	8-28 @ 2:00 requested	Building	6 hr. requested
3640 Eagle Dr.	8-28 @ 12:09	8-28 @ 2:30	Electrical	2.5 hr
4035 Plaza Dr.	8-28 @ 1:30	8-28 @ 2:15	Electrical	1 hr
4763 Tranquilty Way	8-28 @ 11:00	8-28 @ 3:15	Electrical	4 hr
4810 S David	8-28 @ 1:40	8-28 @ 2:45	Electrical	1 hr
6684 Rogue River	8-28 @ 9:28	8-28 @ 9:45	Electrical	15 minutes
6700 Rogue River	8-28 @ 9:25	8-28 @ 10:30	Electrical	1 hr
6724 Rogue River	8-28 @ 8:10	8-28 @ 2:00	Electrical	6 hr
823 W 21st. St.	8-27 @ 2:53	8-28 @ 9:00	Electrical	3 hr
Grey Slip Way	Emailed	8-28 @ 2:00 requested	Building	as requested
3580 E 2nd St.	8-28 @ 10:20	8-28 @ 11:00	Building	.5 hr
1019 W 22 nd St.	8-29 @ 9:36	8-29 @ 11:00	Electrical	1.5 hr

<b>Inspection Log</b>				
<b>Address of Inspection</b>	<b>Date and Time Called In</b>	<b>Time of Inspection</b>	<b>Type of Inspection</b>	<b>Duration</b>
1421 Kingsbury Dr.	8-29 @ 8:54	8-29 @ 2:45	Electrical	6 hr
4411 Sunrise Dr.	8-29 @ 9 :22	8-29 @ 2:15	Electrical	5.5 hr
2125 Greenspire	8-29 @ 10:35	8-29 @ 1:30	Plumbing	3 hr
2131 Greenspire	8-29 @ 11:46	8-29 @ 1:00	Plumbing	1.5 hr
221 W Midwest	8-29 @ 10:17	8-29 @ 11:00	Gas	1 hr
242 W 14th	8-29 @ 12:53	8-29 @ 2:00	Plumbing	1 hr
356 Indian Paintbrush	8-29 @ 12:42	8-29 @ 3:00	Gas	2 hr
3831 Eagle Dr.	8-29 @ 10:36	8-28 @ 11:30	Mechanical	1 hr
400 Country Club	8-29 @ 2:14	8-29 @ 2:30	Plumbing	15 minutes
4747 Tranquility	8-29 @ 9:15	8-29 @ 9:00	Mechanical	1 hr
5212 Henning loop	8-29 @ 3:00	8-29 @ 4:00	Plumbing	1 hr
6716 Rogue River	8-29 @ 11:02	8-29 @ 3:00	Plumbing	4 hr
805 E 3rd	8-29 @ 9:00	8-29 @ 9:30	Gas	.5 hr
1321 Morado	8-28 @ 8:45	8-29 @ 3:30 requested	Electrical	as requested
153 N Wilson	8-29 @ 8:11	8-29 @ 11:30	Electrical	3 hr
1545 S Wilson	8-27 @ 10:08	8-29 @ 1:30 requested	Electrical	as requested
322 Sisen	8-21 @ 10:10	8-29 @ 2:30 requested	Electrical	as requested
1321 Morado	8-29 @ 1:57	8-29 @ 2:45	Building	1 hr
153 N Wilson	8-29 @ 12:20	8-29 @ 1:45	Building	1.5 hr
1640 E 1st St.	8-28 @ 11:50	8-29 @ 11:00 requested	Building	as requested
1705 Westridge Way	8-29 @ 1:45	8-29 @ 2:45	Building	1 hr
3026 Indian Scout	8-29 @ 8:35	8-29 @ 9:10	Building	.5 hr
4460 S Poplar	8-29 @ 2:05	8-29 @ 2:15	Building	10 minutes
4763 Tranquility	8-28 @ 4:10	8-29 @ 9:51 requested	Building	as requested
5150 Cheney Loop	8-28 @ 4:36	8-29 @ 10:20 requested	Building	as requested
6684 Cheney Loop	8-29 @ 8:27	8-29 @ 9:21	Building	1 hr
1327 S Boxelder	8-29 @ 3:00	8-30 @ 2:39 requested	Building	as requested
1418 E 1st St.	8-27 @ 8:17	8-30 @ 10:00 requested	Building	as requested
1437 Farnum St.	8-30 @ 8:52	8-30 # 3:24 requested	Building	as requested
1175 N Washington	8-29 @ 4:05	8-30 @ 9:00	Electrical	2 hr
1418 E 1st St.	8-27 @ 8:13	8-30 @ 10:00 requested	Electrical	as requested
1437 Farnum St.	8-30 @ 8:52	8-30 @ 3:00	Electrical	6 hr

Inspection Log				
Address of Inspection	Date and Time Called In	Time of Inspection	Type of Inspection	Duration
1215 S Center	8-30 @ 8:25	8-30 @ 1:30	Mechanical	5 hr
1418 E 1st St.	8-29 @ ?	8-30 @ 10:00 requested	Plumbing	as requested
1437 Farnum St.	8-30 @ 8:52	8-30 @ 3:30	Mechanical	6.5 hr.
1615 Custer	8-30 @ 2:05	8-30 @ 4:00	Plumbing	2 hr
1704 Holly	8-29 @ ?	8-30 @ 9:30 requested	Plumbing	as requested
2829 Croydon	8-30 @ 8:25	8-30 @ 1:30	Mechanical	5 hr
322 N Iowa	8-30 @ 2:08	8-30 @ 3:00	Gas	1 hr
3923 Gannet	emailed	8-30 @ 10:30 requested	Gas	as requested
500 W Yellowstone	Emailed	8-30 @ 11:00	Plumbing	as requested
5011 E 2nd St.	8-30 @ 1:47	8-30 @ 2:30	Plumbing	.5 hr
1043 Oakcrest	8-30 @ 9:28	8-30 @ 2:00	Building	4.5 hr
2876 Croydon	8-30 @ 12:00	8-30 @ 3:00	Electrical	3 hr
4701 Tranquility Way	8-30 @ 12:50	8-30 @ 2:00	Electrical	1 hr
4777 Tranquility Way	8-30 @ 8:30	8-30 @ 10:00	Electrical	1.5 hr
1460 E C St.	8-28 @ 8:11	8-29 @ 9:00 requested	Building	as requested
555 Landmark In.	8-28 @ 9:39	8-28 @ 1:30	Building	4 hr
2876 Croydon	8-29 @ 4:04	8-30 @ 10:06 requested	Building	as requested
600 E 1 st St.	8-30 @ 10:48	8-30 @ 11:30	Building	.5 hr
2151 S Nebraska	8-31 @ 11:23	8-31 @ 11:40	Building	.5 hr
4763 Tranquility Way	8-28 @ 4:20	8-31 @ 10:35 Requested	Building	as requested
4777 Tranquility Way	8-28 @ 4:10	8-31 @ 10:45 requested	Building	as requested
4793 Tranquility Way	8-28 @ 4:10	8-31 @ 11:00 requested	Building	as requested
3385 Painted Horse trl.	8-31 @ 8:21	8-31 @ 9:23	Building	1 hr
6520 Villagew dr.	8-29 @ 4:50	8-31 @ 9:15 requested	Building	as requested
3580 E 2nd St.	8-31 @ 8:35	8-31 @ 10:30	Building	2 hr
1321 Morado	8-31 @ 10:05	8-31 @ 2:00	Building	4 hr
3522 E 22nd St.	8-31 @ 12:02	8-31 @ 2:30	Building	2.5 hr
4777 Tranquility Way	8-28 @ 4:10	8-31 @ 9:30 requested	Electrical	as requested
4793 Tranquilty Way	8-28 @ 4:21	8-31 @ 9:30 requested	Electrical	as requested
13 Honetsuckle	8-31 @ 12:39	8-31 @ 1:30	Building	1 hr
3923 Gannett	8-31 @ 11:00	8-31 @ 11:30	Gas	.5 hr
4777 Tranquility Way	8-28 @ 4:10	8-31 @ 9:30 requested	Mechanical	as requested

<b>Inspection Log</b>				
<b>Address of Inspection</b>	<b>Date and Time Called In</b>	<b>Time of Inspection</b>	<b>Type of Inspection</b>	<b>Duration</b>
4793 Tranquilty Way	8-28 @ 4:10	8-31 @ 9:30 requested	Mechanical	as requested
5040 E 2nd St.	8-31 @ 12:39	8-31 @ 1:30	Mechanical	1 hr
6684 Rogue River	8-31 @ 11:39	8-31 @ 2:00	Mechanical	2.5 hr
2031 Rustic	8-31 @ 11:41	8-31 @ 2:30	Building	3 hr
3580 E 2nd	8-31 @ 9:00	8-31 @ 9:30	Electrical	.5 hr
5150 Cheney Loop	8-31 @ 8:52	8-31 @ 1:30	Electrical	4.5 hr
5121 S Oak	8-31 @ 2:55	8-31 @ 3:30	Gas	.5 hr
				2.15 Average Hours



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 August 2018 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rem-Kitchen	3	\$394.00	\$16,600.00
Rep-Re-Roof	88	\$15,739.00	\$801,322.80
Add-garage	1	\$2,241.00	\$350,000.00
Add-residential	3	\$971.00	\$22,000.00
Rep-Comm Misc	1	\$445.00	\$36,000.00
Rem-Basement	4	\$688.00	\$38,000.00
New-residential	9	\$17,240.20	\$2,175,085.34
Dem-Commercial	1	\$300.00	\$0.00
Rem-Residential	12	\$3,306.00	\$260,100.00
Add-Other	10	\$1,219.00	\$50,166.00
Rem-Commercial	3	\$7,572.65	\$747,064.00
Add-Deck	4	\$372.00	\$7,900.00
Rep-Res Misc	3	\$861.00	\$60,500.00
Dem-residential	2	\$362.00	\$8,000.00
New-Detached Garage	1	\$162.00	\$8,000.00
Add-Commercial	1	\$3,235.65	\$300,000.00
Retaining Wall	2	\$292.00	\$12,000.00
Rep-Deck	2	\$349.00	\$17,277.00
Rem-Bathroom	1	\$70.00	\$500.00
New-Sign	1	\$174.00	\$9,000.00
	152	\$55,993.50	\$4,919,515.14

Electrical Permits Issued	Fees Invoiced
87	\$13,017.00

Mechanical Permits Issued	Fees Invoiced
67	\$9,370.00

Plumbing Permits Issued	Fees Invoiced
115	\$9,921.50

Single Family Houses YTD:			August 2018 Single Family Houses		
2017		40	2017		5
2018		45	2018		9



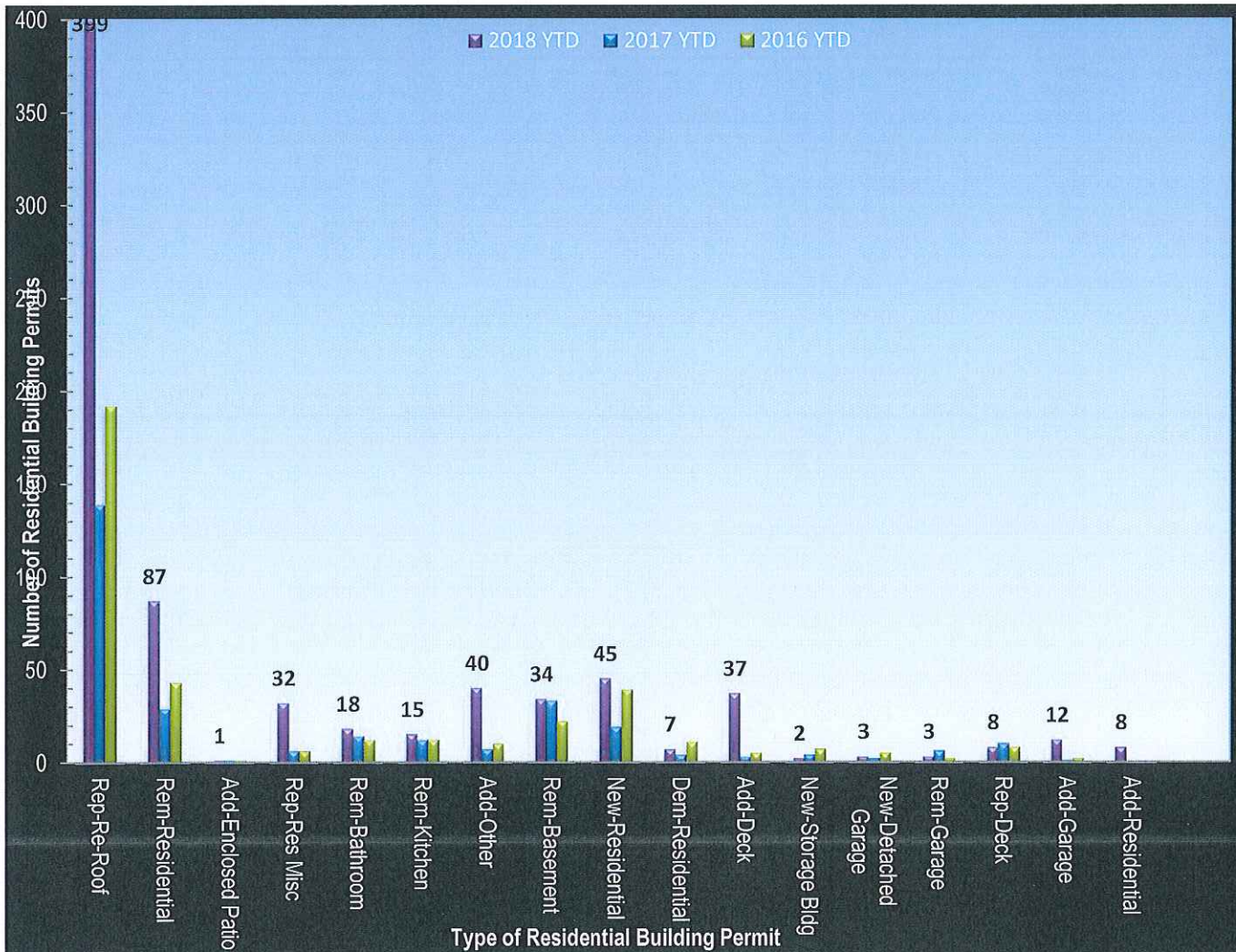
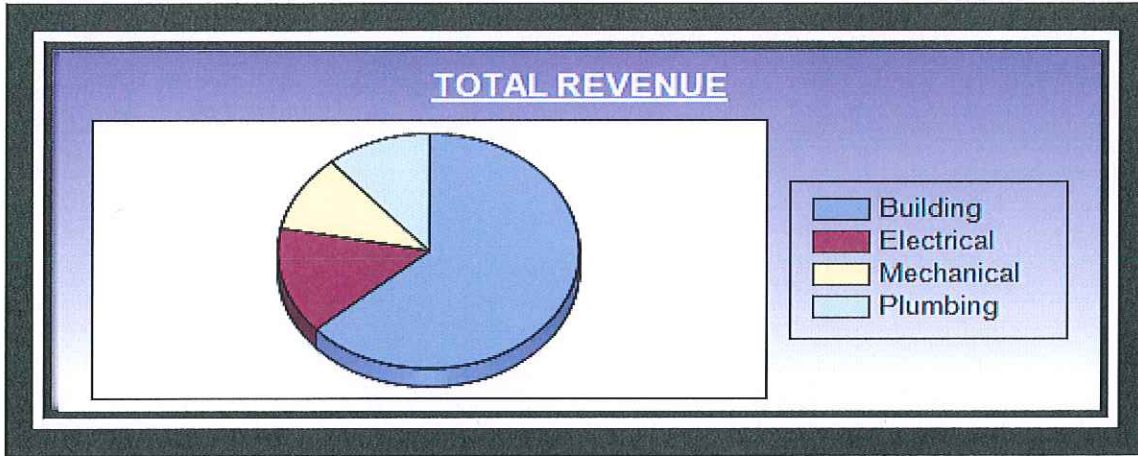
COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**

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

**Building Department**

August 2018 Reports





COMMUNITY DEVELOPMENT  
DEPARTMENT

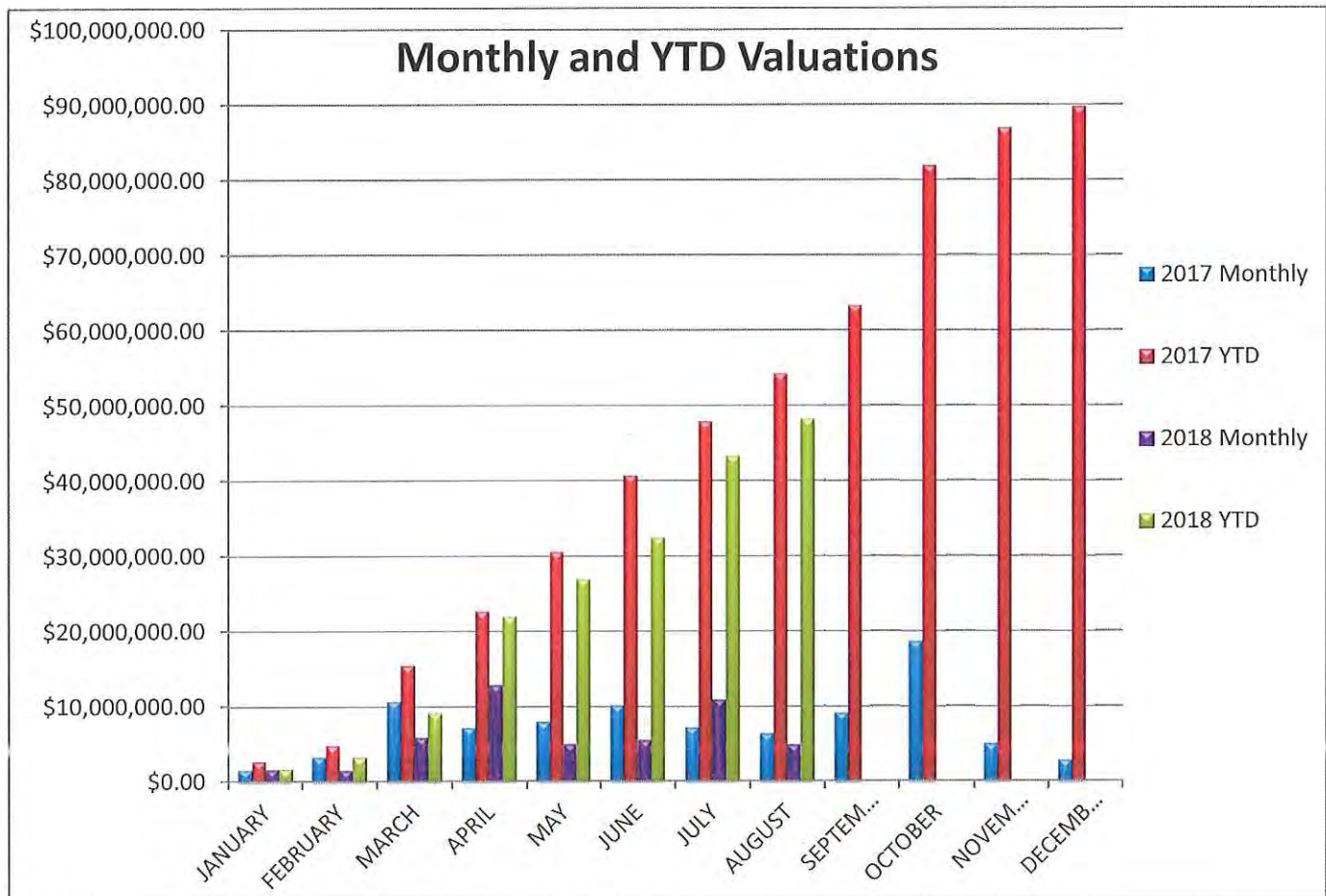
State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 August 2018 Reports



MONTH	2017 Monthly Valuation	2017 YTD Valuation	2018 Monthly Valuation	2018 YTD Valuation
JANUARY	\$1,530,744.20	\$2,659,149.99	\$1,661,039.40	\$1,661,039.40
FEBRUARY	\$3,271,856.76	\$4,802,600.96	\$1,551,977.75	\$3,213,017.15
MARCH	\$10,662,750.45	\$15,465,351.41	\$5,836,851.00	\$9,049,868.15
APRIL	\$7,162,724.38	\$22,628,075.79	\$12,821,244.41	\$21,871,112.56
MAY	\$7,907,350.15	\$30,535,425.94	\$4,986,078.01	\$26,857,190.57
JUNE	\$10,111,043.55	\$40,646,469.49	\$5,525,644.37	\$32,382,834.94
JULY	\$7,183,820.80	\$47,830,290.29	\$10,833,352.90	\$43,216,187.84
AUGUST	\$6,342,767.77	\$54,173,058.06	\$4,919,515.14	\$48,135,702.98
SEPTEMBER	\$9,109,861.61	\$63,282,919.67		
OCTOBER	\$18,606,798.53	\$81,889,718.20		
NOVEMBER	\$5,007,976.20	\$86,897,694.40		
DECEMBER	\$2,850,440.36	\$89,748,134.76		
	\$89,748,134.76		\$48,135,702.98	\$48,135,702.98

**LARGE VALUATIONS:**

No projects over \$1,000,000 in the month of August 2018





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



**Building Department**  
**Fees Collected**  
 August 2018 Report

BUILDING PERMITS	\$ 43,911.80
ELECTRICAL PERMITS	\$ 12,917.00
MECHANICAL PERMITS	\$ 11,261.00
PLUMBING PERMITS	\$ 9,930.50
ELECTRICAL LICENSES	\$ 1,962.00
PLUMBING LICENSES	\$ 3.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ -
UTILITY LICENSES	\$ 175.00
GENERAL CONTRACTORS LICENSES	\$ 900.00
SIGN PERMITS	\$ 975.00
C-CAN PERMITS	\$ 50.00
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 5,165.80
PLANNING FEES	\$ 6,700.00
DEMO PERMITS (included in Building Permits)	\$ -

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**Totals: \$ 93,951.10**

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**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
206	202	148	66

CONSULTS	PLAN REVIEW	FIRE
14	44	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1531	1378	980	414

CONSULTS	PLAN REVIEW	FIRE
172	317	22



2018 Monthly Inspections  
August 2018

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Jim Bowden	0	0	130	65	0	0	0	195
Justin Scott	151	0	6	0	26	0	0	183
Shawn Barrett	9	88	0	1	4	0	10	112
Dan Elston	40	0	12	0	8	0	4	64
Bill McCloy	6	114	0	0	6	0	0	126
								0
<b>Monthly Total</b>	<b>206</b>	<b>202</b>	<b>148</b>	<b>66</b>	<b>44</b>	<b>0</b>	<b>14</b>	<b>680</b>
<b>YTD Totals</b>	<b>1531</b>	<b>1378</b>	<b>980</b>	<b>414</b>	<b>317</b>	<b>22</b>	<b>172</b>	<b>4814</b>



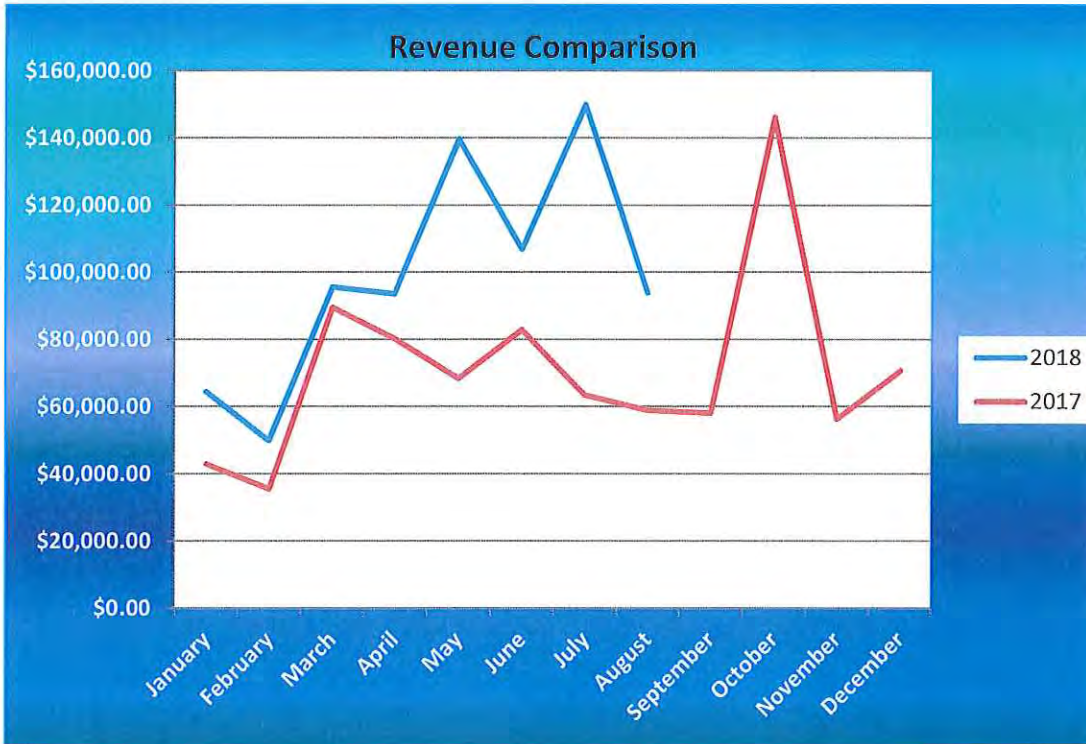
COMMUNITY DEVELOPMENT DEPARTMENT

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



Building Department
Revenue Collected
August 2018 Report

Table with 3 columns: Month, TOTAL REVENUE FOR 2017, TOTAL REVENUE FOR 2018. Rows list months from January to December with corresponding revenue values.



Handwritten signature of Dan Elston

Dan Elston: Building Official



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

**MEETING PROCEEDINGS**

August 21, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, August 21, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Treasurer Lawson, and Board Members Walsh, and Waters. Secretary Powell, and Board Members Humphrey, and Johnson were absent.

