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# INFORMATION PACKET

Friday, March 22, 2024



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## The Grid

### Working Draft of Council Meeting Agendas

<b>March 26, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
\$85k Applications Delivery to Council	Direction Requested	4:35	5 min
Compactor Purchase for Landfill	Move Forward for Approval	4:40	15 min
Capital Replacement at Ice Arena	Direction Requested	4:55	15 min
Speed Limit Change on Coffman	Direction Requested	5:10	40 min
Legislative Review-2024 Legislative Recap	Information Only	5:50	40 min
Agenda Review		6:30	10 min
Council Around the Table		6:40	20 min
Approximate Ending Time:			7:00

<b>April 2, 2024 Councilors Absent: Pollock</b>					
<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>
Pre-Meeting: SAFER Grant Application					
Approval of 3/12 Special Meeting Minutes					C
Approval of 3/19 Minutes					C
Approval of 3/19 Exec Minutes					C
Proclamation/Bright Spot: Donate Life					
Establish Public Hearing for Transfer of Ownership and Location for Retail Liquor License No. 24 from Alibi Bar & Lounge, Inc., d/b/a Alibi Bar & Lounge, Located at 1740 East Yellowstone to Homax Oil Sales, Inc, d/b/a Stop N Go, Located at 519 South Poplar.	C				
Public Hearing: Restaurant License for Frontier Brewing		N			
Public Hearing: Fire Self Inspection Ordinance		N			
Public Hearing: Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.			N		
2nd Reading: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions.			N		
2nd Reading: Amending Chapter 8.20 - Noise, of the Casper Municipal Code			N		
Approving a 5-Year Agreement with Thomson Reuters for Westlaw Internet Legal Research Services for the City Attorney's Office.				C	
Accept a Public Sidewalk Easement from the University of Wyoming Board of Trustees (UW) as part of the Casper Family Medicine Clinic Renovation located at 1522 East A Street.				C	
Authorizing a Procurement Agreement with Sound and Cellular, Inc., in the amount of \$90,511.23, for the Ford Wyoming Center Radio Replacement, Project No. 23-025.				C	
Authorize a Contract for Professional Services with Civil Engineering Professionals, Inc., in the amount of \$155,135.00, for the Tower Hill Tank Stabilization Project, Project No. 23-046.				C	
Authorize Agreement with Geosyntec Consultants, Inc., in the amount of \$157,533.00 for the 2024-2029 Solid Waste Planning, Project No. 23-049.				C	
Authorizing a Contract for Professional Services with Recykling Industrial Repairs, Inc., in the amount of \$72,845.00, for the South Baler Ejector Repair, Project No. 24-025.				C	
Authorize an Agreement for Construction Management Services with Sampson Construction Company, Inc., in the amount of \$67,400, for the Casper Business Center Police Remodel, Project No. 23-023.				C	
Weed Abatement/Mowing Contracts				C	
CMAR Contract (Tentative)				C	
Executive session: Land & Personnel					

<b>April 9, 2024 Councilors Absent:</b>		Page 3 of 82	
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
<b>85K Application Discussion</b>	<b>Direction Requested</b>	<b>4:35</b>	<b>90 min</b>
Speed Limit Ordinance Discussion	Direction Requested		40 min
MRG	Direction Requested		30 min
Agenda Review		7:15	20 min
Council Around the Table		7:35	20 min
Approximate Ending Time:			7:55

<b>April 16, 2024 Councilors Absent:</b>					
<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>
Pre-Meeting:					
Approval of 4/2 Minutes					C
National Small Business Week Proclamation					
Public Hearing for Transfer of Ownership and Location for Retail Liquor License No. 24 from Alibi Bar & Lounge, Inc., d/b/a Alibi Bar & Lounge, Located at 1740 East Yellowstone to Homax Oil Sales, Inc, d/b/a Stop N Go, Located at 519 South Poplar.		N			
2nd Reading: Fire Self Inspection Ordinance			N		
2nd Reading: Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.			N		
3rd Reading: Repealing Section 15.15.010 - Building Construction Prohibited During Certain Hours - Exceptions.			N		
3rd Reading: Amending Chapter 8.20 - Noise, of the Casper Municipal Code			N		
Approving and adopting the Mills Platte River Trail Connectivity Study for the Casper Metropolitan Area				C	

<b>April 23, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Dangerous Building Process	Direction Requested	4:35	40 min
Code Enforcement Follow-up (Towing Fees)	Direction Requested	4:15	30 min
Community Project Funding Process Part 2	Direction Requested	6:05	60 min
Citizen Feedback Survey	Direction Requested	7:05	30 min
FWC Study Update (Tentative)	Information Only	4:35	60 min
Agenda Review		7:35	20 min
Legislative Review		7:55	20 min
Council Around the Table		8:15	20 min
Approximate Ending Time:			8:35

<b>May 7, 2024 Councilors Absent:</b>					
<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>
Pre-Meeting: Tentative Budget to Council					
Approval of 4/16 Minutes					C
Establish Public Hearing - Budget Amendment #3	C				
3rd Reading: Fire Self Inspection Ordinance			N		
3rd Reading: Consideration of an Ordinance Amending Sections 8.40.040 and 8.44.060 of the Casper Municipal Code Pertaining to Administrative Fees for Litter, Weed & Pest Control Abatements.			N		

<b>May 14, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Council Conflict of Interest	Information Only	4:35	40 min
Budget Amendment #3	Move Forward for Approval		
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

<b>May 20, 2024 Councilors Absent:</b>			
<b>Special Budget Work Session Meeting Agenda</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

<b>May 21, 2024 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 5/7 Minutes					C
Public Hearing - Budget Amendment #3		N			

<b>May 22, 2024 Councilors Absent:</b>			
<b>Special Budget Work Session Meeting Agenda</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

<b>May 28, 2024 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

<b>Council Items:</b>			
Item	Date	Estimated Time	Notes
Funding for Sidewalk Repairs/Homeowner Responsibilities			Ordinance issue?
Naming City Garbage Trucks/Plow Follow-up			
Utility Billing Update			Sept
Vegetation Abatement Follow-up			
Recycling and Composting Options			June
National Heritage Area Designation			
<b>Staff Items:</b>			
Downtown Parking Kiosks			May
Utility Rate Model			May
Summary Proposed Budget to Council	June 4, 2024		
Fort Caspar Feasibility Study			Fall
Website Update			Fall
Online Utility Payment Portal Update			Early Summer
Master Plan			Summer
Rec Joint Powers Board Application			
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			May
<b>Potential Topics-- Council Thumbs to be Added:</b>			
<b>Future Regular Council Meeting Items:</b>			
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			Waiting on a contract
<b>Retreat Items:</b>			
Economic Development and City Building Strategy			
City Facility Retention & Subsidization			

# MARCH 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right; font-size: 24pt;"><b>25</b></p> <p>Casper Showdown Wrestling Tournament 7:00 am- 7:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>26</b></p>	<p style="text-align: right; font-size: 24pt;"><b>27</b></p>	<p style="text-align: right; font-size: 24pt;"><b>28</b></p>	<p style="text-align: right; font-size: 24pt;"><b>29</b></p> <p>WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>1</b></p> <p>WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 10:30 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>2</b></p> <p>WHSAA State High School 1A/2A Basketball Tournament 7:00 am- 7:30 pm</p>
<p style="text-align: right; font-size: 24pt;"><b>3</b></p>	<p style="text-align: right; font-size: 24pt;"><b>4</b></p>	<p style="text-align: right; font-size: 24pt;"><b>5</b></p>	<p style="text-align: right; font-size: 24pt;"><b>6</b></p>	<p style="text-align: right; font-size: 24pt;"><b>7</b></p> <p>WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 10:30 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>8</b></p> <p>WHSAA State High School 3A/4A Basketball Tournament 7:00 am-10:30 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>9</b></p> <p>WHSAA State High School 3A/4A Basketball Tournament 7:00 am- 9:00 pm</p>
<p style="text-align: right; font-size: 24pt;"><b>10</b></p>	<p style="text-align: right; font-size: 24pt;"><b>11</b></p> <p>Wyoming MTSS Summit 8:30 am- 1:30 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>12</b></p> <p>Shrek the Musical 6:00 pm- 10:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>13</b></p> <p>Load-In Home &amp; Garden Show 8:00 am - 6:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>14</b></p> <p>Load-In Home &amp; Garden Show 8:00 am - 6:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>15</b></p> <p>Home &amp; Garden Show 10:00 am - 6:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>16</b></p> <p>Home &amp; Garden Show 10:00 am - 6:00 pm</p>
<p style="text-align: right; font-size: 24pt;"><b>17</b></p> <p>Home &amp; Garden Show 10:00 am - 4:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>18</b></p> <p>Load-In WY State Pool 8:00 am- 5:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>19</b></p> <p>WY State Pool Tournament Load-in and open practice 8:00 am-12:00 am</p>	<p style="text-align: right; font-size: 24pt;"><b>20</b></p> <p>WY State Pool Tournament 8:00 am- 12:00 am</p>	<p style="text-align: right; font-size: 24pt;"><b>21</b></p> <p>WY State Pool Tournament 8:00am-12:00 am</p>	<p style="text-align: right; font-size: 24pt;"><b>22</b></p> <p>WY State Pool Tournament 8:00 am- 12:00 am</p>	<p style="text-align: right; font-size: 24pt;"><b>23</b></p> <p>WY State Pool Tournament 8:00 am- 12:00 am</p>
<p style="text-align: right; font-size: 24pt;"><b>24</b></p> <p>WY State Pool Tournament 8:00 am-6:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>25</b></p> <p>NJCAA Women's Basketball Load-In</p>	<p style="text-align: right; font-size: 24pt;"><b>26</b></p> <p>NJCAA Women's Basketball Tournament 9:00 am-11:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>27</b></p> <p>NJCAA Women's Basketball Tournament 9:00 am- 11:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>28</b></p> <p>NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>29</b></p> <p>NJCAA Women's Basketball Tournament 11:00 am- 10:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>30</b></p> <p>NJCAA Women's Basketball Tournament 3:00 pm- 10:00 pm</p>
<p style="text-align: right; font-size: 24pt;"><b>31</b></p> <p>NJCAA Women's Basketball Tournament</p>	<p style="text-align: right; font-size: 24pt;"><b>1</b></p> <p>NJCAA Women's Basketball Tournament 5:00 pm-10:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>2</b></p>	<p style="text-align: right; font-size: 24pt;"><b>3</b></p>	<p style="text-align: right; font-size: 24pt;"><b>4</b></p> <p>Toughest Monster Truck Tour Load-In 8:00 am- 5:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>5</b></p> <p>Toughest Monster Truck Tour Load-In 8:00 am-5:00 pm</p>	<p style="text-align: right; font-size: 24pt;"><b>6</b></p> <p>Toughest Monster Truck Tour 12:30 pm- 5:00 pm</p>

[2024 Boards and Committees 01.24.24.docx](#)

**Council Committee Assignments  
for January 2024**

Governmental Affairs

Natrona County Council of Governments	Council Legislative Committee (WAM)	City/County Hall of Justice/Detention Facility Joint Powers Board	Public Safety Communications Center	Council Finance Committee
3 <sup>rd</sup> Thursday 7:00 am	Meet as Needed	Meet as Needed	1 <sup>st</sup> Thursday 10:30 am Qtrly – Jul, Oct, Jan, Apr	Meet as Needed
1. Ray Pacheco 2. Lisa Engebretsen	1. Jai- Ayla Sutherland 2. Lisa Engebretsen	1. Steve Cathey 2. Lisa Engebretsen	1. Ray Pacheco	1. Jai-Ayla Sutherland 2. Brandy Haskins 3. Lisa Engebretsen 4. Steve Cathey

Economic Development

Economic Development Joint Powers Board	Advance Casper (CAEDA)	Travel & Tourism Council
3 <sup>rd</sup> Week of the Month, 9:30 am Feb, May, Aug, Nov	2 <sup>nd</sup> Thursday of each month, 7:00 am	4 <sup>th</sup> Tuesday 11:30 am
1. Ray Pacheco 2. Amber Pollock	1. Kyle Gamroth 2. Carter Napier	1. Lisa Engebretsen 2. Gena Jensen

Social Services and Recreation

Casper-Natrona County Health Department	Central Wyoming Senior Services	Casper Housing Authority	Casper’s Council of People with Disabilities	Youth Empowerment
3 <sup>rd</sup> Thursday 5:30 pm.	4 <sup>th</sup> Monday 2:00 pm	3 <sup>rd</sup> Thursday 10:30 am	4 <sup>th</sup> Monday 12:00 pm	Every Thursday 7:00 pm
1. Brandy Haskins	1. Michael Bond	1. Kyle Gamroth	1. Ray Pacheco	1. Ray Pacheco

College National Finals Rodeo Committee	Parks and Rec Advisory Board	Homelessness Task Force	LGBTQ Advisory Committee	Casper Youth Council	Casper Municipal Band
1st Monday 5:00 pm	2nd Thursday 4:30 pm	Meet as Needed	3rd Friday 3:00 p.m.	1st Sunday 4:30	1st Wednesday in April & Sept. 5:00 p.m.
1. Steve Cathey 2. Gena Jensen (Alternate)	1. (Open)	1. Jai-Ayla Sutherland 2. Michael Bond 3. Kyle Gamroth	1. Ray Pacheco 2. Jai-Ayla Sutherland	1. Kyle Gamroth 2. Ray Pacheco (alternate)	1. Gena Jensen 2. Michael Bond

### City Services

Central Wyoming Regional Water System Joint Powers Board	Council Solid Waste Committee	Code Enforcement Appeals Committee	Casper Utilities Advisory Board	Municipal Court Coordination Committee	Drug Court
3rd Tuesday 11:30 am	Meet as Needed	Meet as Needed	4th Wednesday 7:00 am	1st Monday 4:00 p.m.	1st Wednesday 11:30 am
1. Steve Cathey 2. Michael Bond 3. Amber Pollock	1. Michael Bond	1. Michael Bond	1. Steve Cathey	1. Michael Bond 2. Brandy Haskins	1. Lisa Engebretsen

### Land Use and Development

MPO Policy Committee	Planning & Zoning Commission	OYD Advisory Committee	OYD Architectural Review Committee	Platte River Restoration Advisory Committee
3rd Thursday every other month 11:00 a.m.	2nd Thursday 6:00 pm	4th Monday 4:00 pm	1st Friday, as needed 9:00 am	1st Wednesday 5:30 pm
1. Amber Pollock 2. Lisa Engebretsen (Alternate)	1. Michael Bond	1. Gena Jensen 2. Kyle Gamroth	1. Gena Jensen	1. Ray Pacheco 2. Amber Pollock (Alternate)

Downtown Development Authority	Amoco Reuse Agreement JPB	Casper Area Chamber of Commerce	Air Service Advisory Committee
2nd Wednesday 11:30 am	2nd Wednesday 6:00 pm	3rd Tuesday 4:00 pm	Meet as Needed
1. Kyle Gamroth	1. Amber Pollock	1. Steve Cathey	1. (Open)

Boards & Commissions are responsible for filling openings on their boards. They must advertise the opening, interview, and then receive City Council approval. The board/commission will need to submit the following documentation for approval at a regular Council meeting.



A memo that includes the following information:

- Total number of applicants.
- How many applicants were interviewed?
- Why this applicant was selected.
- Include information about the term - is this a full or a partial term, is this their first term or are they being reappointed.
- Include the beginning and ending dates of this term.

Attach the following documents to the memo:

- Name of publication and copy of advertisement that announced opening and requested applications, as well as the dates advertised.
- Copy of all resumes submitted for board opening.



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

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

**Board  
Members:**

Paul Bertoglio,  
Chairman

David North,  
Vice-Chairman

Ken Waters,  
Secretary

Steve Cathey,  
Treasurer

Ashley Aars

Ray Pacheco

Amber Pollock

Dan Sabrosky

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday                      March 19, 2024                      11:30 a.m.**

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

1. Announcements
2. Approve Minutes – February 27, 2024 Regular Meeting \*
3. Approve Vouchers – March 2024 \*
4. Approve Financial Report – February 2024 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Discuss Service Area Map Update \*
  - b) Consider Request for Enlargement of 33 Mile Improvement & Service District \*
  - c) Other
8. New Business
  - a) Consider Agreement with CEPI for Design and Construction Administration Services for the Mountain View Tank Improvements Project in the Amount of \$122,000 \*
  - b) Discuss FY2025 Capital Improvement Projects \*
  - c) Discuss North Platte Runoff Forecast \*
  - d) Update of Annual Financial Disclosure Letters
  - e) Other
9. Chairman's Report

**Next Meeting: Regular JPB Meeting – April 16, 2024**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

February 27, 2024

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 27, 2024, 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 Bertoglio, Vice-Chairman North, Secretary Waters, Treasurer Cathey, and Board Members Aars and Sabrosky. Board Members Pacheco and Pollock were absent.

**City of Casper** – Bertoglio, Cathey, Tom Brauer, Bruce Martin, Mark Anderson, Janette Brown

**Natrona County** – North

**Salt Creek Joint Powers Board** – Aars

**Wardwell Water & Sewer District** – Sabrosky

**Pioneer Water & Sewer District** – Waters

**Poison Spider Improvement & Service District** –

**Wyoming Water Development Office** -

**Sandy Lakes Estates** –

**Lakeview Improvement & Service District** -

**33 Mile Road Improvement & Service District** –

**Mile-Hi Improvement and Service District** –

**Central Wyoming Groundwater Guardian Team (CWGG)** –

**Others** — Charlie Chapin and Alia Scott – Williams, Porter, Day & Neville, P.C.; Steven Clark, Patrick Holscher, and Frank Schwarzrock – Town of Bar Nunn

The Board meeting was called to order at 11:31 a.m.

