

INFORMATION PACKET

Table of Contents

Friday, April 17, 2020



Item	Pages
Table of Contents	1
The Grid - Schedule of Council Meetings & Addendum	2
Casper Utilities Advisory Board Packet 04.22.20	5
Casper's Council for People with Disabilities Agenda 04.23.20	113
Central WY Regional Water System 201 Oversight Committee packet 04.21.20	114
CLIMB Wyoming Newsletter 04.16.20	158
Commercial Development Report March 2020	160
COVID-19 Mayor's Call for Comments for Return to Normal 04.17.20	162
COVID-19 Media Release - CATC and THE BUS Response 04.15.20	163
COVID-19 Public Health Isolation & Quarantine Order- 3 Versions	164
COVID-19 Request Use of Events Center from City of Casper 04.09.20	167
COVID-19 Request Use of Two Mothballed Schools from NCSD 04.10.20	168
COVID-19 Shelter Plan Casper Events Center	169
COVID-19 Shelter Plan Casper Recreation Center	185
COVID-19 Shelter Plan University Park School	191
COVID-19 Shelter Plan Westwood School	198
COVID-19 Shelter Plan Willard School	205
Municipal Golf Course Limited Opening Proposal	212
Rocky Mtn Power Gateway West ISC Condition 12 Notice Workforce 04.17.20	214

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

April 21, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Distribution of April 7 Executive Session Minutes					
Pre-Meeting: Sole Source Purchase of Ticket Printers from Paciolan for use at the Casper Events Center					
Pre-Meeting: Chapter 8.40 Litter Control Text Amendment					
Pre-Meeting: Follow-up for Enforcement Provisions Related to COVID-19					
Establish May 5, 2020 as Public Hearing Date for Consideration of a Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control.	C				
Public Hearing: Liquor License Sanctions/Update & Open Container 1st Reading Ordinance		N			
Public Hearing: Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 1st Reading Ordinance		N			
Annexation and Plat Creating the Sontrust No. 1 Addition to the City of Casper, and Zoning of said Addition as R-3 (One to Four Unit Residential). 2nd Reading			N		
Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 2nd reading			N		
Authorizing Submission of a Grant Application to the U.S. Department of Transportation for a 2020 Build Transportation Discretionary Grant for Midwest Avenue Improvements.				C	
Approving and Adopting the 2020 Casper Area Wayfinding Master Plan.				C	
Approving a Vacation and Replat Creating Elkhorn Village Addition No. 2, and the Associated Subdivision Agreement.				C	
Authorizing a One-Year Contract with AAA Landscaping for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Authorizing a One-Year Contracts with B&B Sales and Services for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Authorizing a One-Year Contract with Brian's Go To Service for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Authorizing a One-Year Contract with Wyoming Longhorn Landscaping, Inc. for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Approving the Vacation and Replat of Lots 1, 2, 18, 19 and a Portion of Lots 20, 21 and 22 Sunrise Hills No. 3 Addition, as the Irwin Addition and the Associated Subdivision Agreement.				C	

Authorizing an Agreement with Installation and Service Company, Inc., in the Amount of \$837,437, for the 2020 East 21st Street Reconstruction Project.				C	
Authorizing an Agreement with Transmission Distribution Service, LLC, dba TDS Construction, in the Amount of \$146,517.28 for the CEC Walk-In Cooler and Freezer Replacements Project.				C	
Authorizing an Agreement with Advance Casper, in the Amount of \$10,000, for Federal Grant Writing in Partnership with Sustainable Strategies, DC (S2).				C	
Authorizing the Purchase of One (1) New Half-Ton Extended Cab Pickup Truck with Eight-Foot Bed, from Greiner Motors, Casper, Wyoming, in the Total Amount of \$28,532, for Use by the Parks Division of the Parks and Recreation Department.					C
Authorizing Changes to Casper's Council for People with Disabilities, Including Changing the Name to Casper's Council of People with Disabilities, Necessary Revisions to the Bylaws, and the Appointment of Four (4) New Members to Replace Several Members who have Resigned.					C
Reject Bids from Big West Landscaping, LLC, D.Q., Commercial/Land Service Maintenance, and Two Brothers Lawn Services, LLC for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.					C
Executive Session - Land Acquisition					

April 28, 2020

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
College National Finals Rodeo Discussion	Direction Requested	20 min	4:35
Event Center Update & Budget	Direction Requested	45 min	4:55
Downtown Parking Garage Capital & Operations	Direction Requested	20 min	5:40
Finance Policies Part 2	Direction Requested	20 min	6:00
Agenda Review		20 min	6:20
Legislative Review		10 min	6:40
Council Around the Table		10 min	6:50
Approximate Ending Time:			7:00

May 5, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Establish May 19, 2020 as Public Hearing Date for Consideration of an Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment.	C				
Public Hearing: Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 1st Reading		N			
Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 3rd reading			N		
Liquor License Sanctions/Update & Open Container 2nd Reading Ordinance			N		

Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 2nd Reading Ordinance			N		
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May 12, 2020

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Wayfinding Plan Implementation	Direction Requested	40 min	4:35
Class & Comp Follow-up	Direction Requested	20 min	5:15
Animal Control Ordinance Updates	Direction Requested	40 min	5:35
Tentative Budget Review	Direction Requested	60 min	6:15
Boulder Park	Direction Requested	20 min	7:15
Agenda Review		20 min	7:35
Legislative Review		10 min	7:55
Council Around the Table		10 min	8:05
Approximate Ending Time:			8:15

May 19, 2020

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Sontrust No. 1 Addition - Annexation Compliance & 3rd Reading Ordinance		N			
Public Hearing: Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 1st Reading		N			
Liquor License Sanctions/Update & Open Container 3rd Reading Ordinance			N		
Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 3rd Reading Ordinance			N		
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 2nd Reading			N		

**CASPER UTILITIES ADVISORY BOARD
CITY OF CASPER
MEETING AGENDA**

Casper City Hall
Downstairs Meeting Room
Video Conference

Wednesday, April 22, 2020 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the February 26, 2020 Meeting Minutes
- * 2. Discuss Statistical Report
 - a. February 2020
 - b. March 2020
- * 3. Presentation by the Natrona County Conservation District
- * 4. Consider Contract for Outside-City Water and Sewer Service with Jereco Cleaning Systems, LLC, 1720 Bryan Stock Trail
- * 5. Consider Contract for Outside-City Water Service with Ashton J. and Joanna Wilson, 5665 Bordeaux Road
- * 6. Consider Contract for Outside-City Water Service with Steven M. Carter, 3709 Squaw Creek Road
- * 7. Preliminary FY2021 Budget Review
 - a. FY21 Budget Narrative
 - b. Water Budget
 - c. Sewer Budget
 - d. Wastewater Budget
- 8. Other Business
- 9. Adjournment

Additional Information:

Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, www.wyowater.com, under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

MEETING PROCEEDINGS

February 26, 2020

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, February 26, 2020 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Bruce English
 Council Liaison Bates

Absent: Member Richard Jay

Staff Present: Public Utilities Manager, Bruce Martin
 Administrative Technician, Janette Brown

Others:

The regular meeting was called to order at 7:02 a.m. by President Bell.

1. President Bell asked for a motion for Officer Elections. A motion was made by Board Member English and seconded by Secretary Lawson to retain the current Board Officers; Mike Bell – President, Jim Jones – Vice President, and John Lawson – Secretary. Motion passed.
2. President Bell asked for a motion to approve the minutes from the November 20, 2019 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the November 20, 2019 minutes. Motion passed with Vice President Jones abstaining from the vote.
3. Mr. Martin asked the Board to reference the January 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in January was 143 MG, which was 11 MG less than the five-year average. Mr. Martin stated that fiscal year to date water purchased is 2.28 BG compared to the five year average of 2.24 BG.

Mr. Martin stated that there was one water main break in January with a total of 15 for the fiscal year compared to seven water main breaks last fiscal year.

Mr. Martin stated that there were no sewer main stoppages in January with a total of five for the year compared to six sewer stoppages at the same time last fiscal year.

Board Member English asked what the ground frost level is. Mr. Martin stated that it is approximately 18 inches.

Mr. Martin stated that there are 22,791 active accounts, which is a 0.25% growth.

Vice President Jones asked why the Total Gallons Purchased was so much higher than November and January. Mr. Martin stated that it could have been due to a combination of things, such as a tank being filled and additional people in town during the holidays.

4. Mr. Martin stated that all outside-City water and sewer agreements are on hold until updated language is approved by Council. Mr. Martin stated that Council approved a resolution in 2019 for annexation requirements. Mr. Martin stated that staff has added a couple of items to a revised resolution, and the proposed language will be in all outside-City agreements.

Mr. Martin stated that the following are the proposed additional language:

- 1) Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- 2) Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- 3) Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.
- 4) Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

Mr. Martin stated that water and sewer service lines must have an easement, or be adjacent to the main. Mr. Martin stated that staff is trying to avoid having multiple service lines in the right of way.

Mr. Martin stated that this proposed language will go to a Council Work Session before going to a Regular Council meeting for approval. Mr. Martin stated that once this language has been approved by Council, there are several Outside-City Agreements that will be brought before the Board for consideration.

Board Member English asked if property owners will create a subdivision if their property is annexed, since the proposed language is requiring it to be platted. Vice President Jones stated that was correct, and it will require everything that is involved with creating a new subdivision; sidewalks, roads, etc.

Vice President Jones asked if the annexation of South Garden Creek was completed. Council Liaison Bates stated that Council has finalized the annexation of South Garden Creek and Green Valley, and are currently working on annexing an area on Robertson Road. Council Liaison Bates stated that it was an easy decision for the Green Valley annexation as it is totally surrounded by the City of Casper. Council Liaison Bates stated that the properties in the Robertson Road annexation are still on septic and only a few have water service.

Vice President Jones asked what the main reason was for annexing South Garden Creek properties. Council Liaison Bates stated there were several reasons for the annexation; the area is surrounded by the City of Casper, several properties already have City services, and the Census.

President Bell asked if properties will be annexed if they are contiguous to the City. Mr. Martin stated that has been the criteria used in the past and doesn't think it will change.

President Bell stated that in the past the City has annexed property that was contiguous to a City road. Vice President Jones stated that could create issues for property owners on the West side of Garden Creek if they want to connect to sewer as there is a sewer line going across the creek with a private lift station. Vice President Jones stated that area is checkerboard with City and County properties.

President Bell stated that he remembered that the Planning Commission was revising subdivision plan requirements for sidewalk and curb and gutter and asked if they were approved by Council. Mr. Martin stated that he was unaware of the status of that. Vice President Jones stated that the area south of Coliseum was built with no sidewalk or curb and gutter. Mr. Martin stated that he would look into the status of the subdivision plan requirement revisions.

5. Mr. Martin stated that the City entered into an agreement with Jacobs for the CPU Strategic Plan (Plan), which has been in the works for a while. Mr. Martin stated that while the Plan is not finalized, he would like to review the highlights of the draft report with the Board before it is presented to Council.

- In several efforts over the past two decades, the City has actively engaged members of the community in transportation, cultural, economic and infrastructure planning activities as a way to ensure that its goals and service commitments are in line with the overall vision and values of its residents.
- Understanding that its role in sustaining Casper's economic vitality, public health, and residential quality of life is of paramount interest, the Division is undertaking a strategic planning effort that will ensure its services remain aligned to the City's needs.
- The City of Casper Public Utilities Division wishes to create a strategic plan that ensures it is supporting its service territory and people's vision for their city into the future.
- The specific foundation for the strategic direction described in this report is based on the Generation Casper Comprehensive Plan and the Effective Utility

Management Program (American Water Works Association), and input from the City Manager.

- Generation Casper is the City of Casper's revised and updated Comprehensive Land Use Plan and Transportation Plan.
- Since 2008, a unique coalition that includes the U.S. Environmental Protection Agency and a growing number of major water sector associations, has supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success – known as Effective Utility Management (EUM). EUM is now the most widely recognized water sector utility management program in the country.