**City of Casper –** Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Scott Baxter

**Natrona County –** Lawson

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**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.; Steve Quail, Brandon Gebhart, and Doug Haney – HDR Engineering, Inc.

The Board meeting was called to order at 11:47 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the July 17, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the July 17, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that one additional voucher was added to the listing; voucher 7901 for Arcadis U.S., Inc. in the amount of \$3,462.01 for the WTP Emergency Power Project. 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 August 2018 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve the August 2018 voucher list to include voucher numbers 7889 through 7901 in the amount of \$631,061.14. 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 July 2018 was 575.8 MG. Mr. Martin stated that the five year average is 648.8 MG.

Mr. Martin asked the Board to reference page 2 of the July 2018 Financial. Mr. Martin stated that Water Sales for July was \$1,059,524. Mr. Martin stated that last July, Water Sales were \$1,188,233, a difference of \$128,709.

Mr. Martin stated that Operating Expenses for July 2018 were \$201,392, compared to \$123,961 one year ago. Mr. Martin stated that the difference was due to the hauling of Actiflo sludge, timing of chemical purchases, and the increased Interdepartmental Charges.

Chairman King asked for a motion to approve the July 2018 Financial Report as presented. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the July 2018 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the crane on site today is being used to complete the replacing of the exhaust fans.

Mr. Schroeder stated that August water production to date has been slightly above normal.

Mr. Schroeder stated that one more power outage is needed at the WTP for the completion of the Emergency Power Project. Mr. Schroeder stated that due to the demand for water, the power outage has been delayed until the end of September, or the first part of October.

Mr. Schroeder stated that a new Operator was hired and started yesterday. Mr. Schroeder

stated that he believes the new Operator will fit in nicely. Mr. Schroeder stated that the new employee was a WTP Operator in Douglas.

Mr. Schroeder stated that Mr. Conner is unable to attend the meeting today and asked him to give the Transmission System Update.

Mr. Schroeder stated that chloramine levels have been holding steady. Mr. Schroeder stated that staff usually sees nitrification in the system this time of year. Mr. Schroeder stated that nitrification is experienced in the system every year, but it will probably hit later this year.

Mr. Schroeder stated that the Distribution staff has been checking the cathodic protection on the Crosstown Pipeline, and mowing at the booster stations.

Mr. Schroeder stated that valves are being exercised on the Salt Creek waterline, and sludge has been removed from the east Actiflo lagoon.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

i. Mr. Martin turned the time over to Mr. Scott Baxter with the City of Casper Engineering Department for an update on the Alternate Backwash Water Supply Tank Project and the Airport Elevated Water Storage Tank Project.

Mr. Baxter stated that the Alternate Backwash Water Supply Tank is operational. Mr. Baxter stated that there is a sample line not working so the Backwash Tank cannot be operated by itself, it must be in service with the 2.6 MG Tank. Mr. Baxter stated that this is one of the items on the punch list for the contractor to address.

Mr. Baxter stated that the contractor has been given two weeks to complete the punch list. Mr. Baxter stated that the final walk-through will be done at the end of the two weeks.

Mr. Baxter stated that there will possibly be a deduct change order for this project.

ii. Mr. Baxter stated that the contractor is in the process of coating the internal walls and roof of the Airport Elevated Water Storage Tank. Mr. Baxter stated that the coating will take approximately three to four weeks to complete.

Mr. Baxter stated that the finishing work on the tank will start in mid-

September. The tank should be finished and put in service by late October.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the Board entered into an agreement with HDR Engineering to update the Wellhead Protection Plan and the Source Water Protection Plan combined into one document. Mr. Martin stated that Mr. Steve Quail and Mr. Brandon Gebhart are in attendance today to review the updated plan with the Board. Mr. Martin turned the time over to Mr. Quail.

Mr. Quail stated that Mr. Doug Haney is on the phone and will be presenting the Source Water Protection Plan to the Board.

Mr. Haney stated that this is the same presentation that was given to the Groundwater Guardians last week.

Mr. Haney stated that in 1986 the Safe Drinking Water Act required a Wellhead Protection Plan, which was a community based plan with education and buy-in on how to protect the groundwater.

Mr. Haney stated that in 1996 the Safe Drinking Water Act included the addition of a Source Water Protection Plan.

Mr. Haney stated that the RWS Source Water Protection Plan included all the requirements: Formation of a Steering Committee, Overview of the CWRWS Water System, Delineation of Wellhead and Source Water Protection Areas and Zones, Compile an Inventory of Known and Potential Contaminants, Susceptibility Determination of Source Water Protection Areas, Develop and Implement a Contaminant Source Management Plan, and Develop a Contingency Plan.

Mr. Haney stated that the Source Water Protection Zones are as follows:

Zone 1: Accident Prevention or Sanitary Protection Zone – Groundwater Source – 100-ft radius for each well.

Zone 2: Attenuation Zone – Groundwater Source – 2-year time of travel to each well. Surface Water Source – 1000-ft buffer zone on each side of a perennial stream for 15-miles upstream.

Zone 3: Remedial Action Zone – Groundwater Source – 5-year time of travel to each well. Surface Water Source – Entire North Platte River watershed.

Mr. Haney stated that data from previous reports and new data were used to identify potential contaminants. Mr. Haney stated that there are two types of contaminant sources: underground storage tanks, and septic systems land use for non-point source contaminants. Mr. Haney stated that the septic system area has monitoring wells that are tested.

Mr. Haney stated that the Susceptibility Determination is based on the following: Well Intake Susceptibility Rating – Well or Intake Integrity Score and Water Source Sensitivity; Sensitivity of Land Area through which Potential Contaminants reach a Well or Intake; Nature of the Potential Contaminant.

Mr. Haney stated that septic system and underground storage are the greatest risk for contamination and stated that best management practices and public participation are needed.

Mr. Haney stated that Non-Regulatory Management Strategies include public participation meetings, zoning changes, water conservation programs, training, household hazardous waste collection programs, and public education programs.

Mr. Haney stated that Regulatory Management Strategies include subdivision regulations and codes, land use agreements, site plan review, purchase of property and development rights, and inspectors at construction and drilling sites.

Mr. Haney stated that the development and implementation of accepted Best Management Practices requires buy-in from stakeholders and from entities that have the potential to impact source water quality and could include zoning and ordinance measures, physical barriers, and public education. Mr. Haney stated that the wellfield has a fence on the land side, but not on the river side.

Mr. Haney stated that the underground storage tanks will need to be monitored. He stated that there is no real trend for the prior sampling of the monitoring wells; the contamination is not increasing, but there are some nitrate spikes.

Mr. Haney stated that other potential contamination sources are underground storage tank drilling companies, and septic tanks from trailer parks.

Mr. Haney stated that Emergency Strategies are being worked on now, which include mentioning the wellhead protection zones in the annual Consumer Confidence Report.

Mr. Haney stated that some of the best management considerations include expanding the wellhead protection buffer zones, gravel pit mining regulations, storm water pollution prevention plans, and hazardous release communications.

Mr. Martin stated that when the report is finalized, it will be sent out to the Board. Mr. Quail stated that there are just a few things that need updated, but the report



will be finalized soon.

Chairman King stated that there are a lot of septic systems in the area. Mr. Quail stated that there is not a lot of contaminate migration from the septic systems as the river infiltration of the wells is diluting any contamination.

- b. Mr. Martin turned the time over to Mr. Baxter to discuss Change Order No. 2 with Landmark Structures I, LP for the Airport Elevated Water Storage Tank Project.

Mr. Baxter stated that this change order is to add six steel protective guard posts filled with concrete around the perimeter of the new tank drain splash box. Mr. Baxter stated that these bollards were an oversight of the engineer and not included in the specifications, but are necessary to prevent any vehicles or equipment from damaging the concrete structure or the metal grate covering the box. Mr. Baxter stated that the total cost for all six posts is \$4,805. Mr. Baxter stated that this change order would be paid from contingency funds, reducing the contingency amount to \$140,864.15.

Mr. Baxter stated that the WWDO has approved this change order.

Chairman King asked if the cost of the change order was based on a low bid. Mr. Baxter stated that this was a quote from a subcontractor.

A motion was made by Treasurer Lawson and seconded by Board Member Waters to approve Change Order No. 2 with Landmark Structures I, LP for the Airport Elevated Water Storage Tank Project in the amount of \$4,805. Motion put and carried.

- c. Board Member Johnson was not in attendance at the meeting and was unable to sign his annual banking letter.
  - d. There was no Other New Business.
9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on September 18, 2018.

A motion was made by Board Member Waters and seconded by Board Member Walsh to adjourn the meeting at 12:28 p.m. Motion put and carried.

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Chairman

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Secretary

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

**UNAPPROVED VOUCHER LISTING  
September 12, 2018**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
7902	City of Casper	Operations Reimbursement – August18	\$349,280.14
7903	ITC Electrical Technologies	Capital Expense – Ozone VFD Replacement	\$1,712.70
7904	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment	\$8,182.83
7905	City of Casper	Loan Payment	\$127,960.40
7906	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – Alternate Backwash Tank Project No. 15-37 Notice of Final Payment	\$270.52
7907	ITC Electrical Technologies	Capital Expense – Ammonia and Corrosion Inhibitor VFD Installation	\$8,836.89
7908	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – WTP Bulk Sand Crane System Project No. 18-033 Ad for Bid	\$520.64
7909	Wyoming.com	RWS Website Domain Hosting – 9/7/18 to 9/7/19	\$60.00
7910	TREC, Inc.	Capital Expense – Alternate Backwash Water Supply Project No. 15-37 PP# 11	\$7,501.10
7911	ITC Electrical Technologies	Capital Expense – Ammonia and Corrosion Inhibitor VFD Installation	\$7,422.26
		<b>Total</b>	<b>\$511,747.48</b>

City of Casper  
 Business Services - Finance Division  
 200 N. David  
 Casper, WY 82601  
 adminsvcs@cityofcasperwy.com  
 (307)235-8400

**INVOICE &  
 STATEMENT OF ACCOUNT**

7902

**CUSTOMER:** CENTRAL WYO. REGIONAL WATER SYSTEM JPB  
 1500 SW WYOMING BLVD.  
 CASPER, WY, 82604

DATE: 9/4/2018

CUSTOMER ACCOUNT#: 2784

**ACCOUNT SUMMARY**

**Invoices Due Upon Receipt**

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
08/31/2018	166680	AUGUST 2018 OPERATIONS REIMBURSEMENT	CURRENT	\$349,280.14

NEW CHARGES

PREVIOUS BALANCE

TOTAL AMOUNT DUE

\$349,280.14

\$349,280.14

August 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$94,566.48
9020.00	Chemical Charge - O&M		\$128,080.59
9030.00	Utilities - O&M		\$97,710.68
9040.00	Supplies - O&M		\$3,076.31
9060.00	Training - O&M		\$0.00
9070.00	Major Maint, Repair, Replc - O&M		\$15,181.79
9080.00	Testing & Lab Services - O&M		\$2,365.04
9090.00	Other Reimbursable Costs - O&M		\$8,299.25
	<b>80-404000-5819 Invoice Total</b>		<b>\$349,280.14</b>

*Delinquent accounts over \$50.00 will be charged an interest penalty of 1.5% per month. Sending payment to cover delinquent invoices (invoice older than 30 days) will prevent further action with the City of Casper collection effort and possible refusal of all city services. Direct all questions about your statement to (307) 235-8400. Please disregard if full payment has been sent.*

**Make all checks payable to City of Casper and include this remittance stub with the invoices you are paying to ensure proper processing.**

**Mail Payments To:**

City of Casper  
 200 N David St  
 Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$349,280.14

AMOUNT ENCLOSED: \$349,280.14

Pay Invoice(s): 166680

*If invoice(s) are/is not listed monies received will be posted to the oldest invoice on the account.*

City of Casper Wyoming  
Expenditure Reimbursement Request  
August 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Albertsons - Pcard	Other Materials & Supplies	8/3/2018	00043116	14.98	Supplies for JPB meeting
All-Out Fire - Pcard	Other Materials & Supplies	8/3/2018	23620	775.00	Annual Fire Extinguisher Testing
ALSCO - Pcard	Laundry & Towel Service	8/9/2018	LCAS1211294, LCAS1212622, LCAS1213951, LCAS1215364	150.20	Mats, Mops, Towels
Atlas Office Products - Pcard	Other Materials & Supplies	8/9/2018	39010-0	108.61	Office Supplies and Cleaning Supplies
Atlas Office Products - Pcard	Other Materials & Supplies	8/24/2018	39588-0	173.51	Cleaning Supplies
Atlas Office Products - Pcard	Other Materials & Supplies	8/24/2018	39588-1	56.10	Insecticide
Atlas Office Products - Pcard	Other Materials & Supplies	8/29/2018	39588-2	85.43	Insecticide
Bearing Belt & Chain - Pcard	Lab Supplies	8/9/2018	328250 / 041162	3.61	Lab Parts
Bearing Belt & Chain - Pcard	Lab Supplies	8/9/2018	329231 / 061253	(3.61)	Credit - Lab Parts
Bearing Belt & Chain - Pcard	Lab Supplies	8/9/2018	329234 / 013191	2.99	Lab Parts
Black Hills Energy	Energy - Natural Gas	8/13/2018	RIN0028847	706.35	Natural Gas
Brenntag Pacific	Chemicals	8/1/2018	BPI859071	9,311.18	Ferric Chloride
Brenntag Pacific	Chemicals	8/2/2018	BPI859561	9,637.47	Ferric Chloride
Brenntag Pacific	Chemicals	8/6/2018	BPI860079	14,354.37	Ammonium Hydroxide
Brenntag Pacific	Chemicals	8/6/2018	BPI860641	14,153.66	Ferric Chloride
Brenntag Pacific	Chemicals	8/6/2018	BPI860642	14,180.39	Ferric Chloride
Brenntag Pacific	Chemicals	8/6/2018	BPI860080	9,683.11	Ferric Chloride
Brenntag Pacific	Chemicals	8/13/2018	BPI863700	9,183.11	Ferric Chloride
Brenntag Pacific	Chemicals	8/20/2018	BPI864524	9,419.94	Ferric Chloride
Brenntag Pacific	Chemicals	8/23/2018	BPI866234	9,888.23	Ferric Chloride
Casper Public Utilities	Sewer	8/2/2018	RIN0028822	22.95	Sewer Bill
Casper Public Utilities	Refuse Collection	8/2/2018	RIN0028822	113.00	Sanitation Bill
Casper Star-Tribune - Pcard	Advertising	8/29/2018	44613	43.54	JPB Meeting Ad
Coastal Chemical - Pcard	Vehicle Supplies	8/9/2018	0117431	142.67	Gasoline
Coastal Chemical - Pcard	Vehicle Supplies	8/24/2018	0117524	148.79	Gasoline
Consolidated Electrical - Pcard	Other Materials & Supplies	8/16/2018	0970-591309	329.90	Light Bulbs
Consolidated Electrical - Pcard	Other Materials & Supplies	8/16/2018	0970-591627	89.00	Light Bulbs
Crescent Electric - Pcard	Well Supplies	8/3/2018	S505378694.001	72.43	Well Fuses
Dana Kepner Company - Pcard	Well Supplies	8/3/2018	2227067-00	3,312.20	Morad 6 Valves
DPC Industries	Chemicals	8/1/2018	727000167-18	7,021.83	Sodium Hypochlorite
DPC Industries	Chemicals	8/2/2018	727000170-18	7,088.02	Sodium Hypochlorite
DPC Industries	Chemicals	8/8/2018	727000191-18	7,003.36	Sodium Hypochlorite
DXP Enterprises - Pcard	Well Supplies	8/10/2018	49884383	245.40	Well Packing Material
Energy Laboratories - Pcard	Lab Testing	8/3/2018	171350	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	8/3/2018	172156	22.00	Backwash Tank Bacti Testing
Energy Laboratories - Pcard	Lab Testing	8/3/2018	172724	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	8/16/2018	174728, 174726, 174855, 175292	312.00	Aerobic Spore, Well Mix UV254, Bacti, TOC Testing
Energy Laboratories - Pcard	Lab Testing	8/24/2018	175658	231.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	8/24/2018	176766, 177258, 176926	357.00	TOC/Alkalinity, Aerobic Spore, NPDES Discharge
Hach Co., Corp	Maintenance Agreements	8/20/2018	11086506	4,062.00	Chloramine Analyzer Maintenance

City of Casper Wyoming  
Expenditure Reimbursement Request  
August 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Hach Co., Corp	Lab Supplies	8/20/2018	11093413	847.96	Lab Supplies and Reagents
Harbor Freight - Pcard	Other Materials & Supplies	8/9/2018	014462	42.99	Lab Meter Case
Hardee's - Pcard	Other Materials & Supplies	8/29/2018	010772	59.50	Food for JPB Meeting
Health Insurance	Health Insurance	8/9/2018		5,573.11	Health Insurance
Health Insurance	Health Insurance	8/23/2018		5,573.11	Health Insurance
Health Insurance Transfer	Transfers Out	8/20/2018		1,583.42	Additional Health Insurance Allocation
Hose & Rubber - Pcard	Other Materials & Supplies	8/10/2018	D85372-001	17.99	Tank Gasket Material
Interdepartmental Charges	Interdepartmental Services Fixed	8/20/2018		7,242.00	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	8/20/2018		14,091.42	IT, Finance, HR, City Council, City Manager, City Attorney
Interdepartmental Services	Interdepartmental Services	8/20/2018		(2,067.50)	Reimbursement for Shared Employee
Intermountain Motor Sales - Pcard	Equipment Repairs	8/3/2018	32335	2,267.34	Rebuild Motor for Settled Water #1 Pump
ISC, Inc/Venture Technologies	Equipment Repairs	8/14/2018	SIN025689	4,855.00	Network Switch Upgrade
ITC Electrical Technologies	Well Supplies	8/23/2018	25946	103.44	Morad 6 Flood Repairs
Keenan Supply - Pcard	Equipment Repairs	8/9/2018	S013157446.001	1,867.67	Valves for Ozone Repairs
Long Building Technologies	Maintenance Agreements	8/2/2018	SCPAY0041361	4,237.25	Quarterly HVAC Maintenance
Menards - Pcard	Other Materials & Supplies	8/10/2018	008579	251.79	Flooring Waterproofing - OSHA Inspection
Norco - Pcard	Other Materials & Supplies	8/24/2018	28495410401	10.57	Vacuum Bags
Other Insurance	Other Insurance	8/9/2018		270.69	Other Insurance Benefits
Payroll	Personnel	8/9/2018		30,189.17	8/9/18 Payroll
Payroll	Personnel	8/23/2018		29,959.31	8/23/18 Payroll
Phone, Email, Internet, Wireless	Telecommunications	8/20/2018		90.00	Phone, Email, Internet, Wireless
Pizza Hut - Pcard	Other Materials & Supplies	8/3/2018	030822	100.42	Food for JPB meeting
Pizza Hut - Pcard	Other Materials & Supplies	8/24/2018	013098	54.71	Food for CWGG Meeting
Rexel - Pcard	Well Supplies	8/3/2018	S122099525	105.91	Well Fuses
Rocky Mountain Air Solutions - Pcard	Chemicals	8/9/2018	6715517	3,380.81	Liquid Oxygen
Rocky Mountain Air Solutions - Pcard	Chemicals	8/10/2018	6715928	3,775.11	Liquid Oxygen
Rocky Mountain Power	Energy - Electricity	8/16/2018	RIN0028864	86,098.01	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	8/16/2018	RIN0028864	10,656.72	Electricity - Meters, Boosters, Tanks
Smith's - Pcard	Other Materials & Supplies	8/24/2018	011171	33.96	Coffee
Superior Signs & Supply, LLC - Pcard	Equipment Repairs	8/16/2018	23822	2,236.00	Clean and Stripe Parking Lot
Sutherlands - Pcard	Other Materials & Supplies	8/3/2018	164541	9.99	Rope
Sutherlands - Pcard	Other Materials & Supplies	8/3/2018	070599	6.49	Caulking
UPS - Pcard	Lab Testing	8/16/2018	00008F045W328	130.09	Lab Sample Shipping Fees
Urgent Care - Pcard	Other Materials & Supplies	8/16/2018	4530	120.00	Respirator Fit Testing
USPS - Pcard	Postage	8/29/2018	028178	8.04	Certified Mail to WDEQ
Verizon Wireless - Pcard	Telecommunications	8/13/2018	9810124584	23.65	Operator Cell Phone
Wardwell Water & Sewer District	Water Line Materials	8/2/2018	RIN0028816	116.40	Wardwell Booster Irrigation
Wear Parts - Pcard	Other Materials & Supplies	8/9/2018	350486	6.68	Tank Drain Bolts
Workers' Compensation	Workers' Compensation	8/20/2018		2,151.75	Workers' Compensation
Xerox - Pcard	Other Materials & Supplies	8/9/2018	094121374	235.45	Copier Lease
<b>Total</b>				<b>\$349,280.14</b>	

Central Wyoming Regional Water System

Gallons Produced and  
Water Rates Billed

Fiscal Year 2018-2019

Entity	Gallons of Water Produced			Water Rates Billed		
	8/31/2018	7/31/2018	Year-to-Date	8/31/2018	7/31/2018	Year-to-Date
Salt Creek JPB	5,665,450.000	6,443,328.571	12,108,778.571	\$ 10,424.43	\$ 11,855.72	\$ 22,280.15
Wardwell W&S	33,602,661.224	31,667,788.776	65,270,450.000	\$ 61,828.90	\$ 58,268.73	\$ 120,097.63
Pioneer	7,228,646.939	7,456,834.694	14,685,481.633	\$ 13,300.71	\$ 13,720.58	\$ 27,021.29
Poison Spider	1,123,316.327	1,104,132.653	2,227,448.980	\$ 2,066.90	\$ 2,031.60	\$ 4,098.51
33 Mile Road	1,379,591.837	1,029,081.633	2,408,673.469	\$ 2,538.45	\$ 1,893.51	\$ 4,431.96
Sandy Lake	1,923,954.082	1,711,074.490	3,635,028.571	\$ 3,540.08	\$ 3,148.38	\$ 6,688.45
Lakeview	690,248.980	756,117.347	1,446,366.327	\$ 1,270.06	\$ 1,391.26	\$ 2,661.31
Mile-Hi	801,223.469	756,579.592	1,557,803.061	\$ 1,474.25	\$ 1,392.11	\$ 2,866.36
City of Casper	521,120,523.143	525,811,093.245	1,046,931,616.388	\$ 958,861.76	\$ 967,492.41	\$ 1,926,354.17
Regional Water	(1,204,620.000)	(907,720.000)	(2,112,340.000)	\$ (2,216.50)	\$ (1,670.20)	\$ (3,886.70)
<b>TOTAL</b>	<b>572,330,996.000</b>	<b>575,828,311.000</b>	<b>1,148,159,307.000</b>	<b>\$1,053,089.03</b>	<b>\$1,059,524.10</b>	<b>\$2,112,613.13</b>