1. In Announcements, Mr. Martin stated that Ms. Alia Scott, with Williams, Porter, Day & Neville, P.C., is joining the meeting virtually to help facilitate the Wardwell dissolution

discussion when the Board gets to that point in the agenda.

2. In Approval of Minutes:

- a. Chairman Bertoglio asked for a motion to approve the minutes from the January 16, 2024, Regular meeting. A motion was made by Vice-Chairman North and seconded by Secretary Waters to approve the minutes from the January 16, 2024, Regular meeting. Motion put and carried.
- b. Chairman Bertoglio asked for a motion to approve the minutes from the July 26, 2023, Special Executive meeting. A motion was made by Vice-Chairman North and seconded by Board Member Sabrosky to approve the minutes from the July 26, 2023, Special Executive meeting. Motion put and carried.
- c. Chairman Bertoglio asked for a motion to approve the minutes from the August 2, 2023, Special Executive meeting. A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to approve the minutes from the August 2, 2023, Special Executive meeting. Motion put and carried.
- d. Chairman Bertoglio asked for a motion to approve the minutes from the August 15, 2023, Executive meeting. A motion was made by Vice-Chairman North and seconded by Secretary Waters to approve the minutes from the August 15, 2023, Executive meeting. Motion put and carried.
- e. Chairman Bertoglio asked for a motion to approve the minutes from the August 24, 2023, Special Executive meeting. A motion was made by Board Member Sabrosky and seconded by Vice-Chairman North to approve the minutes from the August 24, 2023, Special Executive meeting. Motion put and carried.

3. Mr. Martin stated that no additional vouchers were added to the listing that was sent out in the agenda packet. Mr. Martin asked the Board to reference the voucher listing on the screen.

Mr. Martin stated that voucher 8654 for Sheet Metal Specialties is for the HVAC Chiller Replacement Project No. 20-30. Mr. Martin stated that this project is near completion as they are working on the final punch list items.

Mr. Martin stated that voucher 8655 for Fibersurace is for repairs to the Sodium Hypochlorite Tanks that were leaking. Mr. Martin stated that the leaks have been repaired, however an inspection of the interior of the tanks shows that they need to be lined. Mr. Martin stated that this will be discussed when the Board reviews the Capital Budget for FY25.

Mr. Martin stated that vouchers 8656 through 8659 for Cahoy Pump Service, Inc. are for replacement well pumps for Morad 2, Morad 8, Morad 11, and Casper 9 wells.

Mr. Martin stated that voucher 8662 for Crown Construction, LLC is for the 42" Steel Waterline Replacement Project No. 21-45 which is just getting started.

Mr. Martin stated that voucher 8663 for West Plains Engineering is for design and construction administration for the HVAC Chiller Replacement Project No. 20-030.

Mr. Martin stated that voucher 8665 for CEPI is for surveying for dedicated easements for RWS Raw Water waterlines, well houses, and access on the City of Casper Izaak Walton plat.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8653 through 8665 in the amount of \$325,683.19.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve the February 2024 voucher listing to include voucher numbers 8653 through 8665 in the amount of \$325,683.19. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 188 MG of water produced in January, which is 21 MG above the five-year average of 167 MG.

Mr. Martin stated that the fiscal year-to-date water production was 2.35 BG, which is 125 MG below the five-year average of 2.48 BG.

Mr. Martin asked the Board to reference the Comparative Income Statement on the screen. Mr. Martin stated that the FY24 Interest Earned is \$176,119. Mr. Martin stated that there have been good interest earnings so far this fiscal year.

Mr. Martin stated that Water Utility Charges year-to-date are currently \$5,428,402, compared to \$5,803,488 last year, which correlates with the below average water sales.

Mr. Martin stated that System Development Charges (SDC) year-to-date are \$148,792 compared to \$87,479 last year. Mr. Martin stated that there has been a bit of an increase in SDC revenues this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,309,933, which includes January expenses. Mr. Martin stated that this line item is approximately \$100,000 more than last year, but it is where it was expected to be at this time of the Fiscal Year.

Board Member Sabrosky asked if the Interest Earned is just for one month. Mr. Martin stated that the total is fiscal year to date, which began in July.

Chairman Bertoglio asked for a motion to approve the January 2024 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Aars to approve the January 2024 Financial Report as presented. Motion put and carried.

5. Mr. Martin stated that the WTP Manager position has not been filled yet so he will present the WTP Operations Update.

Mr. Martin stated that a first round of interviews for the WTP Manager position were held. Mr. Martin stated that a gentleman from Ohio looked pretty strong, he actually

came and visited the facility, an offer was made, and he declined the offer. Mr. Martin stated that he was upfront, that he was looking at other positions as well and he and his family were deciding what they wanted to do, what would work out best for them. Mr. Martin stated that he accepted a different offer. Mr. Martin stated that there will be another round of interviews next week.

Mr. Martin stated that production is approximately 5 to 6 MGD, which is where it is expected to be at this time of year. Mr. Martin stated that through February, production has been met with only the wellfield.

Mr. Martin stated that Xylem has been on site doing the annual service on the ozone monitors.

Mr. Martin stated that the contractor plans to be on site the week of March 4<sup>th</sup> for the WWDC contract for Well Rehabilitation. Mr. Martin stated that they will be rehabbing three wells, so it will be good to get those underway.

Mr. Martin stated that staff has been working on regular preventive maintenance for the Actiflo system to get it ready for the upcoming summer season.

Mr. Martin stated that last month he informed the Board that the advertisement for the Plant Mechanic position was put out, interviews were held, and an offer was made and accepted. Mr. Martin stated that since that time, one of the newer Operators turned in their notice, so that position is currently being advertised and will be filled as soon as possible.

The time was turned over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that the weekly security checks and tank sampling continue to be completed each week.

Mr. Anderson stated that the system chloramine residuals are looking really good right now.

Mr. Anderson stated that staff checked all the non-draining fire hydrants for the month.

Mr. Anderson stated that staff got the Airport Booster Pump No. 2 up and running.

Mr. Anderson stated that WD staff also got Pioneer Booster Pump No. 2 up and running, so both of the pumps at this booster have been replaced. Mr. Anderson stated that all that is left to do at this booster is to touch up the paint on the piping, which will be completed directly.

Mr. Anderson stated that staff completed the annual pump alignments at all the booster stations.

6. There was no Public Comment.

7. In Old Business:

- a. Chairman Bertoglio stated that all three of these items dealing with the Wardwell dissolution are subject to ratification of the Joint Powers Agreement. Mr. Chapin stated that is correct. Chairman Bertoglio stated that even if the Board approves all three of the items, they are still subject to ratification. Chairman Bertoglio turned the time over to Ms. Scott.

Ms. Scott stated that the Board of Control (BOC) meeting was held on February 6<sup>th</sup>. Ms. Scott stated that the BOC unanimously approved the petitions, both petitions for the surface water rights. Ms. Scott stated that they were approved conditional on the receipt of a letter of consent, or acknowledgement from the Town of Bar Nunn as being named as the Owner of Record of those appropriations. Ms. Scott stated that the following day, Bar Nunn executed a resolution that formally consented and acknowledged being named as the Owner of Recorded on the amended appropriations. Ms. Scott stated that the BOC received and reviewed the resolution and sent a letter that was received on February 14<sup>th</sup> saying that the BOC staff has received and reviewed the resolution and it satisfied that condition and will be taken back before the BOC for issuance of an order confirming the grant of those petitions in May, when they meet next. Ms. Scott stated that there is a bit of a waiting period until she receives the formal amended Certificates of Appropriation, but we can rest assured that those petitions have been granted and everything is good to go.

Ms. Scott stated that based on that, there aren't really any other areas that need to be cleaned up, and she would move forward with the request from Wardwell to Regional Water to withdraw as a member, and in conjunction with that, for Bar Nunn to be their replacement.

Chairman Bertoglio asked if there were any questions for Ms. Scott. Chairman Bertoglio stated that since there were none, the Board would move forward with considering the requests.

Board Member Sabrosky stated that he would be abstaining from the vote on these items. Chairman Bertoglio stated that there would still be a quorum of the Board with Board Member Sabrosky abstaining from the vote.

Secretary Waters stated that he would like to ask a question on the Regional/Wardwell Lease Agreement. Secretary Waters asked what tanks and booster station are being discussed in the Agreement. Mr. Martin stated that he just pulled it up on the screen for the Board. Mr. Martin stated that the Lease Agreement was initially brought before the Board a while ago about renewing the lease or what the option would be, but then things started rolling with Wardwell, and this was placed on the back burner. Mr. Martin stated that it is an item now that needs to be cleaned up. Mr. Martin stated that the original lease agreement expired in 2021.

Secretary Waters asked if this is a tank that Regional owns, and Wardwell is

leasing from Regional. Mr. Martin stated that Wardwell has been leasing this from the Board for a lot of years, and the operation of the facility is with Wardwell.

Secretary Waters asked about the waterlines that are referenced in the lease agreement. Mr. Martin stated that the waterline that the Board needs to be concerned with is the RWS waterline that he believes falls within the right-of-way, but it needs to be confirmed if an easement is needed. Mr. Martin stated that the agreement also talks about 6-inch waterlines, but they are actually 8-inch waterlines that belong to Wardwell. Mr. Martin stated that this facility is operated by Wardwell. Mr. Martin stated that he believes Regional's main concern needs to be on the 16-inch waterline, to make sure that an easement isn't needed.

Secretary Waters asked if what the Board is discussing is releasing those facilities to Wardwell. Mr. Martin stated that is a thought that he and Ms. Scott, and Mr. Chapin have discussed what it would take to clean this up. Mr. Martin stated that he is unsure what the best approach would be moving forward on this.

Ms. Scott stated that it is up to the Board as to what they think is the best move forward. Ms. Scott stated that currently, the booster station and the tanks are not being utilized, as they are not necessary right now. Ms. Scott stated that she thinks one of the easiest things to do would be to possibly convey those assets to Bar Nunn, or to Wardwell, who can then convey them to Bar Nunn. Ms. Scott stated that it could be included in it that it is subject to any easement that Regional may need, if any. Ms. Scott stated that if the RWS waterline is in the right-of-way, that is great, but giving an abundance of caution, a professional easement can be executed, like what was intended with the lease, she thinks that covers a lot of bases and would be in everyone's best interest. Ms. Scott stated that if that is not the avenue Regional wants to go down, she thinks that renewing that lease on paper is definitely the option that would be number two. Ms. Scott stated that the lease renewal could be with Wardwell, and modified to have an assignment provision, and then assigning it to Bar Nunn, or having Regional execute a type of lease agreement directly with Bar Nunn. Ms. Scott stated that where the necessity to consider this comes into play is because the land that those infrastructure are currently on belongs to Wardwell and has been deeded to Bar Nunn, so we just want to make sure that the ownership of all the infrastructure is clear going forward and who's in charge of maintaining and operating it. Ms. Scott stated that she will leave it up to the Regional Board. Ms. Scott stated that she thinks it would be cleanest to convey the infrastructure either to Wardwell and then to Bar Nunn, or directly to Bar Nunn. Ms. Scott stated that it seems like that was the intended purpose of that lease that was executed in 2011, because it had a \$1 option to purchase that just didn't happen. Ms. Scott stated that she thinks it didn't happen because they are not being used, she thinks everyone forgot about the lease, and then in 2021 it was figured out that it expired and it was brought to everyone's attention and Regional orally extended the lease in 2022, but that was in the heat of when Mills had their petition to force dissolution, so there was some uncertainty with what was going on with Wardwell, and the brakes were put on that to figure out what it was going to look like down the road. Ms. Scott stated



that is why it wasn't put to paper.

Mr. Brauer stated that these three tanks and booster were built in the mid-1980's. Mr. Brauer stated that the booster just pumped up to Coleman Court, which are the buildings above the Port of Entry. Mr. Brauer stated that when the Regional System came into play, back when Wardwell got their water from their well and water from the Mills/Wardwell Impact Joint Powers Board Water Treatment Plant, so the water would get pumped to the booster and then pumped to Coleman Circle. Mr. Brauer stated that when one of the first bid packages was done for Regional Water in about 1997, those three tanks and the booster station were abandoned in place. Mr. Brauer stated that they just sat there for years, and then in 2011, 609 Engineering went in and said they need higher water pressure in Coleman Court, and that's when the elevated tank was built. Mr. Brauer stated that the booster station was then repurposed so it would pump water from Zone 2B up to that tank. Mr. Brauer stated that these three tanks have not been used since 1996 or 1997, the booster station sat dormant for 15 years, but has been reequipped with new pumps that pump up to the elevated water storage tank. Mr. Brauer stated that from a standpoint of liability for Regional and the assets that Bar Nunn operates, this is and never will be a Regional asset as far as the booster station. Mr. Brauer stated that the tank, the booster, and the pipelines are all within what was Wardwell, and now is Bar Nunn's water system. Mr. Brauer stated that to him it makes sense to just transfer that ownership.

Secretary Water stated that Mr. Brauer just made a comment that this is Wardwell's, it was all reverted back to Wardwell. Secretary Waters stated that Wardwell is dissolved, so none of this infrastructure will go back to Wardwell.

Mr. Holscher, the attorney for Bar Nunn, stated that right now the Wardwell board is acting as Trustees for Wardwell as it completes its dissolution, so there is an entity still there to address the final bits and pieces of things like this. Mr. Holscher stated that there is still a legal entity there until it all gets completely wrapped up, which is why there is a Wardwell representative on this Board.

Chairman Bertoglio stated that the Board still has to approve the transfer of Wardwell's assets, all of their assets, to Bar Nunn, so this is a unique item that is sitting out here that the Board has to take one step further because it is under a separate agreement. Mr. Chapin stated that is correct as there is a lease agreement. Chairman Bertoglio stated that the Board has to cure the lease agreement in order to transfer the tanks and booster station. Mr. Chapin stated that the opportunity was missed when we had the intent to convey that, and he can't remember why it wasn't done in a timely manner, but as Ms. Scott said we then tried to get the lease with the option to transfer signed, but then the dam broke. Chairman Bertoglio stated that this is just cleaning this up to say that this is a Wardwell asset. Mr. Chapin stated that is correct. Chairman Bertoglio stated that right now it is somewhat subject under the terms of the lease agreement.

Mr. Brauer stated that this is somewhat split, as the land is owned by Wardwell, and the assets on the property, three tanks and the booster station, are owned by

Regional Water. Mr. Brauer stated that this lease was originated so that Wardwell could install the pumps in the booster station that was owned by Regional Water for its new intended purpose. Mr. Brauer stated that right now the land is owned by Wardwell, which will ultimately be transferred to Bar Nunn, the assets are owned by Regional Water, and the Board can either lease them to Bar Nunn or transfer the ownership of them to Bar Nunn.

Treasurer Cathey stated that it sounds like Wardwell replaced the pumps in the booster station, so really what is being discussed is that Regional will still own the three tanks and the booster station because the plumbing in the building has been replaced by Wardwell. Mr. Brauer agreed with Treasurer Cathey's statement.

Ms. Scott stated that there is one other option as the lease agreement has an assignment provision that is only applicable to the Lessor, which is Regional Water, so if the Board wants to, they can assign the lease from Regional Water to Bar Nunn. Ms. Scott stated that there is not an assignment from the Lessee, which makes sense from a structural standpoint, but if the Board wants to just assign the lease to Bar Nunn, that would be an option.

Mr. Chapin stated that is what the Board was going to do before everything broke loose, was just to do the assignment and extend the lease because we missed the final day. Ms. Scott stated that the lease agreement was definitely extended orally. Chairman Bertoglio asked Mr. Chapin if he was suggesting that the Board just enter a new lease agreement with Bar Nunn. Mr. Chapin stated that he agrees with Ms. Scott that an assignment can be done, because the lease is valid at this point. Mr. Chapin stated that it could be assigned to Bar Nunn and then it is done. Ms. Scott stated that is the easiest route, as then the Board can take a better look at those tanks and booster station and figure out whose is whose and what is what in there, where exactly that 8-inch line is, if it will need an easement, and not be rushed with any drafting of a subsequent conveyance and subject to an easement.

Chairman Bertoglio asked what was the cleanest. Treasurer Cathey stated that the Board should just assign the assets and be done with it.

- i. Chairman Bertoglio asked for a motion to accept the formal notice and request to withdraw Wardwell from the Central Wyoming Regional Water System Joint Powers Board subject to final ratification of the changes necessary for the Operating Agreement.

A motion was made by Secretary Waters and seconded by Board Member North to accept the formal notice and request to withdraw Wardwell from the Central Wyoming Regional Water System Joint Powers Board subject to final ratification of the changes necessary for the Operating Agreement. Motion put and carried with Board Member Sabrosky abstaining from the vote, and Chairman Bertoglio voting on the motion.

Board Member Sabrosky asked that after this vote if he should vacate his seat. Chairman Bertoglio stated that not until the Operating Agreement is

approved. Chairman Bertoglio stated that what the Board is doing here is agreeing that they are going to make the exchanges official.

- ii. Chairman Bertoglio asked for a motion to approve Wardwell's request for written consent to assign rights and responsibilities under the Asset Transfer Agreement to the Town of Bar Nunn subject to ratification of changes to the Asset Transfer Agreement.

A motion was made by Vice-Chairman North and seconded by Board Member Aars to approve Wardwell's request for written consent to assign rights and responsibilities under the Asset Transfer Agreement to the Town of Bar Nunn subject to ratification of changes to the Asset Transfer Agreement.