Objectives of the Strategic Plan:

- Develop a clear statement of objectives, goals and initiatives
- Establish a foundation for regular stakeholder updates, including:
 - City Council
 - Public
 - Employees (gaining input)
- Establish a method of gathering feedback

Vision Mission Values

- Vision – We are recognized as providers of life-sustaining water and wastewater services and as stewards of our communities' resources, working to meet the needs of current and future generations.
- Mission – Continue to provide safe, reliable, cost effective water and waste water services to maintain a sustainable environment while holding ourselves accountable to those who use our services.
- Values – Stewardship, Professionalism, Accountability, Communication, Quality, Efficiency, Integrity, Safety

EUM Self-Assessment

- The EUM results demonstrate that Casper Public Utilities is already a very high-performing organization, where Product Quality is its top priority (in both importance and performance). Recommended strategic initiatives include several focus areas for improvement: Customer Satisfaction (Customer outreach/customer satisfaction measurement strategy), Financial Viability (Business Performance Model, Revenue and Savings Opportunities), and Employee Leadership and Development (Employee Development and Retention Plan/Succession Plan, expand training opportunities).

Board Member English asked if there are issues with employees having the required licenses. Mr. Martin stated that all operations staff are working towards their required licenses. Mr. Martin stated that both the WTP and WWTP are Level IV plants so the

operators are required to have Level IV DEQ licenses. Mr. Martin stated that three operators achieved their Level IV licenses in the past month.

President Bell asked if the City is now going to promote from within instead of going outside the organization. Mr. Martin stated that if promotions can be made in-house through training, it's always a good thing, but sometimes you have to go outside the organization.

Council Liaison Bates asked if the current plant managers have Level IV licenses. Mr. Martin confirmed that all CPU managers are licensed at the required levels.

Strategic Initiatives – two strategic initiatives were developed to address each of the three focus areas for improvement, as defined by the EUM results.

- Customer Satisfaction Initiative
 - Customer Outreach Program – Develop customer outreach program that benefits customers by providing understanding of services, programs, and events.
 - Customer Satisfaction Measurement Strategy – Develop method for determining customer satisfaction drivers and measuring and reporting satisfaction levels on a regular basis.
- Financial Viability
 - Business Performance Model – Develop a model for vetting and prioritizing business opportunities on the basis of criteria to be determined in alignment with the mission, vision, and values.
 - Revenue & Savings Opportunities – Identify additional revenue and cost savings opportunities that meet the criteria of the business performance model.
- Employee Leadership and Development
 - Employee Development and Retention Program – Create employee development program that serves to attract, retain, and develop necessary knowledge, skills, and attributes within the utility.
 - Succession Plan – Identify current and pending skills and resource gaps and develop succession plan to fill gaps.

Mr. Martin stated that this is a Strategic Plan, but the City Manager wants it geared towards a Business Plan. Mr. Martin stated that the Plan has not been finalized yet, but once it is finalized, Jacobs will present it to Council.

Board Member English stated that he is in agreement with the City Manager that the Plan needs to be geared towards a Business Plan.

6. In Project Updates:

- a. WWTP Emergency Power Project – Under Construction – ITC Electrical Technologies is the contractor. There have been many issues with this project. When the generator was being tested it blew a transformer. The project is moving forward, but is in liquidated damages. Board Member English asked what fuel will be used for the generator. Mr. Martin stated that the generator uses diesel.
 - b. West Casper Zone II Water Supply Project – Under Construction – Treto Construction is the contractor. Project should be completed by early summer. Mr. Martin stated that this project is generating many Outside-City Water Agreements.
 - c. CY Booster Station Replacement – Bidding – Bids were rejected as they were too high. The project was tweaked and is back out to bid.
 - d. WWTP Boiler Project – Under Design by HDR – Ran into Fire Code issues. One bid was received and rejected for being too high. The project has been combined with another HVAC project and put back out to bid.
 - e. WWTP MCC Replacement Project – Under Design by CH2M – Design completed. Funding for this project was moved to the Secondary Treatment project. This project will be moved to the FY22 budget.
 - f. Ten Million Gallon Reservoir Renovations – On Hold Pending Water Master Plan – The reservoir was evaluated by two consultants. One consultant said it should be demolished, the other said it could be repaired. The Master Plan will show if 10 MG of storage is good for this location, or if 5 MG of storage will suffice with another 5 MG in another location. The Master Plan is due soon.
 - g. Midwest Avenue Reconstruction – Elm to David – Under Construction – Treto Construction is the contractor. The water and sewer portion of the project is completed.
 - h. Midwest Avenue Reconstruction – David to Walnut – Under Design by WWC
 - i. WWTP HVAC Replacement – Combined with WWTP Boiler Project to entice more bidders. Original bid was way over the budgeted amount.
 - j. 1st and Poplar Street Improvements – Under Design by CEPI – WYDOT project
 - k. Casper Marginal (I-25 and Walsh Drive) – Under Design by CEPI – WYDOT project – delayed one year
 - l. Ridgecrest Drive Water Main Replacements – Under Design by WLC – hope to get out to bid soon
 - m. WWTP Secondary Rehabilitation Project – Bidding – Bid out twice, but bids were way over budget. Project has been broke into several different projects in order to get more bids.
 - n. North Platte Sanitary Sewer Rehabilitation Project – Funding Secured – Assigned to City Engineer who is working on RFP. President Bell asked if the ferrous chloride is still working on the NPSS. Mr. Martin stated that it is.
 - o. 21st Street – Shattuck Sanitary Sewer Replacement – Under design in-house. Short section of PVC pipe went egg shape and couldn't get equipment through. President Bell stated that it sounds like a liner collapsed. Mr. Martin stated that this sewer line is not lined, it is the actual pipe that changed shape.
7. In Other Business, President Bell asked about the Wardwell Water Tank. Mr. Martin stated that it was in service, but a routine bacti test failed due to leaks in the tank roof. Mr. Martin stated that the tank was taken off line for repairs and once the repairs were

made it was put back in service. Mr. Martin stated that another routine bacti test failed and the tank was taken back out of service. Mr. Martin stated that the roof will be tested for leaks once the weather lets up. Mr. Martin stated that the contractor will be back in the spring to check for leaks.

Board Member English asked if there was another tank of the same type in that area. Mr. Martin stated that there is another bolted steel tank, but it belongs to Wardwell. Mr. Martin stated that it has had issues as well, but he was not sure of the extent of the issues.

President Bell informed the Board that Council approved the water and sewer rate increases that were recommended by staff, and not what was recommended by the Board.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:02 a.m. Motion passed.

Secretary

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
FEBRUARY 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	125,482,324	142,722,743	133,589,748	2,409,879,811	2,247,431,260
NEW SERVICES	4	5	4	67	74

** Billed to Casper by Central Wyoming
Regional Water System Joint Powers
Board starting October 1, 1997.*

PRECIPITATION (Inches)	0.82	0.48	0.50	7.38	6.04
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REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	1	1	3	16	10
SERVICE LINE BREAKS	1	0	2	3	19
SEWER MAIN STOPPAGES	1	0	1	6	7

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	20,142	20,119	20,063
COMMERCIAL (WATER & SEWER)	1,737	1,738	1,735
OUTSIDE CITY (WATER RES)	500	519	519
OUTSIDE CITY (WATER-COMM)	134	134	134
IRRIGATION ONLY	281	281	282
TOTAL NUMBER OF ACCOUNTS	22,794	22,791	22,733

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
MARCH 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	147,233,823	125,482,324	139,835,772	2,557,113,634	2,387,267,032
NEW SERVICES	7	4	5	74	79

** Billed to Casper by Central Wyoming
Regional Water System Joint Powers
Board starting October 1, 1997.*

PRECIPITATION (Inches)	0.96	0.82	1.74	8.34	7.78
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REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	0	1	3	16	13
SERVICE LINE BREAKS	0	1	1	3	20
SEWER MAIN STOPPAGES	2	1	4	8	11

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	20,148	20,142	20,067
COMMERCIAL (WATER & SEWER)	1,738	1,737	1,732
OUTSIDE CITY (WATER RES)	500	500	519
OUTSIDE CITY (WATER-COMM)	134	134	135
IRRIGATION ONLY	281	281	281
TOTAL NUMBER OF ACCOUNTS	22,801	22,794	22,734



Natrona County Conservation District

5880 Enterprise Drive, Suite 100 • Casper, Wyoming 82609 • 307-261-5436, ext. 4

April 7, 2020

City of Casper Public Utilities
Attn: President Bell
200 N. David Street
Casper, WY 82601

RE: FY2021 Funding Request from the Natrona County Conservation District (NCCD)

Dear President Bell & Board Members:

During this chaotic time with the outbreak of COVID-19, it has been difficult to compose a letter requesting funding when virtually everyone is suffering from economic repercussions as a result of this virus, including the City and County. Prior to the outbreak, the NCCD Board of Supervisors had directed me to request that the City of Casper Public Utilities approve the amount of \$50,000 (a raise from \$35,000) for the annual direct and operational costs for the District, as well as to consider an additional \$50,000 for Special Selenium Funding. With the present closures of so many businesses, and unemployment skyrocketing, I cannot in good conscience still request these amounts.

With the above in mind, the NCCD is instead requesting that the City of Casper Public Utilities approve \$35,000 for direct and operational costs for the District, allowing the District to continue to manage our active grants, apply for new grant opportunities, manage and implement ongoing irrigation BMPs, continue our water quality program, educational programs, and maintain our public services and tree program. When we recover from this pandemic, the NCCD will likely ask for an increased base funding amount in order to hire a part time staff to assist with the increased workload of the District, as well as continuation of the Selenium Funding. But not at this time.

While we take pause in the Special Selenium Funding, rest assured that work in the Middle North Platte Watershed will continue throughout this stressful time. We currently have ongoing projects under contract with both grant and Selenium Funding, and new projects are being presented each month at our board meetings. A Project Implementation and Selenium Project Funding summary has been attached, as well as the water quality graphs from the 2019 Water Quality Report.

Thank you so much for your consideration. I can be contacted at 307-261-5436, Ext. 4, lisa.ogden@wy.nacdn.net.

Sincerely,

Lisa Ogden
District Manager

**Agenda Item
3**

Natrona County Conservation District

Integrated FY 2019 Annual Report & FY 2020 Annual Plan





Table of Contents



Natrona County Conservation District

5880 Enterprise Drive, Suite 100
Casper, Wyoming 82609
307.261.5436 Ext. 4

~ ~ ~

lisa.ogden@wy.nacdnet.net
www.nccdwyoming.com

Integrated FY2019 Report & FY2020 Plan

NCCD Mission	2
NCCD Board of Supervisors & Staff.....	2
Natrona County Surface Water Quality	3
NCCD Priorities.....	3
North Platte River De-Listing.....	4
EPA Success Story	5
FY2019 Projects in the Watershed.....	6
FY2020 Projects in the Watershed.....	7
Conservation Seedling Trees.....	8
Education	9
Financial Report	10

*Conserving our natural resources while
preserving our way of life.*



NCCD Board of Supervisors & Staff

Back Row (Left to Right):

Kenny Wolfley—NRCS District Conservationist, **Dennis Scott**—Vice-Chairman, **Scott Smith**—Supervisor, **Len Camp**—Supervisor

Front Row (Left to Right):

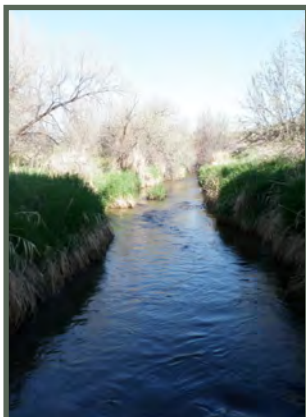
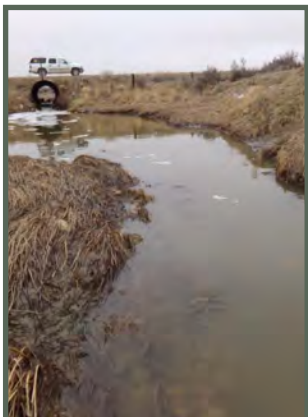
Andy Anderson—Chairman, **Lisa Ogden**—District Manager, **Tammy Cobb**—Treasurer



Natrona County Surface Water Quality -

Total watershed health is the top priority for the Natrona County Conservation District (NCCD). Watershed health includes all aspects of water quality (both chemical and biological), water availability, soil health and management, as well as rangeland quality. The NCCD works to maintain and improve the health of the watershed by implementing best management practices (BMPs) that are determined to be an effective and realistic means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

Large deposits of Cody Shale are prevalent in the underlying geology of much of Natrona County. As a result, large concentrations of the heavy metal selenium are abundant within the soil. Due to the metal's characteristic of being highly soluble in water, the North Platte River and its associated drainages are quite vulnerable to high levels of selenium. The BMPs that are implemented by landowners in partnership with NCCD are primarily focused on the reduction of selenium transportation through the watershed, but also emphasize protection of water quality and promotion of soil conservation within our watershed.