**TOTAL PRIOR YEAR (FY2018) GALLONS PRODUCED:**

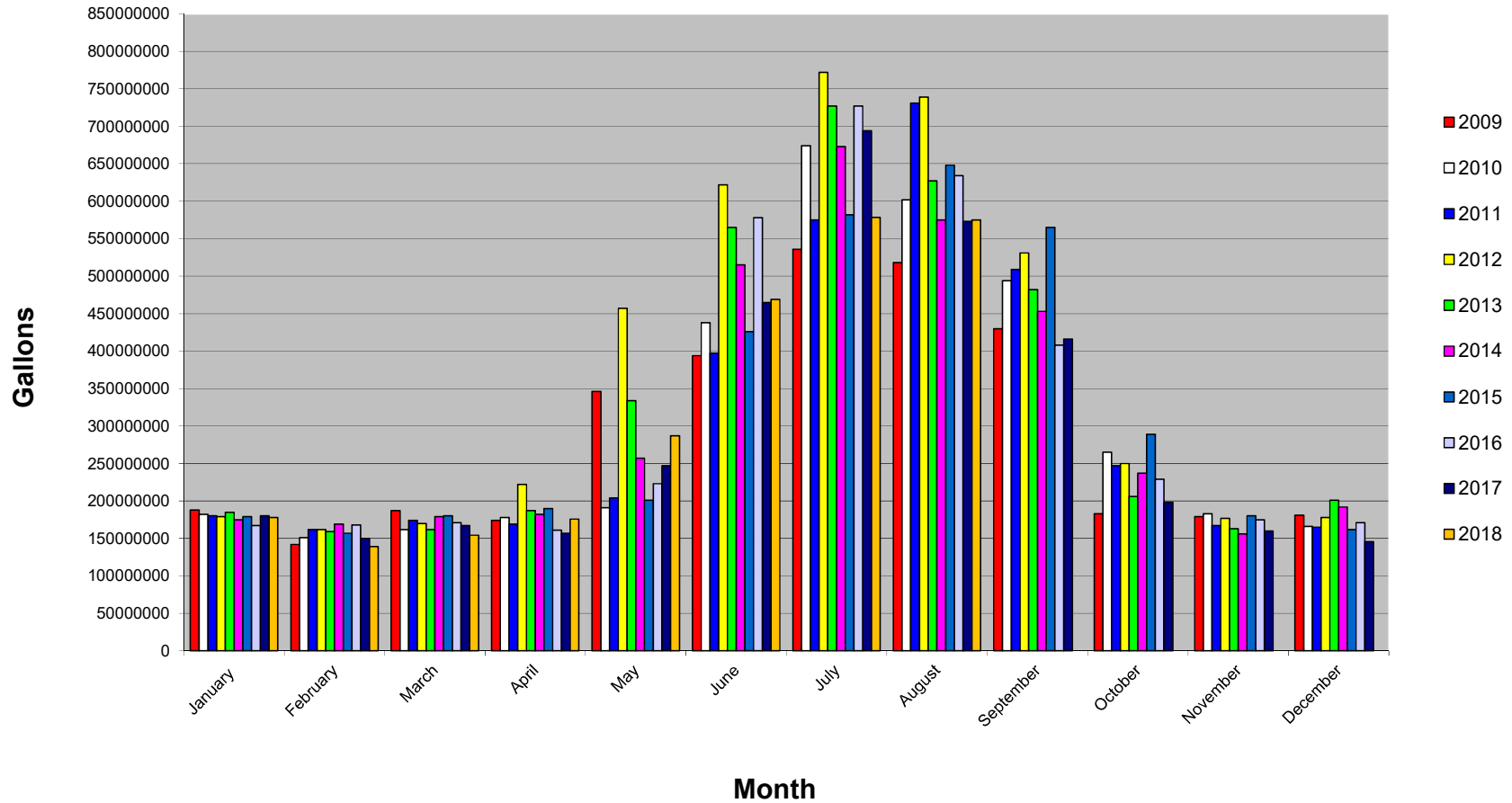
**3,565,168,235.046**

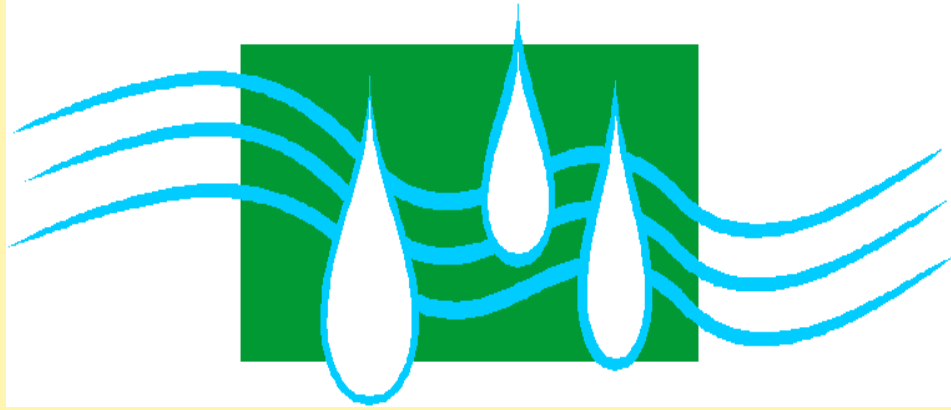
**TOTAL PRIOR YEAR (FY2018) BILLING:**

**\$ 6,132,089.36**

\*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

August 31, 2018

Prepared by:  
City of Casper  
Finance Department



**Central Wyoming Regional Water System  
Joint Powers Board  
Balance Sheet  
August 31, 2018**

<b>ASSETS</b>	<u>FY 2019</u>	<u>FY 2018</u>
Current Assets		
Cash and cash equivalents	\$ 5,867,261	\$ 6,402,309
Investments	517,055	510,271
Receivables from water service	1,058,680	983,742
Grant receivables	4,960	129,700
Interest receivable on investments	-	-
Inventory	405,475	405,475
Prepaid insurance	6,869	7,210
	<u>7,860,300</u>	<u>8,438,707</u>
Total Current Assets		
Capital Assets		
Land	580,874	580,874
Construction in Progress	3,362,491	3,362,491
Depreciable capital assets	78,373,887	78,163,991
Accumulated depreciation	<u>(43,649,567)</u>	<u>(41,936,912)</u>
Total Capital Assets	<u>38,667,685</u>	<u>40,170,444</u>
Total Assets	<u>\$ 46,527,985</u>	<u>\$ 48,609,150</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable	\$ 349,280	\$ 264,258
Accrued interest	163,281	176,904
Accrued expenses	64,728	62,223
Retainage payable	117,861	55,849
Current portion of long-term debt	<u>1,753,696</u>	<u>1,753,696</u>
Total Current Liabilities	<u>2,448,846</u>	<u>2,312,931</u>
Noncurrent Liabilities		
Loans payable	<u>12,112,280</u>	<u>13,855,281</u>
Total Noncurrent Liabilities	<u>12,112,280</u>	<u>13,855,281</u>
Total Liabilities	14,561,127	16,168,212
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	24,801,708	24,561,466
<b>Reservations</b>		
General operating reserves	427,871	409,251
Emergency reserves	427,871	409,251
Debt service reserve - Loan	545,264	545,264
Water rights development	478,274	478,259
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	2,284,155	2,176,977
Undesignated reserves	<u>2,001,715</u>	<u>2,860,469</u>
<b>Total Reservations</b>	<u>7,165,150</u>	<u>7,879,472</u>
Total Net Assets	<u>31,966,858</u>	<u>32,440,938</u>
Total Liabilities and Net Assets	<u>\$ 46,527,985</u>	<u>\$ 48,609,150</u>

**BUDGET COMPARISON**  
As of August 31, 2018

	Original Budget	CarryOver Encumbrances	Trans/ Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD
<b>CWR WATER AGENCY FUND</b>							
<b>INTERGOVERNMENTAL</b>							
80-404000-42200000122349	(\$437,872.00)	\$0.00	\$0.00	(\$437,872.00)	\$0.00	(\$437,872.00)	-
80-404000-42290000000000	(\$1,300,000.00)	\$0.00	\$0.00	(\$1,300,000.00)	\$0.00	(\$1,300,000.00)	-
80-404000-42290000071163	(\$212,710.00)	\$0.00	\$0.00	(\$212,710.00)	\$0.00	(\$212,710.00)	-
<b>TOTAL</b>	<b>(\$1,950,582.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,950,582.00)</b>	<b>\$0.00</b>	<b>(\$1,950,582.00)</b>	<b>-</b>
<b>CHARGES FOR SERVICES</b>							
80-404000-44390000000000	(\$6,929,444.00)	\$0.00	\$0.00	(\$6,929,444.00)	(\$1,059,524.10)	(\$5,869,919.90)	15.29%
80-404000-44410000000000	(\$98,500.00)	\$0.00	\$0.00	(\$98,500.00)	(\$10,602.00)	(\$87,898.00)	10.76%
<b>TOTAL</b>	<b>(\$7,027,944.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$7,027,944.00)</b>	<b>(\$1,070,126.10)</b>	<b>(\$5,957,817.90)</b>	<b>15.23%</b>
<b>INTEREST</b>							
80-404000-46000000000000	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$8,699.58)	(\$8,300.42)	51.17%
<b>TOTAL</b>	<b>(\$17,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$17,000.00)</b>	<b>(\$8,699.58)</b>	<b>(\$8,300.42)</b>	<b>51.17%</b>
<b>MISCELLANEOUS</b>							
80-404000-47330000000000	(\$300,000.00)	\$0.00	\$0.00	(\$300,000.00)	\$0.00	(\$300,000.00)	-
80-404000-47350000000000	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.09	(\$50.09)	-
<b>TOTAL</b>	<b>(\$300,050.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$300,050.00)</b>	<b>\$0.09</b>	<b>(\$300,050.09)</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>(\$9,295,576.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$9,295,576.00)</b>	<b>(\$1,078,825.59)</b>	<b>(\$8,216,750.41)</b>	<b>11.61%</b>

**BUDGET COMPARISON**  
As of August 31, 2018

		Original Budget	CarryOver Encumbrances	Trans/ Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD
<b>CWR WATER AGENCY FUND</b>								
<b>CONTRACTUAL</b>								
80-404000-5200000000000	Consulting Fees	\$15,000.00	\$6,641.74	\$0.00	\$21,641.74	\$7,141.74	\$14,500.00	33.00%
80-404000-5210000000000	Investment Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$15.00	\$1,485.00	1.00%
80-404000-5211000000000	Legal	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$1,036.60	\$13,963.40	6.91%
80-404000-5212000000000	Accounting & Auditing	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$0.00	\$31,000.00	-
80-404000-52170000040000	Engineering Services - Emergency Power	\$0.00	\$10,054.26	\$0.00	\$10,054.26	\$10,054.26	\$0.00	100.00%
80-404000-5320000000000	Insurance & Bonds	\$92,023.00	\$0.00	\$0.00	\$92,023.00	\$6,868.59	\$85,154.41	7.46%
80-404000-5370000000000	Travel & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	-
80-404000-5391000000000	Other Contractual	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	-
	<b>TOTAL</b>	<b>\$159,523.00</b>	<b>\$16,696.00</b>	<b>\$0.00</b>	<b>\$176,219.00</b>	<b>\$25,116.19</b>	<b>\$151,102.81</b>	<b>14.25%</b>
<b>OTHER</b>								
80-404000-5801000000000	Debt Service	\$1,881,758.00	\$0.00	\$0.00	\$1,881,758.00	\$260,125.94	\$1,621,632.06	13.82%
80-404000-5804000000000	Interest Expense	\$536,410.00	\$0.00	\$0.00	\$536,410.00	\$50,321.26	\$486,088.74	9.38%
80-404000-5819000000000	Reimbursable Contract Expenses	\$3,263,443.00	\$0.00	\$0.00	\$3,263,443.00	\$543,803.96	\$2,719,639.04	16.66%
	<b>TOTAL</b>	<b>\$5,681,611.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,681,611.00</b>	<b>\$854,251.16</b>	<b>\$4,827,359.84</b>	<b>15.04%</b>
<b>CAPITAL OUTLAYS NEW</b>								
80-404000-5520000000000	Buildings	\$90,000.00	\$2,100.00	\$0.00	\$92,100.00	\$2,500.00	\$89,600.00	2.71%
80-404000-5520000040000	Buildings - WTP Emergency Power Loan	\$0.00	\$449,427.14	\$0.00	\$449,427.14	\$449,427.14	\$0.00	100.00%
80-404000-5530000000000	Improv. Other Than Bldgs.	\$45,000.00	\$5.88	\$0.00	\$45,005.88	\$5.88	\$45,000.00	-
80-404000-5540000000000	Light Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$9,750.00	\$250.00	97.50%
80-404000-5580000000000	Technologies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	-
	<b>TOTAL</b>	<b>\$153,000.00</b>	<b>\$451,533.02</b>	<b>\$0.00</b>	<b>\$604,533.02</b>	<b>\$461,683.02</b>	<b>\$142,850.00</b>	<b>76.37%</b>
<b>CAPITAL OUTLAYS REPLACEMENT</b>								
80-404000-5720000000000	Buildings	\$75,000.00	\$12,580.00	\$0.00	\$87,580.00	\$12,580.00	\$75,000.00	14.36%
80-404000-5730000000000	Improv. Other Than Bldgs.	\$3,577,000.00	\$448,693.06	\$0.00	\$4,025,693.06	\$464,385.37	\$3,561,307.69	11.54%
80-404000-57300000000349	Improv Other Than Bldgs -Airport Tank Mch	\$0.00	\$152,465.60	\$0.00	\$152,465.60	\$152,465.60	\$0.00	100.00%
80-404000-57300000042189	Improv Other Than Bldgs -WYDOT W. Winds	\$0.00	\$5,449.09	\$0.00	\$5,449.09	\$5,449.09	\$0.00	100.00%
80-404000-57300000071163	Improv Other Than Bldgs -Backwash Water	\$0.00	\$54,010.79	\$0.00	\$54,010.79	\$54,010.79	\$0.00	100.00%
80-404000-57300000122349	Improv Other Than Bldgs -Airport Tank Gr	\$0.00	\$539,664.07	\$0.00	\$539,664.07	\$539,664.07	\$0.00	100.00%
80-404000-5740000000000	Light Equipment	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	-
80-404000-5760000000000	Intangibles	\$0.00	\$42,905.60	\$0.00	\$42,905.60	\$42,905.60	\$0.00	100.00%
80-404000-5780000000000	Technologies - Replacement	\$29,130.00	\$0.00	\$0.00	\$29,130.00	\$0.00	\$29,130.00	-
	<b>TOTAL</b>	<b>\$3,713,130.00</b>	<b>\$1,255,768.21</b>	<b>\$0.00</b>	<b>\$4,968,898.21</b>	<b>\$1,271,460.52</b>	<b>\$3,697,437.69</b>	<b>25.59%</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>\$9,707,264.00</b>	<b>\$1,723,997.23</b>	<b>\$0.00</b>	<b>\$11,431,261.23</b>	<b>\$2,612,510.89</b>	<b>\$8,818,750.34</b>	<b>22.85%</b>
	<b>TOTAL CWR WATER AGENCY FUND</b>	<b>\$411,688.00</b>	<b>\$1,723,997.23</b>	<b>\$0.00</b>	<b>\$2,135,685.23</b>	<b>\$1,533,685.30</b>	<b>\$601,999.93</b>	<b>71.81%</b>
	<b>FUND TOTAL CHECK</b>	<b>\$411,688.00</b>	<b>\$1,723,997.23</b>	<b>\$0.00</b>	<b>\$2,135,685.23</b>	<b>\$1,533,685.30</b>	<b>\$601,999.93</b>	<b>71.81%</b>

**Central Wyoming Regional Water System  
 Joint Powers Board  
 Summary of the Treasury  
 August 31, 2018**

<b>Operating Accounts at Hilltop Natl Ba</b>	<b>Checking Accounts</b>	<b>Money Market Sweep Accounts</b>	<b>Reconciled Balance</b>	<b>31-Aug-18 Interest Earnings</b>	<b>Interest Rate</b>
Operating Fund Account	\$ 10,321.54	\$ 5,840,730.14	\$ 5,766,524.17	\$ 7,771.51	1.63%
Rate Stabilization Fund Account	10,795.22	82,548.39	93,343.61	117.10	1.63%
General Fund Reserve Account	7,393.10	-	7,393.10	-	0.00%
<b>Total Hilltop Bank Account Deposits</b>	<b>\$ 28,509.86</b>	<b>\$ 5,923,278.53</b>	<b>\$ 5,867,260.88</b>	<b>\$ 7,888.61</b>	

**Money Market Investments at WGIF**

Wyoming Government Investment Fund					
Total General Reserve		\$ 513,647.85		\$ 805.60	1.22%
Total Water Rights Reserve		\$ 1,146.03		1.80	1.22%
Total Capital Construction Reserve		\$ 2,261.50		3.55	1.22%
<b>Total WGIF Deposits</b>		<b>\$ 517,055.38</b>		<b>\$ 810.95</b>	

**Certificates of Deposit at Hilltop Natl Bank**

All certificates of deposit have been redeemed and funds moved to the Operating Account.

<b>Account Number</b>	<b>Original Purchase Date</b>	<b>Current CD Balances</b>	<b>Term</b>	<b>Interest Paid &amp; Accrued YTD</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
28562	6/15/2011	\$ -	Cashed in	\$ -	5/14/2017	
28563	6/15/2011	-	Cashed in	-	6/7/2017	
28564	6/15/2011	-	Cashed in	-	6/7/2017	
28565	6/15/2011	-	Cashed in	-	6/15/2017	
28566	6/15/2011	-	Cashed in	-	6/15/2017	
28567	6/15/2011	-	Cashed in	-	6/15/2017	
28756	3/9/2012	-	Cashed in	-	6/2/2017	
<b>Total Certificates of Deposit</b>		<b>\$ -</b>		<b>\$ -</b>		

Total Money Market Funds \$ 6,440,333.91

**Pledging Detail**

Total Cash and Cash Equivalents \$ 28,509.86

\$ 5,500,000.00 Amount Pledged

\$ 4,950,000.00 90% of Amount Pledged

\$ - Cash Held over 90% of Pledged Amount

If number present, transfer from cash to investment pool may be necessary

**Central Wyoming Regional Water System**  
**Joint Powers Board**  
**Aged Trial Balance**  
**By Fund**  
**August 31, 2018**

Fund:	80 CWR Water System Agency						
Customer #	Customer Name						
Invoice #	Inv Date	Original Amount	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
<b>1276 CITY OF CASPER PUBLIC UTILITIES</b>							
166681	8/31/2018	\$4,200.00	\$4,200.00				
***Customer Bal		\$4,200.00	\$4,200.00				
CustomerTotal							* \$4,200.00
<b>2091 OFFICE OF STATE LANDS &amp; INVEST.</b>							
161693	3/31/2018	\$24,001.11					\$20.00
164102	6/19/2018	\$118,545.67			\$129.15		
165207	7/26/2018	\$3,877.61		\$3,877.61			
165955	8/22/2018	\$932.90	\$932.90				
***Customer Bal		\$147,357.29	\$932.90	\$3,877.61	\$129.15		\$20.00
CustomerTotal							* \$4,959.66
<b>2594 LAKEVIEW IMPROVEMENT &amp; SERVICE DISTRICT</b>							
165384	7/31/2018	\$1,391.26		\$1,391.26			
166726	8/31/2018	\$1,270.06	\$1,270.06				
***Customer Bal		\$2,661.32	\$1,270.06	\$1,391.26			
CustomerTotal							* \$2,661.32
<b>2595 SANDY LAKE ESTATES IMPROVEMENT DISTRICT</b>							
166727	8/31/2018	\$3,386.12	\$3,386.12				
***Customer Bal		\$3,386.12	\$3,386.12				
CustomerTotal							* \$3,386.12
<b>2596 33 MILE ROAD IMPROVEMENT &amp; SERVICE DISTRICT</b>							
166728	8/31/2018	\$2,517.84	\$2,517.84				
***Customer Bal		\$2,517.84	\$2,517.84				
CustomerTotal							* \$2,517.84
<b>2597 POISON SPIDER WATER</b>							
166729	8/31/2018	\$2,066.90	\$2,066.90				
***Customer Bal		\$2,066.90	\$2,066.90				
CustomerTotal							* \$2,066.90
<b>2598 PIONEER WATER &amp; SEWER DISTRICT</b>							
166730	8/31/2018	\$13,300.71	\$13,300.71				
***Customer Bal		\$13,300.71	\$13,300.71				
CustomerTotal							* \$13,300.71
<b>2599 WARDWELL WATER &amp; SEWER DISTRICT</b>							
166731	8/31/2018	\$59,982.00	\$59,982.00				
***Customer Bal		\$59,982.00	\$59,982.00				
CustomerTotal							* \$59,982.00
<b>2600 SALT CREEK CWRWS JPB</b>							
166732	8/31/2018	\$10,398.67	\$10,398.67				
***Customer Bal		\$10,398.67	\$10,398.67				
CustomerTotal							* \$10,398.67
<b>2601 CITY OF CASPER-REGIONAL WATER</b>							
166733	8/31/2018	\$958,692.48	\$958,692.48				
***Customer Bal		\$958,692.48	\$958,692.48				
CustomerTotal							* \$958,692.48
<b>5169 MILE-HI IMPROVEMENT &amp; SERVICE DISTRICT</b>							
166734	8/31/2018	\$1,474.25	\$1,474.25				
***Customer Bal		\$1,474.25	\$1,474.25				
CustomerTotal							* \$1,474.25
***Period Totals		\$1,206,037.58	\$1,058,221.93	\$5,268.87	\$129.15		\$20.00
**Fund Total 80	CWR Water System Agency						* \$1,063,639.95
**# of Customers			11	2	1		1

September 10, 2018

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: Water Treatment Plant SCADA Improvements Project, No. 17-038,  
DWSRF Loan Acceptance Resolution

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for September 18, 2018.

Action Type  
Resolution

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board, by resolution, consummate State Loan and Investments Board DWSRF loan documents for the Water Treatment Plant SCADA Improvements, Project No. 17-038, in the amount of \$1,600,000.

Summary

Programmable logic controllers (PLC) and supervisory control and data acquisition (SCADA) systems are components that allow monitoring and remote control of industrial processes and equipment. These systems are critical components of the RWS water treatment and distribution systems.

The existing PLC and SCADA equipment, along with the radio telemetry components used for communication between remote booster and tank sites, was installed in 1998. Although new SCADA servers and associated software was replaced in 2012, most of the original equipment is still in operation.

HDR Engineering has completed the design for the project and the Wyoming Department of Environmental Quality has issued a permit to construct. Consummation of the loan documents will allow the project to move to the bidding phase.

Financial Considerations

Loan repayment using Regional Water System User Charges and collected System Investment Charges.

Oversight/Project Responsibility  
Bruce Martin, Public Utilities Manager

Attachments  
DWSRF Loan Documents  
Resolution 18-02

DWSRF #213

LOAN AGREEMENT

The State of Wyoming, acting by and through the Wyoming State Loan and Investment Board (hereinafter "Board"), on the 7th day of December, 2017, in the normal course of business, authorized a Drinking Water State Revolving Fund Loan (hereinafter the "Loan") in the amount of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00) to the Central Wyoming Regional Water System Joint Powers Board, Natrona County, Wyoming (hereinafter "Borrower") for the purpose \*of funding the Borrower's Water Treatment Plant SCADA Improvements project.

The Loan is to be secured by the Borrower with the pledge and assignment of revenues from the Borrower's Regional Water System User Charges and Collected Regional Water System Investment Charges to be used for the annual loan payments which the Borrower will make to the Drinking Water State Revolving Fund (DWSRF). This assignment will be in effect for the "Loan Term" of twenty (20) years, commencing with the year 2019, or until the Loan secured hereby has been repaid in full. A copy of said Assignment and Pledge of Revenues is attached to this Agreement and incorporated herein by this reference. The Assignment and Pledge of Revenues granted by this Assignment shall not be subordinate to, but shall be in parity with, any other pledge or assignment of such revenues by the Borrower existing and perfected at the time of this assignment; however, this assignment shall be superior to any such pledge or assignment in the future.

Now, therefore, for and in consideration of the Loan by the Board, the Borrower agrees to perform its obligations under this Loan Agreement in accordance with the conditions, covenants and procedures set forth herein.

For value received, the Borrower agrees to pay to the order of the Board the principal sum of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00) together with interest thereon at the rate of two and one-half percent (2.5%) per annum for a term of twenty (20) years. Upon completion of the project and prior to repayment of the loan, this loan shall be granted principal forgiveness up to twenty-five percent (25%) of the drawn loan funds, not to exceed Four Hundred Thousand Dollars and No/100 (\$400,000.00). The Borrower will be required to pay the accrued loan interest in full at the time of the principal forgiveness award. A copy of the Promissory Note setting forth specific conditions and terms is attached hereto and incorporated herein by reference and all references to this Loan Agreement herein shall be deemed to include the Note.

1. DBE Utilization Report.

The Borrower agrees to submit the DISADVANTAGED BUSINESS ENTERPRISE BIDDER GOOD FAITH EFFORT DOCUMENTATION and the DBE NOTIFICATION OF INTENT TO SUB-CONTRACT Forms to the Wyoming Water Development Office (WWDO), DWSRF Section. These forms must be submitted to the WWDO for approval prior to awarding the construction contract. These forms can be obtained by contacting the WWDO or the Department of Environmental Quality (DEQ).

2. Equal Employment Opportunity.

The Borrower must, at a minimum, include in contracts the seven equal employment clauses of the Presidential Executive Order No. 11246.

3. "Fair Share Goal".

The Borrower agrees to establish a "Fair Share Goal" percentage of not less than 3% of prime contract and subcontract awarded for this project with the Office of State Lands and Investments (OSLI), WWDO, and DEQ before the Borrower begins the process to award any contracts under this agreement.



The Borrower must, at a minimum, take the six affirmative steps to ensure to the fullest extent possible that at least the negotiated "Fair Share Goal" percentage of loan funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities.

The Borrower agrees to include in its bid documents a "3% Fair Share Goal" percentage and require all of its prime contractors to include in their bid documents for subcontracts a "3% Fair Share Goal" percentage.

#### 4. Davis-Bacon Wage Act.

The Borrower covenants and agrees that all laborers and mechanics employed by contractors and subcontractors on the project, funded directly by or assisted in whole or in part by this Loan, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. All pertinent information related to compliance with labor standards, including prevailing wage rates, may be obtained from the Department of Labor.

Documentation must be retained for three (3) years after project completion and made available to the OSLI, WWDO, and the DEQ, upon request. The Borrower must certify to the best of the Borrower's knowledge and belief that this project complies with section 1450(e) of the Safe Drinking Water Act, all laborers and mechanics employed by contractors and subcontractors during the reporting period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met. Such certification shall be obtained on loan draft request forms provided by the OSLI. The Borrower must acknowledge prior to the bidding of the project the receipt of the Guidance requirements provided by the DEQ at the following website: <http://deq.state.wy.us/wqd/www/srf/index.asp> to the OSLI. At the time of bidding the Borrower must confirm that all applicable Guidance requirements are being met.

#### 5. American Iron and Steel.

The Borrower covenants and agrees that no funds from this Loan may be used for this project unless all of the iron and steel used in the project are produced in the United States, unless a waiver is provided to the recipient by the Environmental Protection Agency (EPA). The Borrower shall comply with all regulations and guidance issued by EPA, DEQ, and WWDC regarding this requirement.

#### 6. Initiating of Operations /Substantial Completion Notification.

The Borrower must notify the OSLI, WWDO, and the DEQ in writing within thirty (30) days of the date of initiation of operations or substantial completion of construction under this Project. The Borrower must start repayment of the Loan within one (1) year of initiation of operations or substantial completion, whichever date occurs first.

#### 7. Disbursement of Loan Proceeds.

The Loan proceeds shall be disbursed in minimum draws of \$1,300. Requests for disbursement shall be submitted on a form provided by the OSLI. Requests for disbursement shall only be for project costs which have been incurred and shall be subject to review by OSLI, WWDO, and DEQ. The Borrower shall make payment for loan draft request invoices within ten (10) business days of receipt of reimbursement from the OSLI. If for any reason the Borrower is unable to comply, the Borrower must notify the OSLI immediately.

#### 8. Source of Repayment Pledge.

The Borrower irrevocably pledges the source of repayment described in this Loan Agreement for the punctual payment of the principal and the interest on the Loan, and any and all other amounts due under this Loan Agreement.

9. Performance Under Loan Agreement.

The Borrower covenants and agrees (i) to maintain its drinking water system in good repair and operating condition and (ii) to cooperate with the OSLI and WWDO in its observance and performance of the respective duties, covenants, obligations and agreements of the Borrower under this Loan Agreement.