Ms. Scott stated that this request is a requirement of the Asset Transfer Agreement from 1996 and she would request that after the discussion and vote that a written decision be issued to her in letter format because she would like to provide proof of the consent in writing to the State because the State also has to consent to it. Ms. Scott stated that she does not foresee any issues since the State is kind of removed from this, but she thinks that if the State can see that Regional Water was on board and granted the written request, then they will as well. Mr. Chapin asked if the minutes would be sufficient written notice to the State. Ms. Scott stated that she thinks so, but if not, we can always follow up with something. Mr. Chapin stated that he would do it that way.

Motion put and carried with Board Member Sabrosky abstaining from the vote, and with Chairman Bertoglio voting.

- iii. Chairman Bertoglio asked for a motion to assign Regional's assets, more particularly identified and described under the lease agreement with option to purchase dated January 18, 2011, to the Town of Bar Nunn.

Chairman Bertoglio stated that what the Board is going to do is simply assign the Board's interest in the booster station and tanks that are identified in the lease agreement to Bar Nunn.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to assign Regional's assets, more particularly identified and described under the lease agreement with option to purchase dated January 18, 2011, to the Town of Bar Nunn. Motion put and carried with Board Member Sabrosky abstaining from the vote, and with Chairman Bertoglio voting.

- b. Vice-Chairman North asked if the approval for Bar Nunn to join the Board would be contingent on the ratification of the revisions to the Joint Powers Board Agreement. Chairman Bertoglio stated that was correct.

Chairman Bertoglio stated that if there was no further discussion on the Town of Bar Nunn's request to join the Central Wyoming Regional Water System Joint Powers Board, he would entertain a motion to approve Bar Nunn's request to become a member of the Central Wyoming Regional Water System Joint Powers Board.

Secretary Waters stated that with everything that has transpired, Wardwell dissolving and going to Bar Nunn, he asked what the justification was for Bar Nunn to become a member of the Board. Chairman Bertoglio stated that they are the second largest entity that the Board wholesales water to. Secretary Waters stated that if you go with that thought process, that any entity in Natrona County that utilizes water could come to this Board and say that since they are utilizing water from the Board, they want a spot on the Board. Board Member Sabrosky stated that anyone could request it, but it's up to the Board to approve it. Chairman Bertoglio stated that typically they will have no assets to transfer.

Chairman Bertoglio stated that when Regional Water was formed, everybody that came in brought something to the Board. Chairman Bertoglio stated that some of the entities did not bring much. Chairman Bertoglio asked about Lakeview and how they are represented. Ms. Brown stated that Lakeview is a wholesale entity of the Board and is represented on the Board by the County. Chairman Bertoglio stated that most of the smaller water districts are represented by the County.

Chairman Bertoglio stated that the original Joint Powers Agreement allowed for Evansville and Mills to come in for up to ten years, and being as that time has expired, he doesn't know if anyone else would be allowed on the Board. Chairman Bertoglio stated that because Wardwell has been named in the body of the Agreement right now, and the Board is following the Agreement for removing Wardwell and substituting Bar Nunn, which is laid out in the Agreement as an acceptable process.

Mr. Holscher stated that with Bar Nunn taking over the Wardwell system, it is the exact same customers, and the exact same system. Mr. Holscher stated that all that is really happening is the entity is changing hats. Mr. Holscher stated that the people that will be served by Bar Nunn are being served on the exact same waterlines, they are getting the exact same water rates, the exact same service, so those people have always had a voice on this Board through Wardwell, and they would be entitled to continue to have their voice expressed through Bar Nunn, the same system.

Chairman Bertoglio stated that he would restate the motion and asked for a motion to approve Bar Nunn's request to become a member of the Central Wyoming Regional Water System Joint Powers Board subject to ratification of the changes within the Asset Transfer Agreement.

Treasurer Cathey asked if needs to go all the way back to the original Agreement. Chairman Bertoglio stated that the Asset Transfer Agreement is the original Agreement, and asked if there was a Joint Powers Board Agreement as well. Ms.

Brown confirmed there is. Chairman Bertoglio stated that it will have to be amended as well, as it talks about the formation of the Board and how it works, and he believes Wardwell is mentioned in it as well. Mr. Chapin stated that is correct. Chairman Bertoglio stated that will need to be added to the motion.

A motion was made by Vice-Chairman North and seconded by Board Member Aars to approve Bar Nunn's request to become a member of the Central Wyoming Regional Water System Joint Powers Board subject to ratification of the changes within the Asset Transfer Agreement and Joint Powers Board Agreement. Motion put and carried with Chairman Bertoglio voting, Board Member Sabrosky abstaining from the vote, and Secretary Waters voting against.

Treasurer Cathey asked if the vote carries. Chairman Bertoglio stated that there is a quorum and majority rules. Treasurer Cathey asked about Board Member Sabrosky. Chairman Bertoglio stated that Board Member Sabrosky abstained from the vote. Treasurer Cathey stated that on City Council with a quorum, you have to have five affirmative votes, and asked if there is a minimum number of positive votes. Chairman Bertoglio stated that he thought it was a majority of the quorum. Mr. Chapin stated that was his understanding. Chairman Bertoglio stated that there are six members of the Board with one abstaining from the vote. Treasurer Cathey stated that there are eight members of the Board. Chairman Bertoglio stated that there are eight members of the Board, but it's usually a majority of those sitting, or present. Mr. Chapin stated that as long as there was a quorum to start the meeting. Chairman Bertoglio asked Mr. Chapin to doublecheck this and report back to the Board.

Treasurer Cathey stated that on City Council, he can have five members in attendance, which is a quorum, but if one votes against, it is a defeated motion because anything approved by Council has to have five yes votes. Treasurer Cathey stated that is why he was asking the procedural question.

Board Member Sabrosky asked if the Board follows Roberts Rules of Order or Masons Rules. Treasurer Cathey and Chairman Bertoglio both answered Roberts.

Chairman Bertoglio asked Mr. Chapin to check on this as there are exceptions to the rules depending on if it is a resolution or ordinance. Chairman Bertoglio stated that ordinances, anything that is going to become law, requires five yes votes.

c. There was no Other Old Business.

8. In New Business:

a/b. Chairman Bertoglio stated that he will be combining Agenda Items 8 a. and 8 b.

Mr. Martin stated that these well pumps are similar to the previous well pumps that were on the voucher listing and already came in. Mr. Martin stated that staff is looking at replacing well pumps for Morad 9 and Casper 19, which are both

more than twenty years old and are failing. Mr. Martin stated that Casper 19 Well is one of the wells that is in the WWDC rehab program and will be installed after the rehab has taken place.

Mr. Martin stated that quotes were obtained from Cahoy Pump Service and DXP. Mr. Martin stated that Purvis also submitted quotes, however they did not meet the specs as they quoted a Simflo pump.

Mr. Martin stated that the low bid is from Cahoy Pump Service and staff recommends approval of both agreements.

A motion was made by Secretary Waters and seconded by Vice-Chairman North to approve two agreements with Cahoy Pump Service for well pumps for Casper 19, in the amount of \$22,346.00, and Morad 9, in the amount of \$21,146.00. Motion put and carried.

- c. Mr. Martin stated that currently there are five Operators on staff at the WTP. Mr. Martin stated that EPA requires Level IV Operators as this is a Level IV Facility. Mr. Martin stated that all Operators are encouraged to get to Level IV as quickly as they can. Mr. Martin stated that there are currently three Level IV Operators on staff, one will be eligible for retirement this year. Mr. Martin stated that the Operator has not turned in his official retirement notice, but it is anticipated that it will be turned in this year. Mr. Martin stated that another Level IV Operator is anticipating retiring in the next two to three years. Mr. Martin stated that one of the Level I Operators recently resigned. Mr. Martin stated that the trouble we are having is keeping our Operators as there has been a lot of turnovers in the last few years.

Mr. Martin stated that currently, the Lead Operator or Maintenance Staff has to cover Operator shifts, which has been happening quite frequently. Mr. Martin stated that additionally, one of the newer Level I Operators serves in the military and is gone for extended periods of time, especially during the summertime, which is the busiest time. Mr. Martin stated that what is being proposed is adding another Operator to get trained to cover the shifts as well as to make it less burdensome when we do lose an Operator due to regular turnover, and to have someone else on staff certified as a Level IV Operator before we get into these retirements. Mr. Martin stated that it is proposed to add an Operator position to cover these gaps. Mr. Martin stated that he doesn't want to make any guarantees, but maybe when we get to the point where these Level IV Operators retire, and if we have a solid staff at that point, we could look at dropping back to the five Operators.

Mr. Martin stated that as a budgetary impact, this would come to a roughly \$65,000 expense, which equates to a 0.7 percent rate increase. Mr. Martin stated that this is a preliminary approval today, and it would have to be approved in the FY25 Budget to make it official.

Secretary Waters asked if an additional Operator was added to the WTP staff a

year or two ago. Mr. Martin stated that when we made a dedicated Maintenance Staff a floater position was added.

Chairman Bertoglio asked what the odds were that these positions would be consistently filled. Chairman Bertoglio stated that the Casper Police Department, and the Sheriff's Department are allocated for 110 officers, but it is seldom that they are at 110, so you budget for them, but you are budgeting for a position that may or may not ever be filled. Mr. Martin stated that for a long time the WTP staff was solid, not much turnover at all, and then after COVID, we are seeing a lot more turnover. Mr. Martin stated that we can get the positions filled, but the question is how long we can keep them on staff.

Secretary Waters asked if the last person to leave gave any indication as to why they left. Mr. Martin stated that the Operator that is leaving now has been here just a short time, four or five months, and it's just that the position doesn't turn out to be for everyone, and he was struggling with operations and getting a handle on things and was not performing to a level where we could leave him on his own. Mr. Martin stated that we were investing more and more training in him and he realized that the position was not a good fit for him.

Chairman Bertoglio asked if Mr. Brauer had anything to add. Mr. Brauer stated that it is very present in his mind that the City is responsible for the operation of the Regional Water System, the Regional Wastewater System, and the Regional Solid Waste Facility, and the responsibility that goes with the water is huge. Mr. Brauer stated that 99.9% of the people served by Regional drink the product that we make. Mr. Brauer stated that he remembers back in the 1990's where it was staff that had been here for 20+ years, and then staff rolled over. Mr. Brauer stated that culturally since COVID, and with younger generational changes, it is more challenging to find these people that want to take on a career long project and job and work someplace for 30 years. Mr. Brauer stated that he can't underestimate how important it is to have high quality people who are running this facility. Mr. Brauer stated that it is important that the water is safe, and he is an advocate for trying to do what we need to do to retain these people and to hire good people that are very committed to making a product that we all consume. Mr. Brauer stated that from an economic standpoint, communities will never survive or exist unless it has a reliable water system. Mr. Brauer stated that he is in full support of an additional Operator and doing everything we need to do to train these folks and trying to hire and retain the best. Mr. Brauer stated that he is open to ideas for finding the right people that would stay on the job and be committed to it for a career.

Board Member Sabrosky stated that it has been an issue and was brought to light that the CT programs in the high schools are failing and it seems like there is a push to get them back in the right direction and get back on the trades. Board Member Sabrosky stated that maybe this entity should consider how they can be part of that and be at job fairs and at the high schools and show the possibilities of a career in this field and stay home instead of leaving the State.

Mr. Brauer stated that it is interesting that Board Member Sabrosky brought that up as he had a discussion with Human Resources about a month ago where we need to be at CAPS, where they are doing some of that training, and be active and involved and letting them know that there is a really good career path here if you want to go into the Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment fields. Mr. Brauer stated that these are very reliable careers as they are 7 days a week, 24 hours a day operation, they don't stop.

Chairman Bertoglio asked if Mr. Brauer has checked with the Boys and Girls Club. Mr. Brauer stated that he has not. Chairman Bertoglio stated that they have a very interesting development program. Chairman Bertoglio stated that one program they have is where they work with employers, but they also have a virtual program that the Board might be able to acquire, that actually shows you hands on what the job is, and then if they find that they like it, then they can come out here and get mentored. Chairman Bertoglio stated that there has been a great response from the schools. Chairman Bertoglio stated that they currently have eight units and can't keep up. Chairman Bertoglio stated that they will probably purchase another eight. Chairman Bertoglio stated that this is a career works program and Board Member Sabrosky is right, we have to get them when they are bored with going further on to college to get a job, you have to capture them when they are Sophomores, and Juniors, where there is some interest in it and help mentor them into the trades. Chairman Bertoglio stated that he will check with the Boys and Girls Club on this.

- d. There was no Other New Business.
9. In the Chairman's Report, Chairman Bertoglio stated that there will be a meeting regarding the Service Area Map. Chairman Bertoglio stated that they are going to try to make it as broad as possible. Chairman Bertoglio asked Mr. Martin to fill the Board in on the discussion with the State. Mr. Martin stated that he has spoken with Chairman Bertoglio and with Mr. Phil Stump with HDR, and it looks like the update to the Service Area Map won't be that difficult as it won't have to go to the full Board of Control, it will only have to go to the State Engineer's Office. Mr. Martin stated that once we have the new areas identified, which we are currently working on with the Water Distribution GIS Tech, the old areas will be identified, and some new areas will be outlined. Mr. Martin stated that once the Board approves the map it will be taken to the State Engineer's Office for final approval. Mr. Martin stated that this all stems from the folks out at Thirty-Three Mile that wanted service for property that is right outside of the Thirty-Three Mile District. Mr. Martin stated that the Board decided to look at a more holistic approach to update the Service Area Map. Mr. Martin stated that once all the areas are identified, and the legal description put in place with Mr. Stump's assistance, it will be brought to the Board for approval. Chairman Bertoglio stated that once the Board approves the Service Area Map, staff will let the individual out at Thirty-Three Mile know that it has been submitted and they can move forward, as it is just administrative.

Chairman Bertoglio asked Mr. Chapin what his advice is for moving forward with revisions to the Joint Powers Agreement and Asset Transfer Agreement. Chairman Bertoglio asked if it would be a good idea to have a working group go through it and then



bring it to the Board with the changes. Mr. Chapin stated that was his assumption that a working group would take a broad-brush stroke look at it. Chairman Bertoglio stated that he knows that there was some other discussion about some of the things associated with Wardwell, Mills' little piece that they annexed. Chairman Bertoglio stated that if anyone has anything that they want to bring up, now would be the time to do it, not just Wardwell related items, anything else that needs to be done with the Agreements, so we can get it all done at once and not have to go back to the State. Chairman Bertoglio stated that everyone should have a copy of the Asset Transfer Agreement, and if not, to contact Ms. Brown. Chairman Bertoglio asked that the Joint Powers Agreement be sent out to the Board Members, and asked if there is anyone interested in participating in the review. Chairman Bertoglio stated that his thoughts are that they sit down for a couple of hours and go page by page with the Agreements to find where changes need to be made. Chairman Bertoglio stated that some of the changes will just be substituting Bar Nunn for Wardwell. Vice-Chairman North, Chairman Bertoglio and Mr. Chapin will meet to review the Agreements. Secretary Waters and Board Member Aars stated that if they are informed when the review takes place, they will try to work it into their schedules.

Chairman Bertoglio stated that the next Regular Meeting will be held on March 19, 2024.

Ms. Scott stated that when she sent the email asking for the lease agreement to be put on the agenda for today's meeting, and in conjunction with that the 8-inch pipe, she asked for confirmation that there are five assets that are owned, operated, and maintained by Regional Water, but she wanted to check. Ms. Scott stated that those assets are the Wardwell Zone IIIB Tank, the Wardwell Booster Station, the Bar Nunn Tank, Big Blue, and the Mills Tank. Mr. Martin stated that he wasn't sure what Mills Tank she referenced, but the Wardwell Booster, the Zone IIIB Tank, and the two tanks at Bar Nunn belong to Regional Water. Mr. Brauer stated that the Mills Tank is the pedestal tank that is next to the Bar Nunn Tank. Mr. Martin confirmed it is Regional as well.

A motion was made by Treasurer Cathey and seconded by Vice-Chairman North to adjourn the meeting at 12:29 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  
March 19, 2024**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8666	Immense Impact, LLC	RWS Website Annual Subscription	\$499.00
8667	Williams, Porter, Day & Neville, P.C.	Legal Expense – C. Chapin Feb24	\$542.50
8668	City of Casper	Operations Reimbursement – Feb24	\$269,293.27
8669	CNA Surety	Officer Bond – Treasurer	\$125.00
8670	DOI/BLM Casper Field Office	Emigrant Ridge Tank Right of Way Rental	\$502.50
8671	DXP Enterprises, Inc.	Capital Expense – Morad Recharge Pump Rebuild	\$19,737.01
8672	DXP Enterprises, Inc.	Capital Expense – Morad Recharge Pump Diffuser	\$11,950.00
8673	Dynamic Controls Inc.	Capital Expense – WTP HVAC Cooling Valve Replacement	\$22,337.00
		<b>Total</b>	<b>\$324,986.28</b>

\*Vouchers 8671 – 8673 have been added to the listing.

