

# INFORMATION PACKET

## Table of Contents

Friday, January 17, 2020



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings & Addendum	2
2020 Boards and Commissions by Councilmember 01.15.20	6
2020 Boards and Committees 01.15.20	8
Casper Natrona County Health Department Biannual Report 01.06.20	10
Casper-Alcova Irrigation Water Conservation Program Chronology	21
Casper's Council for People with Disabilities Agenda 01.23.20	26
Central WY Regional Water System 201 Oversight Committee packet 01.21.20	27
Contractors' Licensing and Appeals Board packet 01.16.20	58
WAM Info Bebout Amendment Effects on Direct Distribution	77
WAM Info LSO-Impact of Distribution Change	78
WAM Info Madden Flow Chart for Direct Distribution	82
WAM Info Severance.Minteral Royalties.Lottery Distributions 2nd Quarter 01.13.20	85

We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

# The Grid

A working draft of Council Meeting Agendas

January 21, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: Approve January 14 Executive Session Minutes					
Approve January 7 regular session, January 14 special session, and January 14 executive session meeting minutes					
Establish February 4, 2020, as the Public Hearing Date for a New Microbrewery Liquor License No. 6 for Mountain Hops Brewhouse, LLC d/b/a Mountain Hops Brewhouse, Located at 612 North Beverly Street.	C				
Public Hearing: Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the Ihli Addition to the City of Casper complies with W.S. §15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the Ihli Addition		N			
Amendment to Section 10.24.020 of the Casper Municipal Code Pertaining to the Metro Road Speed Zone. 2nd reading			N		
Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business). 2nd Reading			N		
Granting a Telecommunications Franchise to InTTec, Inc., a Wholly-owned Subsidiary of Visionary Communications, Inc. 2nd Reading			N		
Authorizing the Contract for Purchase and Installation of Equipment in Police Vehicles, from Communication Technologies, Inc., in the Amount of \$28,045.75.				C	
Authorizing the Creation of Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements.				C	
Authorizing an Agreement with Casper Electric, Inc., in the Amount of \$197,950, for the 2020 Lighting Replacements Project.				C	
Entering into Two Real Estate Donation Agreements and Accepting Two Donative Quitclaim Deeds from the Platte River Trails Trust.				C	
Authorizing a Procurement Agreement with Western Plains Landscaping LLC, dba 3 Cord Construction, in the Amount of \$71,994, for the Solid Waste Portable Litter Fencing Project.				C	
Authorizing an Agreement with Sheet Metal Specialties, Inc., in the Amount of \$83,765, for the Metro Animal Control Cooling Project.				C	
Authorizing the Execution of Loan Documents with the State Loan and Investment Board for a Clean Water State Revolving Fund Loan in the Amount of \$8,000,000 for the North Platte Sanitary Sewer Rehabilitation Project.				C	
Terminating the Lease Agreement with Cowboy Smokehouse, LLC, dba 19th Hole, for the Second Floor of the Clubhouse at the Casper Municipal Golf Course.				C	

Approving a Lease Agreement with Anne Holman for Occupancy of the Fort Caspar Caretaker's Residence.				C	
Authorizing Consent to Assignment of License Agreement Between the City of Casper and AT&T Mobility Corporation to Octagon Towers, LLC.				C	
Authorizing an Agreement with Haass Construction Co., Inc., in the Amount of \$2,452,500, for the Casper Ice Arena Chiller System Replacement Project. □ □				C	
Rejecting all bids for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Project.					C
Authorize the Purchase of Network Equipment, in the Amount of \$97,170, through the State of Wyoming contract with the vendor ConvergeOne.					C
Adopting the Casper Historic Preservation Strategic Plan.					C

**January 28, 2020**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Yellowstone Garage Retail Liquor License	Direction Requested		
Liquor License Information - Casper Police Department	Information Only	30 min	4:35
Municipal Court Update	Information Only	30 min	5:05
Downtown Parking Garage	Direction Requested	30 min	5:35
MEI Scoring Matrix Discussion (LGBTQ)	Information Only	30 min	6:05
Council Goals Status Update	Direction Requested	20 min	6:35
Agenda Review		20 min	6:55
Legislative Review		10 min	7:15
Council Around the Table		10 min	7:25
Approximate Ending Time:			7:35

**February 4, 2020**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
Bright Spot - 100th year for the Greater Wyoming Boy Scout Council (tentative)					
Establish 2/18/2020 as Public Hearing Date for Consideration for FY'20 Budget Amendment #2	C				
Public Hearing: New Microbrewery Liquor License No. 6 for Mountain Hops Brewhouse, LLC d/b/a Mountain Hops Brewhouse, Located at 612 North Beverly Street.		N			
Amendment to Section 10.24.020 of the Casper Municipal Code Pertaining to the Metro Road Speed Zone. 3rd reading			N		
Zone Change of a 2.8-acre portion of Tract 4, North Platte River Park Addition, Generally Located at the Corner of Events Drive and North Poplar Street, North of Wilkins Way, From PH (Park Historic) to C-4 (Highway Business). 3rd Reading			N		
Granting a Telecommunications Franchise to InTTec, Inc., a Wholly-owned Subsidiary of Visionary Communications, Inc. 3rd Reading			N		

Approval and Adoption of the Connecting Crossroads: Long Range Transportation Plan				C	
Authorizing an Agreement with Zonar Systems, Inc., in the Amount of \$91,231.20, for the Solid Waste Division Equipment Preventive Maintenance, Inspection, Reporting and Automatic Vehicle Location System Loan.				C	
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.					C

**February 11, 2020**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
FY'20 Budget Amendment #2 Review	Direction Requested	20 min	4:35
Health Department Update	Direction Requested	20 min	
Way Finding	Direction Requested	30 min	
Payment Condition Survey Results	Direction Requested	20 min	
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

**February 18, 2020**

**Councilmembers Absent:**

<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>
C = Item is on Consent      N = Item is not on Consent					
Bright Spot - Mr. Robert Hildebrand - 100 year celebration (Mayor of Casper in 1967) Extremely tentative					
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2020 through March 31, 2021.		N			
FY'20 Budget Amendment #2 Public Hearing & Consideration				N	

**February 25, 2020**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
IMS Pavement Management Report	Direction Requested	20 min	4:35
NCSD Petitiona to Vacate 8th St between David & Center St. & Transportation Cutouts	Direction Requested	30 min	
Financial Policies - Phase 4	Information Only	20 min	
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

### Future Agenda Items

Item	Date	Estimated Time	Notes
Property Code Revisions		40 min	After January 2020
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Citizen Presentation - Vehicle Licensing - Maddie Booth		20 min	Waiting on response from Booth family
Private Operation of Hogadon			
Event Center Update			After May 1
Yellowstone Garage Liquor License Requests			After receiving feedback from liquor dealers

### Staff Items

Limo Amendment			
Health Plan - Residual Balance			After January 2020
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Pre-Annexation Agreement			
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Capital Budget Review	March 10, 2020		
Community Promotion Funding (Part 1)	March 10, 2020		
Community Promotion Funding (Part 2)	March 24, 2020		
Comp & Class Study Review	April 14, 2020		
Tentative Budget Review	May 12, 2020		
Health Department Update	February 11, 2020		
Way Finding	February 11, 2020		
Payment Condition Survey Results	February 11, 2020		
NCSD Petition to Vacate 8th St between David & Center St			

### Special Work Sessions

Budget Work Sessions	May 18 & 20
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### Future Council Meeting Items

### Retreat Items

Economic Development and City Building Strategy
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## Council Committee Assignments by Councilmember

### January 2020

Councilmember	Name of Board or Commission	Time Commitment
Steve Freel	Advance Casper (CAEDA)	
	Casper Area Chamber of Commerce (Alternate)	
	Central Wyoming Regional Water System Joint Powers Board	
	College National Finals Rodeo (CNFR)	
	Natrona County Travel and Tourism Board	
	Old Yellowstone District Advisory Committee	
	Public Safety Communications Center	

Councilmember	Name of Board or Commission	Time Commitment
Khrystyn Lutz	Contractors' Licensing and Appeals Board	
	Council Finance Committee	
	Council Solid Waste Committee	
	Natrona County Liquor Dealers Association	

Councilmember	Name of Board or Commission	Time Commitment
Ken Bates	Casper Housing Authority	
	Casper Natrona County Health Department	
	Casper Public Utilities Advisory Board	
	Historic Preservation Commission	
	Planning and Zoning Commission (Alternate)	

Councilmember	Name of Board or Commission	Time Commitment
Steve Cathey	Casper Area Chamber of Commerce	
	Central Wyoming Regional Water System Joint Powers Board	
	City/County Hall of Justice and Detention Facility Joint Powers	
	College National Finals Rodeo (CNFR) (alternate)	

Councilmember	Name of Board or Commission	Time Commitment
Bob Hopkins	Amoco Reuse Agreement Joint Powers Board (ARAJPB)	
	Council Finance Committee	
	Economic Development Joint Powers Board (EDJPB)	
	Metropolitan Planning Organization (MPO) Committee	
	Old Yellowstone District (OYD)	
	Old Yellowstone District (OYD) Architectural Review Committee	
	Planning and Zoning Commission	

<b>Councilmember</b>	<b>Name of Board or Commission</b>	<b>Time Commitment</b>
Mike Huber	Air Service Advisory Committee	
	Central Wyoming Regional Water System Joint Powers Board	
	City/County Hall of Justice and Detention Facility Joint Powers	
	Code Enforcement Appeals Committee	
	Drug Court	
	Legislative Committee (WAM)	
	Leisure Services Advisory Board	
	Municipal Court Coordination Committee	

<b>Councilmember</b>	<b>Name of Board or Commission</b>	<b>Time Commitment</b>
Shawn Johnson	C.A.T.C.	
	Council Finance Committee	
	Municipal Court Coordination Committee	
	Natrona County Travel and Tourism Board (alternate)	

<b>Councilmember</b>	<b>Name of Board or Commission</b>	<b>Time Commitment</b>
Ray Pacheco	Central Wyoming Senior Services	
	Platte River Restoration Advisory Committee	
	Youth Empowerment	

<b>Councilmember</b>	<b>Name of Board or Commission</b>	<b>Time Commitment</b>
Charles Powell	Central Wyoming Regional Water System Joint Powers Board	
	Council Finance Committee	
	Downtown Development Authority (DDA)	
	Economic Development Joint Powers Board (EDJPB)	
	Legislative Committee (WAM)	

<b>Boards not Assigned a Council Representative</b>	
<b>Name of Board or Commission</b>	
Civil Service Commission	
Community Action Partnership (CAP) - Human Services	
Metro Oversight Committee	
Nicolaysen Art Museum	



## Council Committee Assignments January 2020

### Governmental Affairs

Natrona County Council of Governments	Council Legislative Committee (WAM)	City/County Hall of Justice/Detention Facility Joint Powers Board	Municipal Court Coordination Committee	Public Safety Communications Center	Council Finance Committee
3 <sup>rd</sup> Thursday 7:00 am	Meet as Needed	Meet as Needed	Meet as Needed	Meet as Needed	Meet as Needed
1. Steve Freel 2. Khristyn Lutz	1. Charlie Powell 2. Mike Huber	1. Steve Cathey 2. Mike Huber	1. Shawn Johnson 2. Mike Huber	1. Steve Freel	1. Bob Hopkins 2. Khristyn Lutz 3. Shawn Johnson 4. Charlie Powell

### 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. Charlie Powell 2. Bob Hopkins	1. Steve Freel 2.	1. Steve Freel 2. Shawn Johnson (Alternate)

### Social Services and Recreation

Casper-Natrona County Health Department	C.A.T.C.	Central Wyoming Senior Services	Casper Housing Authority	Youth Empowerment
3 <sup>rd</sup> Thursday 5:30 pm.	4 <sup>th</sup> Monday 2:00 pm	4 <sup>th</sup> Monday 2:00 pm	3 <sup>rd</sup> Thursday 10:30 am	Every Thursday 7:00 pm
1. Ken Bates	1. Shawn Johnson	1. Ray Pacheco	1. Ken Bates	1. Ray Pacheco

College National Finals Rodeo Committee	Leisure Services Advisory Board	Natrona County Liquor Dealers Association
1 <sup>st</sup> Monday 5:00 pm	2 <sup>nd</sup> Thursday 4:30 pm	
1. Steve Freel 2. Steve Cathey (Alternate)	1. Mike Huber	1. Khristyn Lutz



## City Services

Central Wyoming Regional Water System Joint Powers Board	Council Solid Waste Committee	Contractors' Licensing and Appeals Board	Code Enforcement Appeals Committee	Casper Utilities' Advisory Board	Drug Court
3rd Tuesday 11:30 am	Meet as Needed	3rd Thursday 4:00 pm	Meet as Needed	4th Wednesday 7:00 am	1 <sup>st</sup> Wednesday 11:30 am
1. Steve Cathey 2. Mike Huber 3. Charlie Powell 4. Steve Freel	1. Khrystyn Lutz	1. Khrystyn Lutz	1. Mike Huber	1. Ken Bates	1. Mike Huber

## Land Use and Development

MPO Policy Committee	Planning & Zoning Commission	OYD Advisory Committee	OYD Architectural Review Committee	Platte River Restoration Advisory Committee
Quarterly	3rd Thursday 6:00 pm	3rd Monday 4:00 pm	Each Friday 9:00 am	1st Wednesday 5:30 pm
1. Bob Hopkins	1. Bob Hopkins	1. Bob Hopkins 2. Steve Freel	1. Bob Hopkins	1. Ray Pacheco

Downtown Development Authority	Amoco Reuse Agreement JPB	Casper Area Chamber of Commerce	Historic Preservation Commission	Air Service Advisory Committee
2 <sup>nd</sup> Wednesday 11:30 am	2nd Wednesday 6:00 pm	3 <sup>rd</sup> Tuesday 4:00 pm	2 <sup>nd</sup> Monday 8:30 am	Meet as Needed
1. Charlie Powell	1. Bob Hopkins	1. Steve Cathey 2. Steve Freel (Alternate)	1. Ken Bates	1. Mike Huber

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.



## FY 2020 General Agency Funding Biannual Report

*Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: **CITY OF CASPER-NATRONA COUNTY PUBLIC HEALTH (CNCHD)**  
Program: Health Department

Contact Person: Anna Kinder, Executive Director  
Phone Number: 307-577-9722  
Date: 01/06/2020  
Email address: akinder@cnchd.org

Please Select One:      1<sup>st</sup> Reporting Period   X        2<sup>nd</sup> Reporting Period         
                                 July 1 – December 31      January 1 – June 30  
                                 Due on January 10      Due on July 10

### 1. Mission

The City of Casper-Natrona County Health Department is committed to protecting and enhancing the public health and well-being of the Casper and Natrona County communities. In January 2020 we will be embarking on Strategic Planning which will be used to further enhance our mission and vision for our community. In the near future we will be working towards national accreditation to promote best practices and provide optimal public health services.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

The City of Casper provides critical funding to CNCHD for basic operations. The City of Casper has committed to provide \$540,000 to the CNCHD for Fiscal Year 2020 (July 1, 2019 through June 30, 2020). Most of the programs financially supported by the City of Casper are statutorily mandated programs that the health department must provide. CNCHD also receives funding for basic operations from a variety of other funding sources which include: County general funds/contracts, State contracts/grants, federal contracts/grants, and client fee-for-services. It needs to be noted that funding from other sources can also be added into the departments that are listed on the City specific reporting. The Health Department provides additional programs which include: Adult Health, Expedition Program, Wyoming AIDS Education and Training Center, Community Prevention, Wyoming Cancer Resource Center, Emergency Preparedness,

CPR classes Family Planning, Immunization program, Immigration, and Travel Medicine.

CNCHD requested City 1% Funds to be used to upgrade the conference rooms and waiting room in exchange for having meeting room space available to the community. CNCHD received the \$41,667 for this reporting period. All chairs and tables have been received for the North Platte Conference room which can host 50 people and the Elkhorn Conference room which can host 27 people with new chairs. CNCHD was able to acquire waiting room chairs that can now be easily cleaned and sanitized. In the North Platte Conference room attention was put into ordering chairs and tables that can easily nest and be manipulated in the room to accommodate multiple variations of the activities held there.

<b>SUMMARY OF REVENUES AND EXPENDITURES</b>			
<b>July 1, 2019 – June 30, 2020</b>			
<b>Revenue</b>		<b>Expenditures</b>	
<b>Department</b>	<b>Amount</b>	<b>July 1-Dec. 31</b>	<b>Jan. 1-June30</b>
Administration	\$219,281.89	\$253,082.07	
Board of Health	\$ 20,050.00	\$10,698.42	
Maternal and Child Health	\$ 59,172.77	\$137,373.06	
Disease Prevention	\$ 1,849.50	\$72,063.54	
Environmental Health	\$203,373.05	\$239,121.27	
TANF	\$ 13,522.77	\$83,360.84	
Health Department/ Housekeeping	\$ 22,750.00	\$21,738.54	
<b>TOTAL</b>	<b>\$540,000.00</b>	<b>\$808,437.74</b>	<b>\$</b>
<b>CITY 1% FUNDS</b>	<b>\$41,667.00</b>	<b>\$38,288.27</b>	<b>\$</b>

### 3. Program Significance

- a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities:

The focus of the City of Casper-Natrona County Health Department is the population of Natrona County- aiming to serve the 76,000 citizens that reside here. The health department aims to serve from birth to end of life services and all areas in between.

- The Maternal and Child Health Program at CNCHD and the services it provides are mandated through state statute. The program provides nurse home visitation to pregnant women before birth of child and mom/baby/family units postpartum. The program uses an evidence-informed curriculum called “Partners with a Health Baby”, which was developed by Florida State University.
- The MCH program is legislatively mandated to reach 95% of Medicaid births in the County and 75% of all other births; however, the program is inadequately funded to have that reach.
- Home visitation programs through the Maternal and Child Health Program give pregnant women and families, particularly those considered at-risk, necessary resources and skills to raise children who are physically, socially, and emotionally healthy and ready to learn.
- Goals of the Maternal and Child Health Program include: improve maternal and child health, prevent child abuse and neglect, encourage positive parenting, and promote child development and school readiness.
- Critical activities provided by the MCH public health nurse during home and/or office visits include: supporting preventive health and prenatal practices, assisting mothers on how best to breastfeed and care for their babies, helping parents understand child development milestones and behaviors, promoting parents’ use of praise and other positive parenting techniques, and working with mothers to set goals for the future, continue their education, and find employment and child care solutions.
- The MCH program also facilitates the Children with Special Health Care Needs program through the Wyoming Department of Health.
- The Adult Health Program is devoted to assisting older adults and disabled adults in our community with maintaining their independence within their own home environment.
- A portion of this program is mandated by statute. Our Adult Health nurses conduct comprehensive functional assessments (LT101s) to determine medical necessity for services under any part of the Medicaid Waiver program. The assessment integrates physical, mental and functional needs of the client in order to determine if they are suitable for the services provided under the Medicaid Long Term Care, Assisted Living Facility, or Home and Community Based Waiver Services programs. Only public health nurses in Wyoming are

qualified and trained to conduct LT101s. All local health departments are required to conduct LT101s.

- The Adult Health Program also provides medical case management for chronically-ill/disabled, older adults enrolled in the Medicaid Home and Community-Based Services Waiver program. While other for-profit, private agencies also provide these services in the Casper community, CNCHD is able to provide more sustainable and stable case management services compared to other entities. Medicaid Waiver reimburses CNCHD for the services.
- The average cost of nursing home care in Natrona County is approximately \$6,000 per month and continues to rise. The provision of case management services for clients costs less than \$1,000 per month, so we are able to substantiate a large cost savings to taxpayers and to the healthcare system by focusing on preventative care in the home.
- The Disease Prevention Program at CNCHD provides tuberculosis prevention and control, travelers' health services, immigration health services, and epidemiologic follow-up on reportable diseases and conditions.
- Tuberculosis prevention and control and epidemiologic activities are mandated by statute to the health department. Travelers' health services and immigration health services are not mandated programs, but are self-sufficient/fee-for-service based activities.
- Tuberculosis prevention and control activities include tuberculosis screening for high-risk individuals and for healthcare and daycare workers. Tuberculosis screening is conducted via Mantoux skin tests (PPD) and risk screening questionnaires. Persons testing positive for tuberculosis screening tests are assessed for active disease.
- The health department is responsible for investigating and controlling outbreaks of infectious disease. Often these investigations entail epidemiologic interviews of ill persons, tracking of laboratory results, coordination with healthcare providers/labs/state health department/school authorities/daycares, etc. Often, we are asked to investigate "suspected" cases of reportable illness to find that the ill person is not infected with the disease suspected. These activities can be incredibly time-consuming and resource intense.
- Monthly meetings are held to discuss Mass Vaccination Clinics- always preparing in the event we need to mobilize and vaccinate all the citizens of Natrona County. We host two specific Back to School clinics for required vaccinations for attendance at school. We will host Flu clinics throughout the community- one of them specifically geared towards all City employees.
- The Environmental Health program is mandated for local health departments.
- The Environmental Health Program is responsible for inspection services and regulatory oversight of food service, pools/spas, campgrounds, commercial lodging, daycares, and tattoo/body art facilities.