10. Completion of Project and Provisions of Moneys Therefore.

The Borrower covenants and agrees (i) to exercise its best efforts in accordance with prudent water system practice to complete the Project and to accomplish such completion on or before the estimated Project completion date set forth in the current Project schedule approved by the Project Engineer and hereby made a part hereof; and (ii) to provide from its own fiscal resources all moneys, in excess of the total amount of the Loan, required to complete the Project.

11. Disposition of Drinking Water System.

The Borrower covenants and agrees that it will not sell, lease, abandon or otherwise dispose of all or substantially all or any substantial portion of its drinking water system or any other system which provides revenues for upkeep and maintenance of the drinking water system except on ninety (90) days' prior written notice to the OSLI, WWDO, and DEQ and, in any event, shall not sell, lease, abandon or otherwise dispose of the same unless the following conditions are met: (i) the Borrower, with the prior written approval of the Board, shall assign this Loan Agreement and its rights and interests hereunder in accordance with Exhibit A, Item 6 to the purchaser or lessee of the drinking water system which must be an eligible political subdivision as defined in the DWSRF Rules and Regulations, and such purchaser or lessee shall assume all duties, covenants, obligations and agreements of the Borrower under this Loan Agreement; and (ii) the Board, in its sole discretion, by appropriate action determines that such sale, lease, abandonment or other disposition will not adversely affect (A) the ability of the Borrower or its assignees to meet its duties, covenants, obligations and agreements under the Loan Agreement, (B) any agreement entered into by the Board, or any condition of any grant received by the Board from the United States of America which is related to any capitalization grant received by the Board under the Safe Drinking Water Act.

12. Records; Accounts.

The Borrower shall keep accurate records and accounts for its drinking water system (the "System Records") separate and distinct from its other records and accounts (the "General Records"). Such System Records shall be maintained in accordance with generally accepted government accounting standards and, at a minimum, the Borrower shall have annual financial statements prepared by an independent party. The OSLI may require system records to be audited annually by an independent accountant, in which case the audit may be part of the annual audit of the General Records of the Borrower. Such System Records and General Records shall be made available for inspection by the OSLI, WWDO, and DEQ at any reasonable time, and a copy of the financial statements or the independent annual audit, including all written comments and recommendations of such accountant, shall be furnished to the OSLI within 150 days of the close of the fiscal year. The Borrower agrees that if it expends an aggregate amount of Seven Hundred Fifty Thousand Dollars and No/100 (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Borrower agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. If findings are made which cover any part of this Loan, the Borrower shall provide one (1) copy of the audit report to the State and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to the State's records.

13. Inspections; Information.

The Borrower shall permit the OSLI, WWDO, and DEQ, and any party designated by any of such parties, to examine, visit and inspect, at any and all reasonable times, the property, including the drinking water system if any, constituting the project, and to inspect and make copies of any accounts, books and records, including (without limitation) its System Records, General Records, and any other records regarding receipts, disbursements, contracts, investments and any other

matters relating thereto and to its financial standing, and shall supply such reports and information as the OSLI, WWDO and DEQ may reasonably require in connection therewith. The Borrower shall inform the OSLI, WWDO, and DEQ of any changes, irregularities, and/or problems. These may include but are not limited to: change orders, Davis-Bacon related issues, contract interpretation issues, withholding liens, and scheduling alterations.

14. Cost of the Project.

The Borrower certifies that the cost of the Project, as listed in the Application for Financial Assistance, is a reasonable and accurate estimation and upon direction of the OSLI, WWDO, or DEQ, as the case may be, shall supply the same with a certificate from its engineer stating that such is a reasonable and accurate estimation, taking into account investment income to be realized during the course of the Project and other money that would, absent the Loan, have been used to pay the cost of the Project. Borrower acknowledges and agrees that loan funds are provided by the U.S. Environmental Protection Agency, Safe Drinking Water Act, CFDA #66.468, through the Drinking Water State Revolving Fund Loan Program, administered by the OSLI and Board. Borrower agrees to report receipt of such funds as Federal Funds pursuant to the Federal Single Audit Act, as amended, and revised OMB Circular A-133.

15. Reimbursement for Ineligible Costs.

The Borrower shall promptly reimburse the OSLI for any portion of the Loan which is funded, but which is subsequently determined to be a cost of the drinking water system which is not eligible for funding, from cash draws under the Drinking Water State Revolving Fund. Such reimbursement shall be promptly repaid to the OSLI upon written request of the OSLI.

16. Advertising.

The Borrower agrees not to advertise the project for bids until plans and specifications, including but not limited to, engineer's cost estimate, with bid extensions and detailed cost estimates, which should include estimated costs of major components for the project have been approved by WWDO and the DEQ.

17. User Charges.

The Borrower shall establish, levy and collect rents, rates and other charges for products and services provided by its drinking water system, which rents, rates, and other charges shall be at least sufficient: (A) to meet the operation and maintenance expenses of its drinking water system, including any reserve or replacement fund established by the Borrower for the sound fiscal management and/or for maintenance of the drinking water system, (B) to comply with all covenants pertaining thereto contained in, and all other provisions of, any bond resolution, trust indenture or other security agreement, if any, relating to any bonds, notes or other evidences of indebtedness issued by the Borrower or any other contractual obligations incurred by the Borrower, (C) to pay the debt service requirements on all other bonds, notes or other subordinated evidences of indebtedness whether now outstanding or incurred in the future issued to finance improvements to the drinking water system and to make any other payments required by law which are payable from funds pledged to the payment of the Loan Agreement, (D) to generate funds sufficient to fulfill the terms of all other contracts and agreements made by the Borrower, including, without limitation, this Loan Agreement, and (E) to pay all other amounts payable from or constituting a lien or charge on the funds pledged to the payment of the Loan. The Borrower also agrees that such system of user charges will be maintained at all times that this Loan Agreement is in effect.

During the Loan Term, the Borrower will establish a system of user charges to assure each recipient of drinking water system services from the drinking water system will pay such recipient's proportionate share of the cost of operation and maintenance, including replacement of the drinking water system and the Borrower also agrees that such system of user charges will be maintained.

18. Commencement of Construction.

Within four (4) months after the execution date of this agreement, the Borrower shall expeditiously initiate the project and complete construction in accordance with the approved schedule. The Borrower shall receive OSLI, WWDO, and DEQ written approval before implementing changes which delay the project schedule. In the event an extension is not approved or the project is not under construction within four (4) months after the execution date of this agreement, OSLI will give written notice that the commencement of construction has exceeded the period allowed and the Loan will be considered closed and repayments (if any) will start within one year of the notice.

19. Project Ending Date.

The Borrower covenants and agrees that it will draw all funds on this Loan by October 30, 2019. In the event the Borrower is unable to draw all the funds by this date, the Borrower may request an extension from OSLI, at least ninety (90) days prior to this date. If the Borrower fails to draw all of its eligible Loan funds by October 30, 2019, or received an extension from OSLI, then those funds will no longer be available and the Loan will be closed. Any remaining Loan funds will revert back to the Board.

20. Interest in Project Site.

As a condition of the Loan, the Borrower hereby warrants to the satisfaction of the OSLI, WWDO, and DEQ, before advertising for bids for construction, that the Borrower has or will have a fee simple or such other estate or interest in the site of the Project, including necessary easements and right-of-ways, as the OSLI, WWDO, and DEQ finds sufficient to assure undisturbed use and possession for the purpose of construction and operation of the Project for the estimated life of the Project.

21. Archaeological Artifacts.

In the event that archaeological artifacts or historical resources are unearthed during construction excavation, the Borrower shall stop, or cause to be stopped, construction activities and will notify the superintendent of the State Historic Preservation Office, DEQ, and WWDO of such unearthing and follow all applicable state and federal laws and regulations governing such occurrences. The Borrower may wish to hire a qualified archaeologist to monitor construction activities.

22. Operation and Maintenance of Drinking Water System.

The Borrower covenants and agrees that it shall, in accordance with prudent drinking water system practice, (i) at all times operate the properties of its drinking water system and any business in connection therewith in an efficient manner, (ii) maintain its drinking water system in good repair, working order and operating condition, (iii) from time to time make all necessary and proper repairs, renewals, replacements, additions, betterment and improvements with respect to its drinking water system so that at all times the business carried on in connection therewith shall be properly and advantageously conducted; provided, however, this covenant shall not be construed as requiring the Borrower to expend any funds which are derived from sources other than the operation of its drinking water system and provided further that nothing herein shall be construed as preventing the Borrower from doing so.

23. Binding Effect.

This Loan Agreement shall inure to the benefit of and shall be binding upon the Board and the Borrower, their respective successors and assigns.

24. Severability.

In the event any provision of this Loan Agreement shall be held illegal, invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable or otherwise affect any other provision hereof.

25. Floodplain Management.

The Borrower will comply with the floodplain management standards of the National Flood Insurance program.

26. Additional Covenants and Requirements.

If necessary in connection with the Board's issuance of the Loan, additional covenants and requirements will be included on Exhibit A to, and hereby made part of, this Loan Agreement. The Borrower agrees to observe and comply with each such additional covenant and requirement, if any, included on Exhibit A on the date of the Loan Closing. The Borrower agrees to comply with all applicable Federal, State, and local laws related to this project and the Loan Agreement

INTENTIONALLY LEFT BLANK

27. Sovereign Immunity.

The State of Wyoming, the Wyoming Office of State Lands and Investments, and the Wyoming State Loan and Investment Board do not waive sovereign immunity by entering into this agreement, and specifically retain immunity and all defenses available to them as sovereign pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

IN TESTIMONY WHEREOF, I, Matthew H. Mead, President of the Wyoming State Loan and Investment Board, have executed these presents and caused the official seal of the Wyoming State Loan and Investment Board of the State of Wyoming to be affixed hereto at the City of Cheyenne, State of Wyoming, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

WYOMING STATE LOAN AND INVESTMENT BOARD

BY: \_\_\_\_\_  
GOVERNOR MATTHEW H. MEAD

ATTEST:

\_\_\_\_\_  
BRIDGET HILL, DIRECTOR  
OFFICE OF STATE LANDS AND INVESTMENTS

CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS  
BOARD

BY: \_\_\_\_\_  
H. H. KING JR., CHAIRMAN

ATTEST:

\_\_\_\_\_  
CHARLIE POWELL, SECRETARY

Attorney General's Office Approval as to Form:

  
\_\_\_\_\_  
Megan Pope, Assistant Attorney General

## EXHIBIT A

### ADDITIONAL COVENANTS AND REQUIREMENTS

1. Certification from the engineer must be furnished prior to commencement of operation stating that the Project was constructed as shown in the plans submitted or a justification by the engineer and/or operating entity of any changes that were made.

2. The Borrower must comply with all applicable City and/or County regulations prior to construction.

3. The Borrower will comply with all requirements and mitigation efforts as called out or detailed in the environmental assessment documents.

4. The Borrower will immediately increase water rates as necessary to comply with the user charge covenant requirement of the Loan Agreement.

5. The Borrower, subsequent to bid opening and prior to initiating construction, shall submit to DEQ and WWDO a construction schedule with key construction dates.

6. Assignment by the Central Wyoming Regional Water System JPB. This Loan Agreement cannot be assigned by the Borrower for any reason, unless the following conditions shall be satisfied: (a) the Board shall have approved said assignment in writing; (b) the assignee shall have expressly assumed in writing the full and faithful observance and performance of the Borrower's duties, covenants, agreements and obligations under the Loan Agreement; (c) immediately after such assignment, the assignee shall not be in default in the performance or observance of any duties, covenants, obligations or agreements of the Borrower under the Loan Agreements; (d) the OSLI shall receive an opinion of counsel to the effect that such assignment will not violate the provisions of any agreement entered into by the Board with, or condition of any grant received by the Board from, the United States of America which is related to any capitalization grant received by the Board under the Safe Drinking Water Act. No assignment under this paragraph shall relieve the Borrower from primary liability for any of its obligations under this Loan Agreement; and, in the event of such assignment, the Borrower shall continue to remain solely liable for the performance and observance of its obligations to be performed and observed under this Loan Agreement.

Applicant: CENTRAL WYOMING REGIONAL WATER SYSTEM JPB

Project Name: WATER TREATMENT PLANT SCADA IMPROVEMENTS

**PROJECT TIMELINE**

Task	Date	Actual/Estimate
1. Contract documents submitted to SRF Staff for approval	02/14/2018	ACTUAL
a) Apply for DEQ Permit to Construct	02/14/2018	ACTUAL
b) All permits, easements, Right of Ways approved or finalized/signed	02/06/2018	ACTUAL
2. Publish call for bids approved by SRF Staff	5/01/2018	Estimate
3. Construction start date	7/01/2018	Estimate
4. Substantial completion date	4/01/2019	Estimate
5. Construction end date	5/01/2019	Estimate



**DWSRF LOAN # 213**

**ASSIGNMENT AND PLEDGE OF REVENUES**

For value received, the Central Wyoming Regional Water System Joint Powers Board, Natrona County, Wyoming (hereinafter "Borrower") does hereby assign and pledge to the Wyoming State Loan & Investment Board at Cheyenne, Wyoming all revenues generated from the Borrower's Regional Water System User Charges and Collected Regional Water System Investment Charges as reimbursement for the annual loan payments which the Borrower will make to the Drinking Water State Revolving Fund necessary to meet their amortized annual payment of principal and interest obligation as set forth in the schedule for repayment of this Promissory Note. This assignment will be in effect until the Drinking Water State Revolving Account Loan of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00), has been paid in full or, if a lesser sum is actually borrowed, until such lesser sum, as secured hereby has been repaid in full. The Assignment and Pledge of Revenues granted by this Assignment shall not be subordinate to any other pledge or assignment of such revenues by the Borrower.

IN WITNESS, the Central Wyoming Regional Water System JPB, Natrona County, Wyoming has caused this Assignment to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT  
POWERS BOARD

BY: \_\_\_\_\_  
H. H. KING JR., CHAIRMAN

ATTEST:

\_\_\_\_\_  
CHARLIE POWELL, SECRETARY

## DRINKING WATER STATE REVOLVING LOAN NOTE

STATE OF WYOMING  
 WYOMING STATE LOAN & INVESTMENT BOARD  
 CHEYENNE, WYOMING

**PROMISSORY NOTE**

\$1,600,000.00

\_\_\_\_\_, 2018

For value received, the Central Wyoming Regional Water System Joint Powers Board, Natrona County, Wyoming, (hereinafter "Borrower") promises to pay to the order of the Wyoming State Loan & Investment Board (hereinafter "Board") at Cheyenne, Wyoming, the sum of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00) together with interest at a rate of two and one-half percent (2.5%) per annum, in the manner and from the revenue as is more particularly set forth below. Upon completion of the project and prior to repayment of the loan, this loan shall be granted principal forgiveness up to twenty-five percent (25%) of the drawn loan funds, not to exceed Four Hundred Thousand Dollars and No/100 (\$400,000.00). The Borrower will be required to pay the accrued loan interest in full at the time of the principal forgiveness award.

Annual repayment of principal and interest shall begin not later than one (1) year after substantial completion or initiation of operation of the "project" whichever date occurs first, as set forth and described in the Loan Agreement of even date with this Promissory Note (hereinafter "Note"). Said Loan Agreement being incorporated herein at this point as if fully set forth.

Attached hereto is a preliminary amortization schedule of the principal and interest payments due from the Borrower pursuant to this Note. Pursuant to the Loan Agreement, the Parties understand that the First Payment Due Date will be on or before a date which is one (1) year after substantial completion or initiation of operations of the "project" whichever date occurs first. Prior to the First Payment Due Date, the amount of principal forgiveness shall be applied to the Promissory Note amount and the Note and the amortization schedule shall be amended to reflect the amount of principal forgiveness. The amount of the first payment due under the Note will include accrued interest on disbursements. In the event the Borrower does not borrow the entire sum of One Million Six Hundred Thousand Dollars and No/100 (\$1,600,000.00), the Parties agree to amend the Note and amortization schedule to reflect the principal sum actually borrowed by the Borrower with all of the other terms of Note remaining the same.

All or any portion of the principal due on this Note may be prepaid at any time. The Borrower shall have the right and privilege of making extra payments or pay the entire unpaid balance at any time without penalty. Extra payments shall be credited first to interest due and the balance to principal. Advance or extra

payments on account of the principal shall not reduce the annual payments to be made but are to operate only to discharge the loan at an earlier date.

In the event the annual payment of principal and interest is not received on the specified due date of each year, the Borrower will be in default, and the Board may proceed against the revenues assigned and pledged by the Borrower pursuant to the loan Assignment and Pledge of Revenues as provided by law.

Failure to pay any installment or installments hereon when due shall entitle the holder hereof to declare the whole of the unpaid balance on this Note due and payable on demand.

The maker of this Note hereby accepts the conditions hereon and expressly waives presentment for payment and any claims presented pursuant to W.S. § 15-1-125, protest and notice of protest for nonpayment hereof and all defenses on the grounds of any extension of time of payment that may be given by the holder hereof.

In the event of suit to enforce payment of this Note for any installment, interest, or part thereof, the undersigned maker agrees to pay, in addition to the costs and disbursements provided and allowed by law, reasonable attorney's fees and costs.

CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT  
POWERS BOARD

BY: \_\_\_\_\_  
H. H. KING JR., CHAIRMAN

ATTEST:

\_\_\_\_\_  
CHARLIE POWELL, SECRETARY

**Wyoming The Office of State Lands and Investments**  
**Central Wyo Reg Water System JPB - DW213**  
**Loan Amortization Report**

Date: 04/17/18  
Time: 11:06:47 AM

Num	Date	Principal	Rate	Interest Rates		Total	Disbursements	Current Balance	Contracted Bal
				Start Date	End Date				
				Interest Rate	Fee Rate				
				04/01/2038	04/01/2019	2.500000	0.000000		
1	04/01/2019	\$ 66,471.03	2.500000	\$ 36,164.38	\$ 0.00	\$ 102,635.41		-\$ 66,471.03	\$ 1,533,528.97
2	04/01/2020	\$ 64,822.37	2.500000	\$ 37,813.04	\$ 0.00	\$ 102,635.41		-\$ 131,293.40	\$ 1,468,706.60
3	04/01/2021	\$ 66,420.73	2.500000	\$ 36,214.68	\$ 0.00	\$ 102,635.41		-\$ 197,714.13	\$ 1,402,285.87
4	04/01/2022	\$ 68,058.50	2.500000	\$ 34,576.91	\$ 0.00	\$ 102,635.41		-\$ 265,772.63	\$ 1,334,227.37
5	04/01/2023	\$ 69,736.65	2.500000	\$ 32,898.76	\$ 0.00	\$ 102,635.41		-\$ 335,509.28	\$ 1,264,490.72
6	04/01/2024	\$ 71,456.19	2.500000	\$ 31,179.22	\$ 0.00	\$ 102,635.41		-\$ 406,965.47	\$ 1,193,034.53
7	04/01/2025	\$ 73,218.12	2.500000	\$ 29,417.29	\$ 0.00	\$ 102,635.41		-\$ 480,183.59	\$ 1,119,816.41
8	04/01/2026	\$ 75,023.50	2.500000	\$ 27,611.91	\$ 0.00	\$ 102,635.41		-\$ 555,207.09	\$ 1,044,792.91
9	04/01/2027	\$ 76,873.39	2.500000	\$ 25,762.02	\$ 0.00	\$ 102,635.41		-\$ 632,080.48	\$ 967,919.52
10	04/01/2028	\$ 78,768.90	2.500000	\$ 23,866.51	\$ 0.00	\$ 102,635.41		-\$ 710,849.38	\$ 889,150.62
11	04/01/2029	\$ 80,711.15	2.500000	\$ 21,924.26	\$ 0.00	\$ 102,635.41		-\$ 791,560.53	\$ 808,439.47
12	04/01/2030	\$ 82,701.29	2.500000	\$ 19,934.12	\$ 0.00	\$ 102,635.41		-\$ 874,261.82	\$ 725,738.18
13	04/01/2031	\$ 84,740.50	2.500000	\$ 17,894.91	\$ 0.00	\$ 102,635.41		-\$ 959,002.32	\$ 640,997.68
14	04/01/2032	\$ 86,829.99	2.500000	\$ 15,805.42	\$ 0.00	\$ 102,635.41		-\$ 1,045,832.31	\$ 554,167.69
15	04/01/2033	\$ 88,971.00	2.500000	\$ 13,664.41	\$ 0.00	\$ 102,635.41		-\$ 1,134,803.31	\$ 465,196.69
16	04/01/2034	\$ 91,164.81	2.500000	\$ 11,470.60	\$ 0.00	\$ 102,635.41		-\$ 1,225,968.12	\$ 374,031.88
17	04/01/2035	\$ 93,412.71	2.500000	\$ 9,222.70	\$ 0.00	\$ 102,635.41		-\$ 1,319,380.83	\$ 280,619.17
18	04/01/2036	\$ 95,716.03	2.500000	\$ 6,919.38	\$ 0.00	\$ 102,635.41		-\$ 1,415,096.86	\$ 184,903.14
19	04/01/2037	\$ 98,076.15	2.500000	\$ 4,559.26	\$ 0.00	\$ 102,635.41		-\$ 1,513,173.01	\$ 86,826.99
20	04/01/2038	\$ 86,826.99	2.500000	\$ 2,140.94	\$ 0.00	\$ 88,967.93		-\$ 1,600,000.00	\$ 0.00
<b>Totals:</b>		<b>\$ 1,600,000.00</b>		<b>\$ 439,040.72</b>	<b>\$ 0.00</b>	<b>\$ 2,039,040.72</b>	<b>\$ 0.00</b>		

RESOLUTION NO. 18-02

A RESOLUTION AUTHORIZING THE EXECUTION OF LOAN DOCUMENTS WITH THE STATE LOAN AND INVESTMENT BOARD FOR THE PURPOSE OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM PLC/SCADA UPGRADE PROJECT.

WHEREAS, the Governing Body for the Central Wyoming Regional Water System Joint Powers Board (hereinafter referred to as "Joint Powers Board") desires to participate in the State Revolving Fund program to assist in financing this project; and,

WHEREAS, the Governing Body for the Joint Powers Board continues to recognize the need for this project; and,

WHEREAS, the Governing Body of the Joint Powers Board through Resolution 17-01 dated July 18, 2017 submitted a loan application to the State Loan and Investment Board for a One Million, Six Hundred Thousand Dollars (\$1,600,000) Drinking Water State Revolving Fund Loan for 20 years with 25% principal forgiveness; and,

WHEREAS, the State Loan and Investment Board at its December 7, 2017 meeting awarded the Joint Powers Board the amount of One Million, Six Hundred Thousand Dollars (\$1,600,000) at 2.5% interest for 20 years with 25% principal forgiveness for assistance in financing the Central Wyoming Regional Water System PLC/SCADA Upgrade Project; and,

WHEREAS, in return for the stated loan proceeds, the Joint Powers Board has agreed to pledge revenues generated from Joint Powers Board user charges and Regional Water System investment charges to meet the amortized annual payments of principal and interest under the loan documentation; and,

WHEREAS, the State Loan and Investment Board requires the Joint Powers Board to execute loan documents for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD, CASPER, WYOMING: That the Chairman is hereby authorized and directed to execute and the Secretary to attest loan documents with the State Loan and Investment Board for the purpose of receiving a One Million, Six Hundred Thousand Dollar (\$1,600,000) loan from the Drinking Water State Revolving Fund to assist in funding the Regional Water System PLC/SCADA Upgrade Project, more particularly described in said loan documents, and specifically subject to the conditions set forth therein.

BE IT FURTHER RESOLVED: That the Chairman of the Central Wyoming Regional Water System Joint Powers Board is hereby designated as the authorized representative of the Joint Powers Board to act on behalf of the Governing Body on all matters relating to this

loan.

PASSED, APPROVED, AND ADOPTED this 18th day of September 2018.

APPROVED AS TO FORM:

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ATTEST:

CENTRAL WYOMING REGIONAL  
WATER SYSTEM JOINT POWERS  
BOARD

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Charlie Powell  
Secretary

---

H. H. King, Jr.  
Chairman

# Central Wyoming Regional Water System

## Joint Powers Board

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

VOUCHER NO. 7912

<b>VENDOR NAME AND ADDRESS:</b>  <b>00683-10</b> <b>OFFICE OF STATE LANDS &amp; INVESTMENTS</b> <b>HERSCHLER BUILDING 3<sup>RD</sup> WEST</b> <b>122 WEST 25<sup>TH</sup> STREET</b> <b>CHEYENNE, WY 82002-0600</b>
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<b>APPROVED:</b>  CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD	
_____ Chairman	_____ Date
_____ City of Casper Representative	_____ Date

THE REGIONAL WATER SYSTEM IS TAX EXEMPT. DO NOT INCLUDE STATE OR FEDERAL TAXES ON YOUR BILL.

DATE	INVOICE #	DESCRIPTION	AMOUNT
8/23/2018	RIN0028911	DWSRF #213 Loan Origination Fee – WTP SCADA Improvements Project No. 17-038	\$ 8,000.00

DISTRIBUTION OF CHARGES		
ACCOUNT #	AMOUNT	
6025.10	\$8,000.00	
80-404000-5730		

<b>VENDOR CERTIFICATION</b>  I do solemnly swear that the within account is just and correct, and that no part of the same has been paid by the Central Wyoming Regional Water System Joint Powers Board or by any individual.  UNABLE TO OBTAIN VENDOR SIGNATURE IN A TIMELY MANNER. DIRECTOR HAS REVIEWED VENDOR INVOICE AND HEREBY CERTIFIES THAT THE ACCOUNT OF SERVICES OR SALES CONTAINED THEREIN IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE.  <b>Initial:</b>  _____  <b>Date:</b> <u>Dated above</u> _____
--

This must be completed before payment can be made; vouchers must be fully ITEMIZED, SIGNED, and RETURNED for all purchases and services.