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

**UNAPPROVED VOUCHER LISTING  
March 14, 2024**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8666	Immense Impact, LLC	RWS Website Annual Subscription	\$499.00
8667	Williams, Porter, Day & Neville, P.C.	Legal Expense – C. Chapin Feb24	\$542.50
8668	City of Casper	Operations Reimbursement – Feb24	\$269,293.27
8669	CNA Surety	Officer Bond – Treasurer	\$125.00
8670	DOI/BLM Casper Field Office	Emigrant Ridge Tank Right of Way Rental	\$502.50
		<b>Total</b>	<b>\$270,962.27</b>



City of Casper  
200 North David Street  
Casper, WY 82601

**8668**  
Page 23 of 32  
**General Billing**

For questions regarding this invoice, please contact us at (307) 235-8400, Option 2 or email [FinanceCustomerService@CasperWY.Gov](mailto:FinanceCustomerService@CasperWY.Gov)

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	02/29/2024	5025	\$0.00	03/30/2024	\$269,293.27
<b>PAST DUE AMOUNT</b>				<b>ACCOUNT BALANCE</b>	
\$0.00				\$269,293.27	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$269293.270000	EACH	\$269,293.27	\$0.00	\$0.00	\$269,293.27
<b>Invoice Total:</b>						<b>\$269,293.27</b>	

February 2024 WTP Operations Reimbursement

February 2024 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$136,468.90
9020.00	Chemical Charge - O&M	\$45,124.45
9030.00	Utilities - O&M	\$63,901.20
9040.00	Supplies - O&M	\$1,972.51
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$13,836.05
9080.00	Testing & Lab Services - O&M	\$5,866.35
9090.00	Other Reimbursable Costs - O&M	\$2,123.81
<b>300-6257 - Ops Reimb</b>		<b>\$269,293.27</b>

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

**General Billing**  
Remit Portion

Invoice Date	02/29/2024
Invoice Number	5025
Customer Number	2784
Amount Paid	<b>\$269,293.27</b>
Due Date	03/30/2024
<b>Invoice Total Due</b>	<b>\$269,293.27</b>

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

00000182024800005025200269293270

City of Casper Wyoming  
 Expenditure Reimbursement Request  
 February 29, 2024

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	02/01/2024	LCAS1586898	41.41	Professional Laundry Services
ATLAS OFFICE PRODUCT	General Supplies and Materials	02/05/2024	89300-1	26.39	OFFICE SUPPLIES-deoderizer
ATLAS OFFICE PRODUCT	General Supplies and Materials	02/12/2024	89300-2	37.12	OFFICE SUPPLIES - Air Freshener
BLACK HILLS ENERGY	Natural Gas	02/01/2024	RIN0032026	8,480.48	Acct #7513 1659 94
CAHOY PUMP SERVICE	Maintenance/Repair	02/01/2024	26606	4,700.00	Assemble and Install Headshaft
CASPER STAR-TRIBUNE,	Advertising/Promotion	02/01/2024	90300	49.72	Regularly Scheduled Meeting Notice
CITY OF CASPER	Refuse Collection	02/01/2024	109843	96.00	Sewer & Refuse Charges
CITY OF CASPER	Sewer	02/01/2024	109843	33.69	Sewer & Refuse Charges
CNTRYLNK	Communication	02/09/2024	CNTRYLNK	22.33	Communication
CRUM ELECTRIC SUPPLY	General Supplies and Materials	02/01/2024	2528940-00	61.91	Numbered Marker Tape & Reduc Wash
CRUM ELECTRIC SUPPLY	General Supplies and Materials	02/02/2024	2529438-00	25.93	TAPE FOR WIRING- PIONEER PUMPS
CRUM ELECTRIC SUPPLY	General Supplies and Materials	02/20/2024	2533629-00	43.79	COUDUIT FOR PIONEER PUMP 2
Dana Kepner	General Supplies and Materials	02/13/2024	2237617-00	41.56	PIONEER PUMP 2 PARTS- REGIONAL
DIAMOND VOGEL PAINTS	General Supplies and Materials	02/13/2024	726311689	147.32	PAINT FOR PIONEER- REGIONAL
DIAMOND VOGEL PAINTS	General Supplies and Materials	02/20/2024	726311849	(2.58)	TAX REFUND- PAINT FOR PIONEER
DXP ENTERPRISES, INC	General Supplies and Materials	02/01/2024	54190919	4,586.04	Sand Pump Replcment Parts -2 S
EMPLOYEE REIMBURSEME	Uniform Expense	02/01/2024	RIN0031997	150.00	Insulated Outerwear up to \$150
EMPLOYEE REIMBURSEME	Uniform Expense	02/01/2024	RIN0031998	150.00	Insulated Outerwear up to \$150
ENERGY LABRATORIES I	Testing	02/01/2024	610238	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	02/01/2024	611528	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	02/01/2024	609913	53.00	Bacteria, SDWA Testing - GWG T
ENERGY LABRATORIES I	Testing	02/01/2024	609912	888.00	Nitrogen / Nitrate / Bacteria,
ENERGY LABRATORIES I	Testing	02/01/2024	610932	222.00	Nitrogen / Nitrate / Bacteria,
ENERGY MANAGEMENT CO	General Supplies and Materials	02/01/2024	142182	360.00	Raw Water Part - Machinery Supplies
Eurofins Eaton Analytical	Testing	02/23/2024	3800045145	1,175.00	PFAS Testing - Napoli
Fastenal	General Supplies and Materials	02/14/2024	WYCAS169923	42.05	CASPER WELL PUMP DRAIN LINES
FERGUSON ENTERPRISES	General Supplies and Materials	02/07/2024	CC346051	74.17	PARTS FOR LEVEL SENSORS IN WELL HOUSES
G/C Building Supply, Inc.	General Supplies and Materials	02/05/2024	37100-1	24.96	3-WAY OVERHEAD DOOR SWITCHES
GRAINGER, INC.	General Supplies and Materials	02/20/2024	9021676086	62.46	HVAC FILTERS
HACH CO., CORP.	Lab Supplies	02/01/2024	13878939	1,278.35	Solutions, Compounds, Reagents
HD SUPPLY FACILITIES/USABlueBook	General Supplies and Materials	02/01/2024	INV00222692	767.65	Submers Slim Level Transmitter
HOMAX OIL SALES, INC	Gas/Fuel	02/01/2024	CL25251	196.66	Fuel
Hose & Rubber	General Supplies and Materials	02/13/2024	01888084	157.64	DRAIN LINE FITTINGS FOR CASPER WELL HOUSES
HYDRO OPTIMIZATION &	Maintenance/Repair	02/01/2024	11550	250.00	Industrial Ethernet Switch
HYDRO OPTIMIZATION &	Professional Services	02/01/2024	11665	100.00	Remote Service
INTUIT, INC./High Country Crane Service	Maintenance/Repair	02/02/2024	22067	1,240.00	CRANE SERVICE FOR INSTALL OF NEW PUMP
ITMonthly	Internal Services	02/21/2024	ITMonthly	2,213.25	IT Monthly Allocation
J's Pub & Grill	General Supplies and Materials	02/12/2024	066454	78.35	LUNCH WITH WTP MANAGER APPLICANT
LONG BUILDING TECHNO	Maintenance Agreements	02/01/2024	SRVCE0147155	750.75	Heating Unit Repair in N. Chem
LONG BUILDING TECHNO	Maintenance Agreements	02/01/2024	SRVCE0147157	1,228.50	Troubleshoot Heating Issue
Menards	General Supplies and Materials	02/16/2024	030710	109.36	MORAD- CASPER WELL FIELD TURB
Menards	General Supplies and Materials	02/06/2024	028575	26.99	HEATER FOR SUN 3 BUILDING- REG
NORCO, INC.	General Supplies and Materials	02/06/2024	40601041293	195.25	FITERS FOR RESPIRATORS

City of Casper Wyoming  
 Expenditure Reimbursement Request  
 February 29, 2024

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
NORCO, INC.	General Supplies and Materials	02/13/2024	40641676868	43.87	PIONEER BOOSTER- REGIONAL
P&LMonthly	Insurance/Bonds	02/21/2024	P&LMonthly	2,110.25	Ins & Bonds Monthly Allocation
Payroll	Personnel	2/1/2024		37,109.26	2/1/2024 Payroll
Payroll	Personnel	2/15/2024		40,852.26	2/15/2024 Payroll
Payroll	Personnel	2/29/2024		31,866.04	2/29/2024 Payroll
P-CARD VENDORS	Communication	02/16/2024	9955645804	77.94	WTP Operator Cell Phone
Pizza Hut	General Supplies and Materials	02/06/2024	081564	63.07	ALETTAS DEPARTURE LUNCH
POWER SVC.,INC.	General Supplies and Materials	02/01/2024	PSI000027153	881.13	Flngs, HytreSplitInsert & Freight - Pioneer Booster
PVS DX INC	Chemicals	02/01/2024	737000195-24	13,367.99	Sodium Hypochlorite - Sole Source
PVS DX INC	Chemicals	02/01/2024	737000373-24	13,290.30	Sodium Hypochlorite
PVS DX INC	Chemicals	02/01/2024	737000378-24	13,143.49	Sodium Hypochlorite
Rocky Mountain	Chemicals	02/01/2024	30500854	734.92	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	02/01/2024	30502484	4,587.75	Bulk Oxygen/Delivery & Hazmat
Rocky Mountain	Maintenance Agreements	02/01/2024	30504002	144.56	Monthly Rental
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102989	4,570.68	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102992	666.74	Acct #60931133-013 6
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102995	842.25	Acct #60931133-017 7
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103396	390.93	Acct #60931133-005 2
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103397	695.82	Acct #60931133-002 9
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103400	4,513.70	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103235	29,950.25	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102742	2,062.07	Acct #60931133-025 0
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102743	27.92	Acct #60931133-021 9
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102744	28.28	Acct #60931133-024 3
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102745	29.29	Acct #60931133-001 1
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102986	1,579.84	Acct #60931133-011 0
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102987	1,174.43	Acct #60931133-012 8
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102988	1,853.10	Acct #60931133-008 6
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102990	55.98	Acct #60931133-015 1
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102991	1,885.99	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102993	29.78	Acct #60931133-014 4
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102994	86.85	Acct #60931133-026 8
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	102996	29.44	Acct #60931133-019 3
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103398	33.21	Acct #60931133-022 7
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103399	2,530.74	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	02/01/2024	103235	2,153.47	Acct #60931133-009 4
Sutherlands	General Supplies and Materials	02/01/2024	281602008415	26.97	Turbidity Hoses - Machinery Supplies
Sutherlands	General Supplies and Materials	02/06/2024	036405	7.48	MORAD 2 PUMP PARTS
TOWN OF BAR NUNN	General Supplies and Materials	02/01/2024	RIN0032025	31.17	Wardwell Water Charge - Boosters
UtilityMtl	Internal Services	02/21/2024	UtilityMtl	22,317.84	Utility Monthly Allocation
Watson Marlow	General Supplies and Materials	02/05/2024	049148 / SI255825	539.00	HYPO PUMP HOSES
Wear Parts	General Supplies and Materials	01/30/2024	402580	277.52	PIONEER BOOSTER BOLTS- REGIONA
WYCOMP, INC.	Testing	02/01/2024	1200	1,572.00	Collection of Samples - GWG -

City of Casper Wyoming  
Expenditure Reimbursement Request  
February 29, 2024

<u>Vendor</u>	<u>Account Name</u>	<u>Date</u>	<u>Invoice Number</u>	<u>Invoice Amount</u>	<u>Purchased</u>
XEROX CORPORATION	General Supplies and Materials	02/01/2024	020643623	194.20	Copier Usage
			<b>Total</b>	<b><u><u>\$269,293.27</u></u></b>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2023-2024

Gallons of Water Produced									
Entity	2/29/2024	1/31/2024	12/31/2023	11/30/2023	10/31/2023	9/30/2023	8/31/2023	7/31/2023	Year-to-Date
Salt Creek JPB	2,024,662.245	2,012,405.102	1,371,004.082	1,450,076.531	2,184,412.245	3,093,014.286	4,769,325.510	4,455,907.143	21,360,807.143
Wardwell W&S	7,575,072.449	10,321,579.592	8,418,983.673	10,145,991.837	13,713,975.510	24,246,181.633	30,151,596.939	33,724,151.020	138,297,532.653
Pioneer	2,075,023.469	2,320,707.143	2,067,454.082	2,684,862.245	4,769,457.143	5,703,038.776	6,568,500.000	8,367,572.449	34,556,615.306
Poison Spider	1,264,897.959	1,582,602.041	1,062,653.061	914,081.633	1,274,234.694	1,783,928.571	1,971,479.592	1,424,438.776	11,278,316.327
33 Mile Road	842,244.898	895,561.224	771,785.714	808,673.469	885,459.184	1,005,153.061	1,154,030.612	1,222,653.061	7,585,561.224
Sandy Lake	473,144.898	506,027.551	467,837.755	496,363.265	685,904.082	1,305,243.878	1,548,458.163	1,676,850.000	7,159,829.592
Lakeview	90,278.571	126,423.469	120,951.020	149,913.265	251,314.286	589,795.918	740,300.000	661,617.347	2,730,593.878
Mile-Hi	279,013.265	290,434.694	266,330.612	272,716.327	357,656.122	382,201.020	600,498.980	612,230.612	3,061,081.633
City of Casper	143,862,315.245	170,457,227.184	138,219,940.000	146,764,078.429	213,483,128.735	417,046,103.857	516,289,945.204	530,850,210.592	2,276,972,949.245
Regional Water	(288,330.000)	(156,000.000)	(44,000.000)	(1,140,800.000)	(1,172,900.000)	(54,224.000)	(827,750.000)	(1,292,613.000)	(4,976,617.000)
<b>TOTAL</b>	<b>158,198,323.000</b>	<b>188,356,968.000</b>	<b>152,722,940.000</b>	<b>162,545,957.000</b>	<b>236,432,642.000</b>	<b>455,100,437.000</b>	<b>562,966,385.000</b>	<b>581,703,018.000</b>	<b>2,498,026,670.000</b>

TOTAL PRIOR YEAR (FY2023) GALLONS PRODUCED:

3,663,643,482.000



Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2023-2024

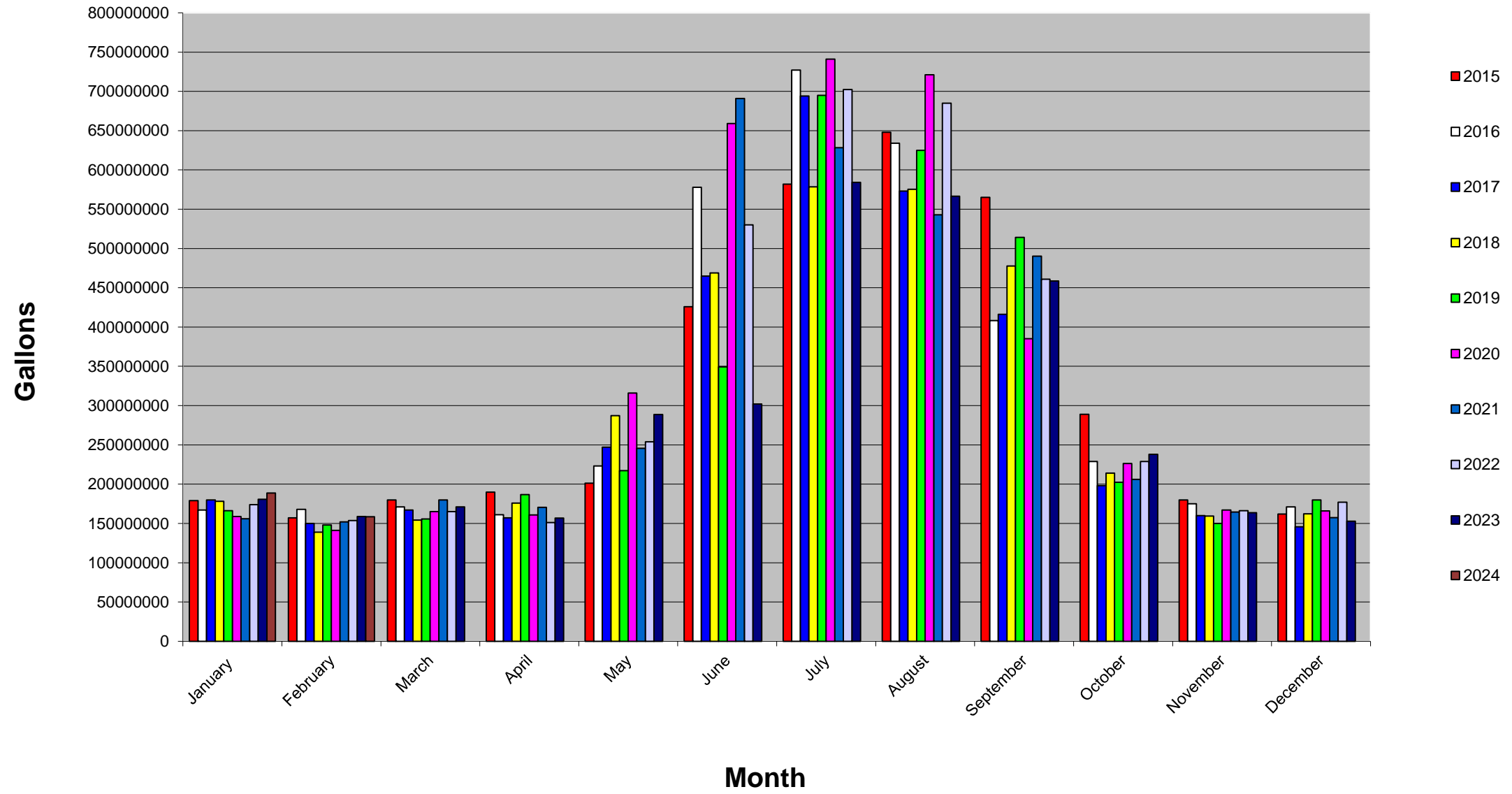
Entity	Water Rates Billed								
	2/29/2024	1/31/2024	12/31/2023	11/30/2023	10/31/2023	9/30/2023	8/31/2023	7/31/2023	Year-to-Date
Salt Creek JPB	\$ 4,697.22	\$ 4,668.78	\$ 3,180.73	\$ 3,364.18	\$ 5,067.84	\$ 7,175.79	\$ 11,064.84	\$ 10,337.70	\$ 49,557.07
Wardwell W&S	\$ 17,574.17	\$ 23,946.06	\$ 19,532.04	\$ 23,538.70	\$ 31,816.42	\$ 56,251.14	\$ 69,951.70	\$ 78,240.03	\$ 320,850.28
Pioneer	\$ 4,814.05	\$ 5,384.04	\$ 4,796.49	\$ 6,228.88	\$ 11,065.14	\$ 13,231.05	\$ 15,238.92	\$ 19,412.77	\$ 80,171.35
Poison Spider	\$ 2,934.56	\$ 3,671.64	\$ 2,465.36	\$ 2,120.67	\$ 2,956.22	\$ 4,138.71	\$ 4,573.83	\$ 3,304.70	\$ 26,165.69
33 Mile Road	\$ 1,954.01	\$ 2,077.70	\$ 1,790.54	\$ 1,876.12	\$ 2,054.27	\$ 2,331.96	\$ 2,677.35	\$ 2,836.56	\$ 17,598.50
Sandy Lake	\$ 1,097.70	\$ 1,173.98	\$ 1,085.38	\$ 1,151.56	\$ 1,591.30	\$ 3,028.17	\$ 3,592.42	\$ 3,890.29	\$ 16,610.80
Lakeview	\$ 209.45	\$ 293.30	\$ 280.61	\$ 347.80	\$ 583.05	\$ 1,368.33	\$ 1,717.50	\$ 1,534.95	\$ 6,334.98
Mile-Hi	\$ 647.31	\$ 673.81	\$ 617.89	\$ 632.70	\$ 829.76	\$ 886.71	\$ 1,393.16	\$ 1,420.38	\$ 7,101.71
City of Casper	\$ 333,760.57	\$ 395,460.77	\$ 320,670.26	\$ 340,492.66	\$ 495,280.86	\$ 967,546.96	\$ 1,197,792.67	\$ 1,231,572.49	\$ 5,282,577.24
Regional Water	\$ (668.93)	\$ (361.92)	\$ (102.08)	\$ (2,646.66)	\$ (2,721.13)	\$ (125.80)	\$ (1,920.38)	\$ (2,998.86)	\$ (11,545.76)
<b>TOTAL</b>	<b>\$367,020.10</b>	<b>\$436,988.17</b>	<b>\$354,317.22</b>	<b>\$377,106.62</b>	<b>\$548,523.73</b>	<b>\$1,055,833.01</b>	<b>\$1,306,082.01</b>	<b>\$1,349,551.00</b>	<b>\$5,795,421.87</b>