Water Quality



NCCD Priorities

- Overall Health of the Watershed
- Water Quality & Quantity
- Proper Soil Management
- Rangeland Quality
- Landowner Education & Technical Assistance
- Locally Led & Realistic Conservation
- Ongoing Partnership Development
- Voluntary Landowner Participation
- Conservation Seedling Tree Sales

Exciting News!!



Selenium in the North Platte River

In 1998, thirty-seven miles of the North Platte River as it flows through Casper, was added to the 303(d) List due to excess selenium loading. In 2014, years of water quality data collected by the NCCD was presented to WDEQ for evaluation to determine if the North Platte River was meeting the chronic selenium criteria (<5 mcg/L). After two additional years of more intense sampling, the WDEQ recommended in “Wyoming’s Draft 2016/2018 Integrated 303(d) Report” that the segment of the North Platte River from the confluence with Muddy Creek upstream to the confluence with Poison Spider Creek be moved from the 303(d) List to Category 2 in 2018.

Now for the exciting news! The North Platte River was officially delisted from the 303(d) List as of September of 2018!!!

This is good news for all residents of Natrona County and the City of Casper. The health of the river is improving, with less selenium loading than in previous years. This helps to improve habitat for aquatic life, enhance water quality for wildlife and livestock as well as for residents and visitors who recreate on the North Platte River.

There is still work to be done in the watershed. Still listed on the 303(d) List as impaired for selenium are Casper Creek, Poison Spider Creek, Poison Spring Creek, Oregon Trail Drain, and four ponds and reservoirs. The NCCD will continue to focus on BMPs that will minimize the migration of selenium within our watershed utilizing grant awards, through partnerships and leadership in watershed health issues.

The NCCD is incredibly honored to have been a part of the de-listing process, along with landowners, Natural Resources Conservation Service (NRCS), the City of Casper, Natrona County Commissioners, and Casper Alcova Irrigation District (CAID).



Read “Wyoming’s
2016/2018
Integrated 305(b)
and 303(d) Report”
at
nccdwyoming.com.



NONPOINT SOURCE SUCCESS STORY

Wyoming

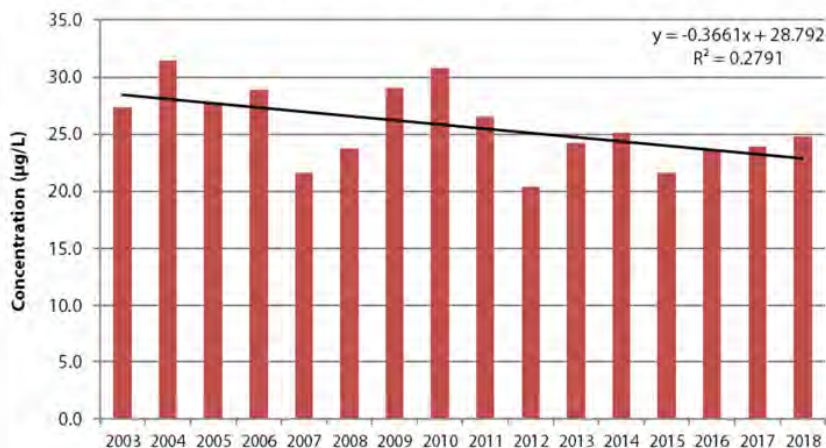
Irrigation Practices Restore Water Quality in the North Platte River

Waterbody Improved

Irrigation of cropland overlying cretaceous shale formations contributes to high selenium concentrations in the North Platte River near the city of Casper. In 1998, the Wyoming Department of Environmental Quality (WDEQ) added a 36.8-mile segment of the river to the Clean Water Act (CWA) section 303(d) list due to aquatic life, coldwater fisheries, and wildlife designated uses being impaired by selenium. Voluntary restoration efforts led by Natrona County Conservation District (NCCD) in cooperation with many partners have reduced selenium loading to the river from irrigated cropland activities. The segment of the North Platte River now meets the selenium water quality criterion, and WDEQ has removed it from the impaired waters list in the 2016/2018 305(b)/303(d) Integrated Report.

Read the Entire
EPA Success Story
& In-Depth Story
at
nccdwyoming.com.

Project Wide Mean Annual Selenium Levels for 2003-2018



Project wide decrease in annual mean selenium levels from 2003—2018.



FY2019 Projects in the Watershed



Actual FY2019—

Flood to Sprinkler ~

219 Acres

Earthen Ditch
Eliminated ~

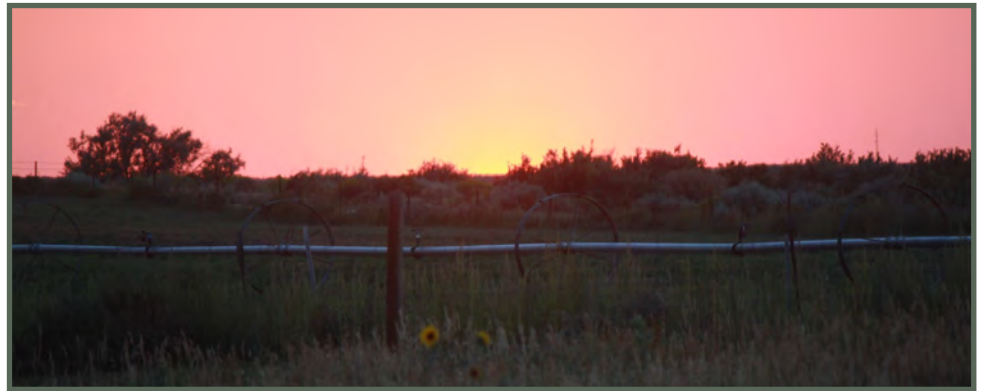
5,380 Feet

Pipeline Installed ~

7,330 Feet

Investment in the
Watershed ~

\$738,526



FY2019 Completed Water Quality Projects:

In FY2019, the NCCD and partners saw the completion of the following Best Management Practices (BMPs):

- 219 acres of previously flood irrigated cropland to sprinkler irrigation;
- 5,380 feet of earthen ditches eliminated;
- 7,330 feet of buried pipeline installed;
- 224 acres implemented Irrigation Water Management (IWM).

BMPs were completed utilizing:

- WDEQ Non-Point Source grants (\$199,283);
- NRCS's EQIP funding (\$10,605);
- Casper Alcova Irrigation District (\$246,359);
- City of Casper/Natrona County (\$100,000);
- Landowners (\$182,279);
- Total investment in the watershed of \$738,526.

Water quality sampling continued throughout the fiscal year, with monthly water samples taken from 11 sampling sites throughout the watershed. The samples were analyzed for

total selenium and the results were compiled within the 2018 annual water quality report for the NCCD and WDEQ. The project-wide mean annual selenium levels are shown on page 5. Selenium levels in our watershed have continued to decrease overall since 2003.





Projected for FY2020 -

Flood to Sprinkler ~

100 Acres

Earthen Ditch

Eliminated ~

6,000 Feet

Pipeline Installed ~

6,000 Feet

Investment in the

Watershed ~

\$300,000

Planned Water Quality Projects for FY2020:

The NCCD has three irrigation conversion projects under contract now, expected to be completed during FY2020. These projects will convert another 100 acres of presently flood-irrigated cropland to sprinklers, and see the installation of 1,000 feet of pipeline to replace earthen ditch. The NRCS presently has an additional four irrigation projects to be completed in FY2020.

Several additional landowners have approached the NRCS and NCCD regarding cost share opportunities for irrigation projects, wells, or stock pipelines and tanks. All cost share projects are voluntary for the landowners, and the projects are designed in partnership with the landowners.

Water quality sampling in the watershed will continue on a monthly basis, on no less than 10 sampling sites each month. During FY2020, the NCCD's Sampling Analysis Plan (SAP) will be updated to reflect the de-listing of the North Platte River and any other needed changes to our water sampling schedule.

The NCCD continues to establish partnerships with land-



owners, government and private agencies, and our elected officials. The NCCD District Manager and the Board of Supervisors will continue to seek out and secure funding for projects that are beneficial to the watershed, the wildlife, the landowners, and the community.

FY2020
Projects
in the
Watershed





Seedling Tree Sales



FY2019—

- The NCCD sold 8,400 seedling trees and shrubs to 95 landowners, a record for the District;
- The most popular trees and shrubs sold include hardy apricot, caragana, Nanking cherry, native cottonwood, lilac, McDermand pear, wild rose, spruce, juniper and pine;
- 175 pounds of planting polymer sold;
- 18 rolls of 6'x300' weed barrier sold.

FY2020—

- Orders for delivery in May of 2020 begin in October of 2019;
- The latest order form can be found on the NCCD website, www.nccdwyoming.com, along with abundant information on each tree species that is sold by the NCCD.





FY2019—

- Watershed Tour with NRCS State Conservationist, Board of Supervisors and CAID in October of 2018;
- Selenium Classroom and Field Day at Natrona County High School in October of 2018;
- Project Presentation at WACD State Convention in November of 2019;
- Legislative Luncheon in December of 2019;
- Wyoming Watershed Conference Presentation for 76 Attendees;
- Hosted Irrigation Water Management/Soil Health Class in April of 2019 with 30 Attendees;
- Hosted Central Wyoming Tree School in February of 2019 with 38 Attendees;
- Manned the Central Wyoming Home Show Booth March of 2019
- Selenium Presentation at Casper College in March of 2019 for 20 Students

FY2020—

- Watershed Health Presentations for the Local Community, as well as at National NACD Convention in February of 2020;
- Legislative Luncheon in December of 2020;
- Soil Health / Irrigation Water Management Classes;
- Central Wyoming Tree School in February of 2020;
- Central Wyoming Home Show Booth March of 2020.



Financial Report

(the real dirt)



NCCD Financials

	FY2019 Final	FY2020 Budget
Beginning of Fiscal Year (FY)		
Reserves	\$ 368,356	\$ 300,034
General Fund	\$ 6,623	\$ 23,728
All Cash on Hand (Beginning of FY)	\$ 374,979	\$ 323,762
Revenue		
Local Support (City of Casper/Natrona County)	\$ 70,000	\$ 70,000
State Support (WDA WQ Base & Lab Funds)	\$ 15,790	\$ 8,824
Gross Retail Sales (Seedling Trees, Polymer)	\$ 14,895	\$ 10,000
Grants (WDEQ 319, WWDC SWPP, WDA)	\$ 244,095	\$ 245,244
Project Funds (Selenium Funds-City/County)	\$ 81,678	\$ 81,678
Special Projects	\$ 490	\$ -
Interest	\$ 325	\$ 276
Total FY Revenue	\$ 427,273	\$ 416,022
Expenditures		
Administration (Personnel, Board & Office Exp.)	\$ 61,198	\$ 76,626
Operations (BMPs, Retail Costs, Educational)	\$ 410,385	\$ 515,448
Indirect (Insurance, Indirect Payroll Costs)	\$ 11,654	\$ 13,905
Subtotal	\$ 483,237	\$ 605,979
Difference in End of Year Liabilities	\$ 4,747	
Total FY Expenditures	\$ 478,490	\$ 605,979
Total Cash on Hand Fiscal Year End (FYE)	\$ 323,762	\$ 133,805
End of Fiscal Year (FY)		
FYE Balance of Capital Reserves	\$ 15,000	\$ 15,000
FYE Balance of Restricted Reserves (PrePaid Grant & Project Funds)	\$ 225,034	\$ 35,000
FYE Balance of Emergency Reserves (1 Year Operating Costs)	\$ 60,000	\$ 60,000
Total Reserves FYE	\$ 300,034	\$ 110,000
NCCD General Fund at FYE	\$ 23,728	\$ 23,805

April 16, 2020

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water and Sewer Service with Jereco Cleaning Systems, LLC.