- The food safety inspection program is mandated by Wyoming State Statute 35-7-110 et seq.
- CNCHD adopted the most recent version of the Wyoming Food Safety Rule in 2013. We work closely with the Wyoming Department of Agriculture Consumer Health Services Division to enforce food safety regulations.
- The swimming pool inspection program is mandated by Wyoming State Statute 35-28-101 et seq. CNCHD adopted state regulations for pools, spas, and aquatic facilities and we collaborate with the Wyoming Department of Agriculture on assuring the safety of recreational water facilities in Natrona County.
- For daycare inspections, our staff work cooperatively with the local fire department and Wyoming Department of Family Services to conduct health and safety inspections of all licensed daycare facilities in Natrona County. Our inspections include site reviews that ensure compliance with minimum health, safety, and sanitation requirements.
- We have county-level regulations for campgrounds, commercial lodging, and tattoo/body art facilities.
- Through a delegation agreement with Wyoming Department of Environmental Quality, CNCHD has authority to enforce wastewater regulations for Natrona County. These regulations aim at reducing opportunities for the transmission of waterborne illness through sewage and wastewater contamination into well systems or other sources. The department is responsible for reviewing and permitting new wastewater systems, overseeing repairs to existing systems, upgrades/expansions of existing systems. Our inspections examine sizing criteria, minimum setback requirements, approved appliances for systems with <2,000 gallons per day capacities.
- The Environmental Health program also conducts routine epidemiologic investigations of reportable foodborne or waterborne illnesses and assists with outbreak/cluster investigations when necessary.
- The Environmental Health Division collaborates with Metro Animal Control to follow up on animal bite cases and when necessary, coordinates deemed with victims to procure post exposure Rabies vaccine.

Programs that are not funded by the City Funds:

- The Expedition Program is state sponsored that recognizes the high risk factors that exist in our community that could lead to an HIV outbreak or other sexually transmitted diseases. In this program we provide education and testing. We provide condom dispenser throughout the community and try to reach citizens who may not have a primary care provider and can assist with referrals.
- HIV Case Management is provided to those individuals that have a positive diagnosis of HIV. Assistance is provided in housing, medical, life skills, vocation, medication, and navigation of the health care system. All individuals with a diagnosis of HIV can enroll in the various

State/Federal programs. We offer certified HIV case managers which not all counties or states offer.

- Emergency Preparedness is a program that allows the health department to prepare for all medical emergencies that are on a large scale in the areas of Pandemic Flu, Anthrax, bioterrorism, etc. It is our responsibility to provide the vaccination or treatment for all of the community of Natrona County within a 48 hour window period. We are educated and trained to help in any public health emergency or disaster. We prepare the community in advance, provide services during the event and post event services. We practice and adhere to the Incident Command Structure that is the same as police, fire, sheriff etc during all our back to school clinics and flu clinics. In September 2020, we will be involved and drilling on a statewide Pandemic Flu exercise. Our agency serves as the back up to the Sheriff's office Emergency Operations Center.
- Prevention is a contract that is through the County Commissioners that we partner with Mercer house to address underage and adult binge drinking, suicide, tobacco cessation and substance use. Previously this funding was under the PMO. We are working with many partners in our community and identifying evidence based strategies to address these areas. Some of the strategies include opioid disposal bags that can be given to a pharmacy to give to patients to destroy medications –such as pain medications they did not use after a procedure that we don't want in the community, gun locks for suicide prevention and supporting educational efforts on tobacco use.
- Wyoming Cancer Resource Services is a state funded project that addresses supportive services for breast and cervical cancer, survivorship, sunscreen stations that are provided in the community or loaned out for specific events and radon test kits. This grant serves all of Natrona, Niobrara, Carbon and Converse.
- And finally, the Wyoming AIDS Education and Training Center is a sub- recipient of the Mountain West AIDS Education and Training Center through the University of Washington. It is the mission to provide health care workers the most current information and tools about HIV. This grant covers the State and also receives funding to identify prescribers for PrEP from Wyoming Department of Health- which is a preventative medication for HIV.

While all programs do not receive funding from the City, this was an attempt to paint the picture of all the programs that are provided by the Health department as we are charged with "Protecting Our Public's Health". We attend multiple outreach events and meetings in order to be visible to the public for the services that we provide as well as ensuring we are at the table for things that effect our community. The Casper-Natrona County Health Department is recognized by the Wyoming Department of Health as a leader in public health. We strive to be a leader in the State and are often called upon for brainstorming and ideas with other health departments.

- b. What impact did the program have on the specified target population and community?

Anna Kinder is the new Executive Director as of July, during this measurement period, a great deal of effort has been on the internal workings of the health department and ways to sustain the budget and meeting all deliverables. In the upcoming measurement period, the health department will be going through strategic planning to make sure we are reaching all of the population that we need to. Additionally we will weave in the County Health Rankings and identify ways to improve as we are 19<sup>th</sup> in regards to Health Outcomes and Health Factors out of 23 counties in Wyoming. During this time period all programs continued to function and provide services to the citizens of Natrona County. Please see the results section from more specifics. All staff receive intensive training in their specific programs from the State and National Conferences to ensure we are providing the best services and best practices.

- c. Have there been significant trends over the past months regarding your target population?
- We continue to see a significant growth in STD's in Natrona County which is not dependent on age, socio-economic factors or any other factor. We consistently have high rates of Chlamydia and Gonorrhea. This can be explained in that we have high rates of STD's and that we have a progressive testing model.
  - The health department is continuously participating in State Rounds that provide a reportable disease map detailing our numbers and trends that are developing and also working very closely with our County Health Officer to look at trends. We see this in our Environmental Health with Hepatitis A outbreaks and ensure that it is also not tracking in our Disease Prevention Clinic. For example, we had a remarkable amount of Salmonella during this reporting period and we worked to identify what consistencies there were between the individuals that were diagnosed and required coordination between disease prevention clinic and environmental health. As stated before, we are responsible for "Protecting Our Public's Health".
  - The health department provides care in all of our programs no matter the client's ability to pay or not. All efforts are placed in identifying ways to cover the expenses, but at times it is required to write it off.

## **4. Results**

- a. Please describe the outcomes/outputs.

Please see attached grid of services provided as well as outcomes for the six month reporting period total for all programs. Happy to provide in any format or broken down by program that is required but there is a lot of information to report.

- b. Please describe the method of measurement.



This data is collected from all departments and is currently under revision in order collect the information more consistently with definitions of specific tasks or population served. This is received from our Electronic Health Record (EHR), specific reporting tasks for deliverables and documentation into reporting grid by the programs.

c. Please describe the performance results.

The Casper-Natrona County Health Department is very busy with all programs. The total reach for all programs is hard to collect through our classes, website, advertisements, outreach opportunities and community meetings, direct care, partnerships within the community and case management services. The health department is under constant quality improvement to increase the reach of services and optimal care. This will continue to evolve with new systems that will put into place and streamlining the services that are provided.

<b>Activity/description-all programs</b>	<b>Total for July 1- Dec. 31, 2019</b>	<b>Total for Jan. 1 – June 30, 2020</b>
Number of public health nurses	14	
Number of other staff	25	
Number of classes chronic disease	48	
Number of participants who attended classes	69	
Number of office visits	4391	
Number of outreach participants	5000+/- community based activity	
Number of client visits in MCH	967	
Number of LT 101's in Adult Health	792	
Number of Community Case Management in Adult Health and other case management services	556	
Environmental Health (EH) Inspections	522	
EH Septic's	101	
EH epi follow ups	16	
Clinic STD tests	640	
HIV Tests performed	382	
TB Risk assessments performed	165	

Traveler health assessments	19	
Immigration physicals	14	
Family planning visits	559	
Community based sexual health education classes	293	
Pediatric Vaccinations w/o flu	1085	
Adult vaccinations w/o flu	638	
Total Flu shots given	1684	
Individuals trained in CPR	119	

This grid will be refined in 2020 with new reporting tool and could affect how the numbers are reported. Capturing what truly needs to be measured, what needs to be reported for all grant deliverables and consistency across staff will be improved.

## 5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered.
  - As noted above the number of services provided across programs is described.
  - A Quality Improvement committee has been developed and will be working to evaluate the services provided to determine if there are ways to see more clients and evaluating return on investment.
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
  - The health department is struggling with keeping staff and being fully staffed we are not able to reach all individuals or quickly serve the citizens of Natrona County. It is very difficult to be competitive with the private sector. Nursing is extremely hard to find and be competitive even though we provide excellent retirement and standard hours. The programs that we provided typically don't follow the routine jobs that are out in the community and have special requirements making it harder find qualified staff.
  - The health department will be embarking on strategic planning in January 2020 and will be looking at the services that are provided, our mission, values and vision to ensure we serve the public's health the best way that we can.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
  - Data recently received from Wyoming Department of Health showed that pregnant women and new moms in Natrona County had greater acuity and needs

than state averages. Greater percentages of the women in Natrona County are homeless, jobless, had a partner that went to jail, had a sick family member, had someone close to them that used drugs, and other social stressors than women residing in other Wyoming Counties.

- 245 HPV vaccines have been provided and working to have a steady climb and promoting in the community that it is a prevention for cancer for all women. Educating the community that it is a prevention tool and has nothing to do with sexual activity has been the key focus.
- We hosted two specific Back to School clinics for required vaccinations for attendance at school. October 3rd was exclusion day that if the child does not have required vaccines, they will need to be vaccinated before returning to school. We hosted 11 Flu clinics throughout the community- one of them specifically geared towards all City employees.
- STD's continue to be on the rise and will require the health department to continue a very aggressive testing and treatment program to reduce new infections.
- We recognize a lot of population activity on the border of Natrona County and Converse county and we are looking at ways to document who we are providing services to that we do have a much larger reach than just Natrona County.
- All city licensed sites that serve alcohol have participated in TIPS training to work on reduction in being overserved and reduction of risk.
- Working throughout the community to put in mobile sunscreen stations and condom dispenser for additional strategies of protection and education for disease prevention.
- Significant work to address issues with food truck and licensing to ensure safety for the public.
- Actively working on client satisfaction services and we are doing very well with all programs that are under that program.
- The 65<sup>th</sup> Open House was held with huge success where the community was invited in to see all the services that is provided in the community. A timeline was established to show how we have evolved over time.

## **6. Results Analysis**

a. How could the program have worked better?

- It has been a hardship for the health department during the time there was not an executive director. The Board of Health worked to keep the department going but day to day operations suffered. The new director started in full time in July and has been working to get everything on point.
- Continue to market the health department to the public and funders to see all areas that the health department can provide services. There are over 10 programs that are facilitated through the health department and each one has a multitude of deliverables.

b. How will you address this?

- Stated throughout this report. This is a very dynamic, multi-tiered department that has multiple interwoven components with tremendous potential for growth.
- The Executive Director has a work plan of areas to address in the near future as well as working out towards a five year plan to continue to improve.

## **7. Population Served**

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

- Please see above for all areas addressed- a more detailed report will be available in the next reporting period as strategic planning will have taken place in the next six months.

## CHRONOLOGY OF CITY OF CASPER/CASPER-ALCOVA IRRIGATION DISTRICT/BUREAU OF RECLAMATION WATER CONSERVATION PROGRAM

### 1978:

Casper identified the need for new firm, reliable, water supplies due to its current and projected water needs based upon the projected growth of Casper.

### 1979:

Casper, through several water supply studies, considers alternatives to meet its existing and future water demands. They included: a) transfer of senior irrigation rights, b) development of unallocated water in North Platte River system, c) development of Trans-basin diversions, d) new groundwater supplies not hydraulically connected to the North Platte River, and e) negotiation with Casper-Alcova Irrigation District (CAID) and the US Bureau of Reclamation to obtain portions of the Kendrick Project water supply.

These water supply alternatives have been explored further over the years with implementation of alternatives; which include:

- 1) Casper-Alcova Irrigation District Water Conservation Project,
- 2) the purchase of Upper Rock Creek Reservoir,
- 3) the transfer of BP's former water right Permit No. 14892 as stipulated in the Reuse Agreement between Amoco Oil Company, Natrona County, and the City of Casper,
- 4) and the contracting for storage under the State of Wyoming's Pathfinder Modification Project.

The implementation of these alternatives has resulted in securing additional water supplies available to the City of Casper under existing water demands and for future growth.

### 1979:

The City's consultant developed several reports for potential use of Kendrick Project water. Results of the studies concluded that the water savings improvements could be made and would provide a cost effective and politically popular method of obtaining additional water supplies for the City.

### 1980-81:

The US Bureau of Reclamation (Reclamation) reviewed different alternatives in order to provide water from the Kendrick Project to the City of Casper.

Reclamation chose to implement the alternative using the general authority provided by the Reclamation Project Act of 1939, which allowed authorization to furnish municipal water supply from the existing Kendrick Project in such a manner as to not in any way impair CAID's use of the facilities. The following tasks were identified:

- A. Identify specific areas where the existing system could be improved and water could be conserved with the conserved water being made available to the City without impacting any of CAID's use of irrigation water.



- B. Evaluating that the City's use of this conserved water does not injure downstream North Platte River water rights.
- C. Permitting and documenting the use of this conserved water with the State Engineer.
- D. Conduct environmental assessment of the proposed system improvements and conservation plans.

1980-81:

Consultants performed studies for the City on the above tasks. The studies indicated significant water losses from seepage through the various canals and laterals. Various improvements to alleviate the seepage were recommended including ditch and canal liners, pipeline construction, structure rehabilitation, etc. Identified were approximately 8,000 acre-feet of water being lost via non-beneficial use. One aspect of the project required that there was to be no impact to existing wetlands by the water saving improvements. Following the environmental assessment of the proposed plan and improvements, the Bureau of Reclamation issued a "Finding of No Significant Impact" in October 1981.

1982:

The US Bureau of Reclamation, the Casper-Alcova Irrigation District, and the City of Casper signed a tri-party agreement calling for the following.

- A. City to pay off CAID's \$750,000 in outstanding debt to Reclamation.
- B. City to pay CAID no less than \$150,000 annually to be used to implement the construction of the water system improvement program until yield of 7,000 acre-feet per year is reached.
- C. Water available was specifically not a water right but a water supply and the contract was for a term for forty years, which could be renewed.
- D. City to pay Reclamation annual water services charge of \$24/acre-foot delivered as well as pro-rata share of annual operation and maintenance cost.
- E. City pays pro-rata share of annual operation, maintenance, and replacement (OM&R) cost of irrigation allocation of Kendrick Project based on annual quantity of water delivered.
- F. Reclamation would determine the amount of water savings made available by system improvements.
- G. Water delivered to City to be released and measured through Alcova Reservoir for diversion by City at its raw water intake. City responsible for conveyance losses.

1982:

The Casper-Alcova Irrigation District, and the City of Casper signed an agreement that describes the following.

- A. CAID agrees that 7,000 acre-feet of water per year can be made available to Casper for municipal uses subject to provisions of the US-CAID-Casper (tri-party) Contract.
- B. CAID agrees that it will utilize the Betterment and Rehabilitation funds paid by Casper to improve the Casper canal system.
- C. CAID agrees that a municipal water account will be established within the Kendrick Project accounting system by Reclamation into which 7,000 acre-feet shall be credited to Casper each year unless significant water shortages occur.
- D. CAID agrees that the delivery point for municipal water for Casper shall be the Alcova Reservoir outlet works.
- E. CAID agrees to give Casper the first right to negotiate a contract to purchase and additional or supplemental water which may become available at any time.
- F. Casper agrees to pay CAID the sum of \$750,000 for CAID to repay its obligation to the US Government.
- G. CAID shall establish a Betterment and Rehabilitation Fund to be used for making system improvements to reduce water loss. Casper will make an initial \$150,000 payment and will then make annual payments of \$150,000 until the 7,000 acre-feet of water savings is realized.
- H. CAID shall maintain records regarding the Betterment and Rehabilitation Fund.
- I. Term of the contract shall be for 40 years – the same as the US-CAID-Casper tri-party contract.

1982:

Casper-Alcova Irrigation District, the Natrona County Conservation District, and the U.S. Soil Conservation Service (SCS) consummate a Memorandum of Understanding for the Soil Conservation Service to help implement the long-range water conservation plan and system improvement program.

1983:

The Soil Conservation Service identified the most cost-effective areas for rehabilitation. The SCS report identified capital construction costs ranging from \$55/acre-foot to over \$4,000/acre-foot.



1983-1996:

CAID employed a full-time hydrologist and part-time technician/inspector for the purpose of quantifying the amount of water lost in CAID's system. Specific laterals and specific sections of the main canal were investigated.

1983-1996

The Soil Conservation Service provides design services and construction administration services for the water savings projects.

1983-1996:

Yearly meetings were held between the Soil Conservation Service, the Bureau of Reclamation, Wyoming State Engineer, Wyoming Water Development Commission, City of Casper, and the Casper-Alcova Irrigation District to analyze the previous year's study results for water losses, develop future study sections within CAID, and help determine areas ready for construction of water savings improvements. CAID's hydrologist prepared yearly progress reports.

1984-1996:

Construction of the water savings improvement projects. Construction occurred on both laterals and main canal sections.

Rehabilitation has taken place through three methods.

- A. Installation of pipe for existing unlined ditches.
- B. Lateral ditch lining with concrete.
- C. Lining of the main canal with buried PVC liner and surface asphaltic liner.

1985-1986:

The Casper-Alcova Irrigation District receives a \$1.263M grant from the Wyoming Water Development Commission for assistance up to 46% of the construction cost for the water saving projects.

1996:

All the water conservation projects under the US-CAID-Casper tri-party agreement are completed. Reclamation and the State Engineer's Office accepts the 7,000 acre-feet of water savings.

1998:

Casper completes payment on revenue bonds, which were issued in 1992 to repay a State loan used in 1982-1984 to pay off CAID's \$750,000 debt to the Reclamation.

2003:

Casper and CAID enter into a second agreement for the payment of rehabilitation and betterment charge. The agreement describes how the annual betterment charge is to be calculated. The agreement shall terminate the same date as the 1982 Casper-CAID agreement. The agreement established a "free water allocation amount" of 1,760 acre-feet and a fee paid by the City to CAID not to exceed \$25 per acre-feet for additional water.



2018:

Casper sent formal written notification to Reclamation to initiate process of renewing the 40-year contract.

2019:

In April, the City of Casper sent a letter to Reclamation addressing and summarizing the understanding of discussions previously held with Reclamation:

- 1) A two-party Water Service Contract would be negotiated with Reclamation.
- 2) The quantity of the new contract would be a quantity of up to 7,000 acre-feet of water from the Kendrick Project for a contract term of 40 years.
- 3) The water supply from the Kendrick Project will be available for diversion by the City on an annual basis from January 1<sup>st</sup> to December 31<sup>st</sup> each year.

In July, Casper and Reclamation entered into a Memorandum of Understanding Contributed Funds Agreement (CFA) for the negotiation of a new water contract to replace the US-CAID-Casper tri-party agreement with the City's payment of \$15,000 advanced to Reclamation.

In August, Casper requested the release of approximately 500-acre feet of storage water under the existing US-CAID-Casper tri-party (water service) agreement. The storage was released from Alcova Reservoir, conveyed in the North Platte River, diverted at the City's main surface water intake, and put to beneficial use to meet municipal water needs within the regional water service area.

To date the City of Casper's estimated total costs are approximately \$3.9 million<sup>i</sup> or approximately \$557 per acre-feet for the water supply back-up availability of 7,000 acre-feet of storage:

- 1) the construction payments of the water saving projects,
- 2) the payment of CAID's outstanding debt to Reclamation which includes the cost of revenue bonds to pay off a State Loan, and
- 3) the annual payments to CAID for the rehabilitation and betterment charge since 2003.

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<sup>i</sup> Mr. Peter Binney's March 12, 2001 Memorandum to Mr. Steve Garner with Central Wyoming Regional Water System reported the City Project Investment cost at the end of 2000. Based on the 2001 Binney Memo and estimated annual R&B payments to CAID, the estimated total project costs to date are \$3.9M.

## **Casper's Council for People with Disabilities - AGENDA**

Thursday, January 23, 2020 at 11:30 AM

Downstairs Meeting Room - City Hall, 200 North David Street, Casper

1. Sign-In on Roster & Guest Introductions
2. Review of the previous month's minutes & approval of minutes
3. Presentation from Tammi Hanshaw with the US Census Bureau
4. Old Business:
  - Discuss updates from Committees since the last Council meeting on December 19<sup>th</sup>, 2019 to address established priorities as listed below:
    - o QOL Committee – Zulima Lopez, Chairperson
      - i. Public transportation expansion and operating times
    - o Public Relations (PR) Committee – John Wall, Chairperson
      - ii. Update on CCPD Facebook page and City of Casper website.
      - iii. Update on advertising for new membership.
    - o Events Committee – Nikki Green, Chairperson
      - iv. Updates regarding the Casper Disability Day event scheduled on March 7, 2020 in conjunction with Disability Awareness Month.
    - o Fundraising Committee – Linda Jones, Chairperson
5. New Business:
  - Review & approve proof of business card for Council members
  - Discussion on possible adjustment to the name of the Council – Eric Distad
  - Any other new business or public comment
6. The next scheduled meeting is February 27, 2020 at 11:30 AM.



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Larry Keffer,  
Vice-Chairman

Ken Waters,  
Secretary

Paul Bertoglio,  
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**January 21, 2020**

**11:30 a.m.**

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

1. Announcements
2. Board Officer Elections
3. Approve Minutes – December 17, 2019 \*
4. Approve Vouchers – January 2020 \*
5. Approve Financial Report – December 2019 \*
6. Operations Update
7. Public Comment
8. Old Business
  - a) Other
9. New Business
  - a) Consider Change Order No. 3 with HOA Solutions for the Water Treatment Plant SCADA Improvements, Project No. 17-038 for a price increase in the amount of \$13,020 and a time extension of 10 days \*
  - b) Consider Budget Reallocation for the 2.6M Gallon Tank Roof Replacement in the amount of \$774,000 \*
  - c) Other
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – February 18, 2020**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

December 17, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 17, 2019 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Treasurer Bertoglio, and Board Members Cathey, Huber and Powell. Secretary Waters and Board Member Freel were absent.