122 West 25<sup>th</sup> Street  
Cheyenne, WY 82002  
Phone: 307.777.7331  
Fax: 307.777.3524  
[slfmail@wyo.gov](mailto:slfmail@wyo.gov)



MATTHEW H. MEAD  
Governor

BRIDGET HILL  
Director

August 23, 2018

Central Wyoming Regional Water System JPB  
Charlie Powell, Secretary  
1500 SW Wyoming Blvd  
Casper, WY 82604

RE: DWSRF Loan #213, Water Treatment Plant SCADA Improvements Project- 2<sup>nd</sup> set of revised documents (1<sup>st</sup> set lost)

Dear Mr. Powell,

At the regularly scheduled meeting held December 7, 2017 the State Loan and Investment Board approved an application for a DWSRF Loan in the amount of \$1,600,000.00 at 2.5% per annum for twenty (20) years for the JPB. Enclosed please find a Revised Loan Agreement, Promissory Note, and Assignment and Pledge of Revenues.

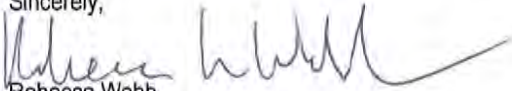
EPA requires that repayment must begin not later than one (1) year after project completion. Once the project is complete our office will negotiate a repayment start date so it begins not later than one year after project completion. This new repayment start date will be reflected in an Amended Promissory Note.

Please complete the enclosed loan documents where necessary, secure the appropriate signatures, date and return the originals to: Rebecca Webb, Office of State Lands and Investments, Herschler Building, 3<sup>rd</sup> Floor West, 122 W. 25th Street, Cheyenne, Wyoming 82002-0600.

In accordance with W.S. 16-1-303(d); and State Rules and Regulations Chapter 16, Section 12. "Fees", as a condition to making a loan, a loan origination fee of one-half percent (0.5%) of the amount of the loan will be collected at loan closing. The amount due from JPB is \$8,000.00. A check made out to the agency for this amount must be returned along with the completed loan documents as referred to above. This check must accompany the returned loan documents or finalization of the loan will be delayed. If you have any questions or concerns, please contact me at (307) 777-6046.

Please note I will expect the signed loan documents and origination fee in our office within "10 business days" of the receipt of this 2<sup>nd</sup> set of revised loan documents. I show the original set was sent on April 23 and the 1<sup>st</sup> set of revised documents on June 28<sup>th</sup>.

Sincerely,



Rebecca Webb  
Community Loan Officer


Enc: - 2<sup>nd</sup> set -revised Loan Agreement  
- Promissory Note  
- Assignment and Pledge of Revenues  
-Amortization schedule

6025.10 Capital  
80-404000-5730



September 11, 2018

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

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

SUBJECT: Replacement of One Liquid Oxygen System Heater

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for September 18, 2018.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize a professional services agreement in the amount of \$49,745.78 with Rocky Mountain Air Solutions for replacement of one liquid oxygen system heater assembly.

Summary

The CWRWS operates two 7,000-gallon liquid oxygen systems used for the on-site generation of ozone. The ozonation process is the primary disinfection method for both surface water and ground water production.

The two liquid oxygen systems each include heating assemblies designed to prevent excessive icing on valves and piping. The heating systems are approximately 20 years old and are no longer reliable. Additionally, parts to perform repairs are no longer readily available.

The liquid oxygen systems are a critical component of the water treatment process and must remain in good operational condition. One heater will be replaced this budget year with the second unit planned for replacement in FY20.

Financial Considerations

Funding for this project is included in the FY19 RWS Capital Replacement Budget.

Oversight/Project Responsibility

Brian Schroeder, Water Treatment Plant Manager.

Attachments

Procurement Agreement

**CONTRACT FOR PROFESSIONAL SERVICES**

**PART I - AGREEMENT**

This Contract for Professional Services (“Contract”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 SW Wyoming Boulevard, Casper, Wyoming 82604 (“Owner”).
2. Rocky Mountain Air Solutions, 89 Salt Creek Highway, Casper, Wyoming 82604 (“Consultant”).

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

**RECITALS**

A. The Owner is undertaking a project to replace the heater on the liquid oxygen tanks for the Central Wyoming Regional Water System (CWRWS) building located in Casper, Wyoming.

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

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

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

1. **SCOPE OF SERVICES:**

The Consultant shall perform the following services in connection with and respecting the project: Replacement of Heater Casting S/N 980417 and Trim Heater Casting Assembly. See attached “Exhibit A”, Rocky Mountain Air Quote dated September 6, 2018.

2. **TIME OF PERFORMANCE:**

The services of the Consultant are to commence upon written notice to proceed from the Owner. The Project design shall be undertaken and completed on or before May 31, 2019.

3. **COMPENSATION:**

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed in accordance with paragraph 1,

not to exceed a maximum of Forty-Nine Thousand Seven Hundred Forty-Five Dollars and Seventy- Eight Cents (\$49,745.78).

4. METHOD OF PAYMENT:

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

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

5. TERMS AND CONDITIONS:

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

6. EXTENT OF CONTRACT:

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

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

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

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

(Replace Liquid Oxygen Tank Heater)

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

OWNER:

CENTRAL WYOMING REGIONAL WATER  
SYSTEM JOINT POWERS BOARD

\_\_\_\_\_  
Charlie Powell  
Secretary

\_\_\_\_\_  
H. H. King, Jr.  
Chairman

WITNESS:

CONSULTANT:

Rocky Mountain Air  
89 Salt Creek Highway  
Casper, Wyoming 82604

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

#### **1. TERMINATION OF CONTRACT:**

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

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

#### **2. CHANGES:**

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

#### **3. ASSIGNABILITY:**

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

#### **4. AUDIT:**

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

5. EQUAL EMPLOYMENT OPPORTUNITY:

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

6. OWNER OF PROJECT MATERIALS:

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

7. FINDINGS CONFIDENTIAL:

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

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Consultant shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

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

10. SUBCONSULTANT:

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

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

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

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

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

11. INSURANCE AND INDEMNIFICATION:

A. **Prior to** the commencement of work, Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its sub-consultants, agents, representatives, or employees.

*B. Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

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

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

*D. Other Insurance Provisions*

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

1. *Additional Insured Status*

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



2. *Primary Coverage*

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

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

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

5. *Deductibles and Self-Insured Retentions*

Any deductibles or self-insured retentions must be declared to and approved by the Owner. Unless otherwise approved by the Owner in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the Owner, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the Owner may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

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

8. *Verification of Coverage*

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

9. *Sub-consultants*

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

10. *Special Risks or Circumstances*

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

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

12. INTENT:

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

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

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

# EXHIBIT "A"



**Rocky Mountain  
Air Solutions**

## Quotation

**To:** Central Wyoming Regional Water  
1500 SW Wyoming Blvd.  
Casper, WY 82604  
Account #16685

**Date:** September 6, 2018

Page 1 of 2

**Attn:** Michael McDaniels

**Phone:** (307) 265-6063

**E-mail:** mmcdaniels@casperwy.gov

Qty	Product /Grade Part Number	Specifications	Unit of Measure	Cost per Unit	Total
1	HCA480C-10-.25-O2	Replacement of Heater Casting S/N 980417 and Trim Heater Casting Assembly. The following is included: 1. Aluminum casting assembly insulated with foam glass covered with a stainless steel jacket. 2. Junction box on top of heater casting assembly. 3. High temperature cut off switch 4. Spare heaters in the casting 5. Stand assembly	EA	\$17,325.90	\$17,325.90
3	Valves	½" extended stem electrically actuated ball valves, cleaned for oxygen service	EA	\$1,667.50	\$5,002.50
2	Valves	1" solenoid valves gas side extended stem electrically actuated ball valves, cleaned for oxygen service	EA	\$1,051.10	\$2,102.20
1	Piping	304 stainless steel replacement piping , cleaned for oxygen service	EA	\$1725.00	\$1725.00
4	Bulk Tank Safety Reliefs	Safety reliefs for bulk tank, ½" x ¾" 250 psi, cleaned for oxygen service	EA	\$323.45	\$1293.80
4	Burst Discs	Burst discs for bulk tank, ¾" 345 psi, cleaned for oxygen service	EA	\$264.10	\$1,056.40
12	Line Safety Reliefs ¼"	Line safety reliefs ¼" 350 psi, cleaned for oxygen service	EA	\$49.40	\$592.80
16	Line Safety Reliefs ½"	Line safety reliefs ½" 350 psi, cleaned for oxygen service	EA	\$84.75	\$1,356.00
1	Decals & Labels	Replacement bulk oxygen tank decals and system labels	EA	\$345.00	\$345.00
8	Cryogenic Labor	Rate: \$98.00 per hour Number of workers required: 2 Job duration: 8 days @ 8 hours each day including travel	Days	\$1,568.00	\$12,544.00
8	Travel Expenses	Travel expenses for cryogenic personnel: 2 workers @ 8 days @ \$195 per day	Days	\$390.00	\$3,120.00
1	Tariff Charges	Estimated Tariff Charges	EA	\$3,282.18	\$3,282.18
1	Electrical Supply	The customer is responsible for all of the electrical requirements needed to complete the job			
1	Lead-Time	Lead time for equipment and parts is 10-12 weeks from the acceptance of quote			

*The information in this proposal is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this proposal by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the proposal to the recipient named, please note that any use, disclosure, copying, distribution of this proposal or any action taken or omitted to be taken in reliance on it is prohibited.*

			<b>Total Cost</b>	<b>\$49,745.78</b>
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Notes:

1. Estimated time to complete project is 8 days. This is subject to change.
2. Cryogenic labor time includes travel time from Denver to Casper and return.
3. Project scheduled for April 2019.

Dave Gulliford, Store Manager  
 89 Salt Creek Highway, Casper, WY 82604  
 307-473-1444 office  
 307-277-0474 cell

Accepted by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Title \_\_\_\_\_

Submitted By \_\_\_\_\_  
 Date \_\_\_\_\_  
 Manager Rocky Mountain Air Solutions  
 Casper Branch

*The information in this proposal is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this proposal by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the proposal to the recipient named, please note that any use, disclosure, copying, distribution of this proposal or any action taken or omitted to be taken in reliance on it is prohibited.*

September 4, 2018

**MEMO TO:** H.H. King, Jr., Board Chairman

**FROM:** Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager  
Scott R. Baxter, P.E., Associate Engineer

**SUBJECT:** Authorizing Change Order No. 9 with COP Wyoming, LLC, for a price reduction of \$2,306.00 for Final Quantity Variations for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

**Meeting Type & Date**

Regular Board Meeting  
September 18, 2018

**Action type**

Authorization

**Recommendation**

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 9 with COP Wyoming, LLC, for a price reduction of \$2,306.00 for Final Quantity Variations for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

**Summary**

COP Wyoming, LLC, is under contract to construct the new WTP Alternate Backwash Water Supply Tank. The 1.1 million gallon alternate backwash water supply tank provides the necessary redundancy and functions to allow the existing tank to be taken out of service for repairs and re-painting.

The project is complete and three bid items had quantities that were underused or overused, with a net deduction of \$2,306.00.

Woodard & Curran, the engineering consultant retained by the JPB to manage the construction, has reviewed the final quantities with the contractor and City Engineering staff and has recommended approval.

**Financial Considerations**

Funding for the project is from Drinking Water State Revolving Funds (DWSRF) in the form of a loan up to \$1,892,066 with the remaining funding \$307,934 to come from Regional Water System Reserves. The DWSRF representative, Wade Verplancke, has given approval for this change order. Previous change orders had reduced the contingency amount from \$115,025.00 down to \$31,208.58, and the contingency amount will finish now at \$33,514.58.

**Oversight/Project Responsibility**

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

**Attachments**

Change Order No. 9 Form

Woodard & Curran Recommendation Letter

CITY OF CASPER  
CHANGE ORDER

NO. Nine (9)

PROJECT: WTP Alternate Backwash Supply Tank  
Project No. 15-37

DATE OF ISSUANCE: August 20, 2018

OWNER: Central Wyoming Regional Water System Joint Powers Board

CONTRACTOR: COP Wyoming, LLC

ENGINEER: Woodard & Curran

You are directed to make the following changes in the Contract Documents:

Description: Final Change Order for Quantity Variations.

Attachments: Memo & Consultant's Recommendation

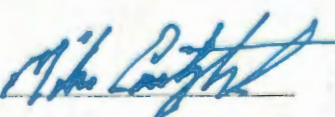
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>2,084,975.00</u>	Original Contract Time: (days or date) <u>Substantial completion: November 30, 2017</u> <u>Final completion: December 30, 2017</u>
Previous Change Orders No. <u>1</u> to <u>8</u> \$ <u>83,816.42</u>	Net change from previous Change Orders (days): <u>-- 244 --</u>
Contract Price prior to this Change Order: \$ <u>2,168,791.42</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: August 1, 2018</u> <u>Final completion: August 31, 2018</u>
Net Decrease/Increase of this Change Order: \$ <u>2,306.00</u>	Net Increase/Decrease of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>2,166,485.42</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: August 1, 2018</u> <u>Final completion: August 31, 2018</u>

ACCEPTED:

RECOMMENDED:

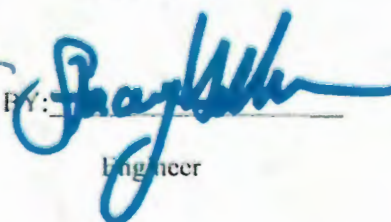
APPROVED:

BY:



Contractor

BY:



Engineer

BY: \_\_\_\_\_

Owner



August 30, 2018



Scott Baxter  
Project Manager  
City of Casper  
200 North David  
Casper, WY 82601

**Re: Casper Alternate Backwash Tank Contract Price Reduction**

Dear Mr. Baxter:

This letter is to provide Woodard & Curran's recommendation for a contract price reduction change order to the Alternate Backwash Water Supply Tank project. The recommendation is to reduce the contract price by \$2,306.00. Following is a brief description of activities resulting in a reduction of contract price.

- Bid Item No. 18 – Pavement Repair was not completed under this contract. This line item was bid at \$3,000.
- Bid Item No. 20 – Remove and Dispose of Unsuitable Material Below Grade was originally bid for 100 cy of material. Work only required 43 cy of material to be removed from the project site resulting in \$3,306.00 not spent.
- Bid Item No. 15 – Concrete Channel had an overage of lineal feet installed from the original bid quantity of 115 lf to an actual of 135 lf resulting in an additional \$4,000 to the line item.

The net amount of additional work for the concrete channel and the work not performed for pavement repair and material waste results in \$2,306.00 not spent on the project. We recommend approval of a contract price reduction.

Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Stacey Hellekson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Stacey Hellekson, PE  
Project Manager

September 11, 2018

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

FROM: Andrew B. Beamer, P.E., Public Services Director, City of Casper  
Bruce Martin, Public Utilities Manager, City of Casper  
Terry Cottenoir, Engineering Technician, City of Casper

SUBJECT: Agreement with Modern Electric Co.  
Water Treatment Plant Bulk Sand Crane System, Project No. 18-033

Recommendation:

That the Central Wyoming Regional Water System (CWRWS) Joint Powers Board authorize an agreement with Modern Electric Co., for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033, in the amount of \$28,380.00. Furthermore, it is recommended that the CWRWS Joint Powers Board authorize a construction contingency account in the amount of \$3,000.00, for a total project amount of \$31,380.00.

Summary:

On Tuesday, September 11, 2018, one (1) bid was received for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
<b>Modern Electric Co.</b>	<b>Casper, WY</b>	<b>\$28,380.00</b>

The Water Treatment Plant Bulk Sand Crane System Project includes the construction of a new bulk sand monorail crane system that will allow WTP staff to move the bulk sand containers from the storage area on the first floor of the WTP to the elevated work platform where the sand is added to the water. The monorail will support a crane with lifting capabilities up to 2 tons, or 4,000 pounds, and will be electronically controlled. The system will allow for more efficient and safe means of transporting the bulk sand containers to the work area. The work is scheduled to be completed by November 30, 2018. The estimate prepared by Lower & Co., P.C., was \$20,000.00. Lower & Co., P.C., is under contract for design and construction administration services related to the project.

As required by State Statute, in-state bidders receive a five percent (5%) bid preference. As only one bid was received, no bid preference was granted. A notice was published in the local newspaper once a week for two consecutive weeks as required by State Statute, and the project was advertised on the City of Casper's website ([www.casperwy.gov](http://www.casperwy.gov)).

Funding for the project will come from CWRWS reserves.

STANDARD FORM OF  
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82601, hereinafter referred to as the "Owner," and with Modern Electric Co., P.O. Box 2107, Casper, Wyoming 82601, hereinafter referred to as the "Contractor."

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board desires to construct a new bulk sand monorail crane system within the Central Wyoming Regional Water System Water Treatment Plant; and,

WHEREAS, Modern Electric Co., is able and willing to provide those services specified as the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by the Lower & Co., P.C., who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by **November 30, 2018**, and completed and ready for final payment in accordance with Article 14 of the General Conditions by **December 14, 2018**.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for

final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

#### ARTICLE 4. CONTRACT PRICE.

In consideration of the performance of the work in accordance with the Contract documents for this Unit Price Contract, Owner shall pay Contractor in current funds a not-to-exceed total contract price of Twenty-Eight Thousand Three Hundred Eighty Dollars (\$28,380.00), subject to additions and deductions by Change Order approved by the Owner. The contract fee shall be based on materials actually furnished and installed and services actually provided based on the unit prices contained in the Bid Form, included as Exhibit "A" (pages BF-1 through BF-4, Bid Form) and Itemized Bid Schedule, included as Exhibit "B" (page BS-1, Bid Schedule) and by this reference made a part of this Agreement.

#### ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

5.1 Progress Payments. Contractor's Applications for Payment, as recommended by Engineer, shall be submitted to City Engineering Staff on or before the 25<sup>th</sup> day of each month during construction, and Owner shall mail progress payments in the following month one day after the second monthly meeting of the Casper City Council. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.

5.1.1 Prior to payment of fifty percent (50%) of Total Contract Price, progress payments will be made in an amount equal to ninety percent (90%) of the Work completed, and ninety (90%) of Invoice Cost of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

5.1.2 After payment of fifty percent (50%) of Total Contract Price has been made, Owner shall withhold such amounts necessary so the total retainage is equal to five percent (5%) of the Total Contract Price.

5.1.3 In the event the Contractor makes only one application for payment upon substantially completing the Work, progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.2, Final Payment.

5.1.4 Should amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to the Contractor pursuant to this agreement.

5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with Article 14 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the City. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

#### ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding \$25,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

#### ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.

7.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

7.3 Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.

7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.

7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.

#### ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-6, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" - Bid Form (Pages BF-1 to BF-4, inclusive).
- 8.4 Exhibit "B" - Bid Schedule (Page BS-1, inclusive).
- 8.5 Addenda No. (0).
- 8.6 Performance and Labor and Payment Bonds.
- 8.7 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.8 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.9 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.10 Division 01 - General Requirements, consisting of five (5) sections.
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Contract Drawings, with each sheet bearing the following general title:  

**Water Treatment Plant Bulk Sand Crane System, Project No. 18-033**
- 8.15 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.

8.17 Notice of Substantial Completion.

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

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

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

*(This space intentionally left blank)*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED AS TO FORM:  
(Water Treatment Plant Bulk Sand Crane System, Project No. 18-033)

\_\_\_\_\_

CONTRACTOR:

Modern Electric Co.

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

OWNER:

Central Wyoming Regional Water System  
Joint Powers Board

By: \_\_\_\_\_

By: \_\_\_\_\_

Charlie Powell

H.H. King, Jr.

Title: Secretary

Title: Chairman





- C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Central Wyoming Regional Water System.
5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$28,380.00

TOTAL BASE BID, IN WORDS: TWENTY-EIGHT THOUSAND, THREE HUNDRED EIGHTY DOLLARS.

6. Bidder agrees that the work for the Central Wyoming Regional Water System will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Central Wyoming Regional Water System.)
  - B. Exhibit "B" - Itemized Bid Schedule.
  - C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.
9. Communications concerning this Bid shall be addressed to:
- Address of Bidder: MODERN ELECTRIC CO., PO BOX 2107,  
CASPER, WY, 266-1711,  
MHESPE@MODERN-ELECTRIC.COM
10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on SEPTEMBER 11, 2018.

Bidder is bidding as a RESIDENT (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: \_\_\_\_\_ (seal)  
(Individual's Name)

doing business as: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A PARTNERSHIP

By: \_\_\_\_\_ (seal)  
(Firm's Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A CORPORATION OR LIMITED LIABILITY COMPANY

By: MODERN ELECTRIC CO. (seal)  
(Corporation's or Limited Liability Company's Name)

WYOMING  
(State of Incorporation or Organization)

By: *Richard Vignaroli* (seal)

(Title) RICHARD VIGNAROLI, PRESIDENT

(Seal)

Attest: *Naup...*

Business Address: 246 W. 1ST STREET  
CASPER, WY 82601

Phone Number: 307-266-1711

A JOINT VENTURE

By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

**EXHIBIT "B"**  
**BID SCHEDULE**

**WATER TREATMENT PLANT BULK SAND CRANE SYSTEM**  
**PROJECT NO. 18-033**

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum      R&R = Remove and Replace      LF = Linear Feet      F&I = Furnish and Install  
SY = Square Yard      TON = Tons      CY = Cubic Yard      EA = Each

**Bid Schedule**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	F&I New Bulk Sand Monorail Crane System	LS	1	\$28,380.00	\$ 28,380.00
<b>TOTAL BID</b>					<b>\$ 28,380.00</b>

• **BID IN WORDS:**

TWENTY-EIGHT THOUSAND, THREE HUNDRED EIGHTY DOLLARS

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---

This bid submitted by: MODERN ELECTRIC CO.  
(Individual, partnership, corporation, or joint venture name)



**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

Charlie Powell,  
Secretary

John Lawson,  
Treasurer

Kenyne Humphrey

Shawn Johnson

Chris Walsh

Kenneth Waters

September 13, 2018

Mr. Jake Crosby  
USEPA Region 8  
**Mail Code: 8WP-SDB**  
1595 Wynkoop Street  
Denver, CO 80202-1129

Re: Long Term 2 Enhanced Surface Water Treatment Rule, Bin 2 Classification  
Schedule Central Wyoming Regional Water System, PWS ID# WY5600009

The Central Wyoming Regional Water System (CWRWS) is in receipt of the EPA Region 8 *Cryptosporidium Treatment Toolbox Options and Schedule* letter dated June 4, 2018 (attached). Thank you for approving our proposed plan and schedule for the Surface Water Treatment Plant (TP01) and UV disinfection plan for the Ground Water Treatment Plant (TP02). We appreciate your consideration of our proposed seven-year schedule and, as requested, by this letter, the CWRWS is providing a detailed schedule including interim activities and milestone dates.

In order for the Central Wyoming Regional Water System to complete the necessary improvements, the seven years is needed to obtain the necessary financing, prepare the plans and specifications, obtain permit to construct from Wyoming Department of Environmental Quality, obtain construction bids, construct, and complete the facility startup and commissioning. The following summarizes key scheduling issues and the attached Gantt Diagram illustrates the proposed project schedule.

The CWRWS intends to apply for financing through the Wyoming Water Development Commission (WWDC) and the Wyoming State Loan and Investment Board DWSRF program. Applications to the WWDC are only available two times per year. On or about April 1st of each year, applications are due for Level 1 and 2 projects. On or about September 1st of each year, applications are due for Level 3 projects. For those projects approved for finance assistance through WWDC, the funds become available July 1 of the following year. For example, funds will be available July 1, 2020 for the April and September 2019 approved projects.

CWRWS intends to apply for WWDC Level 2 financial assistance for the April 1, 2019 funding cycle. The Level 2 funding is for facility planning required before submitting



**Agenda Item**

**# 8 e**

an application for Level 3 funding. Assuming approval, the Level 2 Facility Planning funds will be available July 1, 2020.

There will be insufficient time from July 1 to September 1, 2019, to complete a facility plan and prepare the Level 3 application. The next available opportunity to apply for Level 3 Design and Construction financing is September 1, 2021, with funding becoming available July 1, 2022.

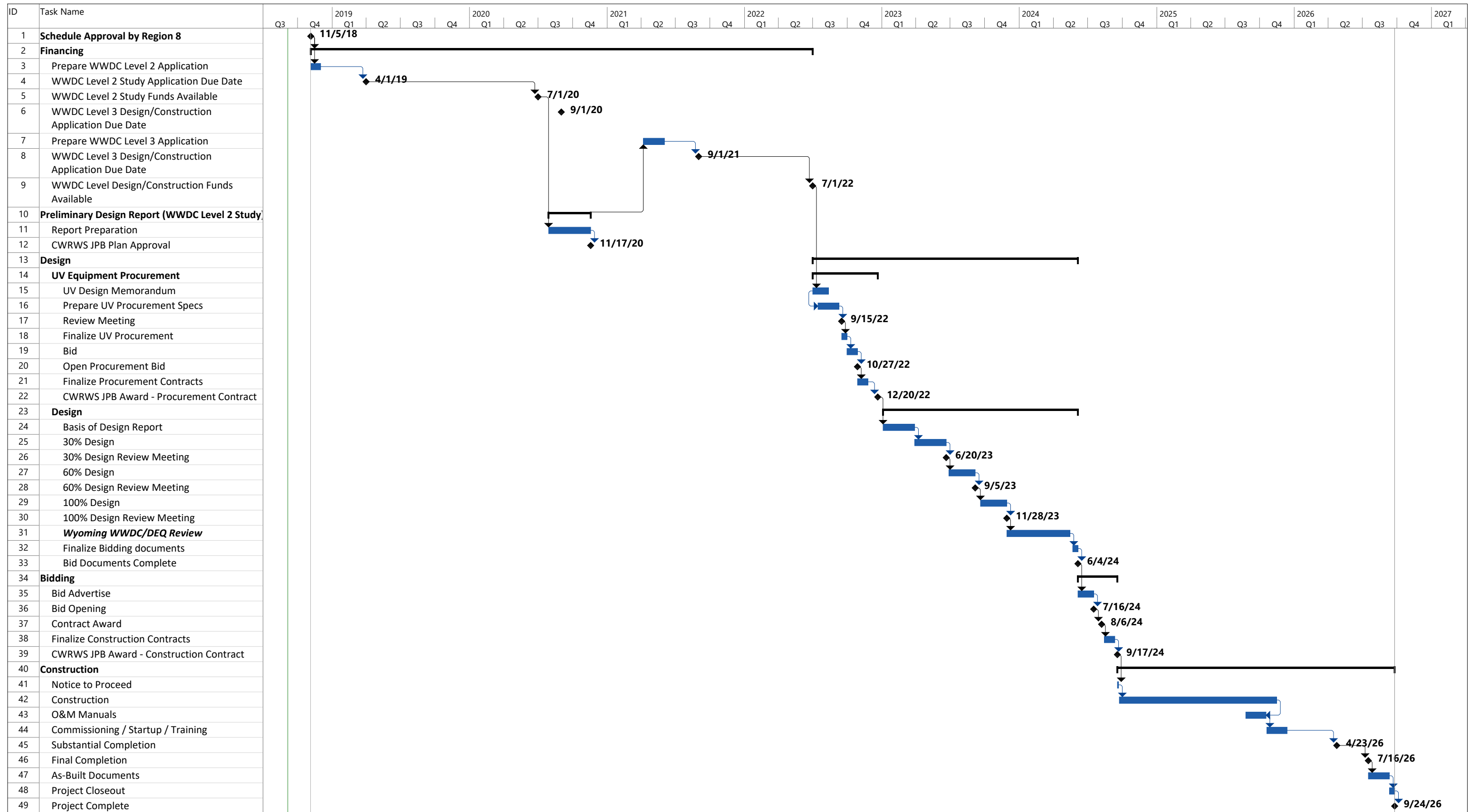
Once design and construction funding is secure, it is intended that plans and specifications will be based on one specific UV equipment manufacturer. This is important in UV disinfection system design as the various system manufacturers have significantly different designs that will affect the building layout, size, and hydraulic profile.