TOTAL PRIOR YEAR (FY2023) BILLING:

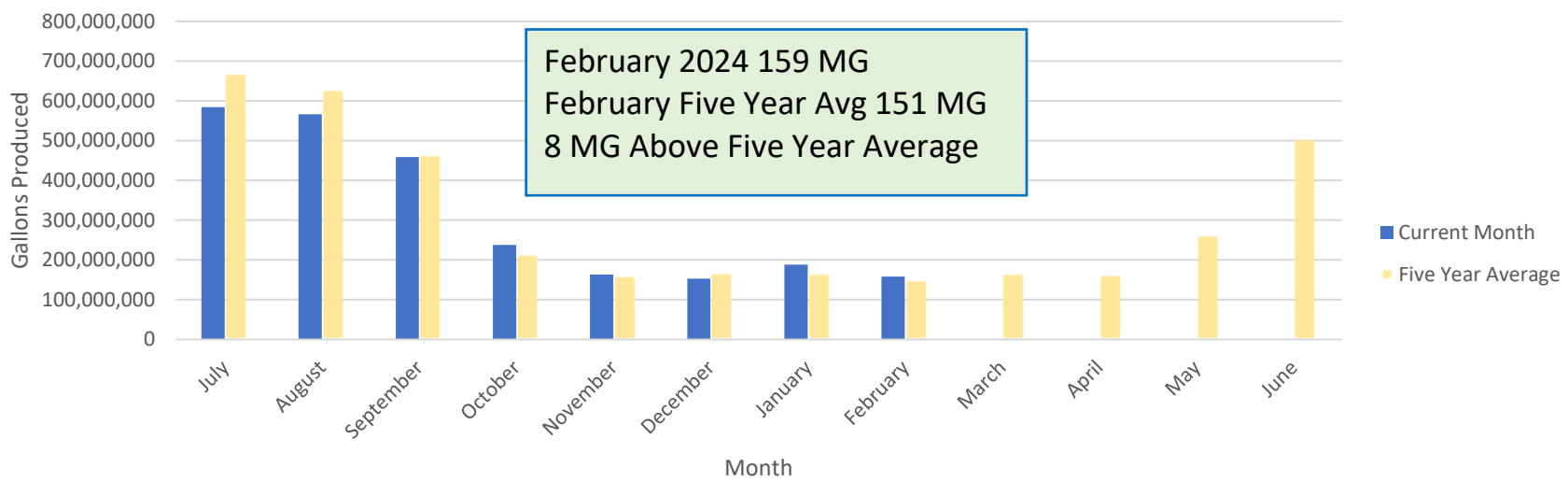
\$ 8,206,561.40

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

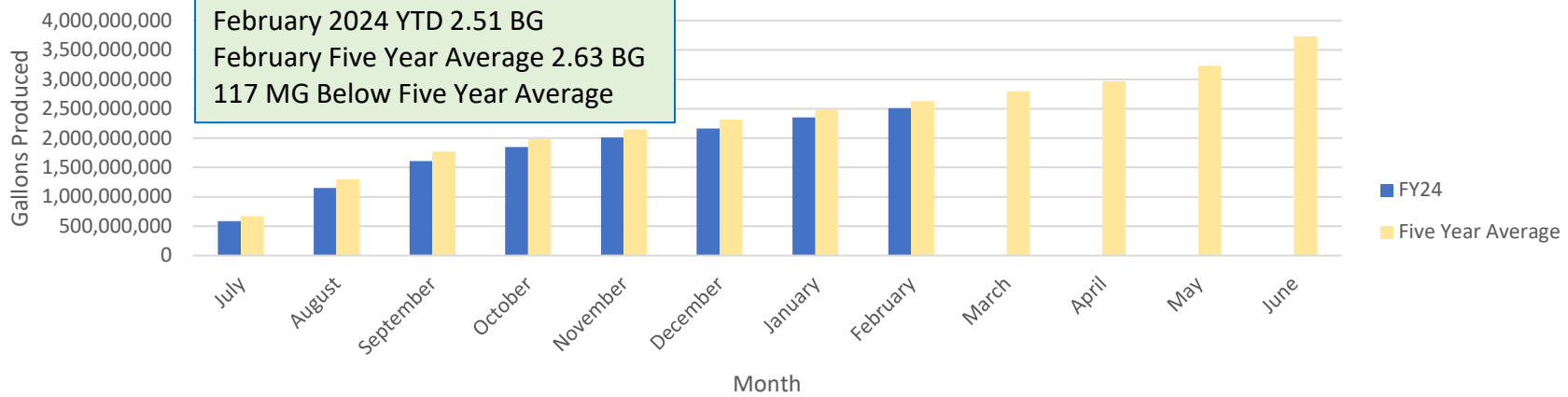
# WTP PRODUCTION

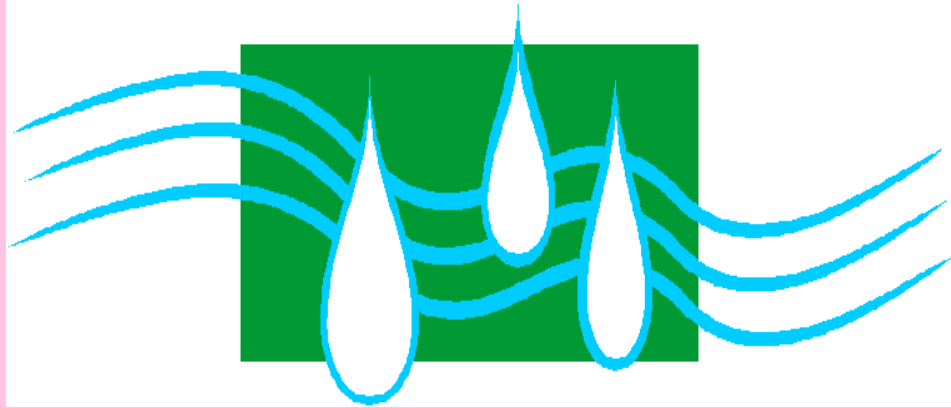


### FY24 Monthly Water Production



### FY24 YTD Water Production





Central Wyoming Regional Water System  
Joint Powers Board

Monthly Compilation

February 29, 2024

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2024 Period 8 (as of February 29, 2024)

Account Number	Description	Account Balance
<b>Consolidated Funds</b>		
<b>Assets</b>		<b>Total Assets 52,487,620</b>
1000	Cash	3,556,963
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	374,496
1230	Grants Receivable	36,223
1400	Inventory	768,405
1505	WGIF Investments	501,588
1521	WYO Star Investment - Allocation	2,124,484
1522	WYO Star 2 Investment - Allocation	3,028,440
1600	Prepaid Expense	29,948
1710	Land	580,874
1720	Buildings	47,483,360
1725	Accumulated Depreciation - Bld	(38,515,216)
1730	Improvements Other Than Bldgs	44,542,819
1735	AD Improve. Non Bldg	(13,722,274)
1740	Machinery & Equip - Light	1,546,878
1745	AD Machinery & Equip. - Light	(1,061,077)
1780	Construction In Progress	211,710
<b>Liabilities</b>		<b>Total Liabilities (8,731,902)</b>
2010	Vouchers/Account Payable	(269,293)
2020	Retainage Payable	(25,934)
2030	Accrued Wages Payable	(40,103)
2040	Leaves Payable	(44,601)
2070	Interest Payable	(100,562)
2080	Notes Payable - Current	(1,069,741)
2510	Notes/Loans Payable - Non Cur	(7,181,668)
<b>Fund Balance</b>		<b>Total Fund Balance (43,755,718)</b>
3000	Net Investment in Capital Assets	(32,815,664)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(9,940,053)
		<b>Total Liabilities + Fund Balance (52,487,620)</b>

## CENTRAL WYOMING REGIONAL WATER SYSTEM

### Comparative Income Statement

Eight Month YTD as of February 29, 2024

	2022	2023	2024
<b>Revenue</b>	<b>\$5,514,825</b>	<b>\$6,382,412</b>	<b>\$6,208,113</b>
4202 - Federal Grants	\$0	\$0	\$36,223
4501 - Interest Earned	\$1,228	\$133,041	\$205,902
4505 - Misc. Revenue	\$144	\$0	\$840
4601 - Water Utility Charges	\$5,319,557	\$6,158,153	\$5,795,422
4650 - System Development Charges	\$193,896	\$91,218	\$169,726
<b>Expense</b>	<b>\$5,138,083</b>	<b>\$4,790,057</b>	<b>\$4,845,489</b>
6212 - Legal Services	\$10,063	\$7,852	\$6,993
6213 - Investment Services	\$242	\$56	\$748
6214 - Consulting Services	\$4,933	\$5,263	\$1,563
6215 - Acctg/Audit Services	\$26,211	\$27,000	\$27,658
6255 - Other Contractual	\$750	\$825	\$750
6257 - Reimbursable Contract Exp.	\$1,719,967	\$2,427,667	\$2,579,227
6303 - Buildings	\$115,520	\$129,118	\$0
6305 - Improvements Other Than Bldgs	\$973,889	\$164,925	\$745,833
6307 - Intangibles	\$28,281	\$4,621	\$0
6311 - Light Equipment	\$9,268	\$0	\$78,846
6312 - Light Equipment - Replacement	\$155	\$0	\$0
6501 - Principal	\$1,939,925	\$1,656,731	\$1,144,148
6510 - Interest	\$243,791	\$258,805	\$139,768
6780 - Insurance/Bonds	\$65,090	\$107,194	\$119,956
<b>Net Income:</b>	<b>\$376,741</b>	<b>\$1,592,355</b>	<b>\$1,362,623</b>

**BUDGET COMPARISON**  
**As of February 29, 2024**  
66.67% OF YEAR EXPIRED

**CWRWS FUND****(FUND 300)**

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4202	Federal Grants	-	(1,500,000)	(1,500,000)	(36,223)	-	(1,463,777)	2.41%
4501	Interest Earned	(200,000)	-	(200,000)	(205,902)	-	5,902	102.95%
4505	Misc. Revenue	(100)	-	(100)	(840)	-	740	840.00%
4601	Water Utility Charges	(8,685,831)	-	(8,685,831)	(5,795,422)	-	(2,890,409)	66.72%
4650	System Development Charges	(245,000)	-	(245,000)	(169,726)	-	(75,274)	69.28%
	<b>TOTAL REVENUES</b>	<b>(9,130,931)</b>	<b>(1,500,000)</b>	<b>(10,630,931)</b>	<b>(6,208,113)</b>	<b>-</b>	<b>(4,422,818)</b>	<b>58.40%</b>

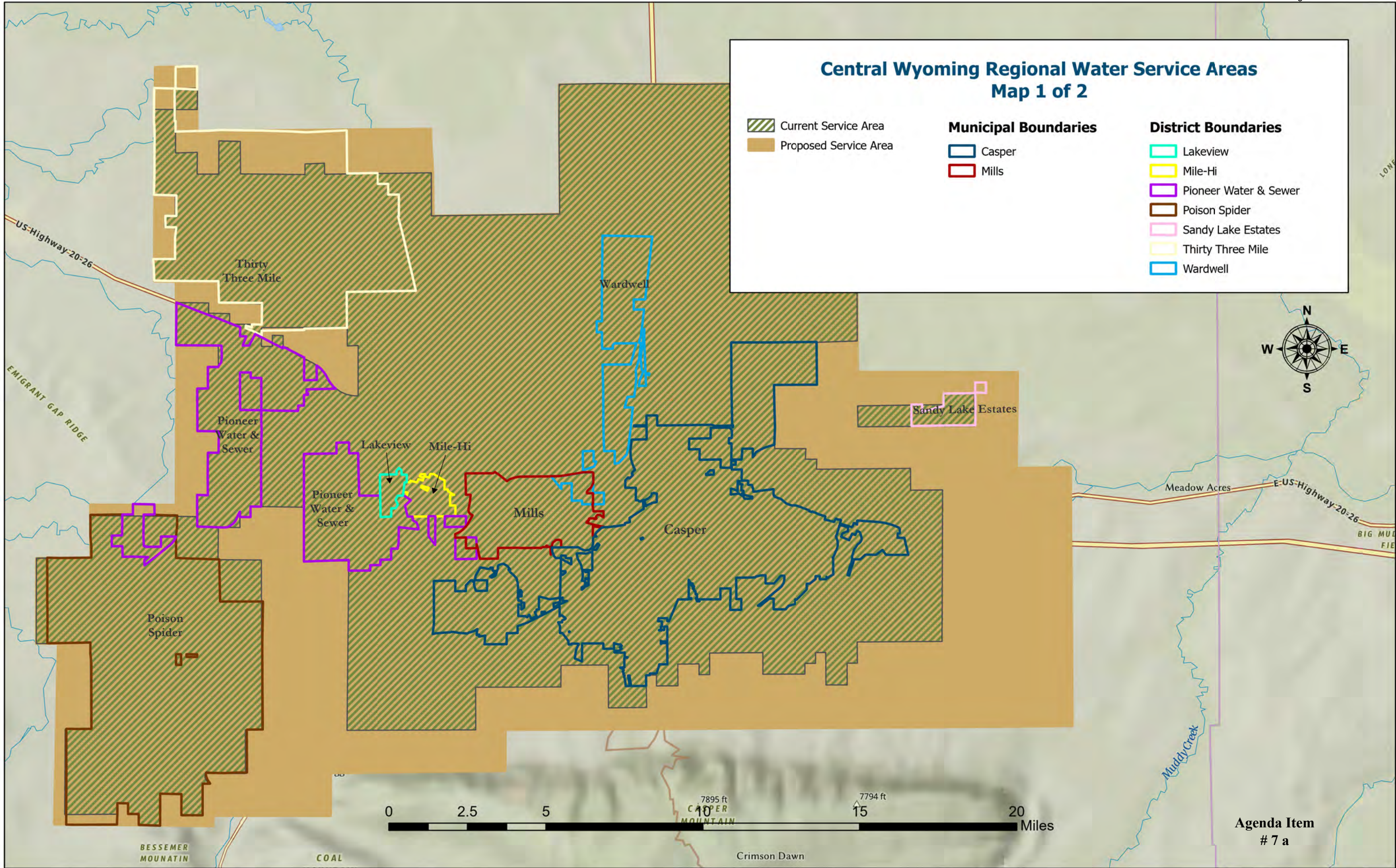
		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	6,993	-	23,007	23.31%
6213	Investment Services	1,500	-	1,500	748	-	752	49.87%
6214	Consulting Services	15,000	-	15,000	1,563	-	13,438	10.42%
6215	Acctg/Audit Services	34,000	-	34,000	27,658	4,500	1,843	81.35%
6255	Other Contractual	3,000	-	3,000	750	-	2,250	25.00%
6257	Reimbursable Contract Exp.	4,344,283	-	4,344,283	2,579,227	-	1,765,056	59.37%
6305	Improvements Other Than Bldgs	3,185,000	3,275,778	6,460,778	745,833	1,861,130	3,853,815	40.35%
6307	Intangibles - New	-	8,540	8,540	-	8,540	0	100.00%
6311	Light Equipment - New	255,000	-	255,000	78,846	24,209	151,945	100.00%
6312	Light Equipment - Replacement	-	86,981	86,981	-	120,981	(34,000)	100.00%
6501	Principal	1,276,124	-	1,276,124	1,144,148	-	131,976	89.66%
6510	Interest	249,451	-	249,451	139,768	-	109,683	56.03%
6720	Travel/Training	2,000	-	2,000	-	-	2,000	0.00%
6780	Insurance/Bonds	119,000	-	119,000	119,956	-	(956)	100.80%
	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,514,358</b>	<b>\$ 3,371,299</b>	<b>\$ 12,885,657</b>	<b>4,845,489</b>	<b>\$ 2,019,359</b>	<b>\$ 6,020,809</b>	<b>53.28%</b>