**City of Casper –** Cathey, Huber, Powell, Tom Pitlick, Bruce Martin, Michael McDaniels, Clint Conner, Janette Brown, Andrew Colling, Ethan Yonker

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –**

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Roxy Skogen – Skogen, Cometto & Associates, P.C.; Steve Quail, Nick Van Wyhe – HDR Engineering, Inc.

The Board meeting was called to order at 11:40 a.m.

1. In Announcements, Mr. Martin stated that Mr. McDaniels would be giving the Operations Report for Mr. Schroeder today.
2. Chairman King asked for a motion to approve the minutes from the November 19, 2019 meeting. A motion was made by Treasurer Bertoglio and seconded by Board Member Huber to approve the minutes from the November 19, 2019 meeting. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing: voucher 8101 for Great Plains Structures for the Wardwell Tank Repairs in the amount of \$365,275. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the December 2019 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve the December 2019 voucher list to include voucher numbers 8089 through 8101 in the amount of \$1,547,578.19. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for November 2019 was 149 MG, which is 14 MG less than the five-year average of 162 MG. Mr. Martin stated that year-to-date production is 2.17 BG compared to the five-year average of 2.12 BG.

Mr. Martin asked the Board to reference the Statement of Revenues and Expenses in the monthly compilation. Mr. Martin stated that Water Sales is \$236,618 more than the same time last year. Mr. Martin stated that this increase is due to the water rate increase and the increased production this summer.

Mr. Martin stated that Total Operating Expenses increased 15.46% over last year. Mr. Martin stated that this percentage will smooth out as it has to do with increased chemical purchases, timing of purchases, and maintenance work that has been done.

Mr. Martin stated that the Balance Sheet should be available after the audit is completed, and the financial software is updated.

Chairman King asked for a motion to approve the November 2019 Financial Report as presented. A motion was made by Board Member Cathey and seconded by Board Member Huber to approve the November 2019 Financial Report as presented. Motion put and carried.

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

Mr. McDaniels stated that the carpet replacement project was completed Friday.

Mr. McDaniels stated that the SCADA Project is ongoing. Mr. McDaniels stated that all the wells and half of the boosters and tanks have been migrated over to the new SCADA system. Mr. McDaniels stated that the contractor is doing some work this week, but will

be off site over the holidays. Mr. McDaniels stated that the contractor will be back on site after the first of the year to finish migrating the rest of the boosters and tanks to the new SCADA system before starting on the WTP.

Mr. McDaniels stated that the dewatering pump repairs were completed, and it has been reinstalled.

Mr. McDaniels stated that Water Distribution staff has started digging up the drain valves for the groundwater contactor so they can be replaced.

Mr. McDaniels stated that there will be a generator test tomorrow morning. Mr. McDaniels stated that this should be the final test of the generator.

Mr. McDaniels stated that water demand has stayed steady at 5 to 6 MGD.

Mr. McDaniels stated that staff is currently working on getting all systems ready for the surface water plant startup in the spring.

Board Member Cathy asked how often the standby generator is run. Mr. McDaniels stated that staff has been instructed to run the emergency generator weekly.

The time was turned over to Mr. Conner to give the Transmission System Update.

Mr. Conner stated that the Wardwell Tank roof leaks and bracing for the vents were repaired last week. Mr. Conner stated that the tank has been disinfected, filled, and put back in service. Mr. Conner stated that the contractor is in town today to make repairs to some minor leaks on the tank shell. Mr. Conner stated that the contractor will be back in the spring for a tank roof inspection.

Mr. Conner stated that the new SCADA system is much quicker at communicating data. Mr. Conner stated that it was discovered that there were large pressure spikes on the discharge of the Pioneer booster station. Mr. Conner stated that staff thinks that the water fill station control valve is set to close too quick causing water hammer. Mr. Conner stated that the pressure spikes are maxing out at 200 psi. Mr. Conner stated that some of the Water Distribution staff is going out to meet with Pioneer staff to try and get the control valve adjusted in order to alleviate the water hammer.

Mr. Conner stated that this is the last week for EPA sampling for the year. Mr. Conner stated that sampling went well this year.

Mr. Conner stated that a tap on the RWS waterline on Salt Creek Highway was scheduled for today, but was rescheduled for later.

Mr. Conner stated that things are working well out in the system.

Board Member Cathey asked if the Board will be charged by the contractor for the leak

repairs on the Wardwell Tank, or if the repairs fell under warranty. Mr. Conner stated that the leak repairs should be warranty work.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Chairman King turned the time over to Ms. Roxy Skogen, with Skogen, Cometto & Associates for the presentation of the Fiscal Year 2019 Audit.

Ms. Skogen stated that she would be presenting the draft audit, as the City Finance Department is still working on the Management Discussion & Analysis and corrective action plan. Ms. Skogen stated that it is up to the Board when they make their motion whether they approve the audit to be sent to the State by the end of the month, and then approve the audit at the next meeting, or just approve the audit.

Ms. Skogen stated that there were no difficulties working with the City in conducting the audit, but there were delays in getting information due to the new financial software implementation.

Ms. Skogen stated that only one major adjustment was made for the year, but it was considered a finding. Ms. Skogen stated that the new grants/loans through the State are set up so that once the project is completed and the first payment of accrued interest is made, the State will forgive 25% of the loan. Ms. Skogen stated that during FY19 the Board had two loans in which loan forgiveness was given. Ms. Skogen stated that those loan forgiveness amounts were not reflected within the books, so an adjustment in the amount of \$759,246 had to be done. Ms. Skogen stated this brought revenue to the Board. Ms. Skogen stated because of the amount of the adjustment, it is considered to be a finding.

Ms. Skogen asked the Board to reference page 11 of the draft audit report. Ms. Skogen stated that as of June 30<sup>th</sup>, Total Assets went from \$52 M in 2018 to \$51 M in 2019. Ms. Skogen stated that this was due to depreciation.

Ms. Skogen stated that Total Liabilities in 2018 were \$19 M, while in 2019 they are \$16.6 M. Ms. Skogen stated that the debt was paid down.

Ms. Skogen stated that Net Investment in Capital Assets went from \$27 M in 2018 to \$28 M in 2019. Ms. Skogen stated that more was paid in debt than what was depreciated.

Ms. Skogen stated that Total Net Position went from \$33.1 M in 2018 to \$34.3 M

in 2019.

Ms. Skogen asked the Board to reference page 12 of the draft audit report. Ms. Skogen stated that Total Operating Revenues for 2018 were \$6.2 M and \$6.3 M for 2019. Ms. Skogen stated that there was a rate increase, but a decrease in water production.

Ms. Skogen stated that Total Operating Expense went from \$2.8 M in 2018 to \$3.2 M in 2019. Ms. Skogen stated that the monthly minutes show that the Board discussed that Operating Expenses were running higher than prior years.

Ms. Skogen stated that Capital Contributions of \$333,910 is the portion of State funding that is considered to be grant instead of loan.

Ms. Skogen stated that there was an increase in Net Position of \$1.2 M, but if the forgiveness of debt and capital contributions are removed, there was an increase of \$134,000. Ms. Skogen stated that it was almost break-even, which shows that the charges for service is enough to cover operations, which is mandated by the State.

Ms. Skogen asked the Board to turn to page 23 of the draft audit report. Ms. Skogen stated that the Board's most significant assets are the Capital Assets. Ms. Skogen stated that page 23 shows how the Capital Assets changed for the year. Ms. Skogen stated that there was an increase in the Construction in Process of \$989,071, which is a combination of the Emergency Power and SCADA projects. Ms. Skogen stated that there was a Transfer Out of \$7,342,083, where projects started depreciating. Ms. Skogen stated that there were a lot of projects that were completed during the year. Ms. Skogen stated that the Total Depreciation for the year was \$2.3 M. Ms. Skogen stated that there was \$1.3 M in additions, \$2.3 M in depreciation, so overall the Net Balance went down by approximately \$1 M.

Ms. Skogen asked the Board to turn to page 25 of the draft audit report. Ms. Skogen stated that Reductions is a combination of what was paid, plus debt forgiveness. Ms. Skogen stated that \$654,204 was added to the debt, while \$2.7 M was paid/forgiven.

Ms. Skogen stated that the Capital Assets and the Long-Term Debt are the significant things that we, as auditors, would present to the Board that is different from the monthly Financial Report by the City.

Ms. Skogen stated that there were no other adjusting entries. Ms. Skogen stated that in the past there were several adjusting entries. Ms. Skogen stated that the audit opinion is considered unmodified, which means it is a clean audit.

Ms. Skogen stated that if the Board would give her permission to send the audit report to the State at the end of the month, then the Board can formally approve



the audit report at the January meeting.

Mr. Martin stated that in the past, the Board has approved the audit as presented, and once the final report is in hand, Ms. Brown has sent it out to the Board for comments and the Chairman gave permission to send out the audit to the State if no comments are received.

A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to approve the audit as presented and once the final report is received, it is to be sent to the Board Members for comments; if no comments are received it will be sent to the State with the Chairman's permission.

Board Member Cathey asked if that would technically be considered a meeting, with all the Board Members on an email chain. Board Member Powell stated that if the Board Members just reply to Mr. Martin and don't hit "Reply All" it would not be considered a meeting. Mr. Chapin concurred with Board Member Powell.

Treasurer Bertoglio asked if the corrective action comment is just regarding the loan forgiveness. Ms. Skogen stated that was correct. Ms. Skogen stated that the City gives the auditors a summary at the beginning of the audit that details how the City does things. Ms. Skogen stated that at the end of the fiscal year, the City goes out to outside sources and get the loan balances and reconcile them to the books. Ms. Skogen stated that she expects that the corrective action plan would say that there is a control process in place and it would be followed.

Mr. Martin stated that Mr. Pitlick from the City Finance Department is in attendance today and would be able to answer any questions on the corrective action plan. Mr. Pitlick stated that when the State does loan forgiveness, they send out an amended agreement and amortization schedule. Mr. Pitlick stated that what happened this year, is that the person that handled the RWS financials retired and there was a lack of communication for items like this and it was missed. Mr. Pitlick stated that one of the points of the corrective action plan is that all staff would be trained on how to recognize loan forgiveness and have it verified on the end of year checklist. Mr. Pitlick stated that this should not happen again.

Motion put and carried.

- b. Mr. Martin stated that Change Order No. 2 with HOA Solutions for the WTP SCADA Improvements has several components related to the price increase of \$19,454.08 and are as follows:
  - 1) The plans specified that the Contractor must provide a 24-hour UPS system at the North Park Tank, the Sunrise III Tank, and the Plant Control Panel (PCP). The 24-hour UPS system is not commercially available. The UPS system proposed for the North Park and Sunrise III Tanks will have an 11.3 hour run

time. The UPS system proposed for the PCP will provide 30 minutes of power as these systems are already equipped with backup power generation. There is a proposed total deduct of \$3,000 for these changes.

- 2) The project scope calls for the installation of conduit from the PCP to Filter Control Panel, North Chemical Facility Panel, and the South Chemical Facility Panel. It was discovered that there are existing conduits in place that are suitable and available for the applications proposed in the scope of work. There is a proposed deduct of \$15,000 for the use of these conduits.
- 3) Installation of new radios at the North Park and Sunrise III Tanks is included in the scope of work. HDR specified radios operating on a licensed frequency for these sites. It was discovered during work that radios operating on an unlicensed frequency would be required for the communication to the booster stations and WTP. There is a proposed cost increase of \$17,036 to install the correct radios.
- 4) A project was recently bid for the replacement of the CY Booster station. There was only one bid received for this project and the bid was significantly higher than the Engineer's Estimate, and therefore rejected. The project is anticipated to rebid this year but will delay the completion of the booster station significantly. The existing booster station will not be able to communicate with the new SCADA system, and due to the delay in the Booster Station replacement, City Staff requested a proposal from HOA Solutions to install the required SCADA components that were included in the booster station replacement scope of work. There is a proposed cost increase of \$24,100 to install the SCADA components at the CY Booster Station.
- 5) HOA Solutions scheduled Factory Acceptance Testing at their facility in Lincoln, Nebraska in November. The testing was to be attended by HDR as part of their agreement with CWRWS. The test was cancelled by HOA Solutions with very short notice. HDR requested that HOA reimburse the costs incurred by CWRWS associated with the cancelled testing. HOA has agreed to credit the cost in the amount of \$3,681.92.

Mr. Martin stated that the current contract amount is \$1,327,816 with a construction contingency amount of \$165,000, for a total project amount of \$1,492,816. Mr. Martin stated that this change order will increase the contract amount to \$1,347,270.08 and decrease contingency to \$145,545.92. Mr. Martin stated that the DWSRF representative has given approval for this change order.

A motion was made by Treasurer Bertoglio and seconded by Board Member Huber to approve Change Order No. 2 with HOA Solutions, for a price increase of \$19,454.08 for the WTP SCADA Improvements Project No. 17-038. Motion put and carried.

- c. Mr. Martin stated that Riley Industrial is under contract to recoat the 2.6 MG

Water Tank. Mr. Martin stated that during the project, it was discovered there is significant damage to the roof and supports that will require the roof and supports to be replaced.

Mr. Martin stated that the contract before the Board today is for design and construction administration services for the project. Mr. Martin stated that HDR Engineering and Woodard and Curran were both contacted and asked to submit a proposal. Mr. Martin stated that Woodard and Curran declined to submit a proposal based on the project timeline and staff availability. Mr. Martin stated that HDR's fee for design and construction administration services is \$114,500.

Treasurer Bertoglio asked if an actual RFP was sent out. Mr. Martin stated that HDR Engineering and Woodard and Curran were contacted directly regarding this project as they both have experience with this type of project. Treasurer Bertoglio asked if the RFP had to be bid out. Board Member Cathey stated that since it is professional services for design it does not need to be bid out; if it was the construction portion of the project it has to be bid out. Mr. Chapin concurred with Board Member Cathey that professional services do not need to go through a formal bid process.

A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to approve the contract for professional services with HDR Engineering, Inc. for the 2.6MG Tank Roof Repairs in the amount of \$114,500. Motion put and carried.

- d. In Other New Business, Mr. Martin stated that before the Board today is an amendment to the contract with HDR Engineering, Inc. for the Wardwell Tank Repairs Project No. 16-035 in the amount of \$29,885.

Mr. Martin stated that construction is nearing completion for this project, but two issues arose that have caused significant impacts to the construction administration scope for HDR. Mr. Martin stated that the issues are as follows:

- 1) The contractor took a total of four months and multiple revisions to complete the roof replacement shop drawings. The extra time in review, communication, and meetings resulted in \$12,280 of additional services from HDR.
- 2) The contractor has also struggled with testing, leaks and additional inspection. The extra time and expenses resulted in \$17,605 of additional costs for HDR.

Mr. Martin stated that this project is past the substantial completion date and City Engineering staff is working with the contractor on liquidated damages. Mr. Martin stated that the amendment would be covered by the liquidated damages.

Board Member Cathey asked if the payment approved today for Great Plains

Structures was the final payment on the project. Mr. Martin stated that it was not the final payment, it was partial payment #1.

A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to approve Amendment No. 1 with HDR Engineering, Inc. for the Wardwell Tank Repairs Project No. 16-035 in the amount of \$29,885. Motion put and carried.

9. A motion was made by Board Member Huber and seconded by Treasurer Bertoglio to adjourn from Regular Session into Executive Session to discuss potential litigation at 12:20 p.m. Motion put and carried.

Treasurer Bertoglio and Board Member Powell left the meeting at 12:43 p.m.

A motion was made by Board Member Huber and seconded by Board Member Cathey to close the Executive Session and move into Regular Session at 12:44 p.m. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on January 21, 2020.

A motion was made by Board Member Cathey and seconded by Board Member Huber to adjourn the meeting at 12:46 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  
January 16, 2020**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8102	Wyoming Office of State Lands and Investments	Loan Payment DWSRF#115 – WTP Emergency Power Project	\$152,525.05
8103	Don's Mobile Carpet, Inc.	Capital Expense – WTP Admin Area Carpet	\$18,301.19
8104	Casper Star-Tribune	Capital Expense – Notice of Final Payment – North Platte River Exposed Waterline Project No. 17-097	\$241.72
8105	City of Casper	Operations Reimbursement – Dec19	\$204,761.92
8106	HOA Solutions, Inc.	Capital Expense – SCADA System Upgrade, Project No. 17-038, PP#5	\$110,441.00
8107	City of Casper	Loan Payment – Jan2020	\$127,960.40
8108	Skogen, Cometto & Associates, P.C.	Completion of FY2019 Audit	\$6,250.00
8109	Wyoming Water Development Office	Readiness-to-Serve Water Allocation 2020	\$750.00
8110	Casper Star-Tribune	Capital Expense – Notice of Final Payment – North Platte River Exposed Waterline Project No. 17-097	\$211.48
8111	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#1	\$2,581.25
8112	HDR Engineering, Inc.	Capital Expense – Wardwell Tank Repairs	\$17,980.54
8113	Williams, Porter, Day & Neville, P.C.	Legal Expense – Dec19	\$821.50
8114	71 Construction	Retainage Release – North Platte River Exposed Waterline Stabilization, Project No. 17-097	\$19,039.44
8115	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#30	\$18,337.31
		<b>Total</b>	<b>\$680,202.80</b>

\*

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

**INVOICE &  
STATEMENT OF ACCOUNT**

8105

Page 1 of 1

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

DATE: 1/2/2020

CUSTOMER ACCOUNT#: 2784

**ACCOUNT SUMMARY**

**Invoices Due Upon Receipt**

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
12/31/2019	181623	DECEMBER 2019 OPERATIONS REIMBURSEMENT	CURRENT	\$204,761.92

December 2019 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$116,285.40	
9020.00	Chemical Charge - O&M	\$10,943.33	
9030.00	Utilities - O&M	\$63,885.43	
9040.00	Supplies - O&M	\$3,792.93	
9060.00	Training - O&M	\$0.00	
9070.00	Major Maint, Repair, Replc - O&M	\$3,898.85	
9080.00	Testing & Lab Services - O&M	\$2,571.68	
9090.00	Other Reimbursable Costs - O&M	\$3,300.00	
6025.10	Capital	\$84.30	
	<b>80-404000-5819 Invoice Total</b>	<b>\$204,761.92</b>	

NEW CHARGES	
PREVIOUS BALANCE	\$204,761.92
<b>TOTAL AMOUNT DUE</b>	<b>\$204,761.92</b>

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

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

**Mail Payments To:**

City of Casper  
200 N David St  
Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$204,761.92

AMOUNT ENCLOSED: \$204,761.92

Pay Invoice(s): 181623

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

**City of Casper Wyoming**  
**Expenditure Reimbursement Request**  
**December 31, 2019**

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO INC. - Pcard	Laundry/Towel	12/9/2019	LCAS1306739, LCAS1309514	123.10	Mats, Mops, Towels
American Equipment, LLC - Pcard	Materials & Supplies	12/05/2019	142629B-IN	1,577.25	Annual Crane Inspection
ATLAS OFFICE PRODUCT	Materials & Supplies	11/25/2019	54437-0	348.62	Printer Toner, Paper Towels
BLACK HILLS ENERGY	Natural Gas	12/16/2019	RIN0029960	5,786.66	Natural Gas
CASPER FORD LINCOLN - Pcard	Materials & Supplies	11/26/2019	522089	59.44	Oil Change Ricks Truck
CASPER STAR TRIBUNE - Pcard	Advertising	11/25/2019	60752	43.54	RWS Meeting Ad
CENTURYLINK	Communication	12/10/2019	10196	4.57	Phone, Email, Internet, Wireless
CENTURYLINK	Communication	12/20/2019	10660	19.48	Phone, Email, Internet, Wireless
CITY OF CASPER	Refuse Collection	12/16/2019	RIN0029961	119.50	Sanitation
CITY OF CASPER	Sewer	12/16/2019	RIN0029961	24.56	Sewer
Coastal Chemical - Pcard	Materials & Supplies	12/05/2019	0120256	112.72	Vehicle fuel
Coastal Chemical - Pcard	Materials & Supplies	12/12/2019	0120336	130.65	Vehicle fuel
COMTRONIX, INC.	Materials & Supplies	11/25/2019	50876	10.62	Well Door Switches
CRUM ELECTRIC SUPPLY	Maintenance/Repair	11/25/2019	2140928-00	33.81	Dewatering pump parts
DPC INDUSTRIES, INC.	Materials & Supplies	12/16/2019	737005124-19	6,986.78	NaHypo
EMAINT ENTERPRISES,	Maintenance Agreements	12/12/2019	SO19370	3,300.00	Work order Contract
ENERGY LABORATORIES INC - Pcard	Lab Testing	11/25/2019	277602	231.00	Lab Test TAS
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/05/2019	278851	231.00	Lab Test TAS
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/12/2019	280046	231.00	Lab Test TAC
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/12/2019	283351	57.00	Lab Test Well Mix
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/12/2019	282410	231.00	Lab Test TAS
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/12/2019	282409	22.00	Lab Test BCT
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/13/2019	283351	57.00	Lab Test charged twice Credit
ENERGY LABORATORIES INC - Pcard	Lab Testing	12/13/2019	283353	231.00	Lab Test charged twice credit
EUROFINS EATON ANALYTICS - Pcard	Lab Testing	11/25/2019	L0482083	100.00	Lab Test Bromate
First Interstate Bank - Petty Cash	Materials & Supplies	12/05/2019	9695	28.24	Easement Recording Fee; Funnels for Oil Changes
First Interstate Bank - Petty Cash	Materials & Supplies	12/5/2019	9695	19.93	Lunch for CWGG Meetings
GRAINGER, INC.	Materials & Supplies	11/25/2019	1367963482	68.40	Light Bulbs
GRAINGER, INC.	Materials & Supplies	11/25/2019	1368145558	115.20	Light Bulbs
GRAINGER, INC.	Materials & Supplies	12/02/2019	1368436737	54.31	Safety chemical boots
GRAINGER, INC.	Materials & Supplies	12/02/2019	1368808875	15.70	Parts for dewatering pump
GRAINGER, INC.	Materials & Supplies	12/12/2019	1369541472	82.19	Safety lights Ladder locks
HACH CO., CORP.	Materials & Supplies	12/10/2019	11737407	1,037.59	Lab Supplies - Chlorine Reagents, Lamp Assembly
Harbor Freight Tools - Pcard	Materials & Supplies	12/05/2019	050879	65.94	Furniture moving equipment
Harbor Freight Tools - Pcard	Materials & Supplies	12/05/2019	094197	43.96	Furniture moving equipment
Health Insurance	Health Insurance	12/12/2019		14,359.01	Health Insurance
Health Insurance	Health Insurance	12/26/2019		13,430.36	Health Insurance
Health Insurance Transfer	Transfers Out	12/06/2019		892.87	Additional Health Insurance Allocation
Home Depot - Pcard	Materials & Supplies	12/10/2019	6001 00002 32686	25.03	Cabinet bracing material