Meeting Type & Date

CPU Advisory Board Meeting
April 22, 2020

Action Type

Approval

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water and Sewer Service with Jereco Cleaning Systems, LLC.

Summary

This contract provides Outside-City water and sewer service for a parcel of land located at 1720 Bryan Stock Trail, which is immediately west of Metro Road. The property will obtain service by connecting into water and sewer mains located in Bryan Stock Trail.

This property will not be required to annex at this time; however, a Commitment to Annex has been signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Agreement

Commitment to Annex

CONTRACT FOR OUTSIDE-CITY WATER AND SEWER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Jereco Cleaning Systems, LLC, 433 Oleander Street, Casper Wyoming 82604; hereinafter referred to as "Owner."

RECITALS

- A. Owner is the owner of certain land as described in Exhibit "A" being a portion of the E1/2SE1/4SE1/4NE1/4, Section 34, Township 34 North, Range 79 West of the 6th P.M., in Natrona County, Wyoming, with an address of 1720 Bryan Stock Trail Casper, Wyoming 82601, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water and sewer service from City for such property as described in Exhibit "A"; and,
- C. Owner can connect by a service line into the 16-inch water main located in Bryan Stock Trail; and,
- D. A sanitary sewer main owned and operated by the City is within three hundred feet (300') of the property; and,
- E. Owner and City have agreed to such outside-city water and sewer service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

- 1. Service
 - a. The property served shall be limited to that described in Exhibit "A." No other properties shall be served without the express permission of the City Council of the City of Casper.
 - b. Owner shall be allotted one (1) water and one (1) sewer service connection and meter to the property shown on Exhibit "A." No other properties may be served from this connection.
 - c. The City will install water or sewer service taps to connect to the existing water and sewer mains at the request of the Owners, in accordance with the then-prevailing costs and procedures, and in accordance with the then-existing City standards and specifications.
 - d. The Owner shall be responsible for obtaining easements from other property owners for their water and/or sewer service lines as needed at its sole cost and expense.

- e. The Owner shall install one, $\frac{3}{4}$ -inch or 1-inch water service line from the building to be served to the curb box or meter pit at the property line at the Owner's sole cost and expense. The water service line curb box shall be installed approximately ten (10) feet from the transmission line.

2. Right of Inspection

- a. The City shall have the right to inspect all water and sewer system construction. All water and sewer system construction must meet City requirements. Before connection of the services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. The Owner will pay to the City the then-current outside-City system investment charge for each connection to be served with water and sewer. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water and sewer service provided by the City.
- c. The charge for water and sewer service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water and sewer service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water and sewer service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.

- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to a maximum 3.0 gpm.
- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited, to all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the date of this Agreement to complete the water and sewer service line construction and necessary improvements as set forth herein. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this Agreement. It shall provide that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within (1) year after the City Council's approval of a property owner's petition for the annexation thereof.
- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements on Bryan Stock Trail at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and

Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.

- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.
- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property as set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Jeremy Clark
Owner/President
Jereco Cleaning Systems, LLC
433 Oleander Street
Casper, Wyoming 82604

City of Casper
Attn: Public Services Director
200 North David
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

Walter Thomas

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

WITNESS:

OWNER:
Jereco Cleaning Systems, LLC
P.O. Box 2655
Casper, Wyoming 82602

Ronald E. Wright

Jeremy Clark
Owner/President

The undersigned mortgagee for Jereco Cleaning Systems, LLC hereby agrees to, consents, and ratifies this agreement.

April 10, 2020
Date

Platte Valley Bank
MORTGAGEE

By: Ronald E. Wright

Printed Name: Ronald E. Wright

Title: President

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this 10 day of April, 2020,
by Jeremy Clark as Owner/President of Jereco Cleaning Systems, LLC.

(seal)



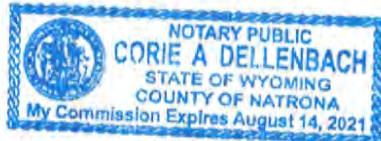
Corie A. Delenbach
NOTARY PUBLIC

My commission expires: August 14, 2021

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this 10 day of April, 2020, by
Ronald E. Wright as the President
of Platte Valley Bank the Mortgagee.

(seal)



Corie A. Delenbach
NOTARY PUBLIC

My commission expires: August 14, 2021

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Steven K. Freel as Mayor of City of Casper, Wyoming, a Wyoming municipal corporation.

(seal)

NOTARY PUBLIC

My commission expires: _____

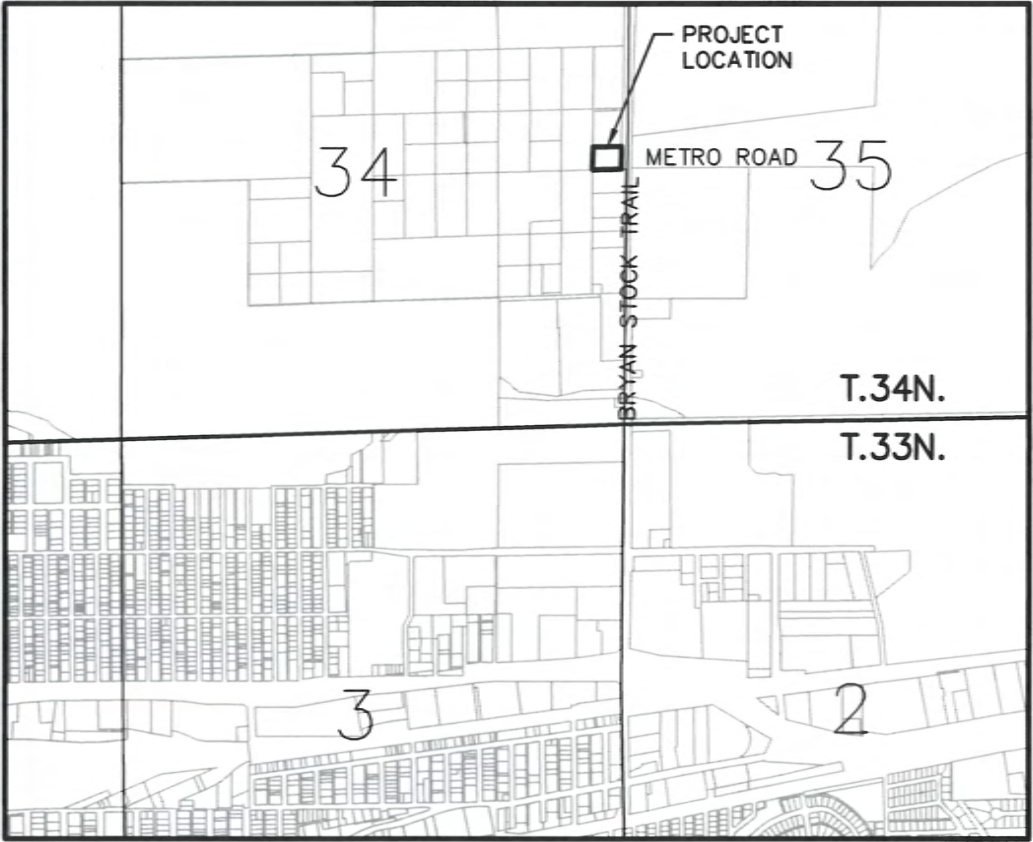
EXHIBIT "A"

WLC ENGINEERING & SURVEYING
200 PRONGHORN STREET, CASPER, WYOMING 82601
FOR

Client DAMOND CLARK Address 313 AZALEA STREET
City CASPER State WYOMING Zip 82604

E1/2SE1/4SE1/4NE1/4 Section 34 , T. 34 N., R. 79 W., 6th Principal Meridian, Wyoming
City CASPER County NATRONA State WYOMING

PROPERTY LOCATION PLAT



VICINITY MAP
SCALE: 1"=2000'

Date: 10-16-19
W.O. No. 16935
Book No. , Pg.
Acad File: CLARK 16935
N: \MISC\16935-DAMOND CLARK\SURVEY\DWG\CLARK 16935.DWG

WARRANTY DEED

PATRICK M. BROWNELL, grantor(s) of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

JERECO CLEANING SYSTEMS LLC, grantee(s), whose address is:
433 OLEANDER

1720 BRYAN STOCK TRAIL CASPER, WY 82604
Casper, WY 82601

of Natrona County and State of Wyoming, the following described real estate, situate In Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

A PARCEL BEING A PORTION OF THE E $\frac{1}{4}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$ SECTION 34, TOWNSHIP 34 NORTH, RANGE 79 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 34 MARKED BY A BRASS CAP; THENCE S.89°01'W. ALONG THE SOUTH LINE OF THE NE $\frac{1}{4}$ OF SAID SECTION 34, A DISTANCE OF 30.03 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL AND THE POINT OF BEGINNING; THENCE N.1°25'02"E., 30.00 FEET DISTANT FROM AND PARALLEL TO THE EAST LINE OF SAID SECTION 34 A DISTANCE OF 239.00 FEET TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF SAID PARCEL; THENCE S.89°01'01"W., A DISTANCE OF 299.00 FEET TO A POINT, SAID POINT BEING THE NORTHWEST CORNER OF SAID PARCEL; THENCE S.1°24'19"W. A DISTANCE OF 239.00 FEET TO A POINT ON THE SOUTH LINE OF THE NE $\frac{1}{4}$ OF SAID SECTION 34 AND THE SOUTHWEST CORNER OF SAID PARCEL; THENCE N.89°01'E. ALONG SAID SOUTH LINE OF THE NE $\frac{1}{4}$ A DISTANCE OF 298.95 FEET TO THE POINT OF BEGINNING.

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

Witness my/our hand(s) this 19 day of July, 2019.


PATRICK M. BROWNELL

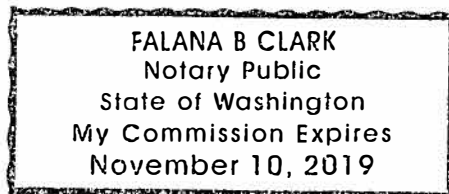
State of ~~Wyoming~~ WASHINGTON)
County of ~~Natrona~~ King) ss.

The foregoing instrument was acknowledged before me by PATRICK M. BROWNELL.

This 19 day of JULY, 2019.
Witness my hand and official seal.

My Commission expires: 11/10/2019


Notarial Officer



7/22/2019 2:53:52 PM

Pages: 1

1066936

NATRONA COUNTY CLERK

Tracy Good
Recorded: SA
Fee: \$12.00
AMERICAN TITLE AGENCY

April 13, 2020

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Ashton J. and Joanna Wilson

Meeting Type & Date

CPU Advisory Board Meeting
April 22, 2020

Action type

Approval

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Ashton J. and Joanna Wilson.

Summary

This contract provides Outside-City water service for a parcel of land located west of Casper in the Squaw Creek Area. The property will obtain water service by connecting to the new 12-inch West Casper Zone II water main located in Brandywine or Bordeaux Roads.

This property is not contiguous to the Casper City limits and a Commitment to Annex has been signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Agreement

Commitment to Annex

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Ashton J. and Joanna Wilson, 3620 South Coffman, Casper, Wyoming 82604; hereinafter referred to as “Owner.”

RECITALS

- A. Owner is the owner of certain land as described in Exhibit “A” being Tracts 21 and 22 of the Swingle Ranch Tracts, the S1/2, Section 24, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 5665 Bordeaux Road, Casper, Wyoming 82604 which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 12-inch water main located in Bordeaux Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

1. Service

- a. The property served shall be limited to that described in Exhibit “A.” No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit “A.” No other properties may be served from this connection.
- c. The Owner shall install one, ¾-inch or 1-inch water service line from the building to be served to the curb box or meter pit at the property line at the Owner’s sole cost and expense. The water service line curb box shall be installed approximately ten (10) feet from the transmission line.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.

- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide

that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees,

and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.

- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info
Ashton J. and Joanna Wilson
3620 South Coffman
Casper, Wyoming 82604

City of Casper
Attn: Public Services Director
200 North David
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:



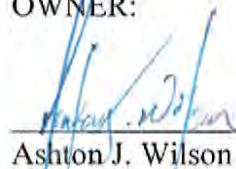
ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

OWNER:


Ashton J. Wilson

OWNER:


Joanna Wilson

The undersigned mortgagee for Ashton J. and Joanna Wilson hereby agrees to, consents, and ratifies this agreement.

Date


MORTGAGEE

By: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this 14th day of April, 2020,
by Ashton J. Wilson.

(seal)



Lori L. Swenson
NOTARY PUBLIC

My commission expires: March 23, 2023

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this 14th day of April, 2020,
by Joanna Wilson.

(seal)



Lori L. Swenson
NOTARY PUBLIC

My commission expires: March 23, 2023

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020, by
_____ as _____
of _____ the Mortgagee.

(seal)

NOTARY PUBLIC

My commission expires: _____

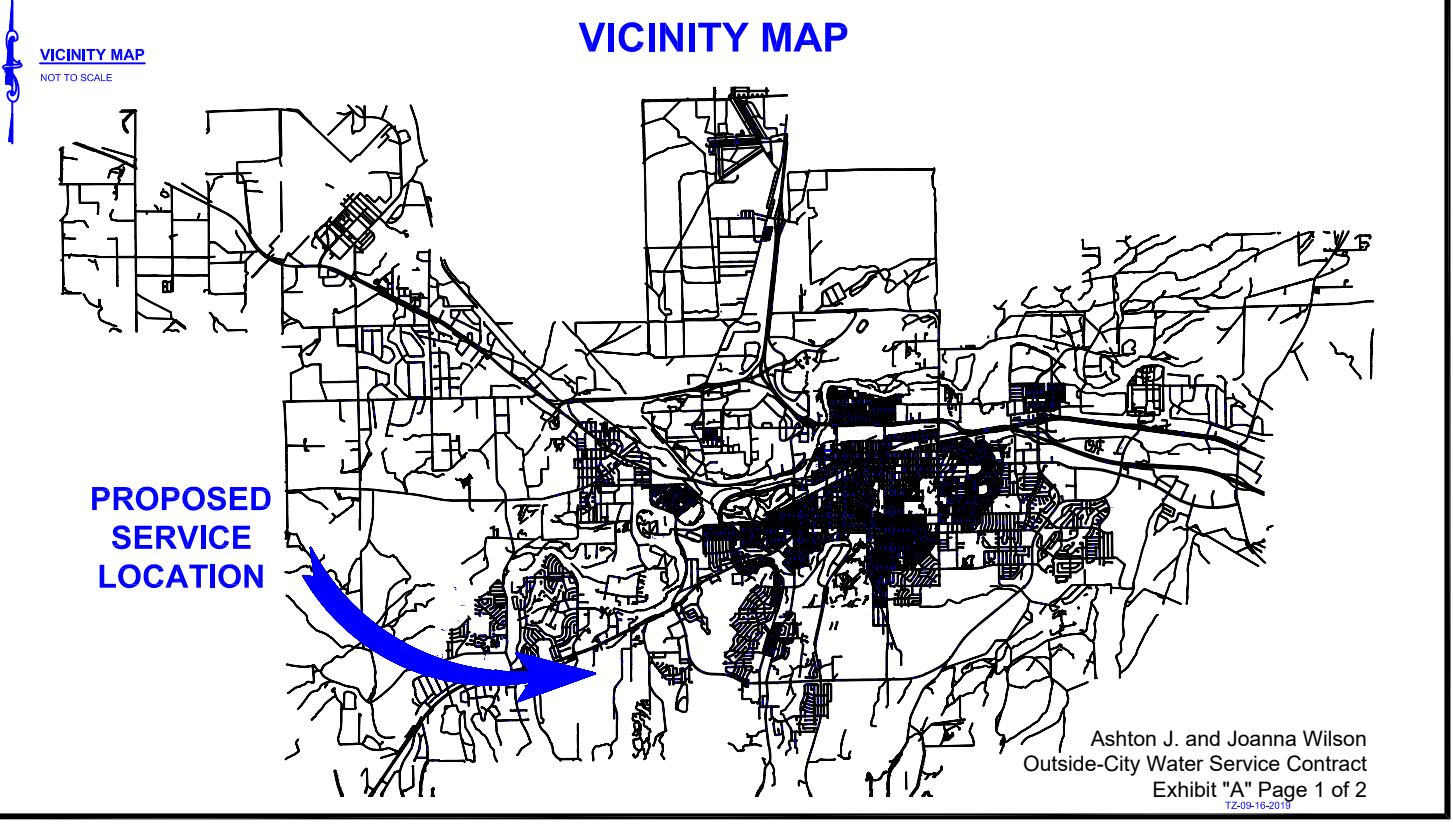
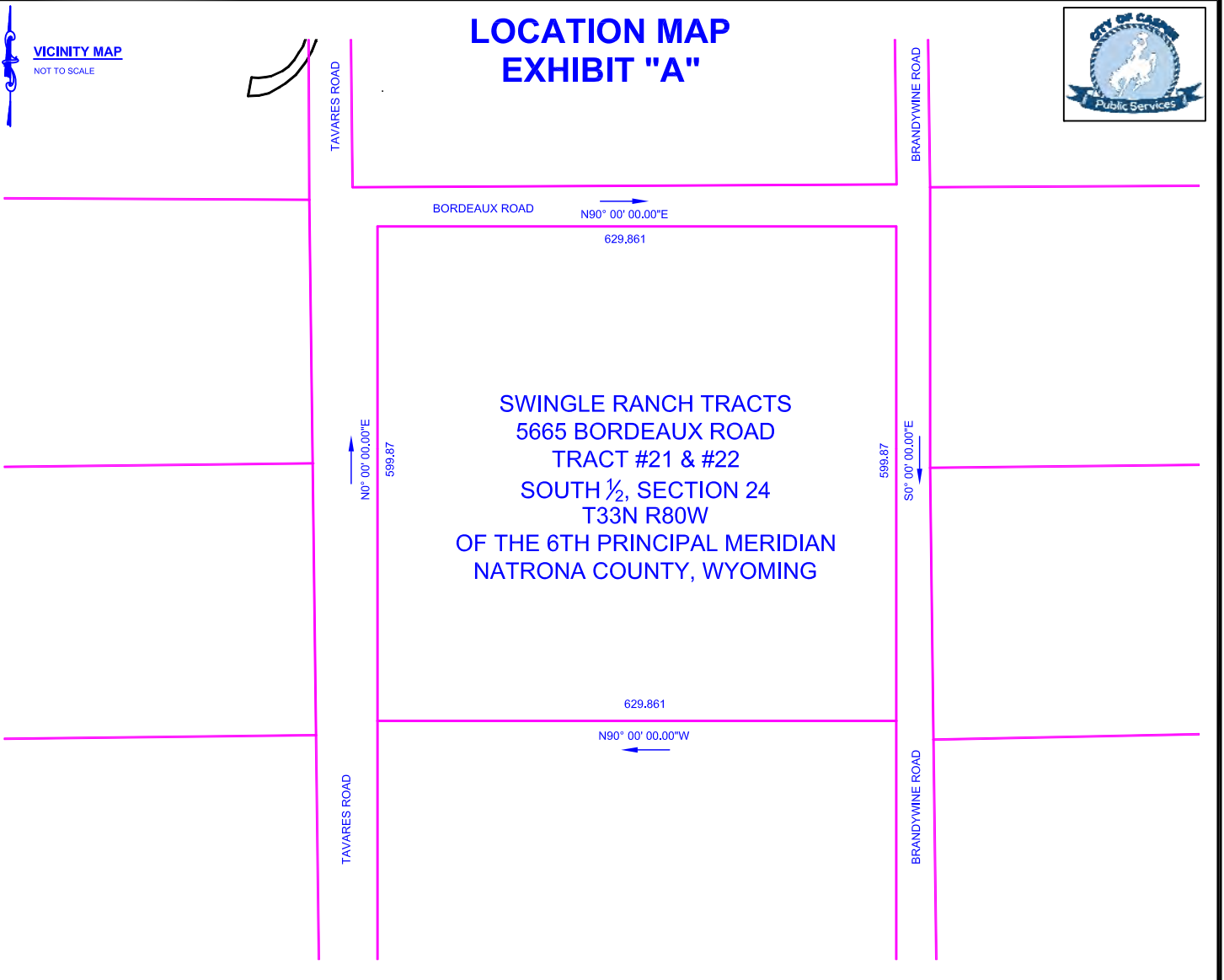
[illegible]

This instrument was acknowledged before me this _____ day of _____, 2020,
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal
corporation.

(seal)

NOTARY PUBLIC

My commission expires: _____



IRON MAIDEN®
U.S.A. DESIGN PATENT 4139248-1979
CANADIAN PATENT 10655729, 1979

RD 1977

IRON MAIDEN® SYSTEMS
HOUSTON, TEXAS, U.S.A.

SWINGLE RANCH TRACTS Packet 12
Folder 5

SWINGLE RANCH TRACTS

STATE OF WYOMING
County of Natrona
at 4:30 o'clock P.M. and day of June 1923
in Book 39 of Deeds

This is to certify that Charles H. Swingle and Eva Swingle, husband and wife are the sole owners and proprietors of the South One Half (S 1/2) of Section Twenty-four (24) Township Thirty-three (33) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian in Natrona County, Wyoming, and that the above and foregoing sub-division of the said land as appears on this plat is with the free consent and in accordance with the desires of the undersigned owners and proprietors; that this plat is supplemental to and amendatory of the original plat and dedication of the same subdivision as the same appears of record in Book 33 of Deeds at Page 191 records of Natrona County, Wyoming, and is made and filed for the purpose of correcting technical errors in said original plat and dedication; that said undersigned owners and proprietors hereby waive and release any and all rights in and to said above lands under and by virtue of the Homestead Exemption laws of the State of Wyoming, and that the streets and alleys as shown hereon are hereby dedicated to the Public use.

Witness:
CBlogner
Charles H. Swingle
Eva Swingle

The State of Wyoming, } ss.
County of Natrona.

On this 17th day of May A.D. 1923, before me personally appeared Charles H. Swingle and Eva Swingle, husband and wife, to me known to be the persons described in and who executed the above and foregoing instrument and acknowledged that they signed, sealed and delivered the same as their free act and deed, for the uses and purposes therein set forth, including the release and waiver of the right of homestead, the said wife having been by me fully apprised of her right and the effect of signing and acknowledging the said instrument.

Given under my hand and Notarial Seal this 17th day of May A.D. 1923.