To ensure proper facility design, it is anticipated that the UV equipment will be procured prior to design of the facility. Plans and specifications will be prepared for equipment procurements, and UV equipment suppliers will be given an opportunity to bid on the equipment. Once the UV equipment is selected, plans and specifications will be prepared for facility construction, followed by bidding and facility construction. It is anticipated that Substantial Completion will occur April 2026 and Final Completion in September 2026.

Please feel free to contact Mr. Bruce Martin, Public Utilities Manager at (307) 235-8213, or Mr. Brian Schroeder, Water Treatment Plant Manager at (307) 265-6063 with any questions or concerns regarding the proposed schedule.

Sincerely,

H. H. King, Jr.  
Chairman







UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 8

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

Ref: 8WP-SDB

JUN 04 2018

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

Re: ***Cryptosporidium* Treatment Toolbox Options and Schedule**  
Central Wyoming Regional Water System, PWS ID# WY5600009

Dear Mr. King:

Thank you for submitting a written plan and schedule for achieving the additional *Cryptosporidium* reduction credits required at the Central Wyoming Regional Water System (CWRWS) treatment plants as a result of the Bin 2 classification of the North Platte River Source to the U.S. Environmental Protection Agency.

The proposed plan and schedule for the Surface Water Treatment Plant (TP01) is approved. A new monthly operating report for TP01 that incorporates the lower turbidity limits and additional reporting of individual filter turbidity necessary to receive credit for the Combined and Individual Enhanced Filter Performance toolbox options is enclosed. You must begin submitting this new monthly operating report to the EPA each month to document compliance with these additional requirements beginning with the month of July 2018. Failure to meet all the requirements necessary to receive an additional 1 log reduction credit for *Cryptosporidium* at TP01 for a specific month beginning with July 2018 will result in a violation.

The proposed use of the UV disinfection toolbox option to achieve the required additional *Cryptosporidium* treatment credit for the Ground Water Treatment Plant (TP02) appears to be adequate. The proposed schedule of seven years to fully implement this system is outside of the allowed timeframe, without additional approval by the EPA. In order to approve the seven year schedule, the EPA needs a more detailed schedule, including interim activities and milestone dates. You must submit a more detailed schedule for installation of the UV disinfection units to the EPA Region 8 for review and approval by July 30, 2018.

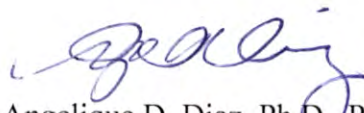
The EPA Long Term 2 Enhanced Surface Water Treatment Rule Toolbox Guidance Manual (April, 2010) specifies that the ozone concentration used for calculating the inactivation credit associated with an ozone reactor be either the concentration at the end of the reactor, or the arithmetic mean of the residual at the beginning and the end of the reactor. This manual also indicates that in order to receive inactivation credit for a specific segment, the ozone residual at the end of that segment should be detectable. Historic inactivation calculations submitted to the EPA for TP01 indicate that the final ozone concentration during certain times of the year is frequently 0 mg/L. Based on the 2016 EPA sanitary survey, the final ozone residual for TP01 is measured after the final ozone dissipation structure. Adding an additional ozone

residual monitoring point that is after the pipeline contactor and prior to the final ozone dissipation structure may allow TP01 to more consistently achieve a 0.5 log *Cryptosporidium* inactivation credit for the ozonation process without increasing the ozone dose. As stated in your letter, ozonation could then be used as a buffer credit for TP01 in the event that the Combined or Individual Filter Performance toolbox option requirements are not met in a given month.

Use of the ozonation process to achieve supplemental inactivation credit for *Cryptosporidium* may be significantly limited at both TP01 and TP02 by the bromate maximum contaminant level (MCL) of 10 µg/L, based on the average of four consecutive quarters of monitoring results. The CWRWS bromate results have, at times, been close to exceeding this MCL. Any long term compliance strategy that involves increasing the ozone dose at either facility is discouraged due to this simultaneous compliance concern.

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

Sincerely,



Angelique D. Diaz, Ph.D., P.E.  
Unit Manager, Drinking Water Unit B  
Office of Water Protection

Enclosure

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

**IESWTR MONTHLY REPORT TO EPA FOR COMPLIANCE DETERMINATION  
CONVENTIONAL OR DIRECT FILTRATION SYSTEMS SERVING <10,000**

(Due to EPA by 10th day of the following month)

Month \_\_\_\_\_ System/Treatment Plant CWRWS PWSID WY560009  
 Year \_\_\_\_\_ Type of Filtration Conventional - LT2 Combined and Individual Filter Performance

**Combined Effluent Turbidity Performance Criteria (DATA ON PAGE 2)**

- A. Total number of Combined Filter Effluent (CFE) water turbidity measurements = \_\_\_\_\_  
 B. Total Number of CFE water turbidity measurements that are less than or equal to 0.15 NTU = \_\_\_\_\_  
 C. The percentage of CFE turbidity measurements meeting 0.15 NTU =  $B / A * 100 =$  \_\_\_\_\_  
 D. Record the date and turbidity value for any CFE measurements exceeding 1 NTU: If none, enter "none" below:

Time and Date of Exceedance	Highest Trubidity (NTU)	Time and Date EPA Was Notified

E. In addition to submitting the attached monitoring report for Individual Filter (IF) monitoring, include the status of any filter profiles, self-assessments, and Comprehensive Performance Evaluation reports which were required.

**Disinfection Performance Criteria**

- A. Point-of-Entry** Minimum Disinfectant Residual Criteria and CT Criteria  
 The minimum residual concentration must not drop below 0.2 mg/L OR the higher value (>0.2 mg/L) needed each day for adequate inactivation of Giardia and viruses.

Date	Minimum Disinfectant Residual at Point of Entry to Distribution System (mg/L)	Date	Minimum Disinfectant Residual at Point of Entry to Distribution System (mg/L)	Date	Minimum Disinfectant Residual at Point of Entry to Distribution System (mg/L)
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

Days where the POE Residual Was < 0.2 mg/L		
Time/Day	Duration of Low Level (indicate hrs)	Time and Date Reported to EPA

- B. Distribution System** Disinfectant Residual Criteria MEASURED WHEN TAKING TCR (BACT) SAMPLES  
 A = # of samples this month that disinfectant residual was measured in distribution system = \_\_\_\_\_  
 C = # of samples this month that disinfectant residual was NOT detected when you measured = \_\_\_\_\_  
 $V = C / A * 100 =$    #DIV/0!   For the previous month,  $V =$  \_\_\_\_\_ %

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**MONTHLY REPORTING SHEET FOR COMBINED FILTER EFFLUENT (CFE) TURBIDITY  
CONVENTIONAL OR DIRECT FILTRATION SYSTEMS**

Month \_\_\_\_\_  
Year \_\_\_\_\_

System Treatment Plant: CWRWS  
PWS ID#: WY5600009

REQUIRED # OF 4-HOUR TURBIDITY READINGS/DAY = \_\_\_\_\_ (UNLESS PLANT OFF – INDICATE "PO" IN EACH CELL)

**\*\*REPORT MAXIMUM TURBIDITY READING THAT DAY, EVEN IF IT WAS BETWEEN 4 HOUR READINGS**

**DO NOT REPORT RESULTS COLLECTED DURING BACKWASH, FILTER-TO-WASTE, OR ANY TIME WATER IS NOT BEING PRODUCED FOR CONSUMPTION**

Date	1st (NTU)	2nd (NTU)	3rd (NTU)	4th (NTU)	5th (NTU)	6th (NTU)	**DAILY Max NTU
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

DATE OF LAST CALIBRATION OF CFE TURBIDIMETER: \_\_\_\_\_

**Monthly Report to the Primacy Agency for Individual Filter (IF) Turbidity Monitoring.**

This report is only required for a PWS that utilizes conventional or direct filtration and serves > 10,000 people. These PWSs must record the turbidity from every filter every 15 minutes. Grab sampling every 4 hrs is allowed if the continuous IF turbidimeter fails but for no more than 5 working days. Report is due within 10 days of the next month.

Date on which the IF turbidimeters were last calibrated: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_ System/Treatment Plant: \_\_\_\_\_ **CWRWS**

PWSID **WY5600009** Prepared By \_\_\_\_\_

Day	List all filters* that exceeded turbidity levels of .5 NTU after 4 hrs., 1.0 NTU and 2.0 NTU in 2 consecutive IF readings taken 15 minutes apart.	If 1.0 NTU** was exceeded was a filter profile completed within 7 days?.	If 0.5 NTU** was exceeded 4 hrs after a backwash or filter startup was a filter profile completed within 7 days?	If 1.0 NTU*** was exceeded in the same filter 3 months in a row was a self assessment completed in 14 days?	If 2.0 NTU*** was exceeded in the same filter 2 months in a row was a 3rd party CPE arranged in 30 days and completed & submitted in 90 days?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

\* For each filter, attach information identifying those turbidity readings (at 15 min. apart) that caused the exceedance (s).

\*\* If the IF exceedance(s) was caused by obvious reasons (e.g. valve malfunction, etc.) submit written explanation describing the situation that caused the turbidity exceedance in lieu of the filter profile

\*\*\* If a PWS has reported an obvious reason for an exceedance in column 3 & 4 it does not count in one of the consecutive months.





DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, September 12, 2018  
11:30AM – 12:30PM  
AGENDA

- |       |  |           |
|-------|--|-----------|
| I.    | Establish Quorum and Call Meeting to Order | J.True    |
| II.   | Public Comments                            |           |
| III.  | City Report                                | C.Powell  |
|       | A) Charlie Powell                          |           |
|       | B) Liz Becher                              |           |
| IV.   | Approval of August 2018 Board Minutes      | J.True    |
| V.    | Financials (DDA, PG, David Street Station) |           |
|       | A) August, 2018 Reports                    | J.True    |
|       | B) September, 2018 Payments                | J.True    |
|       | C) Motion to Approve Financials            |           |
| VI.   | Director's Report                          | K.Hawley  |
| VII.  | Committee Reports                          |           |
|       | A) Executive Committee                     | J.True    |
|       | B) MARCOM Committee                        | P.Fazio   |
|       | C) David Street Station                    | J.Landess |
|       | D) Finance Committee                       | N.Grooms  |
|       | E) Infrastructure                          | B.Daigle  |
|       | F) Governance                              | W.Reese   |
| VIII. | Executive Session (if needed)              |           |
| VIX.  | Action Items                               |           |
| X.    | Adjourn                                    |           |

Next Meeting October 10, 2018

**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**

**August 8, 2018**

**11:32 a.m.**

**I. Call Meeting to Order**

**Present:** Nicholas Grooms, Trudi Holthouse, Shawn Houck, Sona Rummel, Brandon Daigle, Pete Fazio, Jenn True, Will Reese, Charlie Powell, Tim Schenk; Kevin Hawley, Jackie Landess, Michelle Solko  
Liz Becher, Craig Collins

**Excused:** Critter Murray

**II. Public Comments: N/A**

**III. City Report:**

A.) **Charlie Powell:** Discussed Plains Property RFP and one of the problems that the council faces is issues with highest bidder versus economic driver. Developing RFP Proposal and accepting proposals with a 160 day window for plenty of time and consideration. Want property utilization that best suits the community.

B.) **Liz Becher:**

- Discussed State Building
- Midwest Contract was approved last week. Contractors Treto Utility work end of Oct and looking at a year to do 2 blocks on Midwest
- Parking structure for lighting project. Security system for new cameras. Better lighting, etc.
- Discuss possibilities of scoring submittals for Plans RFP

**IV. Approval of July 2018 Board Meeting Minutes & Budget Hearing Minutes**

***Motion, Second, Passed (Will Reese, Trudi Holthouse) (All Approved)***

**V. Financials – Nicholas Grooms**

- In Financials packet, some budget line items are summer related, so they will be higher percentages of budget, the rest of the monthly payments are on track.

**Approval of July 2018 DDA, DSS & Parking Garage Financial Reports & Payments**

***Motion, Second, Passed (Brandon Daigle, Sona Rummel) (All Approved)***

**VI. Director's Report - Kevin Hawley**

- Survival mode at DSS; lost maintenance worker to college. Jackie needs help with event planning.
- Trying to find balance with event production in time, cost, and staff for all events. Shared appreciation for staff. DSS has a big expense for cleaning (automatic locks for evening security) and for overnight security paid from 10 pm to 2 am, but cost is needed to establish precedence for security and cleanliness.
- DDA website needs updated (new board members and current issues).
- One Cent Application to help with capital purchase for snow removal equipment for downtown Casper
- Attended Non-profit conference in Cheyenne and connected with JP Morgan (Denver) who wants to get more involved. Pursuing a conference in DC -community strategies around Opportunity Zones.
- Discussed business opportunity investments and community participation
- Will feels it would be worthwhile to market DDA as an OZ.

**VII. Committee Reports –**



- **Executive Committee – Jenn True**
- Discussed issues surrounding the lease of 135 N. Ash to the State from the City.
- Jenn: committee reboot
  - Kevin: change in team members: Architect, Pete on Exec, Shawn with Marcom.
  - Interested in exploring board meetings every other month; off months for indepth committee meetings. Monthly financials can be approved by email per bylaws.
- Charlie Powell- liquor license laws discussed, 12-45-04 altered for station and included into more statewide effort. (eg wine at wedding)
- Discussion surrounding malt bev permits and liquor licenses and the need to have more flexibility at DSS. If we were to pursue this, it would be important to talk to neighboring businesses and make sure we were being good neighbors.

- A.) MARCOM Committee – Moving forward with *Friends of the Station* and *Partners in Progress* and in partnership with Bar D Signs to make a sign for the station.**
- a. Trudi H would like to note that the DDA Board is 100% on board with support and contributions as Partners in Progress.

**B.) David Street Station – Jackie Landess**

- Partnered with WY Ntl Guard for 5150 Festival for blow up obstacle course. For 5150: mechanical bull, rock wall, obstacle course, basketball game. Activity area on Ash (between W Yellowstone and Midwest St) where businesses are interactive with “How To’s” E.g. Ugly Bug fly tying course, Backdoor Distillery will have a bartender competition for drink making, etc and different things Visitor Center helped with.
- Upcoming events: Lunch on Lawn, Farmer’s Market, Family Game Night, concert and movie series.
- Approval for all UW Football away games.
- Aug. 7<sup>th</sup> two jobs posted on FB and linked to the DSS website under the “news” tab.
- Upcoming Fiesta WY and Fallfest. Need volunteers for beer sales for concert series Thurs. Aug. 9<sup>th</sup>.
- Last Monday, July 30<sup>th</sup> DSS hosted the Police Dept “Honoring our Heroes.” It was a huge success with over 1500 people, food trucks & music. Talked with PD Dept. John Hatcher and Tammy about annual CPD community gathering, and they are on board. Last night was “National Night Out” where officers go into community and interact with kids (also at yesterday’s Farmer’s Market).
- Kevin shared that everybody greatly participated in coming together to make the CPD Event so successful. Sound crew, security, Shawn and Adbay donated much time and money for work and production to the event (thank you Shawn Houck!). Pepsi donated water and pop.
- Jackie said that the police would like to do 3 on 3 ice hockey game vs fire dept
- Concert tomorrow, Thurs., Aug. 9<sup>th</sup>, David Gerald (Blues/Rock/Jazz) from Detroit, MI and Aug 24<sup>th</sup> and 25<sup>th</sup> has Jake Mauer from Nashville (Tootsie’s house band).

**C.) Finance Committee – Nicholas Grooms**

- Good year at Parking Garage, ending up with a net cash inflow (which includes the \$6K expenditure on light testing), so we owe 10% of that profit to the city \$996 and need a motion to approve payment.

**Approval of check for city**

- ***Motion, Second, Passed (Brandon Daigle, Trudi Holthouse) (All Approved)***

**D.) Infrastructure – Brandon Daigle**

- Discussed the alley and utility improvements behind the Petroleum Building
- From a personal perspective, Brandon wanted to make the board aware of a Plains RFP request that he submitted to council members to recommend or give preference to a market-rate housing project. In doing so, it would fulfill and help support the 2013 Strategic Plan for the DDA.

**E.) Governance – Will Reese**

- Will provided insights on Liquor laws and provisions that may be applicable (or not) to DSS.

**Motion to move to Executive Session (Real Estate/Property Acquisition) at approximately 1:00 PM**  
***Motion, Second, Passed (Brandon Daigle, Jenn True) (Approved)***

**Came out of Executive and resumed regular session at 1:19 PM**

**Comments: N/A**

**Motion to adjourn at approximately 1:20 PM**  
***Motion, Second, Passed (Brandon Daigle, Sona Rummel) (Approved)***

**Action Items: N/A**

Approved by:

Secretary's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ /Date: \_\_\_\_\_

DDA - Balance Sheet

**Aug 31, 18**

**ASSETS**

**Current Assets**

**Checking/Savings**

**CHECKING** 50,824.40

**NOW Acct** 252,130.40

**Total Checking/Savings** 302,954.80

**Other Current Assets**

**Due from Parking Garage** -18,102.40

**Total Other Current Assets** -18,102.40

**Total Current Assets** 284,852.40

**TOTAL ASSETS** **284,852.40**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Payroll Liabilities** 3,180.79

**Total Other Current Liabil** 3,180.79

**Total Current Liabilities** 3,180.79

**Total Liabilities** 3,180.79

**Equity**

**Opening Bal Equity** 382,324.44

**Unrestricted Net Assets** -64,622.25

**Net Income** -36,030.58

**Total Equity** 281,671.61

**TOTAL LIABILITIES & EQUITY** **284,852.40**

## DDA - P&amp;L

Aug 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	36.98
Total Income	36.98
Expense	
ADMINISTRATIVE	
Administrative Services	3,476.80
Director's Salary	6,250.02
Social Security	751.94
Unemployment Insurance	33.63
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	10,587.39
MARKETING-COMMUNICATIONS	
Media Expenditures	0.00
PR - Director	49.08
Total MARKETING-COMMUNICATION	49.08
OPERATIONS	
Conference Registration	0.09
Office Automation	129.89
Music Service	50.00
Office Equipment	53.77
Office Rent	2,650.00
Travel	-0.09
OPERATIONS - Other	665.28
Total OPERATIONS	3,548.94
Payroll Expenses	3,579.25
Total Expense	17,764.66
Net Ordinary Income	-17,727.68
Net Income	<u><u>-17,727.68</u></u>

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July through August 2018

	TOTAL					
	Jul 18	Aug 18	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Donation - Adopt A Planter	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	71.11	36.98	108.09	250.00	-141.91	43.24%
ASSESSMENTS	3,951.69	0.00	3,951.69	165,000.00	-161,048.31	2.4%
Misc.	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>4,022.80</b>	<b>36.98</b>	<b>4,059.78</b>	<b>167,250.00</b>	<b>-163,190.22</b>	<b>2.43%</b>
<b>Expense</b>						
<b>ADMINISTRATIVE</b>						
Payroll Bonuses	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Maintenance Staff	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Event Coordinator	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Marketing Manager	0.00	0.00	0.00	48,000.00	-48,000.00	0.0%
Incentives	0.00	0.00	0.00	0.00	0.00	0.0%
Operations Manager Salary	0.00	0.00	0.00	52,000.00	-52,000.00	0.0%
Administrative Services	1,771.00	3,476.80	5,247.80			
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary						
Performance Incentives	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	-1,633.34	1,633.34	0.0%
Director's Salary - Other	6,250.02	6,250.02	12,500.04	75,000.00	-62,499.96	16.67%
<b>Total Director's Salary</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>12,500.04</b>	<b>79,766.66</b>	<b>-67,266.62</b>	<b>15.67%</b>
Social Security	774.53	751.94	1,526.47	24,000.00	-22,473.53	6.36%
Unemployment Insurance	36.42	33.63	70.05	3,000.00	-2,929.95	2.34%
Worker's Compensation	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Cell Phone Reimbursement	75.00	75.00	150.00	900.00	-750.00	16.67%
<b>Total ADMINISTRATIVE</b>	<b>8,906.97</b>	<b>10,587.39</b>	<b>19,494.36</b>	<b>311,666.66</b>	<b>-292,172.30</b>	<b>6.26%</b>
<b>MARKETING-COMMUNICATIONS</b>						
Media Expenditures	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Other Projects	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	308.70	49.08	357.78	3,000.00	-2,642.22	11.93%
Recognition Awards	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	800.00	7,500.00	-6,700.00	10.67%
Strategic Plan	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>MARKETING-COMMUNICATIONS - Other</b>	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>			
<b>Total MARKETING-COMMUNICATIONS</b>	<b>1,133.70</b>	<b>49.08</b>	<b>1,182.78</b>	<b>39,000.00</b>	<b>-37,817.22</b>	<b>3.03%</b>
<b>OPERATIONS</b>						
Employee Development	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Accountant/Bookkeeper	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Board Mtg. Expense	0.00	0.00	0.00	750.00	-750.00	0.0%
Conference Registration	0.00	0.09	0.09	2,400.00	-2,399.91	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	226.98	0.00	226.98	1,200.00	-973.02	18.92%
Planters	4,725.00	0.00	4,725.00	10,000.00	-5,275.00	47.25%
Graffiti	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	129.89	259.78	3,000.00	-2,740.22	8.66%
Music Service	50.00	50.00	100.00	600.00	-500.00	16.67%
Office Equipment	113.72	53.77	167.49	5,000.00	-4,832.51	3.35%
Office Rent	2,650.00	2,650.00	5,300.00	31,800.00	-26,500.00	16.67%
Office Supplies	515.04	0.00	515.04	3,000.00	-2,484.96	17.17%
Pigeon Control	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Postage	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Travel	0.00	-0.09	-0.09	6,000.00	-6,000.09	-0.0%
<b>OPERATIONS - Other</b>	<b>0.00</b>	<b>665.28</b>	<b>665.28</b>			
<b>Total OPERATIONS</b>	<b>8,410.63</b>	<b>3,548.94</b>	<b>11,959.57</b>	<b>81,750.00</b>	<b>-69,790.43</b>	<b>14.63%</b>
<b>Payroll Expenses</b>	<b>3,874.40</b>	<b>3,579.25</b>	<b>7,453.65</b>			
<b>Total Expense</b>	<b>22,325.70</b>	<b>17,764.66</b>	<b>40,090.36</b>	<b>432,416.66</b>	<b>-392,326.30</b>	<b>9.27%</b>
<b>Net Ordinary Income</b>	<b>-18,302.90</b>	<b>-17,727.68</b>	<b>-36,030.58</b>	<b>-265,166.66</b>	<b>229,136.08</b>	<b>13.59%</b>
<b>Net Income</b>	<b>-18,302.90</b>	<b>-17,727.68</b>	<b>-36,030.58</b>	<b>-265,166.66</b>	<b>229,136.08</b>	<b>13.59%</b>

DDA - Aug Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	08/03/2018	5741	Corey Masters		-375.87	-375.87
Liability Check	08/06/2018		IRS USA TAXPYMNT	83-0286881	0.00	-375.87
Bill Pmt -Check	08/06/2018	5742	Charter Communications	Invoice # 0976435072118	-129.89	-505.76
Bill Pmt -Check	08/06/2018	5743	Express Services, INC.		-3,476.80	-3,982.56
Bill Pmt -Check	08/06/2018	5744	FIB - MASTERCARD		-714.36	-4,696.92
Bill Pmt -Check	08/06/2018	5745	MOOD	Invoice #120174	-50.00	-4,746.92
Bill Pmt -Check	08/06/2018	5746	Walsh Property Management	August Rent	-2,650.00	-7,396.92
Bill Pmt -Check	08/06/2018	5747	Wyoming Office Products & Interiors	Invoice #21738-001	-53.77	-7,450.69
Paycheck	08/10/2018	5748	Ashley Robinson		-437.32	-7,888.01
Paycheck	08/10/2018		James McCash		-778.07	-8,666.08
Paycheck	08/15/2018		Kevin Hawley		-2,622.45	-11,288.53
Paycheck	08/24/2018		James McCash		-762.76	-12,051.29
Paycheck	08/24/2018	5749	Ashley Robinson		-440.09	-12,491.38
Paycheck	08/31/2018		Kevin Hawley		-2,622.45	-15,113.83
Deposit	08/31/2018			Interest	7.01	-15,106.82
Total CHECKING					-15,106.82	-15,106.82
<b>NOW Acct</b>						
Total NOW Acct					29.97	29.97
					<b>-15,076.85</b>	<b>-15,076.85</b>