City of Casper Wyoming  
Expenditure Reimbursement Request  
December 31, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Insurance/Bonds	Insurance/Bonds	11/30/2019		9,207.90	July - Nov. INS/BONDS
Insurance/Bonds	Insurance/Bonds	12/9/2019		1,841.58	DEC INS/BONDS
Internal Services	Internal Services	12/6/2019		1,167.56	COM ID CHR
Internal Services	Internal Services	12/6/2019		8,318.45	ID SRVFEE
Interstate All Battery Center - Pcard	Materials & Supplies	12/02/2019	1904001004530	20.80	Battery for Exit Signs
LONG BUILDING TECHNO	Maintenance/Repair	12/10/2019	SRVCE0103377	168.15	HVAC Fans in Plant Room Repair
LONG BUILDING TECHNO	Maintenance/Repair	12/10/2019	SRVCE0103360	1,818.50	Ozone Building Duct Work Boile
Other Insurance	Other Insurance	12/12/2019		292.49	Other Insurance Benefits
Payroll	Personnel	12/12/2019		29,427.80	12/12/19 Payroll
Payroll	Personnel	12/26/2019		37,347.38	12/26/19 Payroll
POWER SVC.,INC.	Maintenance/Repair	12/02/2019	1500002579	1,838.47	Repair Valves found during annual inspection
Rocky Mountain Air Solutions - Pcard	Materials & Supplies	12/05/2019	30107119	3,956.55	Chemicals Oxygen
ROCKY MOUNTAIN POWER	Electricity	12/18/2019	RIN0029972	48,308.34	Electricity
ROCKY MOUNTAIN POWER	Electricity	12/18/2019	RIN0029972	9,596.40	Electricity
SMITHS FOOD #4185 - Pcard	Materials & Supplies	11/25/2019	034958	12.98	JPB Lunch
SUBWAY - Pcard	Materials & Supplies	11/25/2019	016706	58.20	JPB Lunch
SUTHERLANDS - Pcard	Materials & Supplies	11/26/2019	176327	105.58	Winter weather supplies
SUTHERLANDS - Pcard	Materials & Supplies	12/13/2019	059599	4.89	New Light Switch
TYLER TECHNOLOGIES I	Materials & Supplies	12/10/2019	045-284173	56.30	Munis Conversion
TYLER TECHNOLOGIES I	Materials & Supplies	12/18/2019	045-285317	28.00	Tyler Munis Conversion Training
UPS - Pcard	Lab Testing	12/12/2019	00008F045W499	143.09	Shipping Lab Test
Verizon Wirless - Pcard	Communication	11/25/2019	9843346998	25.92	WTP Operator Cell Phone
WARDWELL WATER & SEW	Materials & Supplies	12/10/2019	RIN0029950	15.35	Booster/Irrigation
Western Sling - Pcard	Maintenance/Repair	11/25/2019	362810	39.92	Dewatering pump parts
WY. ASSOC. OF RURAL	Dues and Subscriptions	12/16/2019	15310	450.00	Annual Dues
Xerox - Pcard	Materials & Supplies	12/05/2019	098842405	200.29	Office Copier Lease
Total				<u>\$204,761.92</u>	



Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2019-2020

Entity	Gallons of Water Produced						Year-to-Date
	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	
Salt Creek JPB	2,169,152.041	2,168,233.673	2,758,381.633	3,453,167.347	5,137,603.061	6,543,140.816	22,229,678.571
Wardwell W&S	9,798,595.918	7,812,144.898	14,089,494.898	29,568,138.776	35,608,590.816	35,250,247.959	132,127,213.265
Pioneer	3,875,176.531	3,645,804.082	4,451,311.224	6,291,189.796	7,698,387.755	8,113,820.408	34,075,689.796
Poison Spider	891,377.551	697,091.837	654,693.878	1,372,857.143	1,797,346.939	1,758,571.429	7,171,938.776
33 Mile Road	802,959.184	583,316.327	679,846.939	979,489.796	1,027,448.980	1,196,224.490	5,269,285.714
Sandy Lake	927,666.327	675,990.816	1,318,853.061	1,723,878.571	1,811,189.796	2,272,014.286	8,729,592.857
Lakeview	119,922.449	118,436.735	167,226.531	579,789.796	866,826.531	999,478.571	2,851,680.612
Mile-Hi	206,848.980	204,369.388	239,412.245	867,248.980	871,733.673	1,172,442.857	3,562,056.122
City of Casper	161,204,164.020	134,084,067.245	176,194,179.592	467,197,249.796	568,137,374.449	635,485,546.184	2,142,302,581.286
Regional Water	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(1,658,000.000)	(940,310.000)	(468,000.000)	(13,499,565.000)
<b>TOTAL</b>	<b>179,191,863.000</b>	<b>148,533,005.000</b>	<b>192,380,595.000</b>	<b>510,375,010.000</b>	<b>622,016,192.000</b>	<b>692,323,487.000</b>	<b>2,344,820,152.000</b>

**TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:**

**3,361,736,483.000**

**Agenda Item  
# 5**

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2019-2020

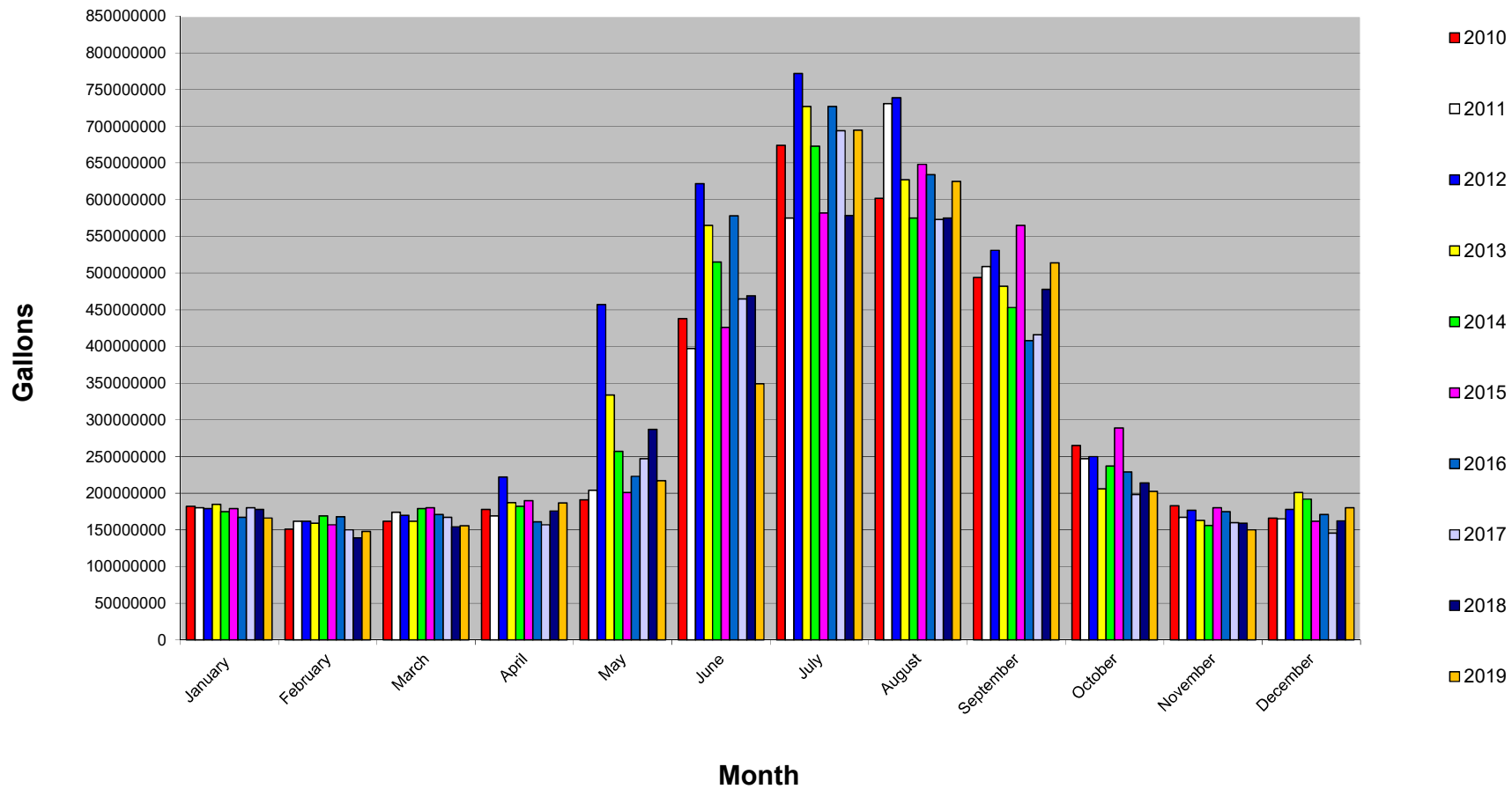
Entity	Water Rates Billed						Year-to-Date
	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	
Salt Creek JPB	\$ 4,186.46	\$ 4,184.69	\$ 5,323.68	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 42,903.28
Wardwell W&S	\$ 18,911.29	\$ 15,077.44	\$ 27,192.73	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 255,005.52
Pioneer	\$ 7,479.09	\$ 7,036.40	\$ 8,591.03	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 65,766.08
Poison Spider	\$ 1,720.36	\$ 1,345.39	\$ 1,263.56	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 13,841.84
33 Mile Road	\$ 1,549.71	\$ 1,125.80	\$ 1,312.10	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 10,169.72
Sandy Lake	\$ 1,790.40	\$ 1,304.66	\$ 2,545.39	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 16,848.11
Lakeview	\$ 231.45	\$ 228.58	\$ 322.75	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 5,503.74
Mile-Hi	\$ 399.22	\$ 394.43	\$ 462.07	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 6,874.77
City of Casper	\$ 311,124.04	\$ 258,782.25	\$ 340,054.77	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 4,134,643.98
Regional Water	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (26,395.11)
<b>TOTAL</b>	<b>\$345,840.30</b>	<b>\$286,668.70</b>	<b>\$371,294.55</b>	<b>\$984,682.82</b>	<b>\$1,200,491.25</b>	<b>\$1,336,184.33</b>	<b>\$4,525,161.94</b>

**TOTAL PRIOR YEAR (FY2019) BILLING:**

**\$ 6,193,755.45**

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

# WTP PRODUCTION



**WTP Operations Budget comparison As Of 1/16/2020**

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020002	6001	Salaries and Wages - FT	692,968.81	692,968.81	369,206.73	0.00	323,762.08	53.28
202	2020002	6002	Salaries and Wages - PT/Season	20,835.36	20,835.36	9,161.47	0.00	11,673.89	43.97
202	2020002	6004	Overtime	14,000.00	14,000.00	4,870.22	0.00	9,129.78	34.79
202	2020002	6005	Standby Pay	12,000.00	12,000.00	5,188.15	0.00	6,811.85	43.23
202	2020002	6007	Accrued Leave	6,000.00	6,000.00	85.32	0.00	5,914.68	1.42
202	2020002	6009	Supplemental Pay	11,200.00	11,200.00	15,896.42	0.00	-4,696.42	141.93
202	2020002	6010	Other Employee Withholdings	2,464.00	2,464.00	2,970.84	0.00	-506.84	120.57
202	2020002	6020	FICA/MC Contributions	58,767.62	58,767.62	31,018.02	0.00	27,749.60	52.78
202	2020002	6030	Retirement Contributions	64,304.73	64,304.73	33,640.73	0.00	30,664.00	52.31
202	2020002	6032	Disability Buyback	0.00	0.00	0.00	0.00	0.00	0.00
202	2020002	6040	Worker's Compensation	20,287.71	20,287.71	6,781.02	0.00	13,506.69	33.42
202	2020002	6051	Health Insurance	172,926.21	172,926.21	101,928.51	0.00	70,997.70	58.94
202	2020002	6054	Other Insurance	3,535.21	3,535.21	1,933.51	0.00	1,601.70	54.69
202	2020002	6080	Other Employee Compensation	6,856.00	6,856.00	2,980.00	0.00	3,876.00	43.47
202	2020002	6101	General Supplies and Materials	846,676.82	846,676.82	549,636.36	11,895.51	285,144.95	66.32
202	2020002	6103	Postage and Printing	750.00	750.00	113.17	0.00	636.83	15.09
202	2020002	6111	Electricity	731,340.00	731,340.00	330,594.43	0.00	400,745.57	45.20
202	2020002	6112	Natural Gas	50,000.00	50,000.00	20,174.68	0.00	29,825.32	40.35
202	2020002	6113	Gas/Fuel	10,000.00	10,000.00	2,781.85	0.00	7,218.15	27.82
202	2020002	6150	Maint/Repair (non contract)	50,000.00	50,000.00	26,532.70	294.33	23,172.97	53.65
202	2020002	6160	Uniform Expense	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
202	2020002	6210	Professional Services	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
202	2020002	6230	Maintenance Agreements	31,049.00	31,049.00	20,606.94	3,300.00	7,142.06	77.00
202	2020002	6240	Testing	42,000.00	42,000.00	16,583.39	0.00	25,416.61	39.48
202	2020002	6251	Laundry/Towel	2,500.00	2,500.00	948.66	0.00	1,551.34	37.95
202	2020002	6256	Internal Services	101,404.00	101,404.00	66,402.07	0.00	35,001.93	65.48
202	2020002	6601	Tranfers Out	10,715.00	10,715.00	6,250.09	0.00	4,464.91	58.33
202	2020002	6720	Travel/Training	4,000.00	4,000.00	1,220.00	0.00	2,780.00	30.50
202	2020002	6731	Communication	2,200.00	2,200.00	201.09	0.00	1,998.91	9.14
202	2020002	6733	Refuse Collection	40,000.00	40,000.00	7,332.43	0.00	32,667.57	18.33
202	2020002	6734	Sewer	300.00	300.00	196.48	0.00	103.52	65.49
202	2020002	6780	Insurance/Bonds	22,098.82	22,098.82	12,891.07	0.00	9,207.75	58.33
202	2020002	6791	Advertising/Promotion	800.00	800.00	261.24	0.00	538.76	32.66
202	2020002	6793	Dues and Subscriptions	1,200.00	1,200.00	844.00	0.00	356.00	70.33
<b>WTP Operations Totals</b>				<b>\$3,040,179.29</b>	<b>\$3,040,179.29</b>	<b>\$1,649,231.59</b>	<b>\$15,489.84</b>	<b>\$1,375,457.86</b>	<b>54.25</b>

**Boosters & Tanks**

Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020033	6101	General Supplies and Materials	22,000.00	22,000.00	4,285.03	0.00	17,714.97	19.48
202	2020033	6111	Electricity	123,420.00	123,420.00	50,576.87	0.00	72,843.13	40.98
202	2020033	6210	Professional Services	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
202	2020033	6256	Internal Services	169,097.00	169,097.00	0.00	0.00	169,097.00	0.00
<b>Boosters &amp; Tanks Totals</b>				<b>\$316,517.00</b>	<b>\$316,517.00</b>	<b>\$54,861.90</b>	<b>\$0.00</b>	<b>\$261,655.10</b>	<b>17.33</b>

**Groundwater Guardian**


Fund	ORG	Object	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
202	2020034	6101	General Supplies and Materials	500.00	500.00	19.93	0.00	480.07	3.99
202	2020034	6103	Postage and Printing	200.00	200.00	22.00	0.00	178.00	11.00
202	2020034	6240	Testing	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
202	2020034	6791	Advertising/Promotion	100.00	100.00	0.00	0.00	100.00	0.00
<b>Groundwater Guardian Totals</b>				<b>\$5,300.00</b>	<b>\$5,300.00</b>	<b>\$41.93</b>	<b>\$0.00</b>	<b>\$5,258.07</b>	<b>0.79</b>

**RWS Agency Budget Comparison As Of 1/16/2020**

Fund	ORG	OBJECT	Description	Original Budget	Revised Budget	Actual	Encumbered	Remaining	Percent Used
300	300	4220	State Grants	-1,300,000.00	-1,300,000.00	-706,060.99	0.00	-593,939.01	54.31
300	300	4501	Interest Earned	-70,000.00	-70,000.00	-57,680.87	0.00	-12,319.13	82.40
300	300	4503	Gain on Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00
300	300	4504	Contributions	0.00	0.00	0.00	0.00	0.00	0.00
300	300	4505	Misc. Revenue	-50.00	-50.00	-622.79	0.00	572.79	1,245.58
300	300	4601	Water Utility Charges	-7,106,511.00	-7,106,511.00	-7,062,178.46	0.00	-44,332.54	99.38
300	300	4650	System Development Charges	-245,000.00	-245,000.00	-206,731.00	0.00	-38,269.00	84.38
<b>RWS Agency Revenues</b>				<b>(\$8,721,561.00)</b>	<b>(\$8,721,561.00)</b>	<b>(\$5,113,236.26)</b>	<b>\$0.00</b>	<b>(\$688,286.89)</b>	<b>58.63</b>
300	300	6210	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6212	Legal Services	30,000.00	30,000.00	1,199.50	0.00	28,800.50	4.00
300	300	6213	Investment Services	1,500.00	1,500.00	90.00	0.00	1,410.00	6.00
300	300	6214	Consulting Services	15,000.00	15,000.00	9,349.86	0.00	5,650.14	62.33
300	300	6215	Acctg/Audit Services	32,000.00	32,000.00	23,750.00	0.00	8,250.00	74.22
300	300	6255	Other Contractual	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
300	300	6257	Reimbursable Contract Exp.	3,349,603.00	3,349,603.00	1,956,151.17	0.00	1,393,451.83	58.40
300	300	6303	Buildings - New	463,544.66	463,544.66	0.00	196,470.06	267,074.60	42.38
300	300	6305	Improvements Other Than Bldgs	4,583,437.83	4,583,437.83	1,964,873.63	1,643,960.72	912,253.48	80.10
300	300	6307	Intangibles - New	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6311	Light Equipment - New	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
300	300	6312	Light Equipment - Replacement	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6320	Technology - Capital	0.00	0.00	0.00	0.00	0.00	0.00
300	300	6321	Technology - Replacement	6,000.00	6,000.00	2,050.37	0.00	3,949.63	34.17
300	300	6501	Principal	2,086,798.00	2,086,798.00	931,137.48	0.00	1,155,660.52	44.62
300	300	6510	Interest	483,778.00	483,778.00	180,148.97	0.00	303,629.03	37.24
300	300	6720	Travel/Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
300	300	6780	Insurance/Bonds	97,544.00	97,544.00	44,485.28	0.00	53,058.72	45.61
300	300	6792	Over/Short	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7301	Land Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7303	Buildings Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7305	Improvements Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7307	Intangibles Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7311	Light Equipment Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7315	Heavy Equipment Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	7320	Technology Contra	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9100	Revenue Control	0.00	0.00	-4,824,838.55	0.00	0.00	0.00
300	300	9110	Estimated Revenue	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9200	Expenditure Control	0.00	0.00	5,113,236.26	0.00	0.00	0.00
300	300	9210	Appropriations	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9300	Encumbrances	0.00	0.00	1,848,762.57	0.00	0.00	0.00
300	300	9400	ACI Liability	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9500	Fund Balance - Unreserved	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9510	Budgetary FB - Unreserved	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9520	FB Reserve For Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00
300	300	9530	Budgetary FB Reserve - Encumb	0.00	0.00	-1,848,762.57	0.00	0.00	0.00
<b>RWS Agency Expense Totals</b>				<b>11,164,205.49</b>	<b>11,164,205.49</b>	<b>5,401,633.97</b>	<b>1,840,430.78</b>	<b>4,148,188.45</b>	<b>48.38</b>

January 10, 2020

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

FROM: Andrew B. Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager  
Ethan Yonker, P.E., Associate Engineer

SUBJECT: Authorizing Change Order No. 3 with HOA Solutions, for a price increase of \$13,020.00 and time extension of 10 days for the Water Treatment Plant SCADA Improvements, No. 17-038

Recommendation:

That the Central Wyoming Regional Water System Joint Powers Board authorize Change Order No. 3 with HOA Solutions, for a price increase of \$13,020.00 and time extension of 10 days for the Water Treatment Plant SCADA Improvements, No. 17-038.