CBlogner
Notary Public

My commission expires June 19th, 1923

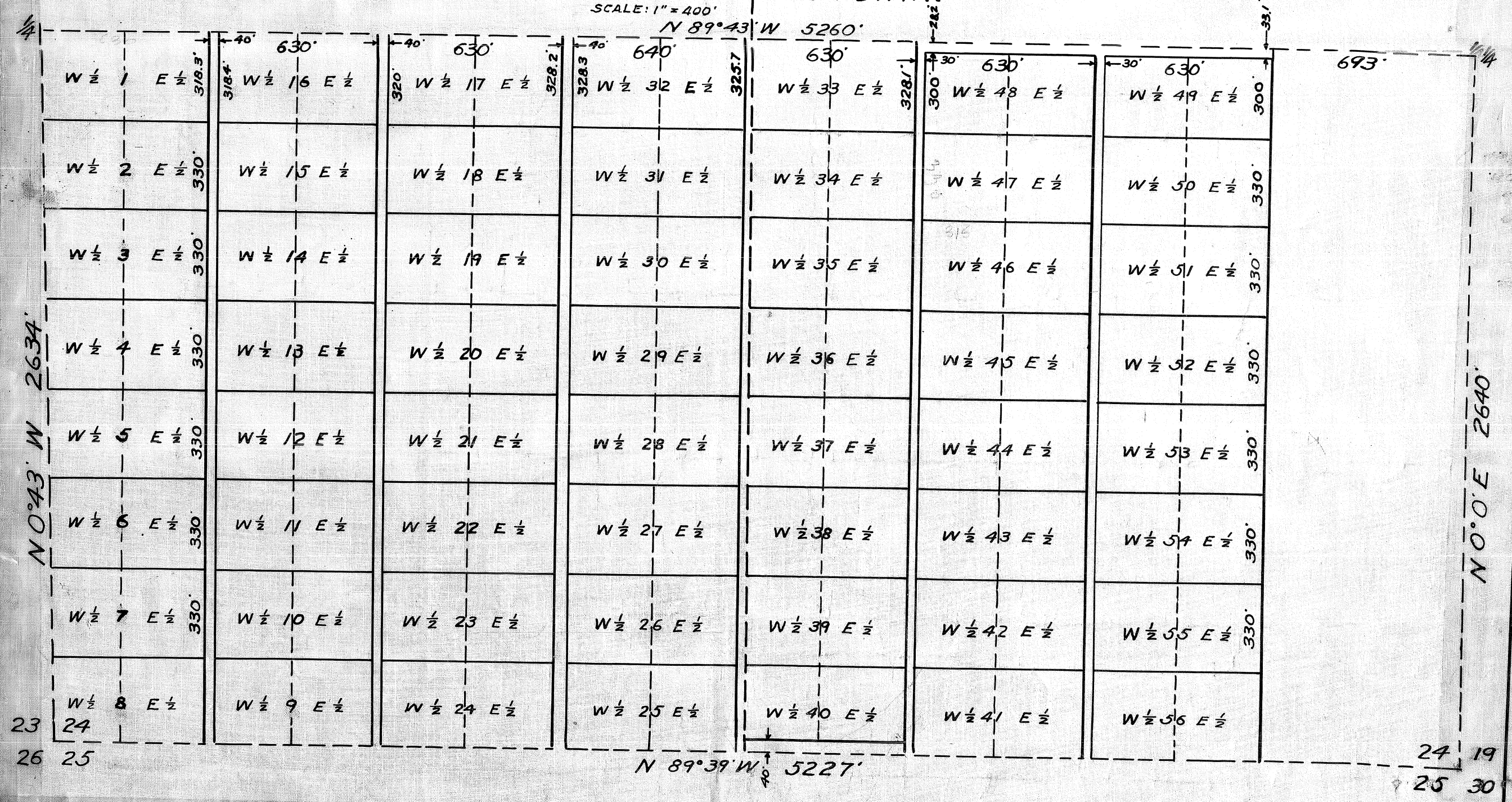
The State of Wyoming, } ss.
County of Natrona.

Albert M. Zuill of Casper, Wyoming, of lawful age and first duly sworn according to Law, on his oath says; that he is a licensed engineer in the State of Wyoming; that he made a survey of the South one-half (S 1/2) of Section twenty four (24) Township thirty three (33) North, Range eighty (80) West of the sixth (6th) Principal Meridian in Natrona County, Wyoming, at the request of Charles H. Swingle and Eva Swingle, husband and wife, owners and proprietors of the land; that they subdivided said land into Tracts and Streets as shown by the Plat to which this certificate is attached and of which it forms a part and that said Plat is a true and correct representation of said survey.

Subscribed in my presence and sworn to before me this 17th day of May A.D. 1923.
My commission expires June 19th, 1923.

Albert M. Zuill
Surveyor
CBlogner
Notary Public.

SUBDIVISION SOUTH 1/2 SECTION 24, T. 33 N., R. 80 W. OF 6TH PRINCIPAL MERIDIAN.



April 13, 2020

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Steven M. Carter

Meeting Type & Date

CPU Advisory Board Meeting
April 22, 2020

Action type

Approval

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Steven M. Carter.

Summary

This contract provides Outside-City water service for a parcel of land located west of Casper in the Squaw Creek Area. The property will obtain water service by connecting to the new 12-inch West Casper Zone II water main located adjacent to the property.

This property is not contiguous to the Casper City limits and a Commitment to Annex has been signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Agreement

Commitment to Annex

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Steven M. Carter, 3709 Squaw Creek Road, Casper, Wyoming 82604; hereinafter referred to as "Owner."

RECITALS

- A. Owner is the owner of certain land as described in Exhibit "A" being the W1/2 of Tracts 47 and 48 of the Swingle Ranch Tracts Extension, being a subdivision of Section 24, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 3709 Squaw Creek Road, Casper Wyoming 82604, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit "A"; and,
- C. Owner can connect by a service line into the 12-inch water main located adjacent to the property; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

1. Service

- a. The property served shall be limited to that described in Exhibit "A." No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit "A." No other properties may be served from this connection.
- c. The Owner shall install one, $\frac{3}{4}$ -inch or 1-inch water service line from the building to be served to the curb box or meter pit at the property line at the Owner's sole cost and expense. The water service line curb box shall be installed approximately ten (10) feet from the transmission line.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.

- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide

that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees,

and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.

- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info
Steven M. Carter
3709 Squaw Creek Road
Casper, Wyoming 82604

City of Casper
Attn: Public Services Director
200 North David
Casper, Wyoming 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

Wallace Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

WITNESS:

OWNER:

Steven M. Carter

The undersigned mortgagee for Steven M. Carter hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Steven M. Carter.

(seal)

NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020, by
_____ as _____
of _____ the Mortgagee.

(seal)

NOTARY PUBLIC

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me this _____ day of _____, 2020,
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal
corporation.

(seal)

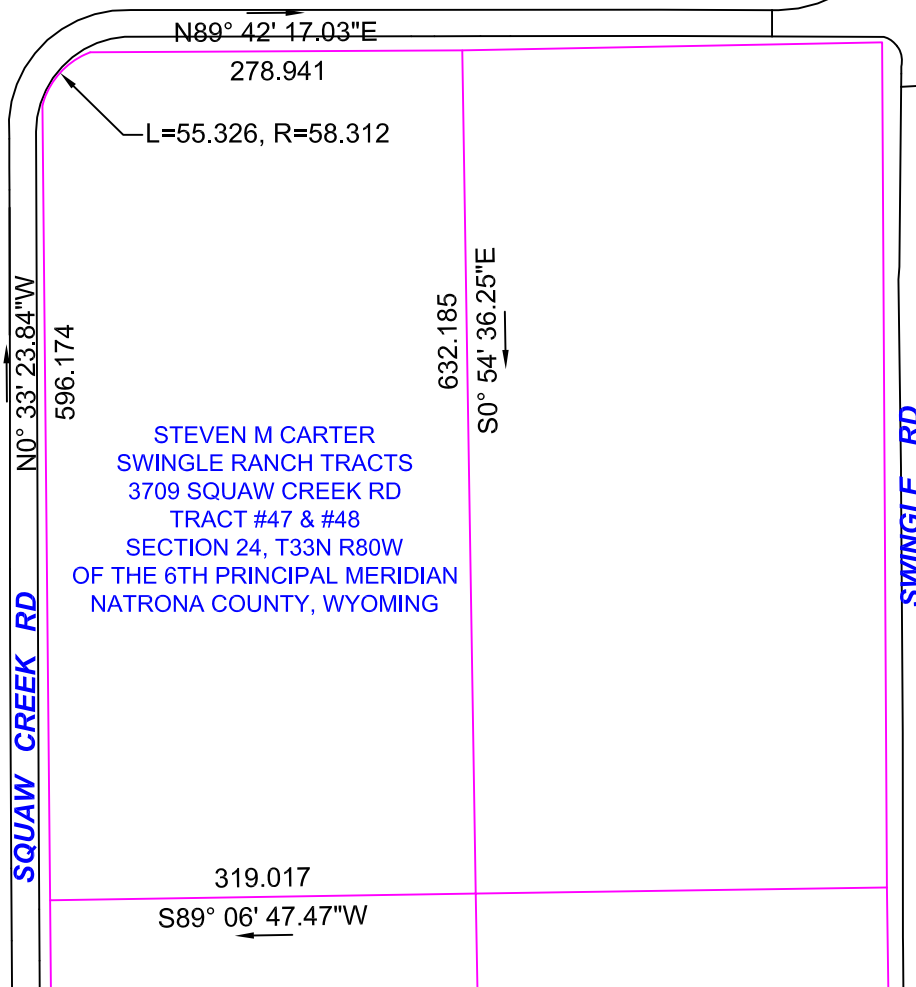
NOTARY PUBLIC

My commission expires: _____



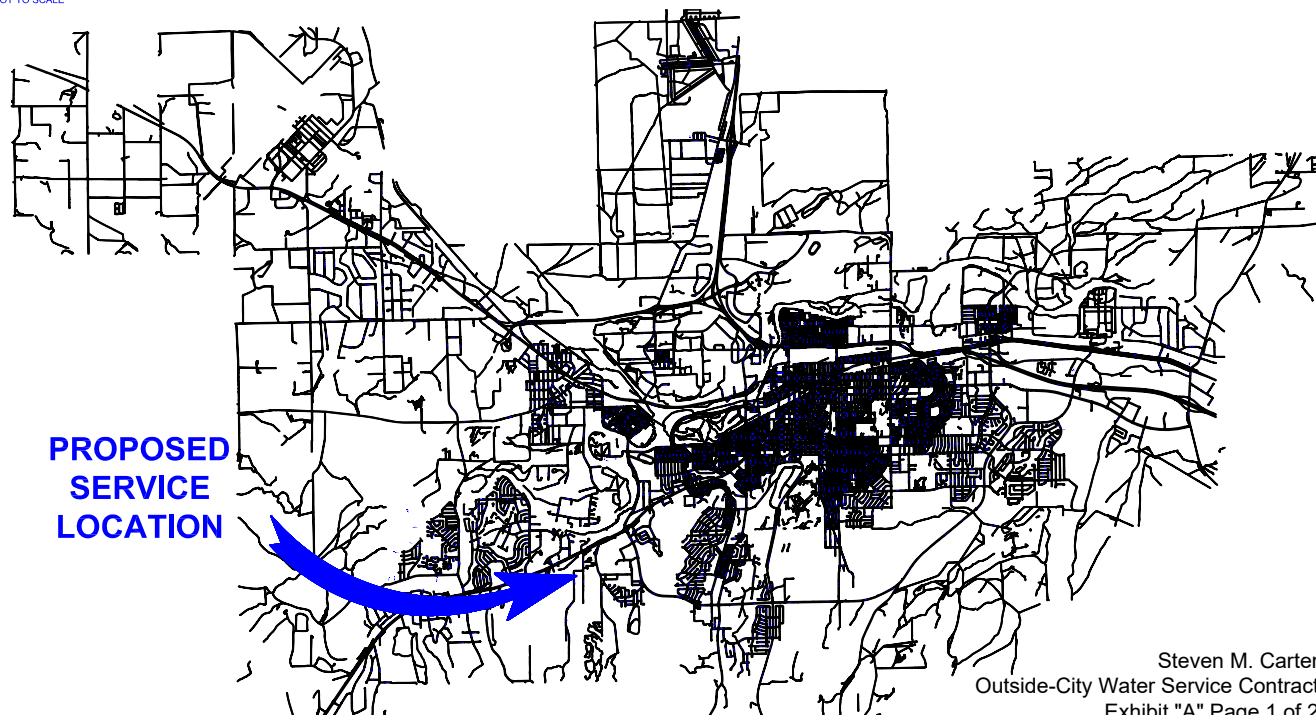
VICINITY MAP
NOT TO SCALE

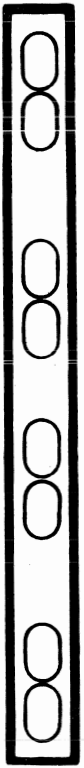
LOCATION MAP EXHIBIT "A"



VICINITY MAP
NOT TO SCALE

VICINITY MAP





IRON MAIDEN®
U.S.A. DESIGN PATENT 4139248-1979
CANADIAN PATENT 10655729-1979

RD 1977

IRON-MAIDEN® SYSTEMS
HOUSTON, TEXAS, U.S.A.