<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ (383,427)</b>	<b>\$ (1,871,299)</b>	<b>\$ (2,254,726)</b>	<b>1,362,623</b>	<b>\$ (2,019,359)</b>	<b>\$ (1,597,990)</b>
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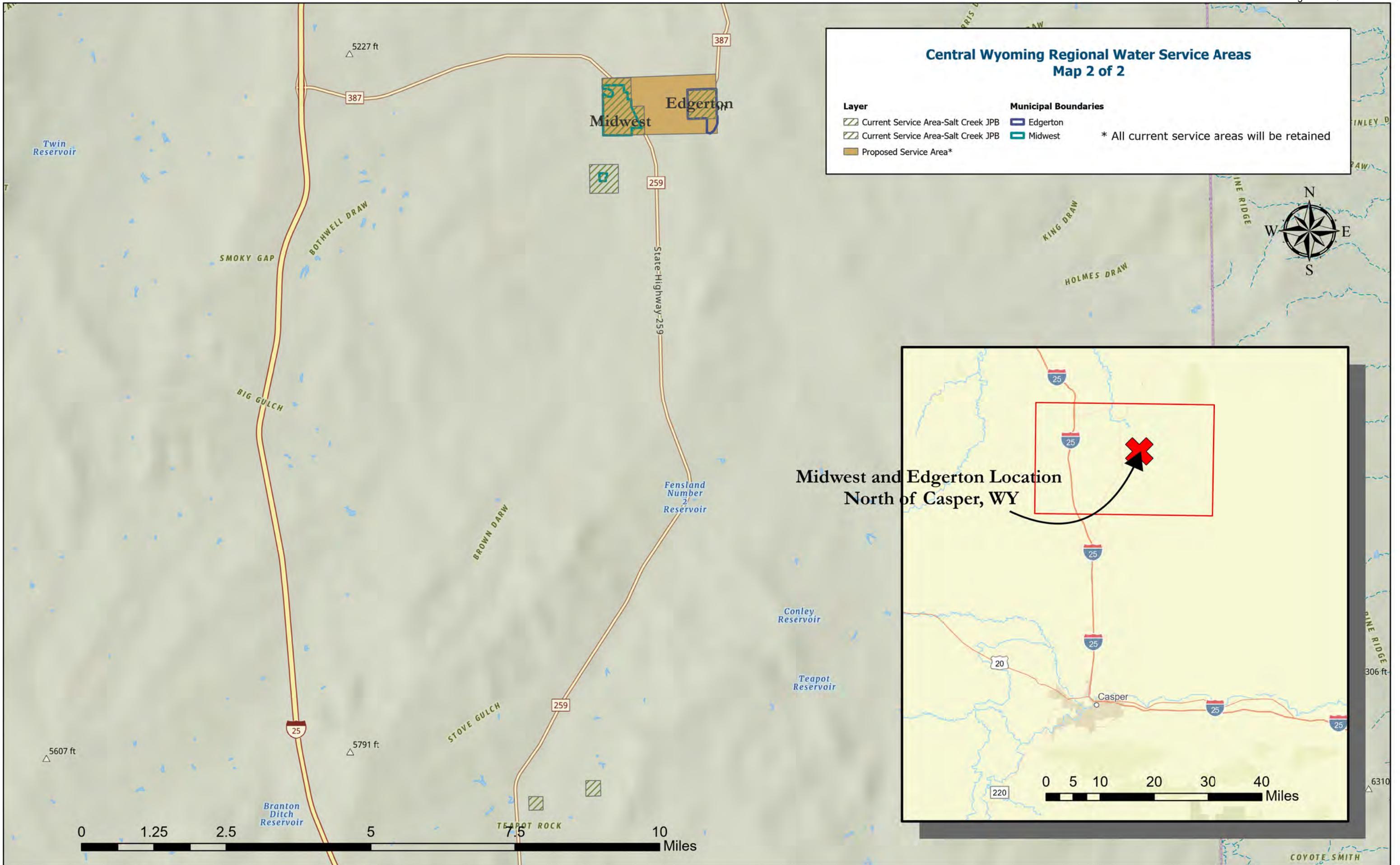
### Central Wyoming Regional Water Service Areas Map 1 of 2

 Current Service Area	<b>Municipal Boundaries</b>	<b>District Boundaries</b>
 Proposed Service Area	 Casper	 Lakeview
	 Mills	 Mile-Hi
		 Pioneer Water & Sewer
		 Poison Spider
		 Sandy Lake Estates
		 Thirty Three Mile
		 Wardwell



Agenda Item # 7 a







Mistee L. Elliott  
Randy A. Rea  
P.O. Box 394  
511 W. 19<sup>th</sup> Street, Suite 100 (82001)  
Cheyenne, WY 82003-0394  
Telephone: (307) 426-4100  
Facsimile: (307) 426-4099  
[rrea@crowleyfleck.com](mailto:rrea@crowleyfleck.com)

December 8, 2023

Tammy Saulsbury, Assessor  
Natrona County Assessor  
200 North Center, Suite 140  
Casper, WY 82601  
[assessor@natronacounty-wy.gov](mailto:assessor@natronacounty-wy.gov)

Kenneth Guille  
Property Tax Division  
Department of Revenue  
Herschler Building East  
122 W 25<sup>th</sup> St. Suite E301  
Cheyenne, WY 82002-0110  
[kenneth.guille@wyo.gov](mailto:kenneth.guille@wyo.gov)

Bruce Martin  
Central Wyoming Regional Water System Joint Powers Board  
1500 SW Wyoming Blvd  
Casper, WY 82604  
[bmartin@casperwy.gov](mailto:bmartin@casperwy.gov)

Re: Thirty-Three Mile Road Improvement and Service District Enlargement of Boundaries

Dear Ms. Saulsbury, Mr. Guille, and Mr. Martin:

I represent Natrona County landowners, Mr. and Mrs. Reynolds. The Reynolds own property immediately adjacent to the Thirty-Three Mile Road Improvement and Service District (the "District") boundaries. The Reynolds have submitted a petition for enlargement to the Thirty-Three Mile Road Improvement and Service District Board of Directors which has been approved.

The Reynolds' petition for enlargement will be submitted to the Natrona County Board of Commissioners for consideration upon receipt of your response to this letter.

Enclosed for your review is a copy of the petition and proposed map indicating the boundaries of the District and the parcel owned by the Reynolds. I would ask that your office please review the boundaries of said property to be included and determine if there is any conflict,

overlap, gap, or other boundary issue and make written comments thereon which will be submitted to the Natrona County Board of County Commissioners.

If you have any questions or if you need any further information, please do not hesitate to contact me.

Sincerely,

CROWLEY FLECK PLLP



RANDY A. REA

RAR/cc  
Enclosures



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
NATRONA COUNTY, STATE OF WYOMING**

**PETITION TO ENLARGE THE THIRTY-THREE MILE ROAD  
IMPROVEMENT AND SERVICE DISTRICT**

COME NOW the undersigned Petitioners, and pursuant to the provisions of Wyo. Stat. Ann. §§ 22-29-105(b) & 22-29-301 (2023), hereby petition for the enlargement of the Thirty-Three Mile Road Improvement and Service District. In support of this Petition, the Petitioners state as follows:

1. That the name of the district to be enlarged is the Thirty-Three Mile Road Improvement and Service District established October 23, 1997 (the “District”).

2. That the property proposed to be added to the District is described as follows:

**Name of Property Owner:**

Dustin & Jessica Reynolds

**Land Description:**

Township 34N, Range 81W, Section 14 N1/2NE1/4NE1/4

3. That the Petitioners represent by their signatures to this Petition that they are the sole landowners owning 100 percent of the real property that is proposed to be included within the District.

4. The undersigned Petitioners would state that there are no voters residing in the new area, other than themselves, and the undersigned and the Board of Directors of the District agree to the inclusion of the new area within the District.

5. The undersigned acknowledge that the District is a district organized pursuant to the provisions of Wyo. Stat. Ann. §§ 18-12-101 to – 141 (2023), and that the District is authorized to perform all lawful purposes of the Improvement and Service District Act, including acquiring,

constructing, operating, and maintaining improvements and services which would serve the public necessity and convenience of the inhabitants of the District, obtaining improvements and services by contract with a city, town, county, or other entity, or furnish or perform any special local service which enhances the use or enjoyment of any improvement or facility.

6. The undersigned Petitioners acknowledge that, as landowners within the District, they will be subject to all charges, costs, and assessments that are set forth by the District through its Board of Directors pursuant to the Improvement and Service District Act, Wyo. Stat. Ann. §§ 18-12-101 – 141.

7. The existing Board of Directors for the District are as follows: Cory Rietz, Gwendi Rietz, Linda Stribling, Cindy Maxwell.

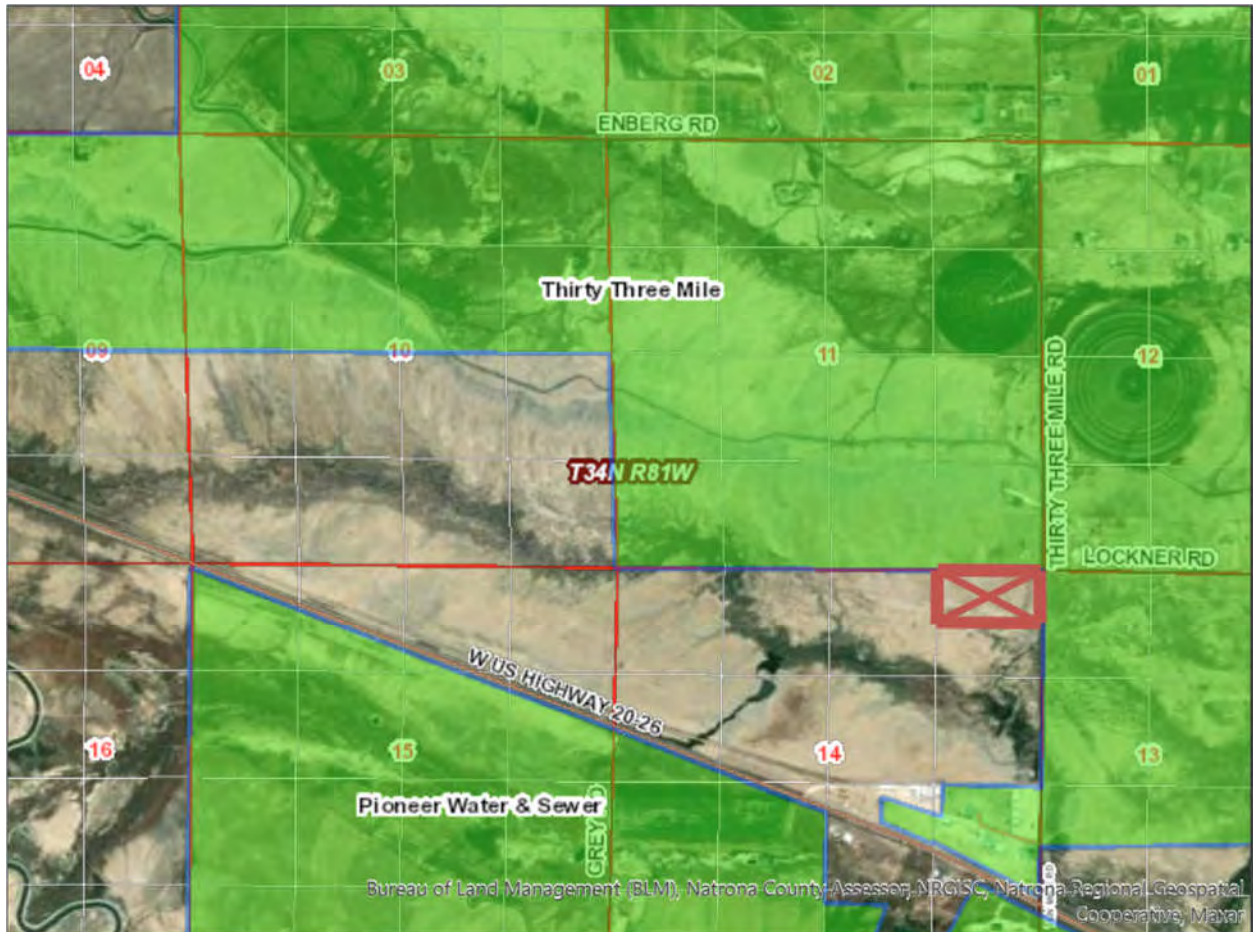
8. The provisions of the Improvement and Service District Act provide that upon enlargement of the District, the number of director positions on the Board of Directors may be increased. It is the desire of the undersigned that the District continue to be served by the existing number of Board members.

SUBMITTED this \_\_\_\_\_ day of 12/06/2023, 2023.

DUSTIN & JESSICA REYNOLDS

By: *Jessica Reynolds*

### PROPOSED PROPERTY TO BE ANNEXED



**THIRTY- THREE MILE RD. IMPROVEMENT & SERVICE**  
**DISTRICT**

P.O. Box 3013 \* Mills, Wyoming 82644

**Meeting Minutes**

**September 21, 2023**

**Meeting called to order by Gwendi at 5:42 pm.**

**Present: Cory Rietz via phone, Gwendi Rietz, Linda Stribling, Cindy Maxwell**

**Previous Minutes: Cory motioned to approve previous minutes. Gwendi seconded.**

**Motion approved.**

**Treasurer's Report**

Hilltop (monthly bills)	\$142,063.50
Hilltop (savings)	\$ 50,691.59
Platte Valley Bank (repair fund)	\$172,041.61
Platte Valley Bank- CD	\$ 75,843.22
Platte Valley Bank CD NEB	\$ 20,563.24
Platte Valley Bank Neb #2	<u>\$ 20,298.78</u>
<b>Totals</b>	<b>\$ 481,501.94</b>

**Current Expenditures : \$ 6023.68**

**Gwendi motioned to approve current expenditures, Cindy seconded the motion.**

**Motion approved.**

**Delinquent Accounts : None**

**Old Business:**

Attorney Randy Rea called regarding the property on 33 Mile Road that is interested in getting annexed into the district at 5248 33 Mile Rd belonging to Dustin and Jessica Reynolds. They would like the Board to vote on the tap approval. Cory made a motion to approve the tap. Cindy seconded the motion. Motion approved.

The Contract sent to Burt Andreen for the new tap was received. He also sent a copy of his licensure and he needs to have a technician from or representing the district must be present when he taps the main line.

Marshall bought the property on Engberg. We are still waiting on the contract to be returned. He will pay all the water bills from July to the present.

Felstets have not as yet returned the water contract sent to them. We will give them until Monday to respond, otherwise the water will be shut off.

Budget sent to Lenhart-Mason to review. They reviewed the checks and balances for Venmo payments.

Hollandsworth still has not started tap installations. Cory will take paperwork to Don and let him know that he needs to get done ASAP, as the paperwork says there is only a 6 month time frame, and then the vote by the Board is no longer valid, and a new vote must occur.

**New Business:**

Charlie Loraas and Ben Brown both resigned their positions on October 1, 2023 as District Operators. Applicants Distin Smart and Brian Boettcher are interested. Their cost is significantly higher.

We need paperwork from Ben Brown regarding his resignation. He must reply for himself, and not just be lumped in by Charlie. We need his signature agreeing to the resignation that Charlie sent to the Board.

According to the EPA, we need to set up a Facebook page as well as a website to have reports available to the public to be in compliance as a government entity accountable to the people.

Form F32 reviewed. A couple of changes were made. Linda will get Gwendi a copy for our records.

**Open Discussion:**

**We need to set up a meeting to review the Public Officer Training and make a spreadsheet for the many items to be addressed on a yearly basis. There is an additional Public Officer Training Meeting on October 24. Cory will be attending that training. Work session held on Wednesday, September 27, 2023, at 4:00 pm.**

**Cory is negotiating with the new applicants for operators positions to find out their cost, mileage compensation, and compare to what the Board had been paying for these services.**

**Next Meeting: September 21st @ 5:30 pm. Cindy will join by phone on that day. Adjournment: Motion to adjourn Meeting by Gwendi at 7:45 pm, seconded by Cindy. Motion passed. Meeting adjourned.**



March 11, 2024

**MEMO TO:** Paul C. Bertoglio., Chairman  
Members, Central Wyoming Regional Water System Joint Powers Board

**FROM:** Tom Brauer, Chief Operating Officer  
Bruce Martin, Assistant Public Utilities Manager  
Alex Sveda, P.E., City Engineer AS  
Andrew Colling, Engineering Technician

**SUBJECT:** Authorizing an Agreement with Civil Engineering Professionals, Inc. (CEPI), in the amount of \$122,000, for the Mountain View Water Storage Tank, Project No. 24-012.

**Meeting Type & Date**

Central Wyoming Regional Water System Joint Powers Board (Board) Meeting  
March 19, 2024

**Recommendation**

That the Board authorize an Agreement with CEPI, for the Mountain View Water Storage Tank, Project No. 24-012, in the amount of \$122,000.