Summary:

HOA Solutions is under contract to upgrade the SCADA systems at the Water Treatment plant and remote sites. The Tower Tank and Manor Booster Sites were not included in the original scope of work because they were anticipated to be upgraded as part of other projects. After work began on the SCADA project it was determined that the equipment at these sites did not communicate correctly with the new SCADA equipment and would need to be replaced. This work will add the replacement of the radio, antenna, antenna cable, and all antenna accessories at these sites. In addition, work to modify PLC programming at the Manor Booster PS is included so as to be consistent with the programming at the other distribution sites. HOA Solutions has proposed \$8,120.00 and 5 contract days to perform required upgrades at these sites.

The plans and specifications call for the new SCADA equipment at the North Park Tank to be installed in an existing underground pit. During construction it was determined that there is a structure on site that will no longer be needed for its original intent of emergency services. Moving the equipment installation into the structure will require the installation of a conduit and wire from equipment in the pit to the structure. Installing the equipment in the structure will eliminate the need for a confined space entry to check the SCADA equipment. HOA Solutions has proposed \$4,900.00 and 5 contract days to perform this work.

HDR has reviewed the costs and additional contract days associated with this change order and finds them reasonable.

Financial Considerations:

Funding for the project is from Drinking Water State Revolving Funds (DWSRF) in the form of a loan. The current contract amount is \$1,347,270.08, with a construction contingency in the amount of \$145,545.92. This change order will increase the contract amount to \$1,360,290.08 and decrease

contingency to \$132,525.92. The DWSRF representative, Wade Verplancke, has given approval for this change order.

Oversight/Project Responsibility:

Ethan Yonker, P.E., Associate Engineer, Public Services Department.

Attachments:

Letter from HDR dated 1/9/2020

Change Order #3

DWSRF concurrence email dated 1/8/2020



January 9, 2020

Ethan Yonker  
City of Casper  
200 N. David St.  
Casper, WY 82601

Re: CWRWS SCADA Change Order #3

Dear Mr. Yonker,

Attached is a change order for the above referenced project.

CPR #7 for \$8,120.00 is for the addition of work at the Tower Tank and Manor Booster Sites. The sites were not originally included in the project because they were anticipated to be upgraded as part of other projects and did not need to be included. After work began on the SCADA project it was determined that the equipment at these sites did not communicate correctly with the new SCADA equipment and would need to be replaced. This work will add the replacement of the radio, antenna, antenna cable, and all antenna accessories at these sites. In addition, work to modify PLC programming at the Manor Booster PS is included so as to be consistent with the programming at the other distribution sites. The additional work will also require 5 additional days to be added to the contract.

CPR #8 for \$4,900.00 is for work at the North Park Tank. The SCADA equipment was originally planned to be installed in the existing underground pit. During construction it was determined that the existing building adjacent to the tank is no longer needed for its original purpose which was a communication building for emergency services. Since the building was no longer being used it can be utilized for the SCADA equipment. This will eliminate the need for staff to enter a confined space when checking the SCADA equipment. There is a pressure transducer in the bottom of the pit that is used to monitor the tank level. In order to install the equipment in the existing building a conduit and wire needs to be installed from the pit to the building. This additional work will also require 5 additional days to be added to the contract.

If you have any questions, please contact me at (605)977-7768.

Sincerely,  
HDR Engineering



Nick Van Wyhe, PE  
Project Manager



Date of Issuance:	Effective Date:	1/21/2020
Owner: Central Wyoming Regional Water System	Owner's Contract No.:	17-038
Contractor: HOA Solutions	Contractor's Project No.:	
Engineer: HDR	Engineer's Project No.:	10060354
Project: SCADA System Upgrades	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

**Description:**

1. Replace Radio, antenna, antenna cable, and accessories at Tower Tank and Manor Booster Sites (CPR #7) – Total \$8,120.00
  2. Move equipment from underground pit at North Park Water Tower to existing un-occupied building and install conduit from pit to building (CPR #8) – Total \$4,900.00
- Total Change Order amount (Increase) \$13,020.00**

Attachments: Proposals for contract price adjustments for CPR #7, CPR #8

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>1,392,816.00</u>	Original Contract Times: Substantial Completion: <u>March 1, 2020</u> Ready for Final Payment: <u>May 30, 2020</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> :  \$ <u>(45,545.92)</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order:  \$ <u>1,347,270.08</u>	Contract Times prior to this Change Order: Substantial Completion: <u>March 1, 2020</u> Ready for Final Payment: <u>May 30, 2020</u> days or dates
[Increase] [Decrease] of this Change Order:  \$ <u>13,020.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>10</u> Ready for Final Payment: <u>10</u> days or dates
Contract Price incorporating this Change Order:  \$ <u>1,360,290.08</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>March 11, 2020</u> Ready for Final Payment: <u>June 9, 2020</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title _____	Title <u>Project Manager</u>
Date: <u>1/9/2020</u>	Date _____	Date <u>01-09-2020</u>

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Hydro Optimization and Automation  
 2601 West "L" Street, Ste. 1, Lincoln, NE 68522  
 Phone: 402-467-3750 Fax: 402-467-1568



<b>To:</b>	Company: <b>HDR Engineering</b>
	Contact: <b>Mr. Dave Penner</b>
<b>Price for Change Proposal Request No: 7</b> <b>Central Wyoming Regional Water System</b>	

Date	Proposal Submitted to:	Quote#	Terms	JOB
12/5/2019				
Exp. (see below)				
Item Number	Description	Quantity	Unit Price	Total Price
1	Replace Radio, Antenna, Antenna Cable, and all Antenna Accessories at the Tower Tank and Manor Booster Sites. <i>This includes:</i> (2) MDS Orbit Licensed Radios (2) BMY D450G Antennas (2) Complete Antenna Set-Ups All Programming and Modifications to Match Other Distribution Sites	1	\$ 8,120.00	\$8,120.00
	NOTE:			
				\$8,120.00
	Signature: _____			
	Date: _____			

Delivery: TBD

Disclaimer

MFG. Restocking fee(s) will apply.





## Hydro Optimization and Automation Solutions

January 02, 2020

Central Wyoming Regional Water System

HDR Project #10060354

Change Proposal Request #8

Reference: Field Order #3

### **Change Proposal Request for trenching of two 1" conduits from existing pit to abandoned existing building next to North Park Water Tower.**

Field Order No: 3 was issued to install the new supplied equipment for North Park Tank in the abandoned building next to North Park Water Tower. The existing SCADA enclosure will be moved from the pit and be installed in the building, along with the new UPS equipment. The pressure transducer that monitors the water tower level will be kept in the existing pit. With the SCADA enclosure and equipment being moved to the building, the pressure transducer level will still need to be terminated at the RTU in the building. Modern Electric and HOA will install the two 1" conduits from the existing pit to the abandoned building next to the water tower. One conduit will be used for the water tower level signal from the transducer to the RTU in the building. The second conduit will be installed for future use for the owner.

Below is a list of equipment & labor needed to make this change along with a proposed price:

- Moving of existing control panel from pit to building next to North Park Water Tower
- Installation of twisted shielded cable from pit to building
- Trenching of Two (2) 1" conduits from pit to building next to North Park Water Tower
- Labor and overhead associated with the Change

**Total Price = \$4,900.00**

## VanWyhe, Nick

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**From:** Mitch Bargmann <mitch.bargmann@hoa-solutionsinc.com>  
**Sent:** Thursday, January 9, 2020 5:14 PM  
**To:** VanWyhe, Nick  
**Subject:** CO 3 signed & Time extension request  
**Attachments:** Change Order 3.pdf

Nick,

Please see the attached signed CO3 signed. HOA would also like to request an extension of 10 working days for the work included in Change Order #3  
Time extension broken down per CPR is as follows:

### **CPR#7 – Replace radio, antenna, antenna cable and accessories at Tower Tank and Manor Booster Sites**

HOA would like to request 5 additional working days for the work to be performed for this CPR

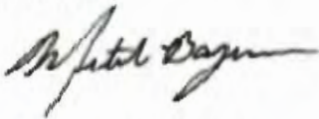
- Ordering
- Licensing
- Radio Configuration
- Testing

### **CPR#8 – North Park Tank Equipment Relocation**

HOA would like to request 5 additional working days for the work to be performed for this CPR

- Conduit trenching and wire installation
- Removal of equipment
- Installation of equipment

Thank you,



**MITCH BARGMANN**  
Project Manager



**Hydro Optimization & Automation Solutions**

2601 West "L" Street, Suite 1  
Lincoln, NE 68522

P: 402-467-3750 | C: 402-540-3118 | F: 402-467-1568

E-mail: [Mitch@HOA-Solutionsinc.com](mailto:Mitch@HOA-Solutionsinc.com)

[www.hoa-solutionsinc.com](http://www.hoa-solutionsinc.com)



Please don't print this e-mail unless it is necessary

## VanWyhe, Nick

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**From:** Wade Verplancke <wade.verplancke@wyo.gov>  
**Sent:** Wednesday, January 8, 2020 3:11 PM  
**To:** VanWyhe, Nick  
**Subject:** Re: CWRWS SCADA Project Change Order #3 Request

Nick, Please proceed, this email will serve as DWSRF concurrence.

Wade

Wade Verplancke  
Construction Project Manager / DWSRF Project Manager  
Wyoming Water Development Office  
6920 Yellowtail Road  
Cheyenne, WY 82002  
Email [wade.verplancke@wyo.gov](mailto:wade.verplancke@wyo.gov)

Phone (307) 777-6024

On Wed, Jan 8, 2020 at 1:43 PM VanWyhe, Nick <[Nick.VanWyhe@hdrinc.com](mailto:Nick.VanWyhe@hdrinc.com)> wrote:

Wade,

Attached is a change order for the above referenced project. This additional work was required because it was not anticipated during design. Please give me a call if you have any questions.

**Nick Van Wyhe, PE**

*Water/Wastewater Project Manager*

**HDR**

6300 South Old Village Place, Suite 100  
Sioux Falls, SD 57108  
D 605.977.7768 M 307.670.3159  
[nick.vanwyhe@hdrinc.com](mailto:nick.vanwyhe@hdrinc.com)


[hdrinc.com/follow-us](http://hdrinc.com/follow-us)



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January 9, 2020

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

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

SUBJECT: Reallocation of FY20 RWS Capital Funds

Meeting Type & Date:  
Regular JPB Meeting  
January 21, 2020

Action Type:  
Approval

Recommendation:  
That the Central Wyoming Regional Water System Joint Powers Board (JPB) reallocate \$774,000 of FY20 capital funds from various projects to the 2.6M Gallon Water Storage Tank Rehabilitation Project.

Summary:  
At its May 21, 2019 Regular Meeting, the JPB authorized an agreement with Riley Industrial Services, Inc. for recoating the 2.6M Gallon Water Storage Tank located at the Water Treatment Plant. While sandblasting operations were being conducted inside the tank, severe corrosion was identified on the roof rafters and interior beams. A structural inspection conducted by Lower Co., P.C. on July 24, 2019 confirmed that the corrosion damage was severe enough that the roof and support columns would need to be replaced. Subsequently, at its December 17, 2019 meeting, the JPB authorized an agreement with HDR Engineering, Inc. for design and construction administrative services for the 2.6M Gallon Water Storage Tank Rehabilitation Project.

The FY20 budget was approved prior to knowing the 2.6M Gallon Water Storage Tank would require replacement of the roof. As design is currently underway and the intent is to bid out the tank roof replacement prior to the end of the fiscal year, funding needs to be secured for this project. Staff recommends reallocating the following FY20 capital funds to the 2.6M Gallon Water Storage Tank Rehabilitation Project:

- Filter Monorail Hoist Safety System - \$147,000
- HVAC System Chiller Improvements - \$180,000
- Groundwater High Service VFD Replacement - \$100,000
- Raw Water Switchgear and VFD Replacements - \$186,500

- LOX System Heater Replacement (remaining funds) - \$31,500
- Actiflo Hydrocyclone Improvements - \$56,000
- Misc. Recoating Projects - \$20,000
- Ozone Heat Rejection and Cooling Pumps - \$33,000
- Water Treatment Plant Landscaping - \$20,000

While the projects listed remain as important projects, staff firmly believes that the 2.6M Gallon Water Storage Tank Rehabilitation Project is of a much higher priority at this time. Costs for the reallocated projects will be re-budgeted in the FY21 RWS capital budget.

#### Financial Considerations

Reallocate \$774,000 of FY20 capital funds from several projects to the 2.6M Gallon Water Storage Tank Rehabilitation Project.

#### Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

#### Attachments

Budget Reallocation Form





## Central Wyoming Regional Water System Joint Powers Board

### Budget Reallocation Form

Fiscal Year: FY 2020

Date: 1/21/2020

Prepared By: Janette Brown

Page: 1 of 1

Public Utilities Manager: \_\_\_\_\_

Chairman: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Processed By:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

#### Line Item Budget Reallocation

Ref.	Project / Account Number	Account Description	(To) Increase	(From) Decrease
	New Project / 300-6305	2.6M Gallon Water Tank Roof Replacement	\$ 774,000.00	
	3000020001 / 300-6305	Raw Water Switchgear and VFD's		\$ 186,500.00
	3000020002 / 300-6303	HVAC System Chiller Replacement		\$ 180,000.00
	3000020003 / 300-6305	Filter Monorail Hoist Safety System		\$ 147,000.00
	3000020005 / 300-6305	High Service Pump VFD Replacement		\$ 100,000.00
	3000020008 / 300-6305	Actiflo Hydrocyclone Improvements		\$ 56,000.00
	3000020010 / 300-6305	LOX System Heater Replacement		\$ 31,500.00
	3000020013 / 300-6305	Ozone Heat Reject and Cooling Pump		\$ 33,000.00
	3000020018 / 300-6305	Water Treatment Plant Landscaping		\$ 20,000.00
	3000020019 / 300-6305	Misc. Recoating Projects		\$ 20,000.00
				-

#### For Finance use only:

Verify Account Numbers: \_\_\_\_\_

Verify Funds Available: \_\_\_\_\_

#### Explanation of Need:

During the 2.6M Gallon Water Storage Tank Recoating Project, severe damage to the tank roof and supports was discovered which requires a new roof and supports to be installed. This is to move funds from various capital projects to fund the 2.6M Gallon Water Storage Tank Roof Replacement Project.

**CITY OF CASPER  
LICENSING AND APPEALS BOARD  
CITY HALL, DOWNSTAIRS MEETING ROOM  
JANUARY 16, 2020  
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

**AGENDA**

- I. ROLL CALL**
- II. CONSIDERATION OF MINUTES FOR DECEMBER 19, 2019**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**
  - GENERAL CONTRACTORS**
  - NATHAN PARKIN, RAPID FOUNDATION REPAIR** – Applying for a Class I General Contractor's License.
  - DANNY SPURGIN, INSTALLATION & SERVICE CO** – Applying for a Class III General Contractor's License.
- VI. COMPLAINTS**
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

- Ludovico Farm to Wood Flame Pizzeria
- Outfitter Liquors
- CY Laundromat
- Wyoming Rib and Chop

Plans Submitted for Approval:

- Smile Doctors – This is going into the Platte Valley Bank on East 2<sup>nd</sup> Street.
- U-Haul Storage Units – old K-Mart building – Outside and Inside Storage Units
- Science Zone
- Park Elementary – They are going to begin digging soon.
- General Shale – This project is for construction of a new storage building.

**LICENSE APPLICATIONS –**

**DONALD DIFIORE, JR., SAC WIRELESS** – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Scott Warren moved to table Donald Difiore's application pending additional documentation and the scope of work that they will be performing within the City of Casper. Andrew Elston seconded the motion. Motion approved.

**STEVAN GAUTHIER, NELCO** – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Adam Hall moved to deny Stevan Gauthier a Class I General Contractor's License. However, Adam Hall moved to approve Stevan Gauthier to test for a Class II General Contractor's License. Scott Warren seconded the motion. Motion approved.

**JOSHUA STALCUP, STALCUP CONSTRUCTION** – Applying for a Class I General Contractor's License. After discussion and review of the application and affidavit, Scott Warren moved to deny Joshua Stalcup a Class I General Contractor's License. However, Scott Warren moved to approve Joshua Stalcup to test for a Class II General Contractor's License. Adam Hall seconded the motion. Motion approved.

**JOSHUA COTTON, JMC SERVICES** – Applying for a Class II General Contractor's License. After discussion and review of the application and affidavits, Andrew Elston moved to deny Joshua Cotton a Class II General Contractor's License. However, Andrew Elston moved to approve Joshua Cotton to test for a Class III General Contractor's License. Scott Warren seconded the motion. Motion approved.

**JEREMY SHEARER, ALTITUDE LANDSCAPING** – Applying for a Class II General Contractor's License. After discussion and review of the application and affidavits, Scott Warren moved to deny a Jeremy Shearer a Class II General Contractor's License. However, Scott Warren moved to approve Jeremy Shearer to test for a Class III General Contractor's License. Andrew Elston seconded the motion. Motion approved.

**BRADY SLOCUM** – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavit, Andrew Elston moved to approve Brady Slocum to license as a Mechanical Journeyman. Adam Hall seconded the motion. Motion approved.

**KYLE TALMADGE** – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavit, Scott Warren moved to approve Kyle Talmadge to license as a Mechanical Journeyman. Andrew Elston seconded the motion. Motion approved.

**MATTHEW LUDIKER** – Applying for a Mechanical Journeyman License. After discussion and review of the application and affidavit, Adam Hall moved to approve

Matthew Ludiker to license as a Mechanical Journeyman. Andrew Elston seconded the motion. Motion approved.

**MICHAEL DAVILA** - Applying for a Plumbing Journeyman License. After discussion and review of the application, affidavit and email, Andrew Elston moved to approve Michael Davila to test for a Plumbing Journeyman License. Adam Hall seconded the motion. Motion approved.

**DANGEROUS / UNSAFE BUILDINGS** – Dan Elston updated the Board on the Mesa Del Sol Subdivision. There are a number of attorneys involved with this litigation, and court is set for April. Dan Elston distributed two letters to the Board that were sent to two of the homeowners that have homes within the subdivision, which are considered to be an imminent danger to the occupants. One of the homeowners was ordered to vacate their home, and the other homeowner is required to begin repairs within 60 days. There are a total of 18 homes involved in the lawsuit. Dan will continue to update the Board on this situation.