SWINGLE RANCH TRACTS
Packet 12
Folder 5

SWINGLE RANCH TRACTS

STATE OF WYOMING
County of Natrona
This instrument was filed for
at 4:30 o'clock P.M. and duly
in Book 39 of Deeds on

This is to certify that Charles H. Swingle and Eva Swingle, husband and wife are the sole owners and proprietors of the South One Half (S 1/2) of Section Twenty-four (24) Township Thirty-three (33) North, Range Eighty (80) West of the Sixth (6th) Principal Meridian in Natrona County, Wyoming, and that the above and foregoing sub-division of the said land as appears on this plat is with the free consent and in accordance with the desires of the undersigned owners and proprietors; that this plat is supplemental to and amendatory of the original plat and dedication of the same subdivision as the same appears of record in Book 33 of Deeds at Page 191 records of Natrona County, Wyoming, and is made and filed for the purpose of correcting technical errors in said original plat and dedication; that said undersigned owners and proprietors hereby waive and release any and all rights in and to said above lands under and by virtue of the Homestead Exemption laws of the State of Wyoming, and that the streets and alleys as shown hereon are hereby dedicated to the Public use.

Witness:
Ch. Blogner
Charles H. Swingle
Eva Swingle

The State of Wyoming, } ss.
County of Natrona.

On this 17th day of May A.D. 1923, before me personally appeared Charles H. Swingle and Eva Swingle, husband and wife, to me known to be the persons described in and who executed the above and foregoing instrument and acknowledged that they signed, sealed and delivered the same as their free act and deed, for the uses and purposes therein set forth, including the release and waiver of the right of homestead, the said wife having been by me fully apprised of her right and the effect of signing and acknowledging the said instrument.

Given under my hand and Notarial Seal this 17th day of May A.D. 1923.

Ch. Blogner
Notary Public

My commission expires June 19th, 1923

The State of Wyoming, } ss.
County of Natrona.

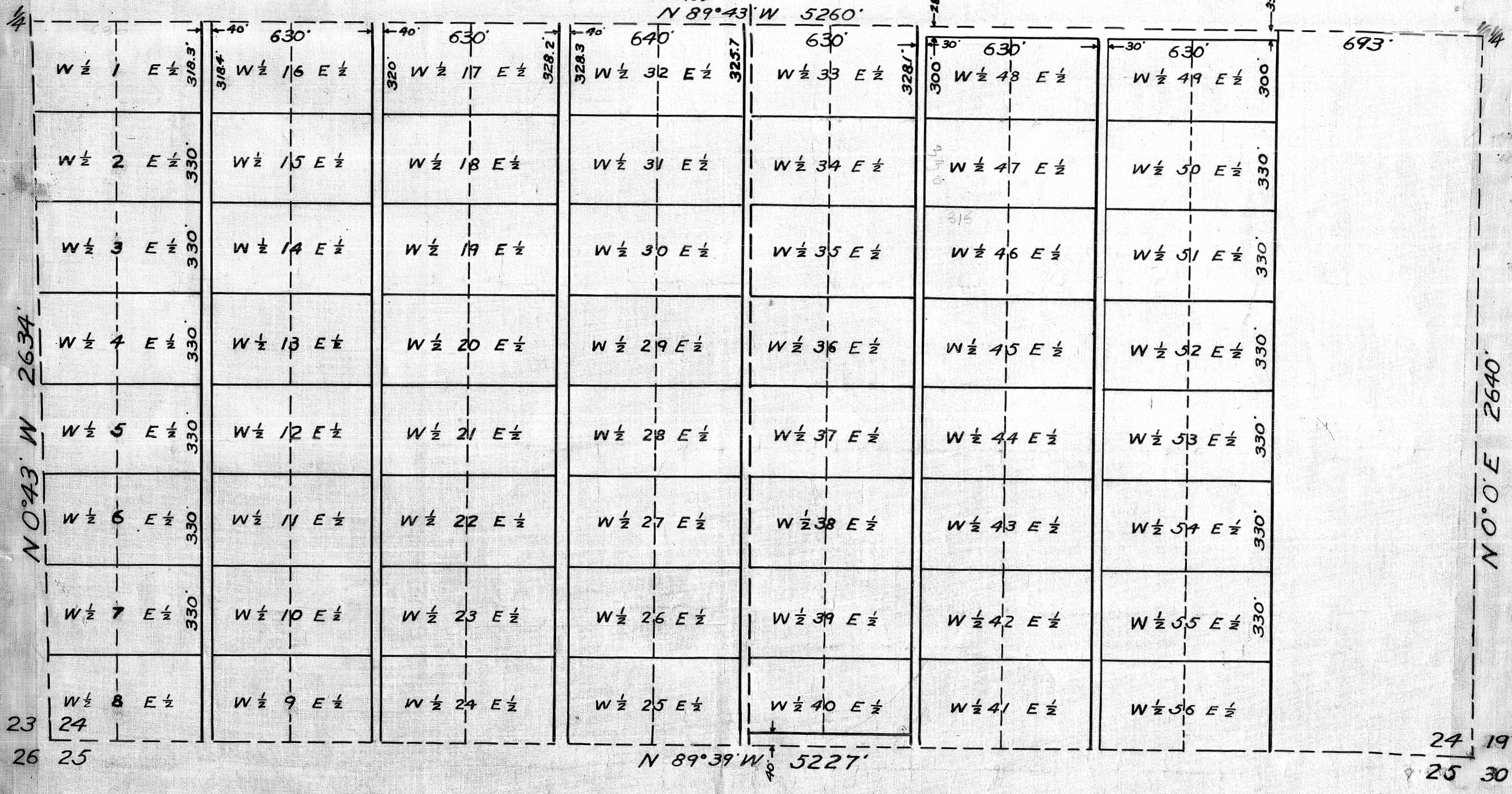
Albert M. Zuill of Casper, Wyoming, of lawful age and first duly sworn according to Law, on his oath says; that he is a licensed engineer in the State of Wyoming; that he made a survey of the South one-half (S 1/2) of Section twenty four (24) Township thirty three (33) North, Range eighty (80) West of the sixth (6th) Principal Meridian in Natrona County, Wyoming, at the request of Charles H. Swingle and Eva Swingle, husband and wife, owners and proprietors of the land; that they subdivided said land into Tracts and Streets as shown by the Plat to which this certificate is attached and of which it forms a part and that said Plat is a true and correct representation of said survey.

Subscribed in my presence and sworn to before me this 17th day of May A.D. 1923.
My commission expires June 19th, 1923.

Albert M. Zuill
Surveyor
Ch. Blogner
Notary Public.


SUBDIVISION SOUTH 1/2 SECTION 24, T. 33 N., R. 80 W. OF 6TH PRINCIPAL MERIDIAN.

SCALE: 1" = 400'



April 15, 2020

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Fiscal Year 2020–21 Budget

Budget Narrative

Find below the narrative regarding the Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for Fiscal Year 2021. The Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Regional Water System Joint Powers Board.

The Public Utilities Division made serious efforts to minimize increases in the FY21 operations budgets. Due to these efforts, most minor operational line items are unchanged from FY20. Increases will be seen in personnel services costs, interdepartmental services costs, and from regional water and wastewater charges. Many of the large operational expenditures are essentially out of management control as Public Utilities requires electrical, natural gas, telecommunications, and chemicals to produce and pump potable water and treat sewage meeting all health and regulatory requirements regardless of the budget.

Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures. The new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans. There are carryover capital projects in the FY21 budget from FY20 because of delays in obtaining regulatory approval for projects and/or delays in engineering design caused by project complexity, and/or funding acquisition problems.

Water Budget

Revenue

- a) User Fees – \$11,553,468 –This number is based on a five–year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in January 2020 and the 3.0% increase granted for January 2021.

- b) Other Revenue – \$414,000 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue.
- c) Interdepartmental Services – \$169,097 – This amount is unchanged from the FY20 Budget. This line item covers the salary and benefits for two Utility Worker II's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.

Personnel Services

- a) Personnel Costs – \$2,559,356 – This represents an increase of \$522,140 from the FY20 budget. The increase is the result of merging Meter Services into Water Distribution in FY21.

Materials and Supplies

- a) General Supplies and Materials - \$175,140 – This is an increase of \$129,840 over the FY20 budget. The increase is a result of merging Meter Services with Water Distribution. General supplies and materials includes the following:
 - \$44,340 – Miscellaneous materials and supplies
 - \$120,000 – Meter repair parts
 - \$4,800 – Building supplies
 - \$6,000 – Vehicle supplies
- b) Postage and Printing - \$3,050 – This amount is an increase of \$400 from FY20.
- c) Bulk Water – \$6,659,431 – This represents an increase of \$63,417 from FY20. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- d) Electricity – \$352,300 – This amount is unchanged from the FY20 budget. Electrical usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$9,000 – This is an increase of \$2,500 from the FY20 budget. The increase is due to an anticipated rate increase, and the line was under-budgeted in FY20.
- f) Gas/Fuel - \$66,800 – This is an increase of \$1,800 from the FY20 budget. The increase is due to Meter Services merging with Water Distribution.
- g) Water/Sewer Line Materials – \$95,000 – This is a \$10,000 decrease from the FY20 budget. Contractors now supply tapping materials.

- h) Street Repairs - \$190,000 – This amount is unchanged from last year. This covers street repairs needed from water main break damages.
- i) Booster Station Supplies - \$10,000 – This is a \$100 increase over the FY20 budget.

Contractual Services

- a) Investment Services - \$30,387 – This is an increase of \$9,490 over the FY20 budget.
- b) Other Contractual – \$180,700 – This line item increased by \$12,500 from the FY19 budget due to increased CAID annual betterment charges and URCR wetlands monitoring. Other Contractual contains the following:
 - \$12,000 - Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
 - \$50,000 - Laboratory Testing – Lab Test Fees
 - \$ 750 - Bureau of Reclamation – CAID Administration Charges
 - \$75,000 - CAID – Yearly rehabilitation and betterment charge
 - \$ 5,000 - NCCD – Yearly funding for workshops, water conservation
 - \$20,000 - PMP Readiness – Pathfinder Water Standby Charges
 - \$ 5,500 - URCR Wetlands – Monitoring of UECR Wetlands per ACOE
 - \$ 3,000 - AVL Support Services – Charge for automated vehicle location
 - \$ 2,000 - Dispatch Services – Water Fund share of PSCC
 - \$ 4,000 - Locate Service – Charge for Locate Services (One-Call)
 - \$ 2,700 - Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 750 - Meter Services – Equipment Inspections
- c) Interdepartmental Services – \$900,894 – This represents a decrease of \$620,256 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.) The decrease is from reallocating Meter Services costs from interdepartmental into designated line items.
- d) Professional Services - \$8,000 – This amount is unchanged from the FY20 budget. This line is for compaction testing.
- e) Maintenance Agreements - \$14,900 – This represents an increase of \$13,900 over the FY20 budget. This line is for software licenses. The increase is mainly due to Meter Services merging with Water Distribution.
- f) Laundry and Towel Service - \$500 – This amount is unchanged from the FY20 budget.

Debt Service

- a) Principal Payments – \$637,104 – This reflects the Principal for the various DWSRF loans per the amortization schedules.

• SRF Loan #015 (2002 Mains)	– \$ 89,350
• SRF Loan #025 (2003 Mains)	– \$ 87,171
• SRF Loan #036 (2004 Mains)	– \$ 82,971
• SRF Loan #046 (Downtown Mains)	– \$ 80,947
• SRF Loan #051 (Meter Replacements)	– \$ 30,598
• SRF Loan #055 (2006 Mains)	– \$ 78,973
• SRF Loan #062 (Zone II–Phase II)	– \$ 60,561
• SRF Loan #089 (2.5% Area Wide Water)	– \$ 119,925
• SRF Loan #089 (0% Area Wide Water)	– \$ 6,608

- b) Interest Expense – \$118,118 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	– \$ 6,870
• SRF Loan #025 (2003 Mains)	– \$ 9,049
• SRF Loan #036 (2004 Mains)	– \$ 13,250
• SRF Loan #046 (Downtown Mains)	– \$ 15,274
• SRF Loan #051(Meter Replacements)	– \$ 5,773
• SRF Loan #055(2006 Mains)	– \$ 17,248
• SRF Loan #062(Zone II–Phase II)	– \$ 13,227
• SRF Loan #089 (2.5% Area Wide Water)	– \$ 37,427
• SRF Loan #089 (0% Area Wide Water)	– \$ 0

Other Costs

- a) Bad Debt - \$7,000 – This amount is unchanged from the FY20 budget.
- b) Travel/Training – \$19,945 – This represents an increase of \$3,445 over the FY20 budget. The increase is due to merging Meter Services with Water Distribution.
- c) Insurance and Bonds - \$41,551 – This represents a decrease of \$503 from the FY20 budget.
- d) Dues and Subscriptions - \$5,600 – This represents an increase of \$700 over the FY20 budget and is due to increased fees.