**Summary**

The Mountain View Water Storage Tank project includes the full removal and replacement of the roof and support structure with recoating of both the tank interior and exterior. On May 31, 2023, Salt Creek Tank Technologies, was requested to perform an inspection of the Mountain View Water Storage tank and the structural roof members. Salt Creek Tank recommended that the roof be removed and replaced due to severe corrosion of multiple rafters, support columns, and weir box.

Proposals were requested from qualified consultants to furnish engineering design and construction administration services for the project. City of Casper staff received one (1) proposal from CEPI.

The Agreement with CEPI consists of providing engineering services to include the preparation of bid design and bid documents, assisting with the bid process, and overseeing the rehabilitation work.

**Financial Considerations**

Funding for this project is included in the RWS FY24 Capital Budget.

**Oversight/Project Responsibility**

Andrew Colling, Engineering Technician, Public Services

**Attachments**

Agreement and Proposal

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART I - AGREEMENT**

This Contract for Professional Services (“Contract”) is entered into on this 19<sup>th</sup> day of March, 2024, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604 (“Board”).
2. Civil Engineering Professionals, Inc., (CEPI), 6080 Enterprise Drive, Casper, Wyoming 82601 (“Consultant”).

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

### **RECITALS**

A. The Central Wyoming Regional Water System Joint Powers Board is undertaking certain activities necessary to replace the roof structure and re-paint the Mountain View Water Tank, with this project identified as Casper City Engineering Project No. 24-012.

B. The project requires professional services for providing design, bidding, and construction administration.

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

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

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

1. **SCOPE OF SERVICES:**

The Consultant shall perform the services as detailed in their proposal attached as Exhibit ‘A’ and price proposal Exhibit ‘B’.

2. **TIME OF PERFORMANCE:**

The services of the Consultant are to commence on the date of approval of this Contract for Professional Services by the Central Wyoming Regional Water System Joint Powers Board, expected March 19, 2024. The Project shall be undertaken and completed within a period that may reasonably be required for execution of design and bidding services, and

construction administration. **All services related to the Project shall be completed by August 1, 2025.**

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 sum of One Hundred Twenty-Two Thousand Dollars (\$122,000).

4. METHOD OF PAYMENT:

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

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

5. TERMS AND CONDITIONS:

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

6. EXTENT OF CONTRACT:

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

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

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

[Signature Pages Follow]

**Signature Page for the Joint Powers Board**

APPROVED AS TO FORM

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

ATTEST

---

Paul C. Bertoglio  
Chairman

---

Kenneth L. Waters  
Secretary


**Signature Page for the Consultant**

WITNESS

By:   
Printed Name: Sami Hecht  
Title: Office Manager

CONSULTANT

Civil Engineering Professionals, Inc.

By:   
Printed Name: ROBERT BENNETT  
Title: PRESIDENT

## **CONTRACT FOR PROFESSIONAL SERVICES**

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

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

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

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

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

The Board may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon between the Board and the Consultant, shall be incorporated in written amendments to this Contract.

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

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

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

The Board and its representatives shall have access and obtain at its discretion, copies to any books, documents, papers, electronic data and records of the Consultant, which are pertinent to this Contract. The Consultant shall immediately, upon receiving written instruction from the Board, provide to any independent auditor or accountant all books, documents, papers, electronic data and recordings of the Consultant which are pertinent to this Contract. The Consultant shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Board.

5. EQUAL EMPLOYMENT OPPORTUNITY:

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

6. OWNER OF PROJECT MATERIALS:

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

7. FINDINGS CONFIDENTIAL:

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

8. CHOICE OF FORUM AND STATUTE OF LIMITATIONS:

Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees to bring any such action, litigation or proceeding only in the courts of the State of Wyoming sitting in Casper, Wyoming. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law. To the extent allowable, Wyoming's statute of limitations also applies.

9. GOVERNING LAW:

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

10. PERSONNEL:

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

11. SUBCONSULTANT:

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

12. INSURANCE AND INDEMNIFICATION:

A. **Prior to** the commencement of work, the 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 Subconsultants, 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 One Million Dollars (\$1,000,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Two Million Dollars (\$2,000,000) 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 (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit). 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 the 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 Million Dollars (\$2,000,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Two Million Dollars (\$2,000,000) 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 broader coverage and/or higher limits than required under this Agreement, then the Board shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Board.

*D. Other Insurance Provisions*

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

1. *Additional Insured Status*

The Board, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38 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 and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Consultant as respects the Board, its officers, elected and appointed officials, employees, agents and volunteers.

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

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

5. *Deductibles and Self-Insured Retentions*

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

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the Board. Unless otherwise approved by the Board in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the Board, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the Board may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: The Consultant shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first dollar of coverage, even if the Consultant is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. The Consultant shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of Contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work*. However, the 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 *five (5)* years after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

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

9. *Subconsultants*

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

10. *Special Risks or Circumstances*

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

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

13. LIMITATION OF LIABILITY:

In no event shall the Board, the Board's employees, elected officials, appointed officials, or agents be liable under this Contract to the Consultant or any third party for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages or lost profits or revenues, or diminution in value, arising out of, relating to, or in connection with any breach of this Contract, regardless of (a) whether such damages were foreseeable (b) whether or not the Consultant was advised of the possibility of such damages and (c) the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based.

14. INTENT:

The 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 the Consultant shall perform all of the

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

15. WYOMING GOVERNMENTAL CLAIMS ACT:

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

16. 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.

17. FORCE MAJEURE:

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

18. ELECTRONIC SIGNATURES:

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

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



# Scope of Services

## ▶ Design Phase

CEPI and Lower & Company will perform the services detailed in the RFP. CEPI will complete a thorough investigation of the project area. CEPI will provide construction documents for the removal and replacement of the existing roof system. We will address the replacement of the existing manway with the swing-in type manway. CEPI will provide construction documents for the installation of new roof vent(s). The construction documents will also include the surface preparation and coating of the tanks' interior and exterior and coordinate all work with the Central Wyoming Regional Water Systems Joint Power Board(JPB). CEPI worked on the original design and construction of the Mountain View Tank.

We will meet with City staff to discuss Lower's findings. During the design phase, CEPI will meet with the staff every two weeks to discuss the progress of the project and discuss key components and issues as they arise throughout the design process. During the progress meetings, CEPI will generate review plans and cost estimates at the 50% and 90% completion level and also at other key points during the design. This is more important now than ever with the ever-fluctuating market and volatile bidding environment we live in today especially with this specialized work. Prices and availability of materials is constantly changing and we are always trying to stay up with the market. We will be in contact with local contractors, tank contractors and suppliers as well as coating contractors and material suppliers to be able to produce accurate and thorough cost estimates to the City.

CEPI will submit and coordinate with DEQ on permitting the work the for project.

CEPI will provide a project manual meeting all of the City's requirements and those identified in the RFP. CEPI will utilize the original drawings for the tank and pictures of the tank now to detail the extent of the roof replacement work and to show the new work. The project manual will include Technical Specifications, Bid Schedule, and front end documents. The project manual will be created in MS Word and a PDF of the final project manual will also be created. The project manual will be sealed by a Professional Engineer licensed in the State of Wyoming.

The construction drawings will be created in AutoCAD Civil 3D Latest Version. We will also create a PDF of the final construction drawings. The construction drawings will be sealed by a Professional Engineer licensed in the State of Wyoming.

## ▶ Advertising and Bidding

CEPI will assist the City with bidding the project. We will prepare the necessary advertisement for bids and provide copies of the advertisement to all local contractors and the plan centers. We will notify potential bidders of the project and provide the bidding documents through the use of QuestCDN. We will arrange and conduct a pre-bid conference approximately two weeks prior to the bid opening to explain the project and address questions from bidders. We will prepare and distribute addenda as necessary to clarify the bid documents through QuestCDN. CEPI will assist the City in opening and tabulating the bids and thoroughly review all bid documents received. Based upon our review and evaluation of the bids we will provide a written recommendation to award the contract. We will assist the City as necessary to complete the agreements, bonds and notices.





# Work Plan



## Construction Phase



### Contract Administration -

CEPI in conjunction with Lower will administer the contract including review and approval of construction sequencing and scheduling. We will review monthly pay requests, issue and process change orders and work directives and ensure that the contract is administered and performed in accordance with the Contract Documents. We will also track and review submittals, very critical for the roof system, the manway installation and the roof vents on the project and coordinate submittal schedules with delivery schedules and the project schedule.



### Meetings -

CEPI will conduct a pre-construction conference at the onset of the project to review the contract documents with the contractor, submittal schedules and the construction schedule. Additionally, we will hold weekly construction progress meetings to ensure that the work is being performed in accordance with the Contract Documents and the Contractor's schedule. We will prepare and distribute minutes from these meetings to all parties.



### Project Coordination -

CEPI will work with City of Casper and the CWRWS.



### Construction Observation -

CEPI will provide a RPR during the construction operations on the project. In addition to the RPR services, we will make periodic visits to the site to ensure that the work is progressing satisfactorily and in accordance with the Contract Documents. The RPR will prepare daily reports of the contractor's activities and materials installed and keep a detailed photograph log throughout the construction.



### Quality Control Testing and Inspections -

CEPI will perform the necessary quality control testing for all work at the site and immediately notify the Contractor if any work is found to be defective. We will work with the Contractor to remedy any defective work and as necessary reject any defective work and enforce a plan to rectify or replace any defective work.



### Dispute Resolution -

CEPI will serve as the initial interpreter of the Construction Documents in the event of a dispute on the project. CEPI will enforce the requirements set forth in the Contract Documents and work collaboratively with the City and the Contractor to resolve all disputes while ensuring the quality of the project.



### Record Drawings -

CEPI will keep accurate records of the "as-constructed" conditions on the project and perform the necessary surveying to identify the exact location of all improvements. We will collect the Contractors record drawings documents and prepare a complete set of Record Drawings for the project and deliver the Record Drawings in paper, PDF and AutoCAD format to the City.



### Walk-throughs and Certifications -

CEPI will perform the necessary walkthroughs and issue punch lists and a Certificate of Substantial Completion. Following the successful completion of the project CEPI will issue the final completion notification.



### Warranty Period -

During the warranty period CEPI will serve as a liaison between the City and the Contractor addressing any defective work on the project and coordinating the repair or replacement. CEPI will conduct a one-year warranty inspection (at 11 months after Final Completion) of the project with the City and the Contractor to verify that the project is performing in accordance with the Contract Documents.





March 1<sup>st</sup>, 2024

City of Casper Public Services Department  
Attn: Mr. Andrew Colling Engineering Division  
Casper Business Center  
123 West 1<sup>st</sup> Street, Suite 570  
Casper, Wyoming 82601

Re: Fee Proposal for the Mountain View Water Storage Tank Project

Mr. Colling:

This letter shall serve as our fee proposal to provide engineering design, bidding and construction administration services for the Mountain View Water Storage Tank Project.

CEPI proposes a fee of \$122,000 for the scope as in our proposal for the referenced project. Our fee is a not to exceed cost ceiling, for the tasks identified in the scope of services of our proposal. All services will be performed on a time and materials basis with a not to exceed cost ceiling. We have provided a comprehensive fee for the services to be completed through the construction and warranty phase.

We look forward to the opportunity to further discuss our proposed scope of services and this exciting project. Please feel free to contact me if you have any questions or concerns.

Sincerely,  
**Civil Engineering Professionals, Inc.**

A handwritten signature in blue ink, appearing to read 'Nick Larsen', is written over a light blue horizontal line.

Nick Larsen, Project Manager  
nick@cepi-casper.com  
307.267.4533 (cell)



**ENGINEERING FEE****Mountain View Tank Rehabilitation**

Task No.	Description	Total Hours	Rate	Expenses	Total Cost
1	Field Investigations and Info Gathering				
	CEPI				
	Senior Project Manager		\$ 190.00		\$ -
	Project Manager	10	\$ 175.00		\$ 1,750.00
	Design Engineer	40	\$ 155.00		\$ 6,200.00
	Survey Manager	10	\$ 155.00		\$ 1,550.00
	AutoCAD/Engineering Technician		\$ 105.00		\$ -
	Drone Survey	5	\$ 305.00		\$ 1,525.00
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
					\$ -
	Structural Engineer			10,000.00	\$ 10,000.00
	Total Task 1				\$ 21,025.00
2	Coordination w/City & CWRWS & DEQ				
	CEPI				
	Senior Project Manager	5	\$ 190.00		\$ 950.00
	Project Manager	30	\$ 175.00		\$ 5,250.00
	Design Engineer	30	\$ 155.00		\$ 4,650.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician		\$ 105.00		\$ -
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
					\$ -
	Total Task 2				\$ 10,850.00
3	Research & Supplier/Contractor Coordination - Tank and Coatings				
	CEPI				
	Senior Project Manager	5	\$ 190.00		\$ 950.00
	Project Manager	20	\$ 175.00		\$ 3,500.00
	Design Engineer	30	\$ 155.00		\$ 4,650.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician		\$ 105.00		\$ -
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
					\$ -
	Total Task 3				\$ 9,100.00

4	<b>Contract Documents</b>				
		CEPI			
	Senior Project Manager	5	\$ 190.00		\$ 950.00
	Project Manager	20	\$ 175.00		\$ 3,500.00
	Design Engineer	60	\$ 155.00		\$ 9,300.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician	20	\$ 105.00		\$ 2,100.00
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
	Structural Engineer			10,000.00	\$ 10,000.00
	<b>Total Task 4</b>				<b>\$ 25,850.00</b>
5	<b>Advertising and Bidding</b>				
		CEPI			
	Senior Project Manager		\$ 190.00		\$ -
	Project Manager	20	\$ 175.00		\$ 3,500.00
	Design Engineer	30	\$ 155.00		\$ 4,650.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician		\$ 105.00		\$ -
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial	20	\$ 65.00	500.00	\$ 1,800.00
				\$ -	
	<b>Total Task 5</b>				<b>\$ 9,950.00</b>
6	<b>Construction Phase - Twelve Months (Construction Time 3 Months)</b>				
		CEPI			
	Senior Project Manager	10	\$ 190.00		\$ 1,900.00
	Project Manager	20	\$ 175.00		\$ 3,500.00
	Design Engineer	80	\$ 155.00		\$ 12,400.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician	120	\$ 105.00	1,875.00	\$ 14,475.00
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
				\$ -	
	Structural Engineer (Shop Drawings and Inspection)			5,000.00	\$ 5,000.00
	<b>Total Task 6</b>				<b>\$ 37,275.00</b>

7	Final Construction				
	CEPI				
	Senior Project Manager		\$ 190.00		\$ -
	Project Manager	5	\$ 175.00		\$ 875.00
	Design Engineer	5	\$ 155.00		\$ 775.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician	10	\$ 105.00		\$ 1,050.00
	Drone Survey		\$ 305.00		\$ -
	Survey Crew	10	\$ 190.00	250.00	\$ 2,150.00
	Administrative/Secretarial		\$ 65.00		\$ -
					\$ -
					\$ -
	Total Task 7				\$ 4,850.00
8	Post Construction				
	CEPI				
	Senior Project Manager		\$ 190.00		\$ -
	Project Manager		\$ 175.00		\$ -
	Design Engineer	20	\$ 155.00		\$ 3,100.00
	Survey Manager		\$ 155.00		\$ -
	AutoCAD/Engineering Technician		\$ 105.00		\$ -
	Drone Survey		\$ 305.00		\$ -
	Survey Crew		\$ 190.00		\$ -
	Administrative/Secretarial		\$ 65.00		\$ -
					\$ -
					\$ -
	Total Task 8				\$ 3,100.00
	CEPI				
	Senior Project Manager	25	\$ 190.00		4,750
	Project Manager	125	\$ 175.00		21,875
	Design Engineer	295	\$ 155.00		45,725
	Survey Manager	10	\$ 155.00		1,550
	AutoCAD/Engineering Technician	150	\$ 105.00		17,625
	Drone Survey	5	\$ 305.00		1,525
	Survey Crew	10	\$ 190.00		2,150
	Administrative/Secretarial	20	\$ 65.00		1,800
	Structural Engineer				25,000
	Total				\$ 122,000.00

## Capital Projects - Project Listing by Funding Source

Funding Source	Project Listing	2025
<b>CWRWS - -</b>		<b>(\$3,180,000)</b>
CWR Water System	3000025001 - FY25 Equipment Replacement	(\$200,000)
CWR Water System	3000025002 - FY25 Well Rehabilitation	(\$1,000,000)
CWR Water System	3000025003 - Security Upgrades	(\$40,000)
CWR Water System	3000025004 - FY25 Turbidimeter	(\$40,000)
CWR Water System	3000025005 - FY25 Filter Media Replacement	(\$100,000)
CWR Water System	3000025006 - GW Ozone Contactor Pipe	(\$750,000)
CWR Water System	3000025007 - Gravity Filter Valve Replacement	(\$150,000)
CWR Water System	3000025008 - Sodium Hypochlorite Tank	(\$80,000)
CWR Water System	3000025009 - Sand Pump Replacements	(\$30,000)
CWR Water System	3000025010 - Pioneer Booster Electrical	(\$150,000)
CWR Water System	3000025011 - Raw Water Building	(\$500,000)
CWR Water System	3000025012 - Well Pump Replacements	(\$140,000)
		<b>(\$3,180,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** FY25 Equipment Replacement  
**Project Type** Self Managed Project  
**Project Number** 3000025001

**Description** Critical Equipment Replacement

**Justification** This project is to replace critical equipment that fails unexpectedly throughout the year. This is equipment that must be replaced immediately to maintain service.