**ADJOURN** – The meeting adjourned at 4:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dan Elston".

Dan Elston, Secretary





State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 December 2019 Report



Type of Permit	Number of Permits	Fees	Valuations
Add-Garage	1	\$3,605.25	\$340,000.00
Rep-Re-Roof	15	\$2,120.00	\$89,060.00
Rem-Basement	3	\$665.00	\$40,000.00
Rem-Bathroom	6	\$1,111.00	\$59,000.00
New-Residential	3	\$7,406.20	\$1,021,250.00
Rep-Res Misc	3	\$1,472.80	\$176,421.00
Rep-Deck	1	\$118.00	\$3,750.00
New-Storage Bldg	1	\$140.00	\$5,841.00
Rem-Commercial	3	\$2,429.65	\$213,403.00
Rem-Residential	3	\$763.00	\$56,200.00
New-Detached Garage	1	\$479.00	\$40,000.00
Rem-Kitchen	1	\$130.00	\$5,000.00
	41	\$20,439.90	\$2,049,925.00

Electrical Permits Issued	Fees Invoiced
58	\$27,206.80

Mechanical Permits Issued	Fees Invoiced
42	\$5,351.00

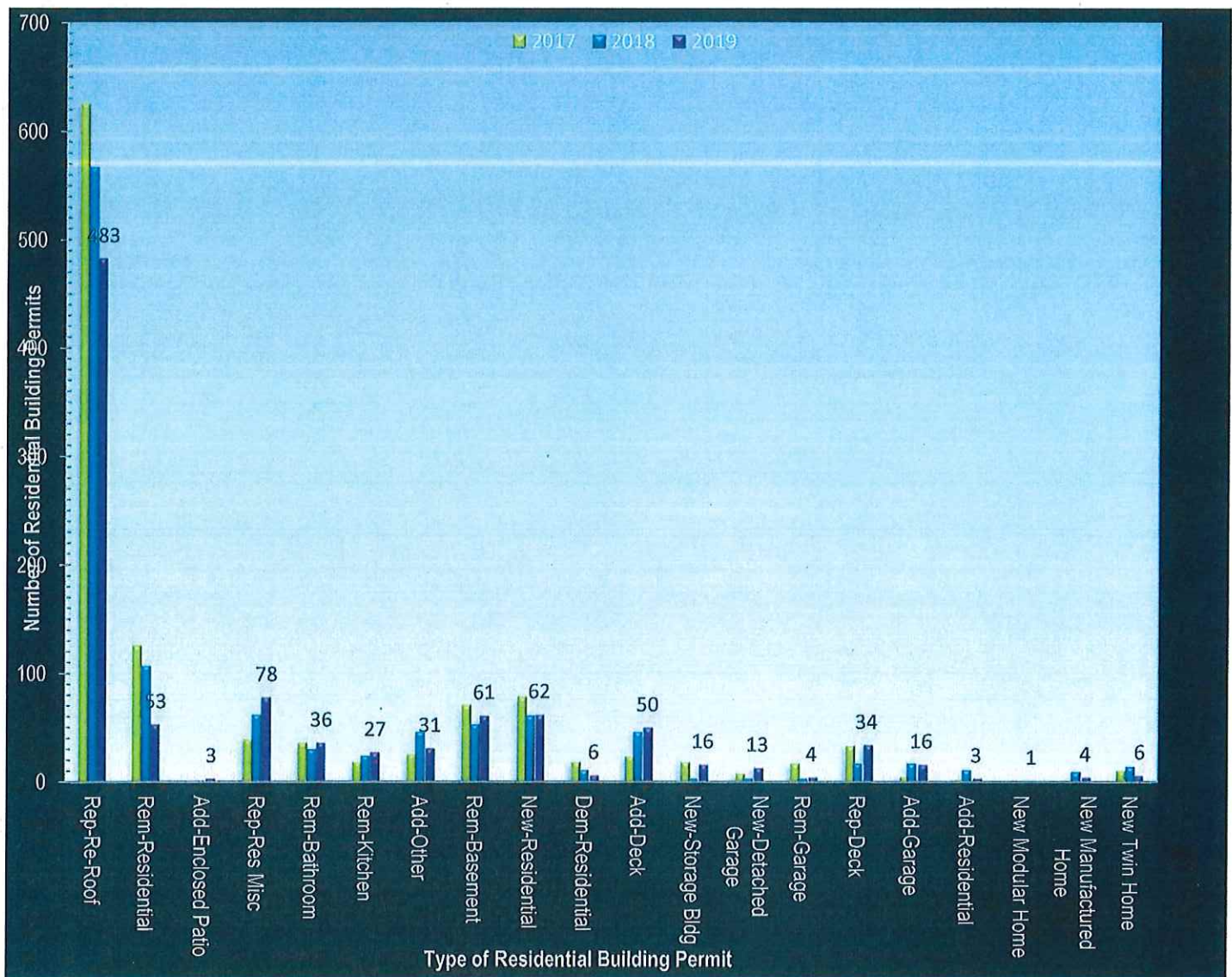
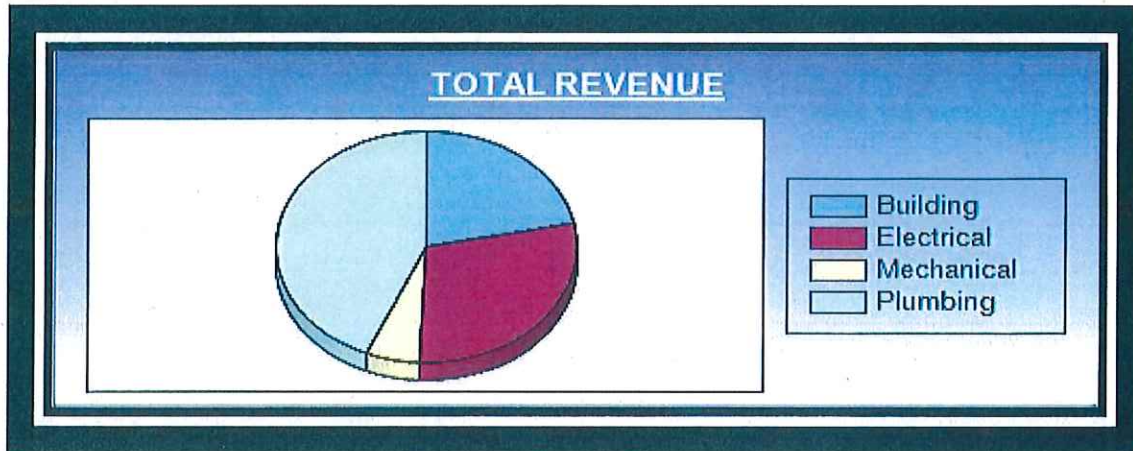
Plumbing Permits Issued	Fees Invoiced
83	\$41,057.20

Single Family Houses YTD			December Single Family Houses		
2018		61	2018		8
2019		62	2019		3



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
December 2019 Report







COMMUNITY DEVELOPMENT  
DEPARTMENT

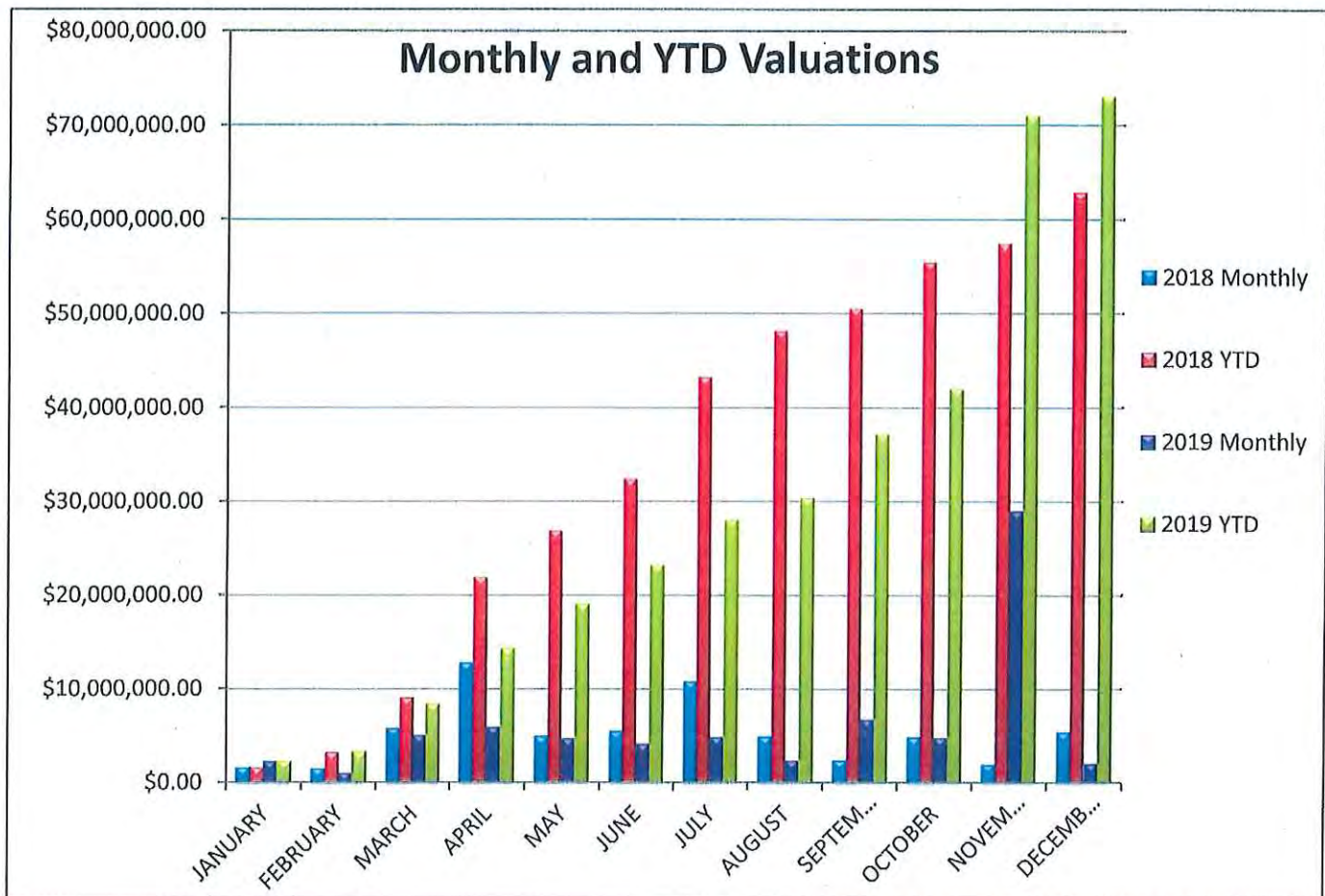
State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
December 2019 Report



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,929,187.11	\$14,320,264.72
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,016,532.39
JUNE	\$5,525,644.37	\$32,382,565.55	\$4,152,642.58	\$23,169,174.97
JULY	\$10,827,919.90	\$43,210,485.45	\$4,876,893.38	\$28,046,068.35
AUGUST	\$4,916,015.14	\$48,126,500.59	\$2,348,883.06	\$30,394,951.41
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$6,790,186.21	\$37,185,137.62
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$4,799,859.60	\$41,984,997.22
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$29,047,317.40	\$71,032,314.62
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$2,049,925.00	\$73,082,239.62
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>

**LARGE VALUATIONS:**

December 2019 - No new projects over \$1,000,000







State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
**Fees Collected**  
**December 2019 Report**



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 14,260.20
ELECTRICAL PERMITS	\$ 36,550.80
MECHANICAL PERMITS	\$ 34,448.80
PLUMBING PERMITS	\$ 46,512.20
ELECTRICAL LICENSES	\$ 6,469.00
PLUMBING LICENSES	\$ 4,009.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 3,330.00
UTILITY LICENSES	\$ 1,845.00
GENERAL CONTRACTORS LICENSES	\$ 14,025.00
SIGN PERMITS	\$ 250.00
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 2,260.25
PLANNING FEES	\$ 5,100.00
<b>Totals: \$ 169,110.25</b>	

**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
126	119	120	41

CONSULTS	PLAN REVIEW	FIRE
20	20	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1900	1906	1510	619

CONSULTS	PLAN REVIEW	FIRE
198	356	0



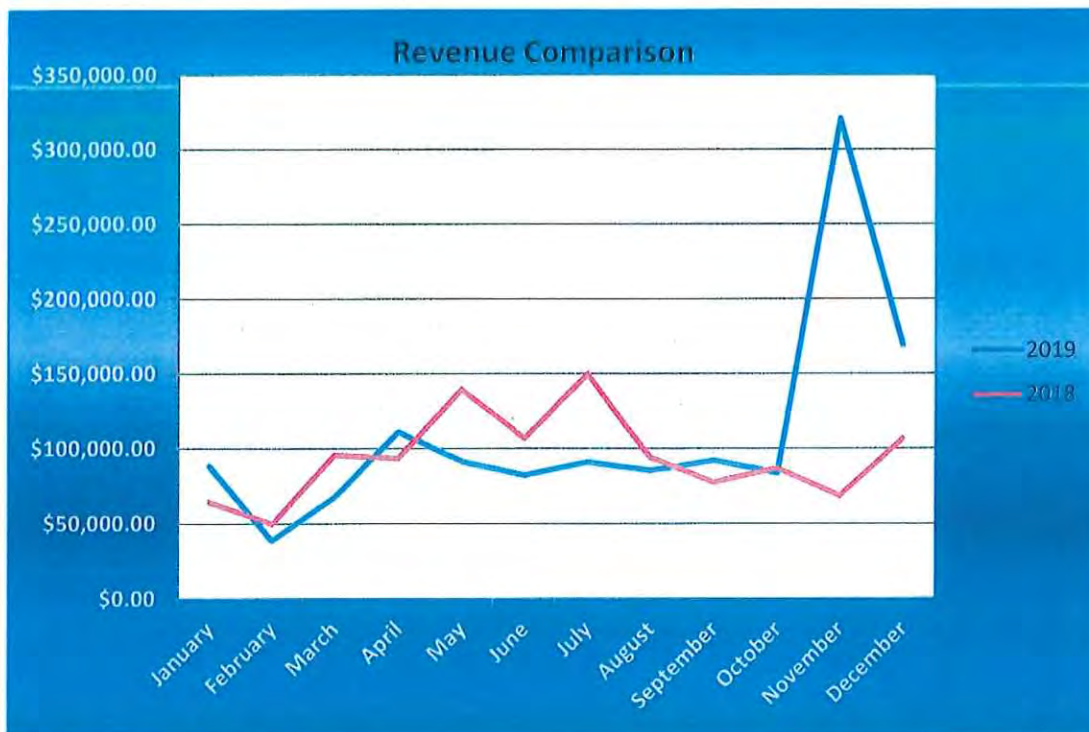
COMMUNITY DEVELOPMENT  
DEPARTMENT

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



**Building Department**  
**Revenue Collected**  
**December 2019 Report**

Month	TOTAL REVENUE FOR 2018	TOTAL REVENUE FOR 2019
January	\$64,406.94	\$88,267.32
February	\$49,910.69	\$38,690.00
March	\$95,661.23	\$67,734.89
April	\$93,605.60	\$111,120.24
May	\$139,648.90	\$91,425.56
June	\$106,906.31	\$82,163.47
July	\$149,912.87	\$91,126.33
August	\$93,951.10	\$85,385.10
September	\$77,512.91	\$92,043.97
October	\$86,919.71	\$83,846.10
November	\$68,523.56	\$320,732.50
December	\$106,530.13	\$169,110.25
	\$1,133,489.95	\$1,321,645.73



Dan Elston: Building Official



✓  
DE

**APPLICATION FORM FOR GENERAL CONTRACTORS**  
**PART I- GENERAL INFORMATION**

Date 12/31 2019

Name of Company (if applicable) Rapid Foundation Repair

Name of Qualifying Person or Person(s) Nathan Parkin

Current Address 3600 Wonderland Ave City Rapid City State SD Zip 57702

Telephone Number (605) 716-0300 Cell Number (605) 593-3798

Email nathan@rapidfoundationrepair.com

Employer Rapid Foundation Repair

Employer's Address 2401 Hawes Ave City Rapid City State SD Zip 57701

Position Vice President Years at present employer 10 Comments \_\_\_\_\_

Nathan is vice-president and co-owner of the company

What is the purpose of applying for a City of Casper license? Foundation repair  
for commercial + residential properties

Is there a specific project you will be doing? NO - multiple jobs

If, yes, provide project name \_\_\_\_\_

Date and location of residence in Wyoming N/A

If not Wyoming resident, location of residence Rapid City, SD 57701

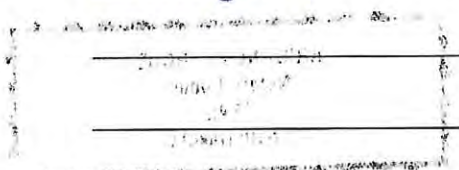
Class of License you are applying for? Class I X Class II \_\_\_\_\_ Class III \_\_\_\_\_

Demolition \_\_\_\_\_ Roofing \_\_\_\_\_

**Part II- LICENSER HISTORY**

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>Rapid City, SD</u>	<u>2019</u>	<u>General Contractor</u>
<u>Brookings, SD</u>	<u>2019</u>	<u>General Contractor</u>



**Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)**

Applicant's Name Nathan Parkin

(Print)

Name and address of employer or person  
verifying time and position of Applicant

(Name) Lynnea McIntyre, Rapid Foundation Repair  
(Address) 1708 Morningside Dr  
(City) Rapid City (State) SD  
(Zip) 57701 (Phone No.) 605-217-9000

Date of Employment:

From 01/09 through Current  
From \_\_\_\_\_ through \_\_\_\_\_  
From \_\_\_\_\_ through \_\_\_\_\_

Add additional  
dates  
(as necessary)

Job Title of Applicant Vice-President, Co-owner

Job Description of Applicant

**To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)**

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO \_\_\_\_\_

COMMENTS: I am Nathan's company office manager & executive assistant

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 2101 Haines Ave City Rapid City State SD Zip 57701  
Day Phone No. (605) 711-0300 Cell Phone No. (605) 593-3798  
Email Address admin@rapidfoundationrepair.com

DATED this 31st day of December, 2019

Lynnea McIntyre  
Signature

Lynnea McIntyre  
Printed Name of Signature

Subscribed and sworn to before me this 31st day of December, 2019

Kristine Bourque  
Notary Public

My Commission Expires:



7-31-2023



APPLICATION FORM FOR GENERAL CONTRACTORS  
PART I- GENERAL INFORMATION

✓  
DE

Name of Company (if applicable) Installation + Service Co. Date Jan 9th 2020  
Name of Qualifying Person or Person(s) Danny C Spurgin  
Current Address 401 Crescent Dr City Mills State WY Zip 82644  
Telephone Number 473-9000 Cell Number 259-2037  
Email danny@iscowyo.com  
Employer Installation + Service Co. Inc.  
Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position President Years at present employer 20 Comments \_\_\_\_\_

What is the purpose of applying for a City of Casper license? to be able to do pole barns, decks, small remodel jobs

Is there a specific project you will be doing? Not at this time

If, yes, provide project name \_\_\_\_\_

Date and location of residence in Wyoming \_\_\_\_\_

If not Wyoming resident, location of residence \_\_\_\_\_

Class of License you are applying for? Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III X  
Demolition \_\_\_\_\_ Roofing \_\_\_\_\_

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>Casper, WY</u>	_____	<u>Utility Installer</u>
<u>Natrona County</u>	_____	<u>Utility Installer</u>
<u>Natrona County Health</u>	_____	<u>Septic System Installer</u>
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Danny C Spurgin  
(Print)

Name and address of employer or person  
verifying time and position of Applicant (Name) Judy Spurgin  
(Address) 2065 Yellow Cr. Rd  
(City) Casper (State) WY  
(Zip) 82604 (Phone No.) 307-267-7209

Date of Employment: From 6/96 through 1/2020 Add additional  
From \_\_\_\_\_ through \_\_\_\_\_ dates  
From \_\_\_\_\_ through \_\_\_\_\_ (as necessary)

Job Title of Applicant Laborer, Foreman, Superintendent, President  
Job Description of Applicant water, sewer, fire lines, foundations,  
septic systems, site work, asphalt-concrete work,  
swingging trusses; building iron into place

**To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)**

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 2065 Yellow Cr. Rd City Casper State WY Zip 82604  
Day Phone No. 307-473-9000 Cell Phone No. 307-267-7209  
Email Address Judy@iscowyo.com

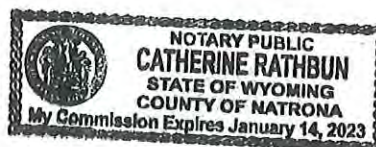
DATED this 9th day of January, 2020

Judy L Spurgin  
Signature  
Judy L Spurgin  
Printed Name of Signature

Subscribed and sworn to before me this 9th day of January, 2020

Catherine Rathbun  
Notary Public

My Commission Expires:





## Installation & Service CO. Inc.



P.O. Box 2938  
401 Crescent Drive  
Mills, WY 82644

Phone: (307) 473-9000  
Fax: (307) 235-5003  
Email: [admin@iscowyo.com](mailto:admin@iscowyo.com)  
Website: [www.iscowyo.com](http://www.iscowyo.com)

January 9, 2020

City of Casper  
200 N. David Street  
Casper, WY 82601

RE: General Contractor License Application- Verification Affidavit

To whom it may concern:

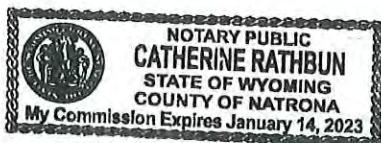
My name is Judy L. Spurgin, I am the owner of Installation & Service Co, Inc. We are a Wyoming based licensed utility contractor in the City of Casper and Natrona County that was founded by my late husband, Dan Spurgin, and I in July 1981. The purpose of this letter is to submit written verification that Danny C. Spurgin has been employed by Installation & Service Company from June 1996 to the present day.

All skillsets, experience, titles, and job descriptions listed in this application are valid. As the owner of this company since 1981, I Judy L. Spurgin do hereby certify all submitted information for Danny C. Spurgin.

If you need any additional information or have any questions, please contact me at your convenience.

Regards,

Judy L. Spurgin  
Owner- Secretary/ Treasurer  
Installation & Service CO, Inc.  
307-473-9000





**City of Casper, Wyoming**

**INSTALLATION & SERVICE CO**

has met the requirements set forth by the City of  
Casper and is competent to perform work as a

**Utility Contractor**

**CL-19-990**

This License Expires:

**12/31/2020**



**City of Casper, Wyoming**

**DANNY SPURGIN**

has met the requirements set forth by the City of Casper and  
is competent to perform work as a

**Utility Installer**

**CL-19-1661**

This License Expires: **12/31/2020**

**Natrona County Building Department**

Casper, Wyoming

Number U1 - 005

Identification Card

This is to certify that

**DANNY C. SPURGIN**

Has met the license requirements to perform work in Natrona County as

**-UTILITY INSTALLER-**

This license expires: **December 31, 2020**

Unless cancelled or revoked. Must be carried on person. Good only  
when signed by the Building Official or authorized designee.

*Jason Gutierrez*

Natrona County Development Department



# TOWN LICENSE

65.00

In Consideration of the Sum of \$ 65.00,

AUTHORITY IS HEREBY GRANTED BY THE TOWN OF MILLS

To Installation & Service Company, Inc.

To maintain and operate a Construction Business

Located At 401 Crescent Dr

within the Town of Mills, Natrona County, Wyoming, for a period of time

beginning March 01, 2019

and ending February 29, 2020

IN WITNESS WHEREOF, I, Seth Coleman

Mayor of the Town of Mills, have hereunto subscribed my signature and

caused the Seal of the Town of Mills to be affixed this 13 day of February, 2019



*Seth M. Coleman*

Mayor

*Justin Tamburello*

Town Clerk

## CITY OF DOUGLAS

CENSE IS NOT  
ERABLE

P.O. BOX 1030  
DOUGLAS, WY 82633

License No. 2020-198  
DATE ISSUED: 12/30/2019

### Contractor's License

name person or firm is hereby granted a license to do  
s stated below in Douglas, Wyoming, subject to  
of the Contractor's Licensing Code of Douglas, and  
amendments relating to contractor's license for the  
ated:

LICENSE PERIOD: 2020

TYPE OF LICENSE: Outside Utilities

FEE: \$25.00

n & Service Co., Inc.  
2938  
82644

*Ken R. Moore*



*Steven McBride*  
Building Official



## Small Wastewater Facility Installer

This certifies that:

Dan Spurgin

Installation & Service Co

Is licensed to operate in Natrona County, WY.