DDA - Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Paycheck	09/05/2018	5750	Ashley Robinson		-371.44	-371.44
Bill Pmt -Check	09/11/2018		Express Services, INC.	Account #28540184	-2,781.44	-4,920.17
Bill Pmt -Check	09/11/2018		FIB - MASTERCARD	#6441	-1,921.24	-6,841.41
Bill Pmt -Check	09/11/2018		Johnny Appleseed Greenhouses		-4,800.00	-11,641.41
Bill Pmt -Check	09/11/2018		PMCH		-325.00	-12,016.41
Bill Pmt -Check	09/11/2018		Town Square Media		-2,720.00	-14,736.41
Bill Pmt -Check	09/11/2018		Walsh Property Management	sept rent	-2,650.00	-17,386.41
Bill Pmt -Check	09/11/2018		Wyoming Office Products & Interiors	0022054-001	-15.32	-17,401.73
Total CHECKING					-17,401.73	-17,401.73
					<b>-17,401.73</b>	<b>-17,401.73</b>

PG - Balance Sheet

Aug 31, 18

**ASSETS**

Current Assets

Checking/Savings

FIB - Parking Garage 19,959.02

Total Checking/Savings 19,959.02

Accounts Receivable

Accounts Receivable -8.00

Total Accounts Receivable -8.00

Other Current Assets

Undeposited Funds 867.00

Total Other Current Assets 867.00

Total Current Assets 20,818.02

**TOTAL ASSETS 20,818.02**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Due to DDA -18,102.44

Payroll Liabilities -443.69

Total Other Current Liabilities -18,546.13

Total Current Liabilities -18,546.13

Total Liabilities -18,546.13

Equity

Unrestricted Net Assets 37,768.04

Net Income 1,596.11

Total Equity 39,364.15

**TOTAL LIABILITIES & EQUITY 20,818.02**

**Downtown Development Authority Parking Garage  
 Profit & Loss  
 July 2016**

PG - P&L

	<u>Aug 18</u>
<b>Income</b>	
Returned Check Charges	4.00
<b>Parking Fees</b>	
Parking Garage	10,609.00
1st & Center	1,932.78
Daily Parking	719.00
Parking Fees - Other	80.00
<b>Total Parking Fees</b>	<u>13,340.78</u>
<b>Validation Incentive Program</b>	
Parking Validations	52.22
<b>Total Validation Incentive Program</b>	<u>52.22</u>
Interest Income	2.68
<b>Total Income</b>	<u>13,399.68</u>
<b>Gross Profit</b>	13,399.68
<b>Expense</b>	
<b>Administrative</b>	
<b>Office Staff</b>	
Administrative Office	4,333.34
<b>Total Office Staff</b>	<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>	
Payroll Expense	2,180.35
Payroll Taxes - FICA & Medicare	498.31
Payroll Expenses - WC/SUTA/FUTA	67.53
<b>Total Garage Staff Payroll Expense</b>	<u>2,746.19</u>
<b>Total Administrative</b>	7,079.53
<b>OPERATIONS</b>	
City Profit Sharing	996.00
Bank Fees	62.00
Bad Debt	43.00
Office Automation	180.85
Utilities	934.18
<b>Equip. &amp; Supplies</b>	
Parking Garage	257.38
<b>Total Equip. &amp; Supplies</b>	<u>257.38</u>
Parking Structure Rent	363.00
<b>Total OPERATIONS</b>	<u>2,836.41</u>
<b>Total Expense</b>	<u>9,915.94</u>
<b>Net Income</b>	<u><u>3,483.74</u></u>



**Downtown Development Authority Parking Garage  
Profit & Loss Budget vs. Actual  
July through August 2018**

PG - Budget vs Actual	TOTAL					
	Jul 18	Aug 18	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>						
Returned Check Charges	35.00	4.00	39.00			
<b>Parking Fees</b>						
Parking Garage	7,012.00	10,609.00	17,621.00	100,000.00	-82,379.00	17.62%
1st & Center	1,812.22	1,932.78	3,745.00	23,500.00	-19,755.00	15.94%
Daily Parking	499.00	719.00	1,218.00	7,500.00	-6,282.00	16.24%
Parking Fees - Other	5.00	80.00	85.00	0.00	85.00	100.0%
<b>Total Parking Fees</b>	<b>9,328.22</b>	<b>13,340.78</b>	<b>22,669.00</b>	<b>131,000.00</b>	<b>-108,331.00</b>	<b>17.31%</b>
<b>Validation Incentive Program</b>						
Parking Validations	7.78	52.22	60.00	0.00	60.00	100.0%
<b>Total Validation Incentive Program</b>	<b>7.78</b>	<b>52.22</b>	<b>60.00</b>	<b>500.00</b>	<b>-440.00</b>	<b>12.0%</b>
Commission ( Vending Machines)	0.00	0.00	0.00	400.00	-400.00	0.0%
Interest Income	3.17	2.68	5.85	20.00	-14.15	29.25%
<b>Total Income</b>	<b>9,374.17</b>	<b>13,399.68</b>	<b>22,773.85</b>	<b>131,920.00</b>	<b>-109,146.15</b>	<b>17.26%</b>
<b>Gross Profit</b>	<b>9,374.17</b>	<b>13,399.68</b>	<b>22,773.85</b>	<b>131,920.00</b>	<b>-109,146.15</b>	<b>17.26%</b>
<b>Expense</b>						
Bank Service Charges	4.00	0.00	4.00			
<b>Administrative</b>						
<b>Office Staff</b>						
Exec.Director - Alloc. from DDA	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Director Incentives	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	4,333.34	4,333.34	8,666.68	40,000.00	-31,333.32	21.67%
<b>Total Office Staff</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>8,666.68</b>	<b>51,400.00</b>	<b>-42,733.32</b>	<b>16.86%</b>
<b>Garage Staff Payroll Expense</b>						
Payroll Expense	2,055.95	2,180.35	4,236.30	35,000.00	-30,763.70	12.1%
Staff Incentives	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	488.77	498.31	987.08	7,000.00	-6,012.92	14.1%
Payroll Expenses - WC/SUTA/FUTA	81.03	67.53	148.56	1,500.00	-1,351.44	9.9%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Garage Staff Payroll Expense</b>	<b>2,625.75</b>	<b>2,746.19</b>	<b>5,371.94</b>	<b>46,500.00</b>	<b>-41,128.06</b>	<b>11.55%</b>
<b>Total Administrative</b>	<b>6,959.09</b>	<b>7,079.53</b>	<b>14,038.62</b>	<b>97,900.00</b>	<b>-83,861.38</b>	<b>14.34%</b>
<b>OPERATIONS</b>						
Bad Debt Expense	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
City Profit Sharing	0.00	996.00	996.00	1,500.00	-504.00	66.4%
Web Development / Support	0.00	0.00	0.00	0.00	0.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	700.00	-700.00	0.0%
Software Subscriptions	0.00	0.00	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	147.95	62.00	209.95	800.00	-590.05	26.24%
Bad Debt	0.00	43.00	43.00			
Office Automation	180.77	180.85	361.62	2,000.00	-1,638.38	18.08%
Utilities	977.39	934.18	1,911.57	18,000.00	-16,088.43	10.62%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>Equip. &amp; Supplies</b>						
Office	0.00	0.00	0.00	0.00	0.00	0.0%
Parking Garage	0.00	257.38	257.38	0.00	257.38	100.0%
Equip. & Supplies - Other	129.60	0.00	129.60	2,500.00	-2,370.40	5.18%
<b>Total Equip. &amp; Supplies</b>	<b>129.60</b>	<b>257.38</b>	<b>386.98</b>	<b>2,500.00</b>	<b>-2,113.02</b>	<b>15.48%</b>
Special Projects	0.00	0.00	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance ( Liability)	2,500.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	726.00	3,993.00	-3,267.00	18.18%
DDA Oper Costs - Allocated	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
<b>Total OPERATIONS</b>	<b>4,298.71</b>	<b>2,836.41</b>	<b>7,135.12</b>	<b>50,993.00</b>	<b>-43,857.88</b>	<b>13.99%</b>
<b>Total Expense</b>	<b>11,261.80</b>	<b>9,915.94</b>	<b>21,177.74</b>	<b>148,893.00</b>	<b>-127,715.26</b>	<b>14.22%</b>
<b>Net Income</b>	<b>-1,887.63</b>	<b>3,483.74</b>	<b>1,596.11</b>	<b>-16,973.00</b>	<b>18,569.11</b>	<b>-9.4%</b>

PG - August Transactions

Type	Date	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>					
Deposit	08/01/2018		Deposit	2,906.00	2,906.00
Liability Check	08/01/2018	Wyoming Department of Workforce Services	004608509	-419.33	2,486.67
Deposit	08/01/2018		Deposit	4,673.00	7,159.67
General Journal	08/02/2018		To record bounce back of Bradley McCoy	-43.00	7,116.67
Liability Check	08/06/2018	United States Treasury	83-0286881	-4,041.26	3,075.41
Bill Pmt -Check	08/06/2018	Century Link	Acct # 307-261-4605 096B	-84.47	2,990.94
Bill Pmt -Check	08/06/2018	Charter	Invoice # 0780589071018	-96.38	2,894.56
Bill Pmt -Check	08/06/2018	City of Casper Business Services	Invoice # 165350	-363.00	2,531.56
Bill Pmt -Check	08/06/2018	City of Casper Water and Sewer	Invoice #381802	-69.08	2,462.48
Bill Pmt -Check	08/06/2018	Computer Logic		-119.95	2,342.53
Bill Pmt -Check	08/06/2018	Mastercard	PG July 2018	-137.43	2,205.10
Bill Pmt -Check	08/06/2018	Rocky Mountain Power	#04279137-0010	-865.10	1,340.00
Deposit	08/10/2018		Deposit	589.00	3,231.00
Paycheck	08/10/2018	Sharon A Elsberry		-462.63	2,768.37
Paycheck	08/10/2018	Tevin C Reams		-415.66	2,352.71
Bill Pmt -Check	08/13/2018	City of Casper Business Services	2018 Parking Garage 10% profit share	-996.00	1,356.71
Paycheck	08/15/2018	Jaclyn A Landess		-1,814.92	-458.21
Deposit	08/22/2018		Deposit	130.00	-328.21
Deposit	08/22/2018		Deposit	1,284.00	955.79
Paycheck	08/24/2018	Sharon A Elsberry		-599.30	356.49
Paycheck	08/24/2018	Tevin C Reams		-369.96	-13.47
Deposit	08/29/2018		Deposit	1,796.00	1,782.53
Paycheck	08/31/2018	Jaclyn A Landess		-1,814.91	-32.38
Check	08/31/2018		Service Charge	-62.00	-94.38
Deposit	08/31/2018		Interest	2.68	-91.70
Total FIB - Parking Garage				-91.70	-91.70
<b>TOTAL</b>				<b>-91.70</b>	<b>-91.70</b>

PG - September Transactions

Type	Date	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>					
Deposit	09/05/2018		Deposit	299.00	299.00
Deposit	09/05/2018		Deposit	2,248.00	2,547.00
Paycheck	09/07/2018	Sharon A Elsberry		-549.04	1,997.96
Paycheck	09/07/2018	Tevin C Reams		-406.59	1,591.37
Deposit	09/10/2018		Deposit	99.00	1,690.37
Deposit	09/10/2018		Deposit	91.74	1,782.11
Deposit	09/10/2018		Deposit	331.00	2,113.11
Liability Check	09/10/2018	United States Treasury	83-0286881	-4,151.80	-2,038.69
Bill Pmt -Check	09/11/2018	Century Link	#307-261-4605 096B	-84.47	-2,123.16
Bill Pmt -Check	09/11/2018	Charter	#8313 30 031 0780589	-96.38	-2,219.54
Bill Pmt -Check	09/11/2018	City of Casper Business Services	#2090	-363.00	-2,582.54
Bill Pmt -Check	09/11/2018	City of Casper Water and Sewer	#381802	-69.08	-2,651.62
Bill Pmt -Check	09/11/2018	Mastercard	#8674	-378.79	-3,030.41
Bill Pmt -Check	09/11/2018	Rocky Mountain Power	#04279137-001 0	-803.32	-3,833.73
Bill Pmt -Check	09/11/2018	Wyoming Office Products & Interiors	0021982-001	-12.44	-3,846.17
Total FIB - Parking Garage				-3,846.17	-3,846.17
<b>TOTAL</b>				<b>-3,846.17</b>	<b>-3,846.17</b>

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Angie Smart	0.00	0.00	0.00	0.00	20.00	20.00
Bill Wood	0.00	60.00	0.00	0.00	0.00	60.00
Britany Harrison	0.00	43.00	0.00	0.00	0.00	43.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Emilee Willard	0.00	160.00	0.00	0.00	0.00	160.00
Ide, Land and Lea	0.00	1,128.00	1,128.00	0.00	0.00	2,256.00
Jean Baxter	0.00	43.00	0.00	0.00	0.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Laurissa Miech	0.00	0.00	35.00	0.00	0.00	35.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nona Goodrich	0.00	43.00	0.00	0.00	0.00	43.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
<b>Rocky Mountain Real Estate</b>						
Rocky Mount	0.00	218.00	0.00	0.00	0.00	218.00
<b>Total Rocky Moun</b>	<b>0.00</b>	<b>218.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>218.00</b>
Scott LePage	0.00	0.00	0.00	0.00	0.00	0.00
Sister Three LLC	0.00	43.00	0.00	0.00	0.00	43.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Toni Hargrove	0.00	35.00	35.00	0.00	0.00	70.00
Western States, Ir	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
<b>TOTAL</b>	<b>0.00</b>	<b>1,773.00</b>	<b>1,198.00</b>	<b>0.00</b>	<b>2,161.00</b>	<b>5,132.00</b>

DSS - Balance Sheet

**Aug 31, 18**

**ASSETS**

**Current Assets**

**Checking/Savings**

Plaza Checking 501,428.53

Special Events 54,430.47

**Total Checking/Savings 555,859.00**

**Accounts Receivable**

Accounts Receivable 9,450.00

**Total Accounts Receivable 9,450.00**

**Total Current Assets 565,309.00**

**TOTAL ASSETS 565,309.00**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Accounts Payable 1,200.00

**Total Accounts Payable 1,200.00**

**Total Current Liabilities 1,200.00**

**Total Liabilities 1,200.00**

**Equity**

Unrestricted Net Assets 596,875.09

Net Income -32,766.09

**Total Equity 564,109.00**

**TOTAL LIABILITIES & EQUITY 565,309.00**

**DDA \_David Street Station**  
**Profit & Loss**  
**July 2016**

DSS - P&L

	<u>Aug 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
ACCT. INTEREST	57.31
Other Types of Income	
Miscellaneous Revenue	700.00
Total Other Types of Income	700.00
<b>Program Income</b>	
Beverage Sales	10,023.00
Event Sponsorship	40,000.00
Friends of Station	160.00
Partners In Progress	29,000.00
Program Service Fees	9,202.25
Vendor Fees	2,625.00
Total Program Income	91,010.25
Total Income	91,767.56
<b>Gross Profit</b>	91,767.56
<b>Expense</b>	
Contract Services	4,575.00
Facilities and Equipment	
Equip Rental and Maintenance	586.91
FF&E	671.83
Liability Insurance	1,734.37
Rent, Parking, Utilities	3,527.00
Total Facilities and Equipment	6,520.11
Marketing	13,210.71
Operations	
Books, Subscriptions, Reference	177.00
Entertainment/Talent	3,925.00
Event Expense	33,761.83
Service Charge	8.33
Supplies	704.21
Total Operations	38,576.37
Total Expense	62,882.19
Net Ordinary Income	28,885.37
Net Income	<u>28,885.37</u>

**Wyoming Business Council- Phase 1 Grant**

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1 - \$65,963.60	23,747.00	3/28/2016	23,747.00		\$ 476,253.00
Draw 2 - \$71,608.70	\$ 25,779.00	4/27/2016	\$ 25,779.00		\$ 450,474.00
Draw 3 - \$245,233.00	\$ 88,284.00	5/18/2016	\$ 88,284.00		\$ 362,190.00
Draw 4 - \$309,394.00	\$111,188.00	8/8/2016	\$111,188.00		\$ 251,002.00
Draw 5 - \$94,132.78	\$33,887.00	9/17/2016	\$33,887.00		\$ 217,115.00
Draw 6 - \$116,480.00	\$46,133.00	12/28/2016	\$46,133.00		\$ 170,982.00
Draw 7 - \$315,464.00	\$113,568.00	3/3/2017	\$113,568.00		\$ 57,414.00
Draw 8 - \$274,050.00	\$57,414.00	6/6/2017	\$57,414.00		\$0

**Wyoming Business Council- Phase 2 Grant**

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1	500,000	4/2/2018	\$ 500,000.00		\$ 500,000.00
					\$0

**City of Casper 1 Cent Allocation**

Activity	Amount	Date	DR	CR	Balance
					\$ 3,000,000.00
Purchase of 226 South David	\$772,105.00	2/4/2016	\$ 772,105.00		\$ 2,227,895.00
Stateline No.7 - Design	\$39,423.20	3/7/2016	\$39,423.20		\$ 2,188,471.80
Draw #3	57,878.30	4/1/2016	57,878.30		\$ 2,130,593.50
Draw #4	326,124.20	4/25/2016	326,124.20		\$ 1,804,469.30
Draw #5	203,118.10	5/3/2016	203,118.10		\$ 1,601,351.20
Draw #6	326,376.29	6/3/2016	326,376.29		\$ 1,274,974.91
Draw #7	1,274,974.91	12/28/2017	1,274,974.91		\$0

state	\$ -
cash	494,800.00
pledges	170,000.00
Total funds	664,800

DSS - Aug Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	08/03/2018			Deposit	4,010.00	4,010.00
Deposit	08/03/2018			Deposit	100.00	4,110.00
Bill Pmt -Chec	08/06/2018	1395	AMBI Mail & Marketing	Invoice # 18-07-117	-30.00	4,080.00
Bill Pmt -Chec	08/06/2018	1396	Black Hills Energy	Acct # 2897771773	-43.74	4,036.26
Bill Pmt -Chec	08/06/2018	1397	Bret Andrew	ArtWalk August 2018	-250.00	3,786.26
Bill Pmt -Chec	08/06/2018	1398	Charter Communications	Invoice #1113376072118	-79.97	3,706.29
Bill Pmt -Chec	08/06/2018	1399	City of Casper - Water Services	Acct #311502	-88.00	3,618.29
Bill Pmt -Chec	08/06/2018	1400	Brent Phillips	Invoice #061	-4,500.00	-881.71
Bill Pmt -Chec	08/06/2018	1401	Cowdin Cleaning	Invoice #201275	-1,550.00	-2,431.71
Bill Pmt -Chec	08/06/2018	1402	David Gerald Enterprises	Final Payment for Performance on Aug	-700.00	-3,131.71
Bill Pmt -Chec	08/06/2018	1403	Drew Cotton	Balloon Fest 2018	-500.00	-3,631.71
Bill Pmt -Chec	08/06/2018	1404	Hinge Studio	Invoice # 1084	-13,117.49	-16,749.20
Bill Pmt -Chec	08/06/2018	1405	Jacob K. Maurer	5150 Festival Performances	-7,500.00	-24,249.20
Bill Pmt -Chec	08/06/2018	1406	James Oliver	Performance July 13th Opener	-125.00	-24,374.20
Bill Pmt -Chec	08/06/2018	1407	Nathan Gurtler	Performance July 27th Opener	-200.00	-24,574.20
Bill Pmt -Chec	08/06/2018	1408	Peden's Inc.	Invoice #N51442	-200.00	-24,774.20
Bill Pmt -Chec	08/06/2018	1409	Porters Mtn. View Supply	Invoice #E61055	-363.67	-25,137.87
Bill Pmt -Chec	08/06/2018	1410	ReMax The Group	Balloonist Fee	-700.00	-25,837.87
Bill Pmt -Chec	08/06/2018	1411	Rocky Mountain Power	Acct #04279137-003 6	-1,839.79	-27,677.66
Bill Pmt -Chec	08/06/2018	1412	Secure Gunz LLC		-3,025.00	-30,702.66
Bill Pmt -Chec	08/06/2018	1413	Teton Distributors- Casper		-1,898.50	-32,601.16
Bill Pmt -Chec	08/06/2018	1414	City of Casper - Water Services	#360003	-181.41	-32,782.57
Bill Pmt -Chec	08/06/2018	1415	Mastercard	#9471	-3,254.96	-36,037.53
Bill Pmt -Chec	08/06/2018	1416	Rocky Mountain Power	#04279137-0028	-1,205.71	-37,243.24
Bill Pmt -Chec	08/06/2018	1417	City of Casper - Water Services	#6167002	-88.38	-37,331.62
Deposit	08/10/2018			Deposit	1,457.25	-35,874.37
Deposit	08/10/2018			Deposit	20.00	-35,854.37
Deposit	08/13/2018			Deposit	48,000.00	12,145.63
Deposit	08/17/2018			Deposit	20.00	12,165.63
Deposit	08/21/2018			Deposit	700.00	12,865.63
Bill Pmt -Chec	08/22/2018	1418	Swank Motion Pictures Inc	Coco License	-693.00	12,172.63
Bill Pmt -Chec	08/22/2018	1419	Teton Distributors- Casper	Beer Concert August 10th	-450.80	11,721.83
Deposit	08/22/2018			Deposit	100.00	11,821.83
Deposit	08/22/2018			Deposit	20.00	11,841.83
Deposit	08/28/2018			Deposit	1,298.00	12,539.83
Deposit	08/28/2018			Deposit	425.00	12,964.83
Deposit	08/29/2018			Deposit	20,000.00	32,964.83
Check	08/31/2018			Service Charge	-8.33	32,956.50
Deposit	08/31/2018			Interest	57.31	33,013.81
Total Plaza Checking					33,013.81	33,013.81
<b>TOTAL</b>					<b>33,013.81</b>	<b>33,013.81</b>

DSS - Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	09/05/2018			Deposit	114.00	114.00
Bill Pmt -Chec	09/08/2018	1421	Steve Glotzer	Fiesta Wyo Sept 2018	-2,000.00	-1,886.00
Deposit	09/10/2018			Deposit	350.00	-1,536.00
Deposit	09/10/2018			Deposit	4,780.00	3,244.00
Bill Pmt -Chec	09/11/2018	1422	Aaker Signs	Invoice # 18-4186	-237.00	3,007.00
Bill Pmt -Chec	09/11/2018	1423	AMBI Mail & Marketing	18-07-029 & 18-07-761	-570.00	2,437.00
Bill Pmt -Chec	09/11/2018	1424	Black Hills Energy	Acct # 5833625606	-164.82	2,272.18
Bill Pmt -Chec	09/11/2018	1425	Brent Phillips	Invoice # 0563	-2,700.00	-427.82
Bill Pmt -Chec	09/11/2018	1426	Caspar Building Systems, Inc.	Phase 2 Act. #3	-191,691.10	-192,118.92
Bill Pmt -Chec	09/11/2018	1427	Casper Beverage	Invoice # 39913	-676.85	-192,795.77
Bill Pmt -Chec	09/11/2018	1428	Casper Electric	Invoice # 47229	-191.10	-192,986.87
Bill Pmt -Chec	09/11/2018	1429	Casper Star Tribune	Invoice # 44689	-241.72	-193,228.59
Bill Pmt -Chec	09/11/2018	1430	Charter Communications	Acct # 8313300311113376	-79.97	-193,308.56
Bill Pmt -Chec	09/11/2018	1431	City of Casper - Water Services	Acct # 360003	-286.13	-193,594.69
Bill Pmt -Chec	09/11/2018	1432	Cowdin Cleaning	Invoice # 201281	-1,550.00	-195,144.69
Bill Pmt -Chec	09/11/2018	1434	Extreme Event Productions	Invoice # 240849	-975.00	-196,319.69
Bill Pmt -Chec	09/11/2018	1435	Hawkins Inc	4350892 & 4343042	-407.56	-196,727.25
Bill Pmt -Chec	09/11/2018	1436	Hinge Studio	Invoice # 1092	-10,438.55	-207,165.80
Bill Pmt -Chec	09/11/2018	1437	Los Guadalupanos	Fiesta Wyo	-500.00	-207,665.80
Bill Pmt -Chec	09/11/2018	1438	Mastercard		-6,536.88	-214,202.68
Bill Pmt -Chec	09/11/2018	1439	Rocky Mountain Power	04279137-002 8	-1,207.93	-215,410.61
Bill Pmt -Chec	09/11/2018	1440	Secure Gunz LLC	August 2018	-4,462.50	-219,873.11
Bill Pmt -Chec	09/11/2018	1441	Teton Distributors- Casper	Invoice # 8499029580	-255.70	-220,128.81
Bill Pmt -Chec	09/11/2018	1442	Western Distributing	Invoice #W-273659	-380.75	-220,509.56
Bill Pmt -Chec	09/11/2018	1443	Wyoming Office Products & Interior	Invoice # 0022008-001	-412.00	-220,921.56
Bill Pmt -Chec	09/11/2018	1444	Mastercard	Acct # 1558	-897.89	-222,119.44
Bill Pmt -Chec	09/11/2018	1445	Rocky Mountain Power	Acct # 04279137-003 6	-1,669.42	-223,788.86
Bill Pmt -Chec	09/11/2018	1447	City of Casper - Water Services	Acct # 311502	-88.00	-223,876.86
Bill Pmt -Chec	09/11/2018	1448	City of Casper - Water Services	Acct # 6167002	-47.24	-223,924.10
Total Plaza Checking					-224,924.10	-224,924.10
<b>TOTAL</b>					<b>-224,924.10</b>	<b>-224,924.10</b>



# Activity Report for the Month of August 2018

---

Executive Director

## Accomplishments

- Attended Cheyenne Non-Profit Conference
- Mill-levy property review

## Planned Activities

- Opportunity Zone Conference
- 5150 ‘
- 
- Sales Tax Inventory
- State Task Force
- Donor Plan of Development ( Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs

- Grant Applications

## Challenges/Concerns

- Fundraising
- Staffing
  - Plaza Team
- Opportunities:
  - Continual education and advocacy – DDA & PG & DSS

## Board Action Requested (if any)

- Continued support from BOD

# Downtown Development Authority (DDA) Executive Committee

1. **Participants:** Executive Committee
2. **Date:** August 31, 2018
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** B.Daigle, J. True, N. Grooms, P. Fazio, K. Hawley
5. **Discussion:**

5.1. Financials were reviewed and discussed via email.

5.2. Discussion on Plaza updates including funding for FFE & Operations/staff.

5.3. Discussion and update on events at David Street Station.

5.4. Discussion about long term planning at DSS, including reserve account & secondary endowment that is more aggressively invested and accessible.