## Budget Summary

Project	Expenditures	2025	Total
3000025001	300 EQUIPMENT	\$200,000	\$200,000
		<b>\$200,000</b>	<b>\$200,000</b>

Project	Funding Source	2025	Total
3000025001	CWRWS	(\$200,000)	(\$200,000)
		<b>(\$200,000)</b>	<b>(\$200,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** FY25 Well Rehabilitation  
**Project Type** Engineering Project  
**Project Number** 3000025002

**Description** FY25 Well Rehabilitation

**Justification** The RWS has 29 drinking water wells. The wells must be rehabilitated on a 3-5 year basis to maintain efficiency and reliability.

## Budget Summary

Project	Expenditures	2025	Total
3000025002	300 WATERINFRA BUILD	\$1,000,000	\$1,000,000
		<b>\$1,000,000</b>	<b>\$1,000,000</b>

Project	Funding Source	2025	Total
3000025002	CWRWS	(\$1,000,000)	(\$1,000,000)
			<b>(\$1,000,000)</b>
		<b>(\$1,000,000)</b>	<b>)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Security Upgrades  
**Project Type** Self Managed Project  
**Project Number** 3000025003

**Description** Security Upgrades

**Justification** This project is to expand on WTP security such as door replacements, gate controllers, card access readers, additional cameras, and other items identified the recent security assessment.

## Budget Summary

Project	Expenditures	2025	Total
3000025003	300 EQUIPMENT INSTALL	\$40,000	\$40,000
		<b>\$40,000</b>	<b>\$40,000</b>

Project	Funding Source	2025	Total
3000025003	CWRWS	(\$40,000)	(\$40,000)
		<b>(\$40,000)</b>	<b>(\$40,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** FY25 Turbidimeter Replacements  
**Project Type** Self Managed Project  
**Project Number** 3000025004

**Description** FY25 Turbidimeter Replacements

**Justification** This project is to replace turbidimeters that fail throughout the year. Turbidimeters must be operational at all times and are critical to maintaining water quality and EPA compliance.

## Budget Summary

Project	Expenditures	2025	Total
3000025004	300 EQUIPMENT	\$40,000	\$40,000
		<b>\$40,000</b>	<b>\$40,000</b>

Project	Funding Source	2025	Total
3000025004	CWRWS	(\$40,000)	(\$40,000)
		<b>(\$40,000)</b>	<b>(\$40,000)</b>



# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** FY25 Filter Media Replacement  
**Project Type** Engineering Project  
**Project Number** 3000025005

**Description** Filter Media Replacement

**Justification** This project is to replace the filter media in each of the six filters. Media wears over time and must be replaced. The existing media is 20 years old and has reached the end of its useful life. This is critical equipment for operation of the surface water plant.

## Budget Summary

Project	Expenditures		2025	Total
3000025005	300	WATERINFRA INSTALL	\$100,000	\$100,000
			<b>\$100,000</b>	<b>\$100,000</b>

Project	Funding Source		2025	Total
3000025005	CWRWS		(\$100,000)	(\$100,000)
			<b>(\$100,000)</b>	<b>(\$100,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** GW Ozone Contactor Pipe Lining  
**Project Type** Engineering Project  
**Project Number** 3000025006

**Description** Lining of the ozone contactors.

**Justification** The GW contactor piping has had multiple leaks at the joints. This is critical infrastructure and has potential to cause service interruptions.

## Budget Summary

Project	Expenditures	2025	Total
3000025006	300 WATERINFRA BUILD	\$750,000	\$750,000
		<b>\$750,000</b>	<b>\$750,000</b>

Project	Funding Source	2025	Total
3000025006	CWRWS	(\$750,000)	(\$750,000)
		<b>(\$750,000)</b>	<b>(\$750,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Gravity Filter Valve Replacement  
**Project Type** Engineering Project  
**Project Number** 3000025007

**Description** Replacement of the existing gravity filter valves.

**Justification** These valves have exceeded their service life and no longer seat causing issues during backwash cycles. There is the potential for backwash water to enter the clear well during backwash cycles. This can cause turbidity and possibility for contaminants to enter the clear well leading to EPA non-compliance.

## Budget Summary

Project	Expenditures	2025	Total
3000025007	300 EQUIPMENT	\$150,000	\$150,000
		<b>\$150,000</b>	<b>\$150,000</b>

Project	Funding Source	2025	Total
3000025007	CWRWS	(\$150,000)	(\$150,000)
		<b>(\$150,000)</b>	<b>(\$150,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Sodium Hypochlorite Tank Improvemen  
**Project Type** Self Managed Project  
**Project Number** 3000025008

**Description** Sodium Hypochlorite Tank Improvements

**Justification** Tank inspection performed in January 2023 indicate that the fiberglass tanks are deteriorating and must be relined prior to failure. Lining will extend the tank life by 8 to 10 years.

## Budget Summary

Project	Expenditures	2025	Total
3000025008	300 EQUIPMENT BUILD	\$80,000	\$80,000
		<b>\$80,000</b>	<b>\$80,000</b>

Project	Funding Source	2025	Total
3000025008	CWRWS	(\$80,000)	(\$80,000)
		<b>(\$80,000)</b>	<b>(\$80,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Sand Pump Replacements  
**Project Type** Self Managed Project  
**Project Number** 3000025009

**Description** Purchase of spare sand pumps

**Justification** There are six Actiflo sand pumps that operate in a harsh environment. As this is a critical water treatment process, the pumps are kept in inventory so that they can be replaced immediately.

## Budget Summary

Project	Expenditures	2025	Total
3000025009	300 EQUIPMENT	\$30,000	\$30,000
		<b>\$30,000</b>	<b>\$30,000</b>

Project	Funding Source	2025	Total
3000025009	CWRWS	(\$30,000)	(\$30,000)
		<b>(\$30,000)</b>	<b>(\$30,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Pioneer Booster Electrical Upgrade  
**Project Type** Self Managed Project  
**Project Number** 3000025010

**Description** Pioneer Booster Electrical Upgrade

**Justification** The Pioneer booster electrical gear has reached the end of its life.

## Budget Summary

Project	Expenditures	2025	Total
3000025010	300 EQUIPMENT BUILD	\$150,000	\$150,000
		<b>\$150,000</b>	<b>\$150,000</b>

Project	Funding Source	2025	Total
3000025010	CWRWS	(\$150,000)	(\$150,000)
		<b>(\$150,000)</b>	<b>(\$150,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Raw Water Building Improvements  
**Project Type** Engineering Project  
**Project Number** 3000025011

**Description** Raw Water Building Improvements

**Justification** The equipment in the raw water building is 25 plus years old and has reached the end of its useful life and requires replacement. Two inlet gates have already failed and the traveling screens are severely worn. This equipment is critical to the operation of the surface water plant.

## Budget Summary

Project	Expenditures	2025	Total
3000025011	300 EQUIPMENT BUILD	\$500,000	\$500,000
		<b>\$500,000</b>	<b>\$500,000</b>

Project	Funding Source	2025	Total
3000025011	CWRWS	(\$500,000)	(\$500,000)
		<b>(\$500,000)</b>	<b>(\$500,000)</b>

# Capital Projects - Detail Report

**Work Group** CWR Water System Agency  
**Project Name** Well Pump Replacements  
**Project Type** Self Managed Project  
**Project Number** 3000025012

**Description** Well Pump Replacements

**Justification** Many of the well pumps are now 20 plus years old and are in various stages of failure.

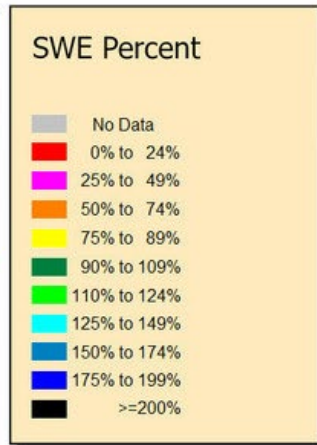
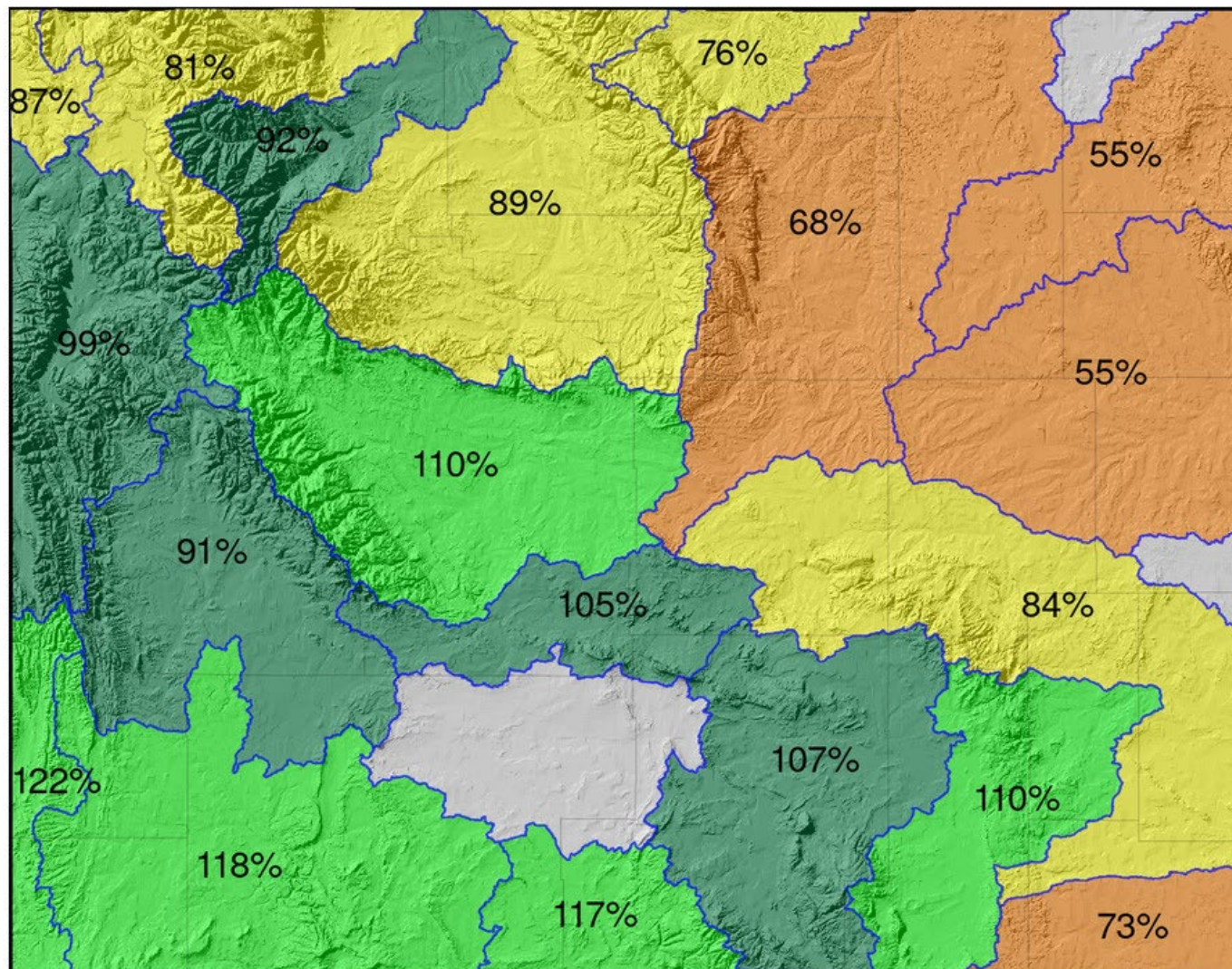
## Budget Summary

Project	Expenditures	2025	Total
3000025012	300 EQUIPMENT	\$140,000	\$140,000
		<b>\$140,000</b>	<b>\$140,000</b>

Project	Funding Source	2025	Total
3000025012	CWRWS	(\$140,000)	(\$140,000)
		<b>(\$140,000)</b>	<b>(\$140,000)</b>



### Snow Water Equivalent Percent of Median (1991-2020) 18 Mar 2024



Snow Water Equivalent Data  
 NRCS  
<https://www.nrcs.usda.gov>



Map Prepared by:  
 Wyoming State Climate Office  
<http://www.wrds.uwyo.edu>

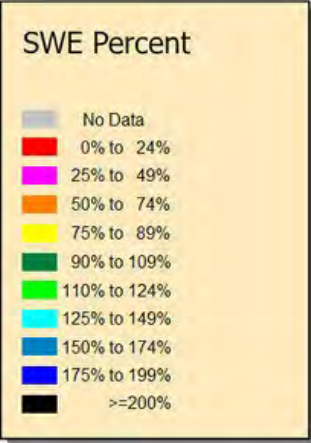
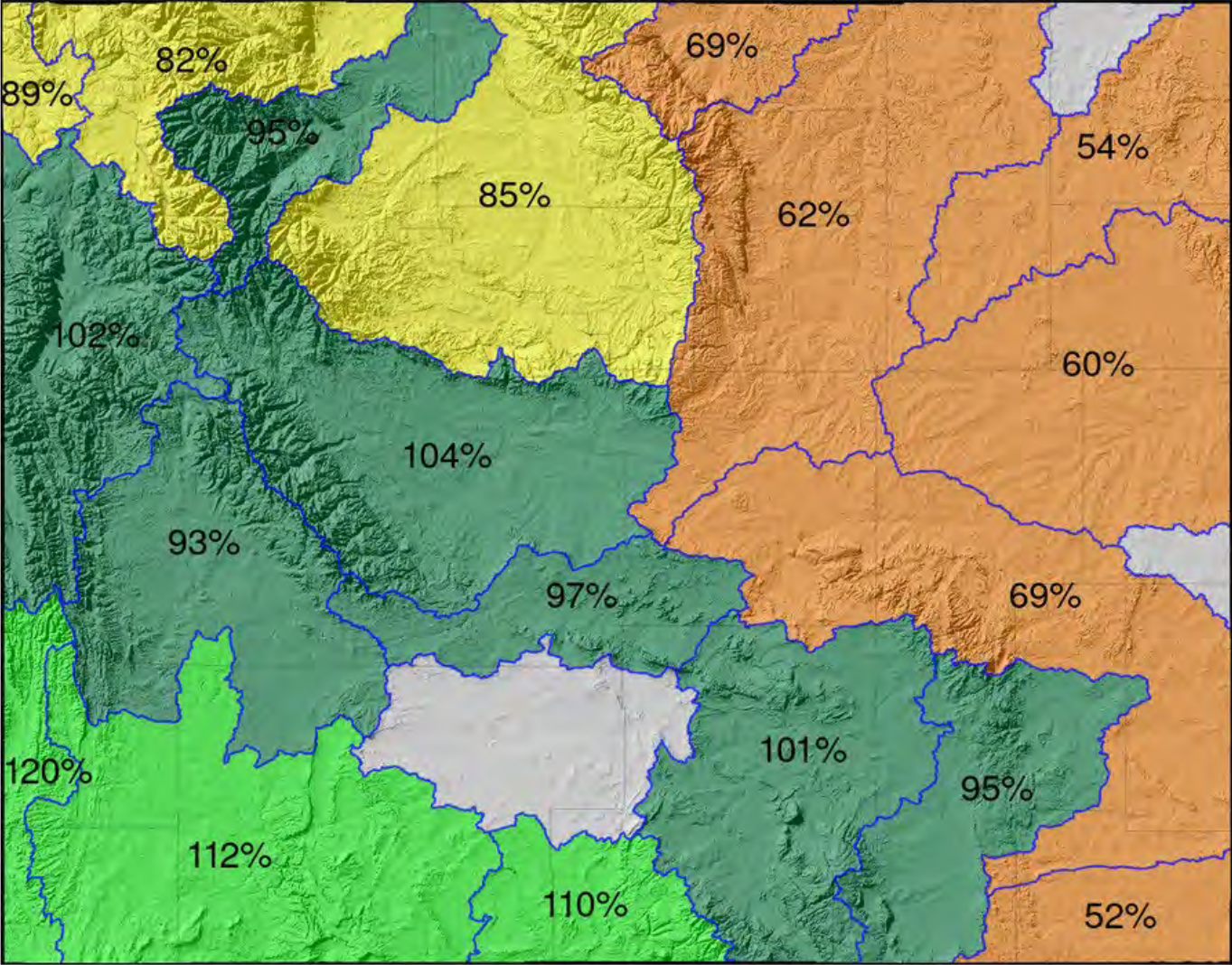


Provisional data, subject to revision

Basin Snow Water Equivalent Data from Natural Resources Conservation Service Water and Climate Center <https://www.nrcs.usda.gov>  
 Map created by Wyoming State Climate Office 18 Mar 2024

\* Percentages denoted by an asterisk represent data that may not provide a valid measure of conditions. This is most usually seen near the end of the snow season where normal values may be very low or the melt out curve is so steep that a slight variation in days may result in abnormally high or low percentages.

### Snow Water Equivalent Percent of Median (1991-2020) 10 Mar 2024



Snow Water Equivalent Data  
 NRCS  
<https://www.nrcs.usda.gov>

Map Prepared by:  
 Wyoming State Climate Office  
<http://www.wrds.uwyo.edu>



Provisional data, subject to revision

Basin Snow Water Equivalent Data from Natural Resources Conservation Service Water and Climate Center <https://www.nrcs.usda.gov>  
 Map created by Wyoming State Climate Office 10 Mar 2024

\* Percentages denoted by an asterisk represent data that may not provide a valid measure of conditions. This is most usually seen near the end of the snow season where normal values may be very low or the melt out curve is so steep that a slight variation in days may result in abnormally high or low percentages.

Agenda Item  
 # 8 c