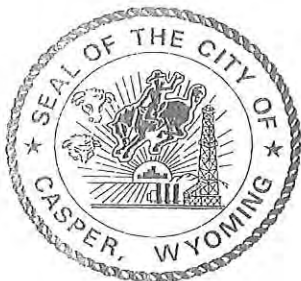
**Ruth Heald**

Manager - Div. of Env. Health  
Casper - Natrona County  
Health Department

31-Dec-2019

Expiration Date

City of Casper, Casper, Wyoming



The CITY OF CASPER hereby grants the licensee named hereon, permission to carry on the Business of HEALTH LICENSE in the City of Casper, Wyoming from 07/01/2019 to 06/30/2020, inclusive, and acknowledges receipt of the license fee \$ 125

**HEALTH LICENSE**

**This is your license, not a bill.**

BY: **FLEUR TREMEL/DT**

City Clerk of Casper, Wyoming

NAME OF LICENSEE:

INSTALLATION & SERVICE COMPANY INCORPORATED

PO BOX 2938

MILLS, WY 82644





# STATE OF WYOMING CERTIFICATE OF RESIDENCY STATUS

NO. 0160

THIS CERTIFIES THAT:

INSTALLATION & SERVICE CO., INC.

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING  
STATUTE 16-6-101, AS AMENDED. FIVE PERCENT PREFERENCE SHALL  
BE ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR  
A PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED.

GRANTED THIS 2nd DAY OF February TWO THOUSAND AND 19

*Jason Delo*

JASON DELO, INTERIM DEPUTY ADMINISTRATOR

EXPIRATION DATE: 2/1/20

RESUBMIT THIS DOCUMENT FOR RENEWAL PRIOR TO EXPIRATION DATE TO:  
LABOR STANDARDS, 1510 E. PERSHING, WEST WING, ROOM 150, CHEYENNE, WY 82002.

**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]  
**Sent:** Friday, January 10, 2020 5:59 PM  
**Subject:** Bebout Amendment and effects on Direct Distribution

Good Evening WAM,

First, thank you to all of you who took the time to send in supporting documents and anecdotes for us to use in defending the \$105 million direct distribution in front of the Joint Appropriations Committee yesterday here in Cheyenne. Second, a very special thank you to those who made the effort to be in Cheyenne yesterday to stand with WAM in support of themselves and their fellow municipalities. Mayors Joel Highsmith of Shoshoni, Matt Hall of Cody and Marion Orr of Cheyenne all did an excellent job testifying on your behalf in front of the committee, and the others in attendance showed great solidarity with their presence. The \$105 million amount made it through committee unscathed, but a significant change may be coming to the way it is distributed due to an amendment by Senator Eli Bebout aimed at tilting the direct distribution pool more toward towns. In the most basic of terms, Bebout's amendment would raise the base amounts each community gets. Whereas communities under 35 people used to receive \$10,000, they would now receive \$15,000, while any community over 35 residents would move from \$20,000 up to \$35,000 under this amended bill. The remaining pool of funding after all 99 cities and towns have gotten either their \$15,000 or \$35,000 would then be still be run through the Madden Formula to determine additional distribution amounts to each community based on a number of factors. The effect of the change to these base amounts is generally much larger distributions to smaller towns, while the larger first class cities will give up some of their funding. Please see the attached document from the Legislative Services Office which offers projected distribution amounts with and without the amendment. The base figures will look low to many of you because they do not include any hardship adjustments that you may receive, but the difference number at the far right should be fairly accurate in gauging how much each community may gain or give up based on the amendment if the bill were to pass with the full \$105 million pool intact.

The vast majority of our small to mid-sized communities are looking at increases of \$4000-\$7000 per year, while cities like Cheyenne, Casper and Laramie will see their distributions shrink in some cases upwards of \$90,000 per year. In communicating with our larger cities today, most of them share the view that Mayor Orr of Cheyenne expressed in her testimony, that while these cuts certainly sting for the larger cities, that she could still stand in support of the amended bill if it meant our small towns were better supported. However, it also becomes even more important that we stand together as a group and support not only passage of this bill on direct distribution, but also the bill that we got passed out of Joint Revenue earlier this Fall to allow for a Municipal Option Tax. This municipal option would give the cities of our state a powerful tool to raise revenue locally and fill in the funds they're graciously saying they support going to their smaller fellow municipalities.

This is the kind of moment that WAM was founded for, where our ability to stand together and pull hard for each other's interests will be incredibly powerful and absolutely essential for successful passage of both these bills. Over the next couple weeks you will see supporting documents, talking points and legislative contact information from WAM for you to be able to begin engaging with your local senators and representatives to tell them you support BOTH of these bills. If you have any questions about the impact of either one of these bills, or want to know how you can help further please don't hesitate to reach out to the WAM office.

Warm regards,

**Justin Schilling**

Wyoming Association of Municipalities

307-632-0398

[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)

[www.wyomuni.org](http://www.wyomuni.org)



	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
<b>Albany</b>	\$ 904,367.35	\$ 904,367.35	\$ 904,367.35	\$ 904,367.35	\$ -
Laramie	\$ 2,170,436.36	\$ 2,170,436.36	\$ 2,074,768.93	\$ 2,074,768.93	\$ (95,667.43)
Rock River	\$ 25,787.11	\$ 25,787.11	\$ 32,525.70	\$ 32,525.70	\$ 6,738.60
<b>Big Horn</b>	\$ 393,163.63	\$ 393,163.63	\$ 393,163.63	\$ 393,163.63	\$ -
Basin	\$ 96,121.30	\$ 96,121.30	\$ 99,393.27	\$ 99,393.27	\$ 3,271.97
Burlington	\$ 27,484.24	\$ 27,484.24	\$ 34,140.99	\$ 34,140.99	\$ 6,656.74
Byron	\$ 50,111.84	\$ 50,111.84	\$ 55,566.19	\$ 55,566.19	\$ 5,454.35
Cowley	\$ 51,150.22	\$ 51,150.22	\$ 56,117.00	\$ 56,117.00	\$ 4,966.78
Deaver	\$ 20,909.81	\$ 20,909.81	\$ 27,883.64	\$ 27,883.64	\$ 6,973.83
Frannie (B)	\$ 19,530.71	\$ 19,530.71	\$ 26,571.05	\$ 26,571.05	\$ 7,040.34
Greybull	\$ 136,644.85	\$ 136,644.85	\$ 138,496.22	\$ 138,496.22	\$ 1,851.37
Lovell	\$ 173,898.10	\$ 173,898.10	\$ 174,476.55	\$ 174,476.55	\$ 578.45
Manderson	\$ 17,102.93	\$ 17,102.93	\$ 24,260.36	\$ 24,260.36	\$ 7,157.43
<b>Campbell</b>	\$ 153,795.76	\$ 153,795.76	\$ 153,795.76	\$ 153,795.76	\$ -
Gillette	\$ 679,435.91	\$ 679,435.91	\$ 654,649.38	\$ 654,649.38	\$ (24,786.53)
Wright	\$ 57,561.88	\$ 57,561.88	\$ 62,768.00	\$ 62,768.00	\$ 5,206.12
<b>Carbon</b>	\$ 221,468.52	\$ 221,468.52	\$ 221,468.52	\$ 221,468.52	\$ -
Baggs	\$ 26,969.39	\$ 26,969.39	\$ 33,650.97	\$ 33,650.97	\$ 6,681.58
Dixon	\$ 13,808.44	\$ 13,808.44	\$ 21,124.76	\$ 21,124.76	\$ 7,316.32
Elk Mountain	\$ 17,087.21	\$ 17,087.21	\$ 24,245.40	\$ 24,245.40	\$ 7,158.19
Encampment	\$ 25,890.84	\$ 25,890.84	\$ 32,624.43	\$ 32,624.43	\$ 6,733.59
Hanna	\$ 46,357.70	\$ 46,357.70	\$ 52,104.19	\$ 52,104.19	\$ 5,746.49
Medicine Bow	\$ 20,336.73	\$ 20,336.73	\$ 27,338.19	\$ 27,338.19	\$ 7,001.47
Rawlins	\$ 360,505.86	\$ 360,505.86	\$ 351,101.15	\$ 351,101.15	\$ (9,404.71)
Riverside	\$ 11,620.51	\$ 11,620.51	\$ 19,042.35	\$ 19,042.35	\$ 7,421.84
Saratoga	\$ 66,888.49	\$ 66,888.49	\$ 71,644.79	\$ 71,644.79	\$ 4,756.30
Sinclair	\$ 21,776.99	\$ 21,776.99	\$ 28,708.99	\$ 28,708.99	\$ 6,932.00
<b>Converse</b>	\$ 41,515.36	\$ 41,515.36	\$ 41,515.36	\$ 41,515.36	\$ -
Douglas	\$ 98,048.01	\$ 98,048.01	\$ 101,301.50	\$ 101,301.50	\$ 3,253.49
Glenrock	\$ 57,800.10	\$ 57,800.10	\$ 62,994.73	\$ 62,994.73	\$ 5,194.63
Lost Springs	\$ 5,030.89	\$ 5,030.89	\$ 7,529.40	\$ 7,529.40	\$ 2,498.51
Rolling Hills	\$ 16,855.20	\$ 16,855.20	\$ 24,024.58	\$ 24,024.58	\$ 7,169.38
<b>Crook</b>	\$ 303,198.75	\$ 303,198.75	\$ 303,198.75	\$ 303,198.75	\$ -
Hulett	\$ 26,534.97	\$ 26,534.97	\$ 33,237.50	\$ 33,237.50	\$ 6,702.53
Moorcroft	\$ 59,742.08	\$ 59,742.08	\$ 65,772.94	\$ 65,772.94	\$ 6,030.86
Pine Haven	\$ 31,644.97	\$ 31,644.97	\$ 38,101.05	\$ 38,101.05	\$ 6,456.07
Sundance	\$ 65,583.60	\$ 65,583.60	\$ 71,433.04	\$ 71,433.04	\$ 5,849.44

Agency # 201

JAN 09 2020

Joint Appropriations  
# 229

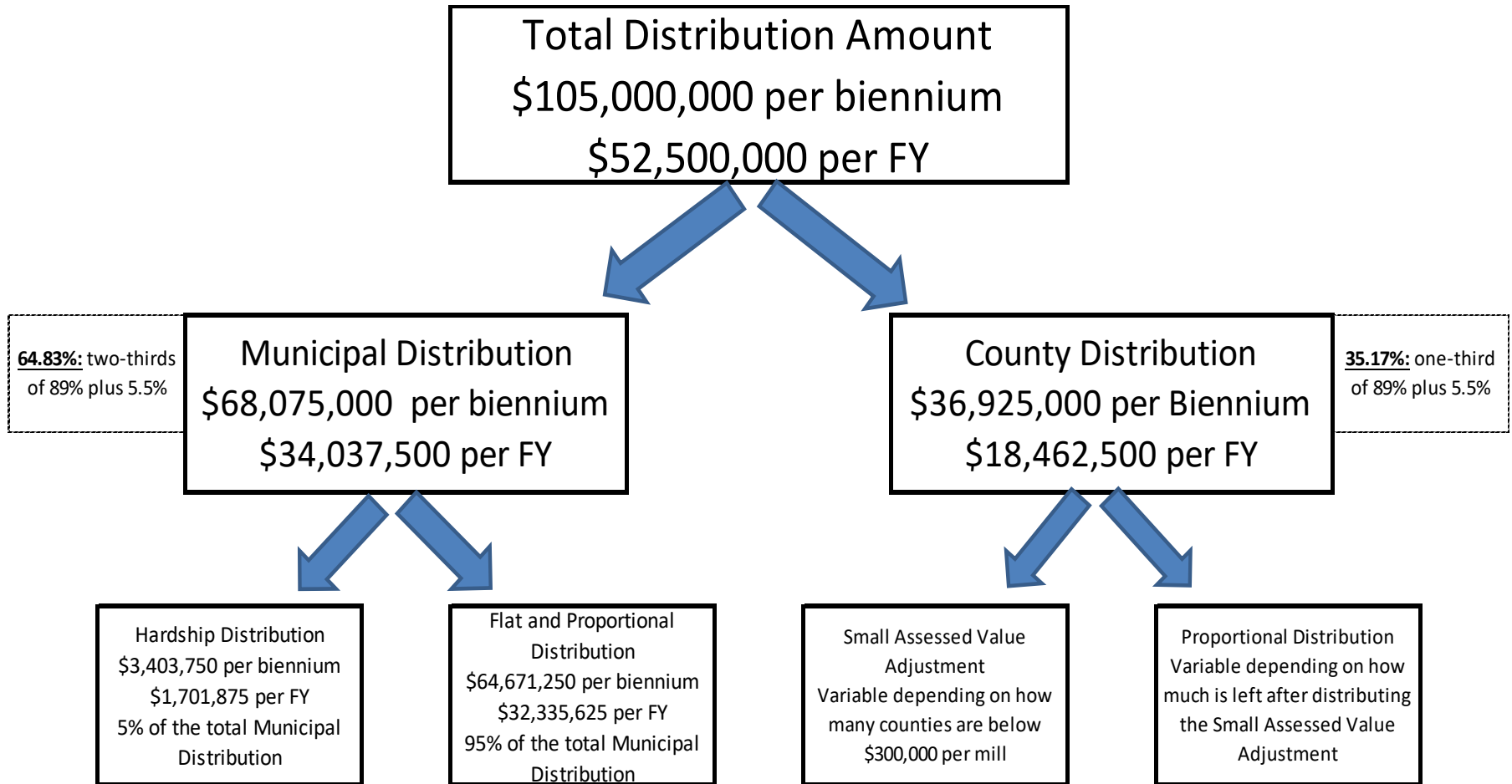
	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
<b>Fremont</b>	\$ 615,601.20	\$ 615,601.20	\$ 615,601.20	\$ 615,601.20	\$ -
Dubois	\$ 70,990.48	\$ 70,990.48	\$ 74,832.66	\$ 74,832.66	\$ 3,842.17
Hudson	\$ 39,362.90	\$ 39,362.90	\$ 45,025.41	\$ 45,025.41	\$ 5,662.51
Lander	\$ 509,982.88	\$ 509,982.88	\$ 493,862.43	\$ 493,862.43	\$ (16,120.45)
Pavillion	\$ 25,785.67	\$ 25,785.67	\$ 32,524.34	\$ 32,524.34	\$ 6,738.67
Riverton	\$ 752,852.52	\$ 752,852.52	\$ 726,991.56	\$ 726,991.56	\$ (25,860.96)
Shoshoni	\$ 52,743.12	\$ 52,743.12	\$ 57,912.79	\$ 57,912.79	\$ 5,169.67
<b>Goshen</b>	\$ 506,339.60	\$ 506,339.60	\$ 506,339.60	\$ 506,339.60	\$ -
Fort Laramie	\$ 26,450.01	\$ 26,450.01	\$ 33,156.63	\$ 33,156.63	\$ 6,706.62
LaGrange	\$ 46,905.57	\$ 46,905.57	\$ 52,625.64	\$ 52,625.64	\$ 5,720.06
Lingle	\$ 43,621.48	\$ 43,621.48	\$ 48,753.32	\$ 48,753.32	\$ 5,131.84
Torrington	\$ 526,675.57	\$ 526,675.57	\$ 509,876.92	\$ 509,876.92	\$ (16,798.65)
Yoder	\$ 21,311.54	\$ 21,311.54	\$ 28,265.99	\$ 28,265.99	\$ 6,954.45
<b>Hot Springs</b>	\$ 366,248.88	\$ 366,248.88	\$ 366,248.88	\$ 366,248.88	\$ -
East Thermopolis	\$ 24,398.52	\$ 24,398.52	\$ 31,204.09	\$ 31,204.09	\$ 6,805.57
Kirby	\$ 14,371.96	\$ 14,371.96	\$ 21,661.10	\$ 21,661.10	\$ 7,289.14
Thermopolis	\$ 168,978.04	\$ 168,978.04	\$ 172,695.53	\$ 172,695.53	\$ 3,717.49
<b>Johnson</b>	\$ 118,144.85	\$ 118,144.85	\$ 118,144.85	\$ 118,144.85	\$ -
Buffalo	\$ 163,856.02	\$ 163,856.02	\$ 163,935.62	\$ 163,935.62	\$ 79.61
Kaycee	\$ 20,165.98	\$ 20,165.98	\$ 27,175.68	\$ 27,175.68	\$ 7,009.70
<b>Laramie</b>	\$ 927,041.20	\$ 927,041.20	\$ 927,041.20	\$ 927,041.20	\$ -
Albin	\$ 19,218.88	\$ 19,218.88	\$ 26,274.26	\$ 26,274.26	\$ 7,055.38
Burns	\$ 21,239.72	\$ 21,239.72	\$ 28,197.63	\$ 28,197.63	\$ 6,957.91
Cheyenne	\$ 2,086,139.62	\$ 2,086,139.62	\$ 1,993,508.53	\$ 1,993,508.53	\$ (92,631.09)
Pine Bluffs	\$ 54,581.60	\$ 54,581.60	\$ 59,931.45	\$ 59,931.45	\$ 5,349.85
<b>Lincoln</b>	\$ 168,521.45	\$ 168,521.45	\$ 168,521.45	\$ 168,521.45	\$ -
Afton	\$ 82,111.58	\$ 82,111.58	\$ 86,133.68	\$ 86,133.68	\$ 4,022.10
Alpine	\$ 39,138.49	\$ 39,138.49	\$ 45,233.16	\$ 45,233.16	\$ 6,094.67
Cokeville	\$ 33,814.75	\$ 33,814.75	\$ 40,166.17	\$ 40,166.17	\$ 6,351.43
Diamondville	\$ 44,991.86	\$ 44,991.86	\$ 50,804.22	\$ 50,804.22	\$ 5,812.36
Kemmerer	\$ 122,969.48	\$ 122,969.48	\$ 125,021.02	\$ 125,021.02	\$ 2,051.54
LaBarge	\$ 34,337.25	\$ 34,337.25	\$ 40,663.48	\$ 40,663.48	\$ 6,326.23
Opal	\$ 14,744.42	\$ 14,744.42	\$ 22,015.60	\$ 22,015.60	\$ 7,271.18
Star Valley Ranch	\$ 62,746.87	\$ 62,746.87	\$ 67,702.92	\$ 67,702.92	\$ 4,956.05
Thayne	\$ 23,602.88	\$ 23,602.88	\$ 30,446.82	\$ 30,446.82	\$ 6,843.94
<b>Natrona</b>	\$ 1,134,549.72	\$ 1,134,549.72	\$ 1,134,549.72	\$ 1,134,549.72	\$ -
Bar Nunn	\$ 87,878.90	\$ 87,878.90	\$ 91,622.85	\$ 91,622.85	\$ 3,743.94



	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020	1/15/2021	8/15/2020	1/15/2021	
	Distribution	Distribution	Distribution	Distribution	
Casper	\$ 1,972,419.82	\$ 1,972,419.82	\$ 1,885,273.37	\$ 1,885,273.37	\$ (87,146.45)
Edgerton	\$ 19,909.19	\$ 19,909.19	\$ 26,931.27	\$ 26,931.27	\$ 7,022.09
Evansville	\$ 95,189.46	\$ 95,189.46	\$ 98,580.81	\$ 98,580.81	\$ 3,391.36
Midwest	\$ 41,600.51	\$ 41,600.51	\$ 47,576.44	\$ 47,576.44	\$ 5,975.92
Mills	\$ 135,397.25	\$ 135,397.25	\$ 136,849.41	\$ 136,849.41	\$ 1,452.16
<b>Niobrara</b>	\$ 347,839.76	\$ 347,839.76	\$ 347,839.76	\$ 347,839.76	\$ -
Lusk	\$ 68,345.76	\$ 68,345.76	\$ 73,031.77	\$ 73,031.77	\$ 4,686.02
Manville	\$ 13,654.87	\$ 13,654.87	\$ 20,978.60	\$ 20,978.60	\$ 7,323.73
Van Tassell	\$ 5,490.73	\$ 5,490.73	\$ 7,967.07	\$ 7,967.07	\$ 2,476.33
<b>Park</b>	\$ 338,931.95	\$ 338,931.95	\$ 338,931.95	\$ 338,931.95	\$ -
Cody	\$ 340,290.97	\$ 340,290.97	\$ 331,861.21	\$ 331,861.21	\$ (8,429.76)
Frannie (P)	\$ 785.87	\$ 785.87	\$ 747.97	\$ 747.97	\$ (37.90)
Meeteetse	\$ 23,501.06	\$ 23,501.06	\$ 30,349.91	\$ 30,349.91	\$ 6,848.85
Powell	\$ 259,785.38	\$ 259,785.38	\$ 255,238.37	\$ 255,238.37	\$ (4,547.01)
<b>Platte</b>	\$ 315,573.11	\$ 315,573.11	\$ 315,573.11	\$ 315,573.11	\$ -
Chugwater	\$ 16,566.80	\$ 16,566.80	\$ 23,750.08	\$ 23,750.08	\$ 7,183.29
Glendo	\$ 15,892.66	\$ 15,892.66	\$ 23,108.46	\$ 23,108.46	\$ 7,215.80
Guernsey	\$ 43,834.01	\$ 43,834.01	\$ 49,702.22	\$ 49,702.22	\$ 5,868.20
Hartville	\$ 11,902.26	\$ 11,902.26	\$ 19,310.51	\$ 19,310.51	\$ 7,408.26
Wheatland	\$ 119,042.40	\$ 119,042.40	\$ 121,283.35	\$ 121,283.35	\$ 2,240.94
<b>Sheridan</b>	\$ 552,077.74	\$ 552,077.74	\$ 552,077.74	\$ 552,077.74	\$ -
Clearmont	\$ 17,561.16	\$ 17,561.16	\$ 24,696.49	\$ 24,696.49	\$ 7,135.33
Dayton	\$ 46,622.97	\$ 46,622.97	\$ 52,422.91	\$ 52,422.91	\$ 5,799.94
Ranchester	\$ 53,012.98	\$ 53,012.98	\$ 58,730.60	\$ 58,730.60	\$ 5,717.62
Sheridan	\$ 920,469.93	\$ 920,469.93	\$ 900,693.39	\$ 900,693.39	\$ (19,776.54)
<b>Sublette</b>	\$ 24,259.32	\$ 24,259.32	\$ 24,259.32	\$ 24,259.32	\$ -
Big Piney	\$ 22,063.69	\$ 22,063.69	\$ 28,981.86	\$ 28,981.86	\$ 6,918.17
Marbleton	\$ 35,832.77	\$ 35,832.77	\$ 42,086.87	\$ 42,086.87	\$ 6,254.10
Pinedale	\$ 40,126.90	\$ 40,126.90	\$ 46,173.89	\$ 46,173.89	\$ 6,047.00
<b>Sweetwater</b>	\$ 294,171.54	\$ 294,171.54	\$ 294,171.54	\$ 294,171.54	\$ -
Bairoil	\$ 12,125.84	\$ 12,125.84	\$ 19,523.31	\$ 19,523.31	\$ 7,397.47
Granger	\$ 13,797.12	\$ 13,797.12	\$ 21,113.99	\$ 21,113.99	\$ 7,316.87
Green River	\$ 383,684.99	\$ 383,684.99	\$ 373,162.37	\$ 373,162.37	\$ (10,522.63)
Rock Springs	\$ 639,234.67	\$ 639,234.67	\$ 616,387.02	\$ 616,387.02	\$ (22,847.65)
South Superior	\$ 26,545.02	\$ 26,545.02	\$ 33,247.06	\$ 33,247.06	\$ 6,702.04
Wamsutter	\$ 22,822.46	\$ 22,822.46	\$ 29,704.04	\$ 29,704.04	\$ 6,881.58