## 6. **Actions/Follow-Up**

**MONTHLY ACTIVITY REVIEW August 2018**

September 10, 2018

**Committee Chair: Pete Fazio**  
**Committee: MARCOM**  
**Project(s): Review Budgets, Media Campaign, PR**

**GENERAL DESCRIPTION**

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

---

**PROJECT MILESTONES**

- | <u>Event</u>                      | <u>Target Date</u> | <u>Complete Date</u> |
|-----------------------------------|--------------------|----------------------|
| • Website(s)                      |                    |                      |
| • Social Media/Marketing Services |                    |                      |
| • Phase II opening                |                    |                      |

---

**ACCOMPLISHMENTS**

- Contract for services with Hinge Studio's for marketing
  - Donor recognition, sponsors, events, ambassadors, friends of station, etc.
    - Website, social media, newsletter, etc.
- Increased subscriptions to Newsletter
- Incremental increase in facebook followers
- Social Media/Marketing contract services
- Dylan Scott announcement – website event update, facebook, newsletter
- New Logo
- Website updated
- Downtown Map and Picture/Video

---

**PLANNED ACTIVITIES**

- Press Releases for Donors
- Website launch
- Social Media specialist

---

**CHALLENGES/CONCERNS**

-

# Activity Report for the Month of August 2018

---

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

## General Overview/Responsibilities

- Monthly Financials-
  - PG -17.3% of budget for revenues, 14% for expenses
  - DDA -2.4% on revenues, 9.3% for expenses
  - Station – invoices: Caspar Pay App, Stateline No. 7, utility bills.
- Market Driven Funding (TIF) - N/A

## Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

## Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting

## Planned Activities

- District Expansion
- Cash Policy review

## Challenges/Concerns

**MONTHLY ACTIVITY REVIEW August 2018**  
September 5, 2018

**Name:** Brandon Daigle  
**Committee:** Infrastructure  
**Project(s):** Gateway, Public Restrooms, Parking Garage, Downtown Plaza

**GENERAL DESCRIPTION**

The Committee has the responsibility for the following:

- Maintain and develop utility infrastructure within DDA boundaries
- Develop special projects and support city in pursuit of projects
- Identify potential developments and recruit investors to DDA district
- Maintain and manage parking garage and surface parking lot

---

**PROJECT MILESTONES**

<u>Event</u>	<u>Target Date</u>
• DDA Gateway	Ongoing
• One-Way Street Study	Ongoing
• Downtown Housing	Ongoing
• Downtown Sound Plan	Ongoing

---

**ACCOMPLISHMENTS**

---

**PLANNED ACTIVITIES**

---

**CHALLENGES/CONCERNS**

- Budget Constraints
- Fundraising

---

**PROJECT COSTS**

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
[title	[ ]	[ ]	[ ]

**MONTHLY ACTIVITY REVIEW September 2018**

September 5, 2018

**Committee Chair: Will Reese**

**Committee: Governance**

**Project(s): Complete Signage Update, Finalize Contracts**

**GENERAL DESCRIPTION**

The Committee has the responsibility for the following:

- Review and compliance of Statute
- Review and compliance of by-laws

**PROJECT MILESTONES**

Event

Target Date

Complete Date

**ACCOMPLISHMENTS**

- Review/Explore Insurance options
- Review Policy/Procedure
- Review of by-laws
- Review of State Statute

**PLANNED ACTIVITIES**

Investigate By-Laws and State Statute for Plaza Committee  
Draft legal action plan to add to master plan of plaza  
Recruit new governance volunteers

**CHALLENGES/CONCERNS**

**PROJECT COSTS**

Description

NA

Budget

NA

Actual

NA

Difference

NA



## WYOMING ASSOCIATION OF RISK MANAGEMENT

PO Box 427, Cheyenne, WY 82003    Tel 307.433.9400    Fax 307.433.9433

### MEMORANDUM

To: WARM Members  
From: Melissa Simental  
Date: 9/4/2018  
Re: WARM Cyber Security Summit

Consider these scenarios:

- A ransomware attack on PD causes an interruption to business and file access on and off again for weeks.
- Stolen credentials allow hackers to send multiple emails from valid organizational accounts to individuals across the globe.
- A phishing email purports to be from a leader within the organization and successfully convinces employees to send \$45,000 to a fake vendor.
- A phishing email shares with an employee one of their actual passwords. After using this information to gain authenticity, the email then follows up with an extortion demand. The demand states that the hacker has “proof” that the employee has visited certain porn sites and if a ransom isn’t paid, the “proof” will be sent to family, friends, and their employer.

Which of these examples do you think could happen in your organization?

What if I told you they all could, because they all have? The scenarios above aren’t hypothetical; they have happened to our members, some more than once.

As leaders, what are the implications for your organization when these and other types of cyber attacks occur? With your leadership, you will determine how your organization assesses the threats and responds when an attack occurs.

To be ready, you need to ask yourself three questions:

1. Do you know the current cyber threats that face local government organizations?



WYOMING ASSOCIATION OF RISK MANAGEMENT  
PO Box 427, Cheyenne, WY 82003    Tel 307.433.9400    Fax 307.433.9433

2. What are the potential consequences of these threats? At a recent cyber event, a speaker said this: “there are only two types of organizations; those that have had a cyber attack and those that don’t know that they’ve had a cyber attack”.
3. What tools can help you? True cyber security requires solutions on multiple fronts, including both technical and behavioral. Did you know that 91% of all successful data breaches start with a phishing email? Further, in the government sector, an average of 25% of employees click on the links in phishing emails. How many employees in your organization would fall victim? The common denominator in all phishing attacks? Humans. All it takes is one to override even the most rigorous security controls in place.

Please join us for our inaugural WARM Cyber Security Summit on October 18<sup>th</sup>, 2018 at the Ramkota Inn in Casper, WY. The Summit is designed for leadership from throughout your organization to learn about the current cyber threats facing local government, the consequences for leaders and organizations if these threats come to pass, and finally, what tools are available for you to protect your organizations from these threats.

Summit Agenda

9:00 – 10:30a	<b>What are the cyber threats to local government?</b>	Ryan Spelman, CIS Beazley TBD
10:30 – 10:45a	Break	
10:45 – 12:15p	<b>What are the potential consequences of these threats?</b>	Ryan Spelman, CIS Beazley TBD
12:15 – 1:00p	Lunch (provided)	
1:00 – 2:30p	<b>What tools are available to combat these threats?</b>	Ryan Spelman, CIS Beazley TBD
2:30 – 2:45p	Break	
2:45 – 4:15p	<b>Panel Discussion</b>	Ryan Spelman, CIS Beazley TBD Jeanine West, Laramie County EMA Lt. John Harlin, Natrona County EMA





# WYOMING ASSOCIATION OF RISK MANAGEMENT

PO Box 427, Cheyenne, WY 82003    Tel 307.433.9400    Fax 307.433.9433





What cyber threats do public entities face?

What are the consequences of the threats?

What tools are available to you?



# WARM CYBER SECURITY SUMMIT

These informative sessions are designed for managers, department heads and leaders in all areas of your entity

October 18th 2018 - Ramkota Hotel, Casper WY

9am - 4pm. Conference and lunch provided at no charge

Please RSVP by October 5 at [Melissa@warmpool.org](mailto:Melissa@warmpool.org)

# J.R.'s Hunt ; for Life

**First Annual FESTIVAL OF HOPE** Sept. 20th  
**David Street Station 5pm - 8pm**

**FREE HOPE for EVERY ONE**

**Music from Cleanzed Soul**

**Participants Include Community Mental Health Providers**

**Free Food - Yoga - Meditation**

**Face Painting - Balloon Tying**

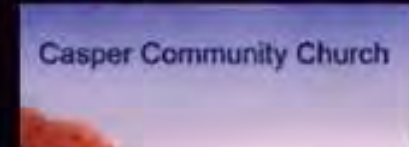
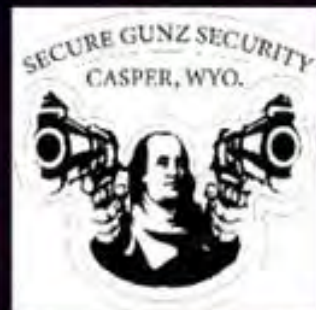
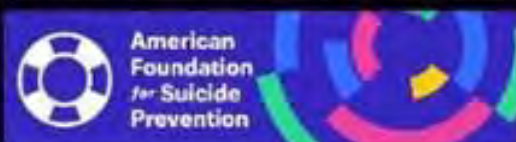
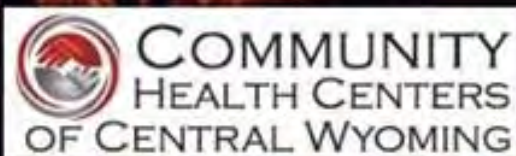
**Prayer Tent and MUCH MORE!**

**Kids wear your super hero costumes.**

**Come ready to receive HOPE**



**CLEANZED SOUL**





**THE NEWEST PLATTE RIVER  
TRAIL PROJECT IS COMPLETE!  
Casper Mountain Road Trail - Phase II**

# RIBBON CUTTING

Wednesday, September 19, Noon  
Lord of Lords Lutheran Church  
5028 Casper Mountain Road



We would like to extend an invitation to the Mayor, City Manager, and/or City Councilmen/women to attend a Community Preparedness event --

From 10am-2pm on 10/13 at the Boys & Girls Club of Central Wyoming, we'd like to host a free, educational event to prepare all residents of Casper and Natrona county for when the next disaster impacts them, focusing on:

- Skills to equip individual preparedness relating to everyday hazards (CPR, First Aid, house fires, hunting/water safety, etc.) and community-wide impacts, such as wildland fires, winter storms, and power outages.
- This will be achieved through:
  - Educational/Vendor booths
  - Apparatuses from various organizations (such as: Red Cross, Emergency Management, BLM, Fire, Police, etc.)
  - Live demonstrations (such as: Hands-only CPR, a simulated stove fire, and a survivalist specialist)

\*To incentivize people to go to all booths, they will be entering them into (a) drawing(s) based completion of their *bingo* board.

At the event, we are inviting organizations interested in *playing* to have a table/booth and/or a vehicle/apparatus (it can be either a table or a vehicle, or both) present at the event. If you have any questions, do not hesitate to reach out.

Have a great Monday!

**Gehrig Haberstock, MSW, AASW | Disaster Program Manager**  
**American Red Cross of Wyoming**  
318 West B Street  
Casper, Wyoming 82601  
307-251-2231 | 307-222-8272 (24 hrs Emergency Response)  
[Gehrig.Haberstock3@RedCross.org](mailto:Gehrig.Haberstock3@RedCross.org) | [www.redcross.org/wyoming](http://www.redcross.org/wyoming)

**Nicolaysen Art Museum**  
**Profit & Loss by Class**  
 July 2017 through June 2018

	332DF NIC Fest (330DF Events)	Total 330DF Events	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>6000 · Contributed Income</b>			
6002 · Corporations/Organizations	250.00	250.00	250.00
6003 · Foundations	10,000.00	10,000.00	10,000.00
6101 · Sponsorships	34,155.53	34,155.53	34,155.53
<b>Total 6000 · Contributed Income</b>	44,405.53	44,405.53	44,405.53
<b>6100 · Earned Income</b>			
6103 · Event Revenue	30,054.90	30,054.90	30,054.90
6107 · Booth & Artists Fees	33,570.00	33,570.00	33,570.00
<b>Total 6100 · Earned Income</b>	63,624.90	63,624.90	63,624.90
<b>Total Income</b>	108,030.43	108,030.43	108,030.43
<b>Gross Profit</b>	108,030.43	108,030.43	108,030.43
<b>Expense</b>			
<b>7500 · Professional Services</b>			
7503 · Contract Fees	24,302.50	24,302.50	24,302.50
7510 · Engineering/Sound	1,500.00	1,500.00	1,500.00
7511 · Event Entertainment	21,050.00	21,050.00	21,050.00
<b>Total 7500 · Professional Services</b>	46,852.50	46,852.50	46,852.50
<b>7999 · Museum Marketing &amp; Advertising</b>			
8000 · Marketing & Promotion	3,330.10	3,330.10	3,330.10
<b>Total 7999 · Museum Marketing &amp; Advertising</b>	3,330.10	3,330.10	3,330.10
<b>8700 · Occupancy/Operations</b>			
8701 · Printing	100.00	100.00	100.00
8707 · Licenses & Fees	300.00	300.00	300.00
8710 · Bank & Credit Card Fees	831.65	831.65	831.65
8712 · Hospitality, Catering & Food	214.95	214.95	214.95
8713 · Meals & Entertainment	1,517.85	1,517.85	1,517.85
8714 · Rentals	16,180.00	16,180.00	16,180.00
8715 · Utilities	682.75	682.75	682.75
8724 · Building Maintenance/Upgrades	116.07	116.07	116.07
8801 · Supplies	18,049.31	18,049.31	18,049.31
<b>Total 8700 · Occupancy/Operations</b>	37,992.58	37,992.58	37,992.58
<b>8900 · Other Expense</b>	-50.00	-50.00	-50.00
<b>8900004 · NIC Fest</b>	-477.00	-477.00	-477.00
<b>8903 · Cash Short (Over)</b>	2,015.84	2,015.84	2,015.84
<b>Total Expense</b>	89,664.02	89,664.02	89,664.02
<b>Net Ordinary Income</b>	18,366.41	18,366.41	18,366.41
<b>Net Income</b>	<b>18,366.41</b>	<b>18,366.41</b>	<b>18,366.41</b>

**From:** Platte River Trails Trust [mailto:platteriver@wyoming.com]  
**Sent:** Wednesday, September 12, 2018 10:09 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Platte River Trails September Newsletter



## Platte River Trails September Newsletter

September 2018

**Join Us to Dedicate The Newest Section of Trail**  
Wednesday, September 19th, 12 noon, Lord of Lords Lutheran Church



**THE NEWEST PLATTE RIVER  
TRAIL PROJECT IS COMPLETE!**  
Casper Mountain Road Trail - Phase II  
**RIBBON CUTTING**  
Wednesday, September 19, Noon  
Lord of Lords Lutheran Church  
5028 Casper Mountain Road

**RIVERFEST**

**THANK YOU**

The Platte River Trails Trust Board and the Friends of the PRT appreciates all of our sponsors, volunteers, attendees and supporters who made Riverfest a success!

THANK YOU! Riverfest Chairmen Eric Easton & Chris Smith & Volunteers: Casper Mountain Racers, Kendall Bryce, Dawn Easton, Katherine Emery, Steve Emery, Kimberly Grant, Lindsey Grant, Kerry and Kyle Gray for Kistler Tent & Awning, Brandy Haskins, David Hough, Mark Imrie, Miguel Leotta, Pam Mills, Vance Oracion, Deb Park, Bart Rea, Sharon Smith, Nat Steinhoff, Debra Swedberg, Nita Tallent, Clarke Turner, Keith Tyler, Heidi Walker, Nancy Witzeling, John & Linda Yost, XCountry Ski Team.

WP L&N, Support Services, Foss Motors, WESTERN, ANB Bank, Rocking K DEVELOPMENT, Lincoln Financial Advisors, MOSER, R&R, RAMKOTA HOTEL, StarTribune

MARK YOUR CALENDAR **Riverfest and the Great Duck Derby returns August 17, 2019**

## Thank You For Attending Riverfest & Supporting Trails in Casper

The Platte River Trails Board and Friends would like to thank all of our Riverfest sponsors, volunteers and attendees for making this year's event a huge success and tons of fun! Riverfest is our organization's primary fundraiser that helps us raise crucial funds to continue our mission to expand, enhance and maintain our community trail system. See you next year ... Saturday, August 17, 2019!

## Platte River Trails Named Business of the Year

The Platte River Trails organization was honored to be named 2018 Business of the Year by the Casper Board of Realtors at their Annual Meeting on August 22nd. Dennis Baker of Broker One Real Estate nominated the PRT for this prestigious award for the great work the all volunteer PRT Board has done for the community and especially for the North Platte River Corridor. Dennis says he, and other realtors, include the PRT map in relocation packets and is certain that our community trails are a positive draw for people considering relocating to Casper. The PRTT Board and staff are honored by this award.







## 2018 Food Truck Friday Is A Wrap ...

Special Thanks to our 2018 Food Truck Friday Sponsor, First Interstate Bank for helping us provide a series of delicious, family friendly, music filled Fridays at the Tate Pumphouse. Trail Center. 2018 Food Truck Friday is a wrap ... or a burger, taco, ice cream cone, shaved ice or lightly battered fish .... See you next summer!

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

STAY CONNECTED



Platte River Trails Trust | P.O. Box 1228, Casper, WY 82602

[Unsubscribe rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov)

[Update Profile](#) | [About our service provider](#)

Sent by [platteriver@wyoming.com](mailto:platteriver@wyoming.com) in collaboration with

**Constant Contact** 

[Try it free today](#)

**From:** Justin [mailto:jschilling@wyomuni.org]  
**Sent:** Wednesday, September 12, 2018 12:03 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Word from WAM



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## *Word from WAM!*

*A Weekly Message*

### Municipal projects passed on to SLIB

Congratulations to the six communities that won recommendation from The Wyoming Business Council for their Business Ready Community (BRC) grant proposals to be passed on for final review and approval by The State Loan and Investment Board (SLIB) at their meeting on Oct. 4th.

*The municipalities and their proposed projects are.*

**CODY** - is seeking \$6 million in grant and loan funds to construct a facility for the expansion of the Gunwerks Firearms production facility. In five years, the project is expected to create 52 jobs, while retaining the 58 existing positions and increasing payroll over \$3 million.

**TORRINGTON** - is seeking \$3 million in grant funds to construct a 30-unit assisted living facility on a 3-acre site in Torrington. The facility looks to meet the demand for assisted living for Goshen County residents who might otherwise have to relocate to Nebraska or other communities to receive such services.

**BUFFALO** - is seeking \$800,000 to complete the Buffalo Tech Park Phase I project. The project was partially funded (\$1 million) by the SLIB in January of 2018.

**POWELL** - is seeking a \$2,623,724 grant to construct a new conference and community center adjacent to a privately financed 70-80 room hotel. The conference center will be able to hold 200-250 and will feature a commercial kitchen to facilitate hosting a variety of public and private events.

**SUNDANCE** - is seeking \$300,000 grant to cover the budget shortfall on the Old Stoney Restoration project.

**BIG HORN COUNTY** - is seeking \$185,600 in grant funds to purchase and install a 250-foot surface ski lift for beginning skiers at the Antelope Butte Mountain Recreation Area.

Good luck in October to all the applicants!

## In Memory of Richard W. "Dick" Waggener

The WAM Team would like to express our sincerest condolences to the family of Richard W. "Dick" Waggener after his passing Aug. 30 in Laramie after a brief illness. A native of Green River, and a University of Wyoming graduate, Waggener dedicated his adult life to public service at both the municipal and state levels. He was mayor of Green River from 1971-83, as well as serving in the Wyoming



State Legislature. Waggener joined WAM after relocating to Cheyenne in the mid-1980's as Assistant Director, a position he held until 1998.

## Grant Funding Opportunity for Historic Properties

Wyoming Main Street, a program of the Wyoming Business Council, is offering \$20,000 in grants to assist with the costs of architectural assessment and design work for the rehabilitation of historic properties. Private, nonprofit and government property owners are invited to apply for the Historic Architecture Assistance Fund money by **Sept. 15**.

Applications can be found [here](#).

For more information, call Linda Kiisk with the State Historic Preservation Office at 307-777-7566 or Desiree Brothe with the Wyoming Business Council at 307-631-6137.

## WAM's New Training Videos are Here!

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



**The topics are:**

- **Fundamentals of Municipal Budgeting [Click here](#)**

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

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

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

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

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

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

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

**FALL REGION MEETINGS**



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

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

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

**Region 2, Saturday, October 2, Gillette**

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

**WAM's Fall Workshop in Lander, WY**



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

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

**See you in Lander!**

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



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

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

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

## 2019 WAM Winter Conference Coming Soon to Cheyenne

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



**Gregg Piburn - WAM General Session Speaker**

**More details to come!**

---

## Legislative Interim Committee Meetings

### **Appropriations**

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

Bomber Mountain Civic Center

63 N. Burritt Ave.

Buffalo, Wyoming

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

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

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

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

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

### **Revenue**



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

**Judiciary Committee**

9/20/2018 - 9/21/2018 - 8:00 AM  
University of Wyoming, Coe Library, 1000 E. University Ave., Laramie, WY  
Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

**Blockchain Task Force**

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

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

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

**Education Committee**

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

**From:** Rick Kaysen [mailto:rkaysen@wyomuni.org]  
**Sent:** Sunday, September 09, 2018 4:08 PM  
**Subject:** FW: State League State Legislative : Summary of FCC small cell order and template letter

Please see below for details on the subject topic—please share with your teams to determine if your municipality chooses to send a letter.

This information will also be sent to Clerk/Treasurers, apologize for possible duplicate emails for your municipality.

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
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**From:** Angelina Panettieri via National League of Cities <[Mail@ConnectedCommunity.org](mailto:Mail@ConnectedCommunity.org)>  
**Sent:** Friday, September 7, 2018 7:26 AM  
**To:** Rick Kaysen <[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)>  
**Subject:** State League State Legislative : Summary of FCC small cell order and template letter

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## State League State Legislative

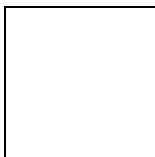
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Sep 7, 2018 9:26 AM |  [view attached](#)  
[Angelina Panettieri](#)

Good morning,

After more than a year of deliberation, the Federal Communications Commission released its draft *Declaratory Ruling and Third Report and Order*, focusing on state and local management of small cell wireless infrastructure deployment. This document, if approved by a majority of commissioners at the FCC's September 26 open meeting, would enact

substantial new limits on local wireless siting review. The declaratory ruling and report and order:

- Creates **two new categories of shot clocks** for small cell wireless facility review. Local governments would have 60 days to complete review of applications for collocated small cells, and 90 days for small cells on new structures. These shot clocks include "all aspects of and steps in the siting process," including mandatory pre-application procedures, license/franchise agreements for rights-of-way access, public notice and meeting periods, lease negotiations, building/encroachment/electric/road closure permits, and other approvals. The shot clock begins upon submission of an application, regardless of completion. They may only be paused if a local government notifies the applicant within 30 days of receipt that the application is incomplete, or through mutual agreement of the locality and the applicant.
- Establishes or affirms definitions of two key terms:
  - **"Small wireless facilities"** are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structures, or no more than 10 percent taller than the structure's preexisting height after the new antenna is placed.
  - **"Collocation"** is defined as placing an antenna on *any* existing structure, regardless of whether that structure already has wireless equipment on it, or whether it has been zoned for placing that equipment.
- **Limits application fees for all small wireless facilities** to \$500 for up to five sites, and \$100 per site for each site thereafter.
- **Limits recurring fees for small cells in the rights-of-way**, such as rights-of-way access fees or lease fees, to a "reasonable approximation" of the locality's "objectively reasonable costs" for maintaining the rights-of-way or a structure within the rights-of-way, which must be no higher than fees for similar actors. The FCC finds a presumptively reasonable recurring fee to be \$270 per site, per year. Local governments are expressly prohibited from recovering any cost not directly related to rights-of-way maintenance, charging fees above cost recovery, or recovering "unreasonable" costs, such as excessive contractor or consultant fees. The FCC also finds gross revenue fees to be presumptively unreasonable. *Existing agreements are not grandfathered.*
- **Limits allowable local aesthetic requirements**, including minimum spacing requirements, to those that are "(1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) published in advance." The FCC notes that undergrounding requirements for all wireless facilities would constitute an illegal prohibition of service by a local government, but does not clarify whether local governments may require auxiliary equipment for small cell sites, such as equipment cabinets and fiber backhaul, to be undergrounded.
- **Determines that shot clock overruns are "prohibition on the provision of services,"** allowing wireless site applicants to seek expedited injunctive relief in court within 30 days of a local government missing a shot clock deadline.
- **More restrictive state laws will remain in effect**, and will not be replaced by this order.

There are some small possible wins for local government in this ruling. The FCC considered, but declined to enact, a "deemed granted" remedy for shot clock overruns, in which any application not decided by the shot clock deadline would be automatically granted. However, it states that it retains the option to do so in future. The ruling also allows aesthetic requirements, with some restrictions.

If approved during the open meeting, the new regulations would go into effect 30 days after publication in the Federal Register. Local governments could then face enforcement action if wireless providers or other small cell applicants challenge them in court on the basis of noncompliance with the above requirements.

NLC and its local government partners will oppose this proposal. To support our efforts, you can send a letter to the FCC expressing your opposition before September 19, before the FCC publishes its official "sunshine agenda" for the open meeting. To support our advocacy, use the attached template letter to register your opposition with the FCC before September 19, 2018.

**Angelina Panettieri**  
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