	Normal Flat		Change in Flat Dist.		Difference from General
	8/15/2020 Distribution	1/15/2021 Distribution	8/15/2020 Distribution	1/15/2021 Distribution	
<b>Teton</b>	\$ 78,154.30	\$ 78,154.30	\$ 78,154.30	\$ 78,154.30	\$ -
Jackson	\$ 128,705.19	\$ 128,705.19	\$ 130,480.10	\$ 130,480.10	\$ 1,774.91
<b>Uinta</b>	\$ 429,626.77	\$ 429,626.77	\$ 429,626.77	\$ 429,626.77	\$ -
Bear River	\$ 38,167.90	\$ 38,167.90	\$ 44,039.89	\$ 44,039.89	\$ 5,871.99
Evanston	\$ 754,585.08	\$ 754,585.08	\$ 736,934.74	\$ 736,934.74	\$ (17,650.34)
Lyman	\$ 136,835.93	\$ 136,835.93	\$ 139,703.06	\$ 139,703.06	\$ 2,867.12
Mountain View	\$ 82,158.46	\$ 82,158.46	\$ 86,406.17	\$ 86,406.17	\$ 4,247.71
<b>Washakie</b>	\$ 554,523.33	\$ 554,523.33	\$ 554,523.33	\$ 554,523.33	\$ -
Ten Sleep	\$ 25,348.24	\$ 25,348.24	\$ 32,108.01	\$ 32,108.01	\$ 6,759.76
Worland	\$ 401,288.25	\$ 401,288.25	\$ 389,362.93	\$ 389,362.93	\$ (11,925.32)
<b>Weston</b>	\$ 442,135.89	\$ 442,135.89	\$ 442,135.89	\$ 442,135.89	\$ -
Newcastle	\$ 225,922.15	\$ 225,922.15	\$ 226,137.16	\$ 226,137.16	\$ 215.01
Upton	\$ 73,603.50	\$ 73,603.50	\$ 78,294.61	\$ 78,294.61	\$ 4,691.11
					\$ -
<b>Totals</b>	\$ 26,250,000.00	\$ 26,250,000.00	\$ 26,250,000.00	\$ 26,250,000.00	\$ -

# FY21 Flowchart



## County Distribution

\$18,462,500 FY21

### Small Assessed Value Adjustment:

If county assessed value times 1 mill is less than \$300,000

Calculate subsidy needed for 1 mill to equal \$300,000

Multiply subsidy by 3 to provide adjustment for a total of 3 mills

Remainder flows the the proportional distribution

\$2,534,750 FY21



## Proportional Distribution

\$15,927,750 FY21

Sales Tax Per Capita

Invert and normalize  
to percent of total

Weight percentage by 24%

Cost of Government Index  
Equals  $628 \times \text{Population} + 9,900,000$

Normalized percent of cost of  
government index

Assessed Value Per  
Capita

Invert and normalize to  
percent of total

Weight percentage by 76%

Sum of weighted normalized percentage values per capita times the  
percent of normalized cost of government index

Normalize the sum of all products to determine the percent of  
proportional distribution

Total Proportional Distribution:

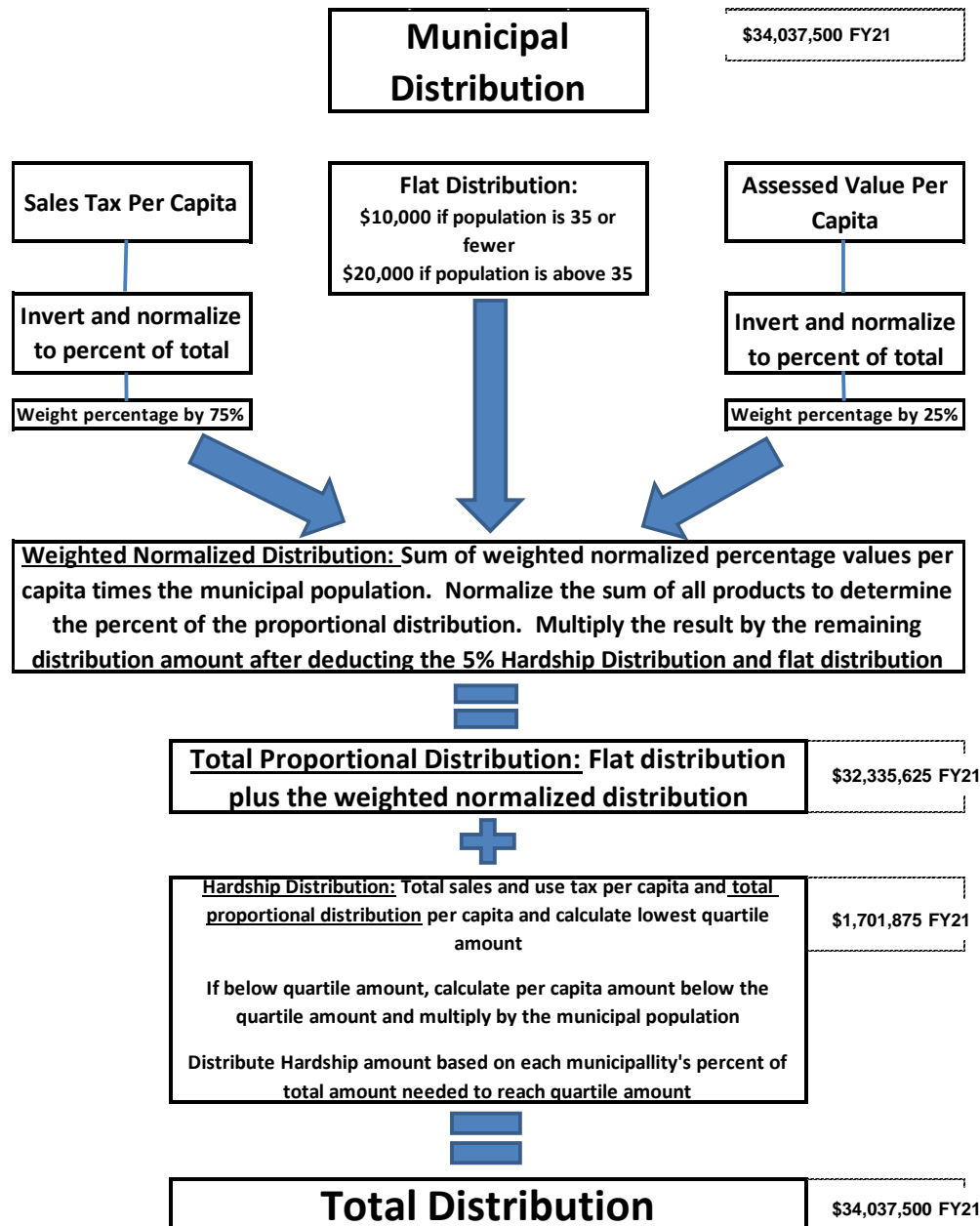
Total percent of the proportional distribution times the distribution amount



## Total Distribution

\$18,462,500 FY21







Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## MEMORANDUM

**TO:** Municipal Treasurers

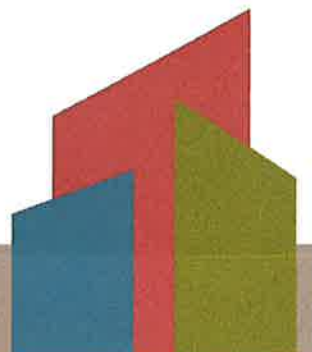
**DATE:** January 13, 2020

**FROM:** Earla Checchi

**SUBJECT:** Quarterly Distribution of Mineral Royalties Tax

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

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





WYOMING STATE TREASURER'S OFFICE  
INCORPORATED CITY & TOWN FMR DISTRIBUTION  
W.S. 9-4-601 (A)(V)

January 2020

99 GAX

CITY/TOWN	FY20 Q2 Amount	CITY/TOWN	FY20 Q2 Amount
Afton	34,090.88	LaGrange	\$4,430.06
Albin	2,050.09	Lander	\$115,158.42
Alpine	14,732.39	Laramie	\$188,169.58
Baggs	3,421.28	Lingle	\$4,627.83
Bairoil	1,055.84	Lost Springs	\$45.46
Bar Nunn	\$20,415.32	Lovell	\$38,115.96
Basin	\$20,753.84	Lusk	\$33,434.96
Bear River	\$6,221.65	Lyman	\$25,222.28
Big Piney	\$11,485.73	Manderson	\$1,841.19
Buffalo	\$57,873.04	Manville	\$2,027.00
Burlington	\$4,651.43	Marbleton	\$22,625.26
Burns	\$3,409.29	Medicine Bow	\$2,208.28
Byron	\$9,577.43	Meeteetse	\$3,810.64
Casper	\$509,848.19	Midwest	\$3,723.61
Cheyenne	\$675,819.36	Mills	\$31,954.80
Chugwater	\$2,346.54	Moorcroft	\$17,484.22
Clearmont	\$1,583.09	Mountain View	\$15,464.23
Cody	\$110,940.00	Newcastle	\$36,316.74
Cokeville	\$9,519.12	Opal	\$1,708.10
Cowley	\$10,578.80	Pavillion	\$3,531.92
Dayton	\$8,521.73	Pine Bluffs	\$12,787.65
Deaver	\$2,874.85	Pine Haven	\$8,490.86
Diamondville	\$13,113.25	Pinedale	\$41,259.02
Dixon	\$754.24	Powell	\$73,579.33
Douglas	\$69,455.74	Ranchester	\$9,622.04
Dubois	\$14,885.54	Rawlins	\$71,994.49
East Thermopolis	\$2,370.51	Riverside	\$404.34
Edgerton	\$1,797.29	Riverton	\$165,575.27
Elk Mountain	\$1,485.13	Rock River	\$1,496.08
Encampment	\$3,499.03	Rock Springs	\$229,455.17
Evanston	\$148,492.52	Rolling Hills	\$4,977.36
Evansville	\$23,364.69	Saratoga	\$13,140.79
Fort Laramie	\$2,274.35	Sheridan	\$195,921.37
Frannie	\$2,450.23	Shoshoni	\$9,837.81
Gillette	\$383,819.41	Sinclair	\$3,366.84
Glendo	\$2,269.07	South Superior	\$3,326.88
Glenrock	\$30,114.15	Star Valley Ranch	\$26,742.50
Granger	\$1,384.55	Sundance	\$20,482.00
Green River	\$124,658.42	Ten Sleep	\$2,720.74
Greybull	\$29,830.59	Thayne	\$6,512.14
Guernsey	\$12,695.67	Thermopolis	\$28,082.09
Hanna	\$6,539.30	Torrington	\$64,285.37
Hartville	\$686.24	Upton	\$11,307.23
Hudson	\$6,988.02	Van Tassell	\$320.06
Hulett	\$6,619.39	Wamsutter	\$4,492.28
Jackson	\$134,171.92	Wheatland	\$40,145.78
Kaycee	\$3,319.64	Worland	\$57,418.02
Kemmerer	\$47,257.54	Wright	\$23,259.04
Kirby	\$858.61	Yoder	\$1,493.18
LaBarge	\$9,803.80	TOTAL	<u>\$4,291,125.00</u>

Frannie:  
Park County \$221.42  
Big Horn County \$2,228.81  
Total \$2,450.23



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## MEMORANDUM

**TO:** Municipal Treasurers

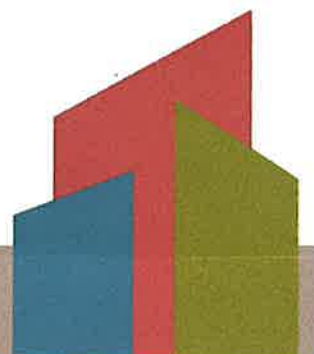
**DATE:** January 13, 2020

**FROM:** Earla Checchi

**SUBJECT:** Quarterly Distribution of Severance Tax

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

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



**WYOMING STATE TREASURER**  
**Mineral Severance Tax for Cities and Towns**  
**W.S. 39-14-211(ii) 39-14-801(viii)**

Page 4

January 2020

Alphabetically by City

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City/Town	Amount	City/Town	Amount
Afton	\$17,769.87	LaGrange	\$4,154.96
Albin	\$1,678.68	Lander	\$70,458.08
Alpine	\$7,679.25	Laramie	\$285,792.49
Baggs	\$4,080.76	Lingle	\$4,340.45
Bairoil	\$983.09	Lost Springs	\$37.10
Bar Nunn	\$20,542.93	Lovell	\$21,887.73
Basin	\$11,917.68	Lusk	\$14,533.08
Bear River	\$4,813.45	Lyman	\$19,513.47
Big Piney	\$5,230.80	Manderson	\$1,057.29
Buffalo	\$42,523.40	Manville	\$881.07
Burlington	\$2,671.04	Marbleton	\$10,303.93
Burns	\$2,791.61	Medicine Bow	\$2,633.95
Byron	\$5,499.76	Meeteetse	\$3,032.75
Casper	\$513,035.34	Midwest	\$3,746.88
Cheyenne	\$553,379.24	Mills	\$32,154.56
Chugwater	\$1,966.19	Moorcroft	\$9,357.93
Clearmont	\$1,307.70	Mountain View	\$11,964.05
Cody	\$88,292.87	Newcastle	\$32,766.67
Cokeville	\$4,961.84	Opal	\$890.35
Cowley	\$6,074.77	Pavillion	\$2,160.95
Dayton	\$7,039.32	Pine Bluffs	\$10,470.87
Deaver	\$1,650.85	Pine Haven	\$4,544.49
Diamondville	\$6,835.28	Pinedale	\$18,790.06
Dixon	\$899.62	Powell	\$58,558.94
Douglas	\$56,685.50	Ranchester	\$7,948.21
Dubois	\$9,107.52	Rawlins	\$85,872.23
East Thermopolis	\$2,355.71	Riverside	\$482.27
Edgerton	\$1,808.52	Riverton	\$101,304.93
Elk Mountain	\$1,771.42	Rock River	\$2,272.24
Encampment	\$4,173.51	Rock Springs	\$213,646.48
Evanston	\$114,882.74	Rolling Hills	\$4,062.21
Evansville	\$23,510.76	Saratoga	\$15,673.84
Fort Laramie	\$2,133.13	Sheridan	\$161,839.34
Frannie	\$1,456.09	Shoshoni	\$6,019.12
Gillette	\$276,555.14	Sinclair	\$4,015.84
Glendo	\$1,901.26	South Superior	\$3,097.67
Glenrock	\$24,577.32	Star Valley Ranch	13,939.51
Granger	\$1,289.15	Sundance	\$10,962.41
Green River	\$116,069.87	Ten Sleep	\$2,411.36
Greybull	\$17,129.93	Thayne	\$3,394.45
Guernsey	\$10,637.81	Thermopolis	\$27,906.85
Hanna	\$7,799.82	Torrington	\$60,293.27
Hartville	\$575.02	Upton	\$10,201.91
Hudson	\$4,275.53	Van Tassell	\$139.12
Hulett	\$3,542.84	Wamsutter	\$4,182.78
Jackson	\$89,090.47	Wheatland	\$33,638.47
Kaycee	\$2,439.18	Worland	\$50,888.97
Kemmerer	\$24,632.97	Wright	\$16,758.95
Kirby	\$853.25	Yoder	\$1,400.44
LaBarge	\$5,110.23		

TOTAL @SUM \$3,584,375.00

Page 1 — D134 \$3,584,375.00

Frannie:  
 Park County \$176.21  
 Big Horn County \$1,279.88  
 Total \$1,456.09



Wyoming  
Association of  
Municipalities  
**Building Strong Communities**

## MEMORANDUM

**TO:** Municipal Treasurers

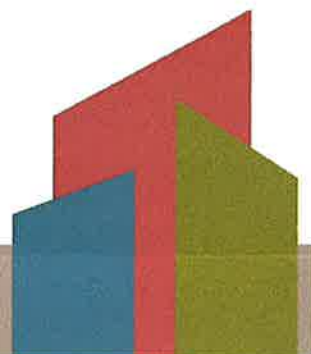
**DATE:** January 13, 2020

**FROM:** Earla Checchi

**SUBJECT:** Distribution of Lottery Amounts

Attached is the ***distribution of the Lottery Amounts*** to Cities and Towns. Your Municipality should receive the distribution shortly.

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



**WYOMING STATE TREASURER**  
**Lottery Amount for Cities and Towns**  
**W.S. 9-17-111 (b)(ii)**

Page 4

Jan 2020

Alphabetically by City

City/Town	Amount	City/Town	Amount
Afton	\$1,835.91	LaGrange	\$452.37
Albin	\$232.81	Lander	\$5,452.90
Alpine	\$793.39	Laramie	\$21,622.42
Baggs	\$644.24	Lingle	\$472.57
Bairoil	\$183.40	Lost Springs	\$6.94
Bar Nunn	\$3,060.27	Lovell	\$1,262.75
Basin	\$687.56	Lusk	\$1,925.64
Bear River	\$4,302.72	Lyman	\$17,443.00
Big Piney	\$488.30	Manderson	\$61.00
Buffalo	\$4,885.90	Manville	\$116.74
Burlington	\$154.10	Marbleton	\$961.88
Burns	\$387.16	Medicine Bow	\$415.83
Byron	\$317.29	Meeteetse	\$287.29
Casper	\$76,426.50	Midwest	\$558.17
Cheyenne	\$76,746.62	Mills	\$4,790.04
Chugwater	\$305.47	Moorcroft	\$980.30
Clearmont	\$156.75	Mountain View	\$10,694.61
Cody	\$8,364.06	Newcastle	\$4,004.77
Cokeville	\$512.64	Opal	\$91.99
Cowley	\$350.47	Pavillion	\$167.24
Dayton	\$843.80	Pine Bluffs	\$1,452.18
Deaver	\$95.24	Pine Haven	\$476.06
Diamondville	\$706.19	Pinedale	\$1,754.07
Dixon	\$142.03	Powell	\$5,547.34
Douglas	\$10,598.66	Ranchester	\$952.75
Dubois	\$704.85	Rawlins	\$13,556.87
East Thermopolis	\$225.00	Riverside	\$76.14
Edgerton	\$269.41	Riverton	\$7,840.20
Elk Mountain	\$279.66	Rock River	\$171.91
Encampment	\$658.88	Rock Springs	\$39,857.34
Evanston	\$102,693.15	Rolling Hills	\$759.52
Evansville	\$3,502.38	Saratoga	\$2,474.47
Fort Laramie	\$232.24	Sheridan	\$19,399.63
Frannie	\$90.53	Shoshoni	\$465.83
Gillette	\$37,513.33	Sinclair	\$633.99
Glendo	\$295.38	South Superior	\$577.89
Glenrock	\$4,595.30	Star Valley Ranch	1,440.17
Granger	\$240.50	Sundance	\$1,148.38
Green River	\$21,653.70	Ten Sleep	\$192.20
Greybull	\$988.26	Thayne	\$350.70
Guernsey	\$1,652.71	Thermopolis	\$2,665.43
Hanna	\$1,231.38	Torrington	\$6,564.42
Hartville	\$89.34	Upton	\$1,246.89
Hudson	\$330.89	Van Tassell	\$18.43
Hulett	\$371.13	Wamsutter	\$780.33
Jackson	\$6,777.81	Wheatland	\$5,226.12
Kaycee	\$280.26	Worland	\$4,056.16
Kemmerer	\$2,544.98	Wright	\$2,273.27
Kirby	\$81.50	Yoder	\$152.47
LaBarge	\$527.97		

TOTAL @SUM \$574,931.63

Frannie:

Park County	\$16.69
Big Horn County	\$73.84
Total	\$90.53