Utility Expense

- a) Communication - \$24,472 – This represents an increase of \$6,472 over the FY20 budget. The increase is due to increased field data usage for GIS and from Meter Services merging with Water Distribution

- b) Refuse Collection – \$3,000 – This amount is unchanged from the FY20 budget.

Capital Revenue

- a) State Grants and Loans – \$750,000 – This reflects grant funding anticipated to be received for the CY Booster Station project in FY21.
- b) System Development Charges – \$154,000 – This fee, charged to all new connections, is unchanged from the FY20 budget.
- c) Operating Transfers In – \$2,500,000 – This represents \$2,500,000 of 1%#16 monies.

Capital – New

- a) Buildings – \$1,000,000 – This project is to put an addition on the existing Water Distribution Garage building or build a new building. The existing facility is 50 years old and undersized for the current operation, especially with relocating Meter Services to the Water Garage. Additionally, heavy equipment is currently stored outside rather than in a building.
- b) Improvements Other Than Buildings – \$116,500 – This includes:
- Oversizing Reimbursements for Developers – \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan.
 - Tank Mixer – \$31,050 - This project will include the purchase and installation of one water storage tank mixer. This is an on-going project to improve water quality.
- c) Light Equipment – \$98,000 – This is for new water meters with automatic meter reading systems.
- d) Heavy Equipment – No expenditures are budgeted for FY20.
- e) Intangibles – \$75,000 – This expense is for water rights supply and analysis – continuing services by water rights consultant for water rights and supply issues.
- f) Technologies – \$2,500 – This expense is for two new field tablets for GIS use.

Capital – Replacement

- a) Buildings – \$25,000 – This is for roof replacements at two booster stations.
- b) Improvements Other Than Buildings – \$2,800,000 – This represents the following:

- Pavement – \$150,000 – Internal Public Utilities Water Main Replacement Program.
 - Water Line Materials – \$100,000 – Internal Public Utilities Water Main Replacement Program.
 - Miscellaneous Water Main Replacement Program – \$2,500,000 – Contracted Water Main Replacements.
 - Pumps & Control Valves – \$50,000 – Pump, valve, and meter replacements at various City booster stations
- c) Intangibles – No expenditures are budgeted for FY21.
- d) Light Equipment – \$41,000 – This represents:
- Signs and Barricade Replacements – \$4,000
 - Inventory Shelving - \$20,000
 - Walk Behind Concrete Saw - \$17,000
- e) Heavy Equipment – \$280,000 – This is for the following equipment replacements:
- Tandem Axle Dump Truck - \$135,000
 - Flat Bed Dump Truck - \$55,000
 - Hydraulic Truck Replacement - \$90,000
- f) Technologies – \$39,350 – This includes the following:
- Computer Replacements - \$2,000
 - ERT's - \$31,500
 - iPad's for Meter Services Use - \$5,850

Summary

Budgeted operating revenue for the Water Distribution Fund decreased by \$383,087 from the FY20 budget. The decrease is due to adjustments made in user fees, hydrant usage fees, meter sales and installations, and construction connections. FY21 Water Distribution operations expenses are 0.9% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to the Interdepartmental Charges and Bulk Water purchase.

Major capital projects for FY21 include the \$1 M building/addition at the Water Garage site, the \$2.5 M Miscellaneous Water Main Replacement Project, and \$0.28 M in Heavy Equipment replacements. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding each year for the next three years. This is an increase of \$1.5 M per year than the Water Fund has received in previous years.

The FY21 total budget indicates a deficit of approximately \$800,000. Subtracting out grant/loan funding anticipated to be received in FY21 (\$750,000) allocated to prior projects leaves a deficit of \$1.55 M. Close attention will need to be paid to cash flow projections, and capital projects

may have to be adjusted accordingly. Based on the most recent rate model, Water Fund Reserves will be approximately \$9.6 M at the end of FY21. Minimum required reserves in the Water Fund per the CPU Minimum Fund Reserve Policy is \$6.6 M.

Sewer Budget

Revenue

- a) User Fees – \$5,628,302 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in January 2020 and a 6% rate increase for January 2021.
- b) Administrative Fees – \$215,789 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

Personnel Services

- a) Personnel Costs – \$937,394 – This represents an increase of \$27,185 from the FY20 budget. This increase is the result of health insurance costs.

Materials and Supplies

- a) General Supplies and Materials - \$13,950 – This amount is unchanged from the FY20 budget. General Supplies and Materials includes the following:
 - \$13,050 – Miscellaneous materials and supplies
 - \$ 900 – Vehicle supplies
- b) Postage and Printing - \$1,000 – This amount is unchanged from the FY20 budget.
- c) Electricity – \$6,500 – This amount is unchanged from the FY20 budget.
- d) Natural Gas - \$250 – This is a \$10 increase from the FY20 budget.
- e) Gas/Fuel - \$20,000 – This amount is unchanged from the FY20 budget.
- f) Water and Sewer Line Materials – \$4,000 – This is a \$2,000 decrease from the FY20 budget. History shows that this line has been slightly over-budgeted.
- g) Lift Station Supplies - \$6,200 – This represents a \$2,000 increase from the FY20 budget.

- h) Maintenance/Repair - \$6,500 – This amount is unchanged from the FY20 budget.

Contractual Services

- a) Investment Services – \$11,608 – This is an increase of \$4,105 from the FY20 budget.
- b) Other Contractual – \$22,500 – This line item increased by \$2,500 from the FY20 budget due to increased software support charges. Other Contractual contains the following:
- \$ 1,500 - Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
 - \$ 3,500 - Railroad Easements
 - \$ 1,800 - AVL Support Serv. – Charge for automated vehicle location
 - \$ 5,500 - Software Support – Sewer Model, Pipelogix, etc.
 - \$ 2,000 - Dispatch Services – Sewer Fund share of PSCC
 - \$ 4,000 - Locate Service – Charge for Locate Services (One-Call)
 - \$ 2,700 - Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 1,500 - 33 Mile Flushing – Sewer System Flushing
- c) Interdepartmental Services – \$408,807 – The FY21 budget represents an increase of \$125,292 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- d) Laundry and Towel Service - \$3,100 – This represents an increase of \$100 over the FY20 budget.

Other Costs

- a) Bad Debt - \$2,500 – This amount is unchanged from the FY20 budget.
- c) Travel/Training – \$10,100 – This amount is unchanged from the FY20 budget.
- d) Insurance and Bonds - \$22,014 – This represents an increase of \$2,061 from the FY20 budget.
- e) Dues and Subscriptions - \$1,045 – This amount is unchanged from the FY20 budget.
- f) Stormwater Operations & Education – \$16,000 – This is a decrease of \$6,000 from the FY20 budget. Past years expenses show that this line can be decreased and still meet contractual needs of the program.
- g) Stormwater Programs and Projects - \$20,000 – This is a decrease of \$21,000 from the FY20 budget. Past years expenses show that this line can be decreased and still meet the needs of the program.

Utility Expense

- a) Communication - \$5,000 – This represents an increase of \$1,000 over the FY20 budget. The increase is due to increased field data usage for GIS.
- b) Sewer Treatment – \$4,963,550 – This is an increase of \$226,765 from the FY20 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the “Interagency Agreement” cost accounting formula.

Debt Service

- a) There is no debt service in the Sewer Fund.

Capital Revenue

- a) System Development Charges – \$40,000 – This fee, charged to all new connections, is \$1,277 less than the FY20 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

Capital – New

- a) Improvements Other Than Buildings – \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Sewer Master Plan.
- b) There are no budget expenditures for New Capital – Light Equipment, Technologies, Buildings, Heavy Equipment, or Intangibles this year.

Capital – Replacement

- a) Buildings – No expenditures are budgeted for FY21.
- b) Improvements Other Than Buildings – \$720,000 – This includes the following:
 - Manhole and Main Replacements – \$650,000 – Contracted Sewer Main Rehabilitation/Replacement.
 - Izaak Walton Generator Replacement - \$70,000
- c) Light Equipment – \$295,000 – This includes the following:
 - CCTV Van and Equipment - \$280,000 – This is to replace the existing van and the CCTV equipment that is inside.

- Vactor Equipment - \$15,500 – This is to replace vactor nozzles, hoses, and misc. vactor tools.
- d) Heavy Equipment – None in FY21.
- e) Technologies – \$27,300 – This includes the following:
- Computer Replacements - \$2,300
 - Sewage Lift Station Communication Upgrade - \$25,000 – This is to upgrade five sewage lift stations to radio communication.

Summary

Budgeted operating revenue for the Sewer Fund decreased by \$280,783 from the FY20 budget. The decrease is due to adjustments made in the user fee calculation. FY21 Sewer Fund operations expenses are 5.5% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to the Interdepartmental Charges and RWWS charges.

The major capital project expense in FY21 will be the \$650,000 Miscellaneous Sewer Main Rehabilitation/Replacement Project and the purchase of a new CCTV van and equipment. The Sewer Fund anticipates receiving \$500,000 of 1%#16 funds each year for the next three years. This is the first time that the Sewer Fund has received 1% funding.

The FY20 total Sewer Budget indicates a deficit of approximately \$1.0 M. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. Based on the most recent rate model, Sewer Fund Reserves will be approximately \$3.6 M at the end of FY21. Minimum required reserves in the Sewer Fund per the CPU Minimum Fund Reserve Policy is \$2.3 M.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges – \$350,000 and \$120,000 – This represents a \$40,000 increase for the Septic Tank Waste Charge revenue and status quo for Sump Waste Charge revenue. These projections have been made based on FY20 budget actuals.
- b) Intergovernmental User Charges – \$5,944,371 – This represents an increase of \$116,247 from the FY20 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

Personnel Services

- a) Personnel Costs – \$1,647,691 – This is an increase of \$201,791 from the FY20 budget. The increase can be attributed to health insurance, social security, workers comp, and retirement costs. Additionally, a portion of the Public Utilities Manager and Administrative Technician salary now come directly out of this fund rather than through the Interdepartmental Charge.

Materials and Supplies

- a) General Supplies and Materials - \$138,500 – This amount is unchanged from the FY20 budget. General supplies and materials includes the following:
- \$ 3,000 – Office Supplies
 - \$ 5,000 – Misc Supplies
 - \$10,000 – Safety Equipment and Supplies
 - \$ 8,500 – Lubricants
 - \$60,000 – Machinery Supplies
 - \$ 5,000 – Small Tools and Supplies
 - \$12,000 – Lab Supplies
 - \$35,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$1,500 – This amount is unchanged from the FY20 budget.
- c) Electricity – \$350,000 – This amount is unchanged from the FY20 budget.
- d) Natural Gas - \$71,000 – This amount is unchanged from the FY20 budget.
- e) Gas/Fuel - \$16,000 – This amount is unchanged from the FY20 budget.
- f) Chemicals – \$348,000 – This represents a decrease of \$84,000 from the FY20 budget.
- g) Lift Station Supplies - \$14,000 – This represents a \$6,000 decrease from the FY20 budget.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY20 budget. This line is for instrumentation repair.
- b) Investment Services – \$14,516 – This is an increase of \$3,792 from the FY20 budget.
- c) Maintenance Agreements - \$21,160 – This amount is unchanged from the FY20 budget. The line includes the following:
- \$4,560 – CMMS Software

- \$2,400 – Operations Data Tracking Software
 - \$1,000 – Laser Alignment Tool Calibration
 - \$1,000 – Fire Sprinkler System Inspection
 - \$1,200 – Fire Extinguisher Inspection/Exchange
 - \$3,000 – HVAC Service
 - \$3,500 – Crane Inspections
 - \$1,500 – Copier Maintenance/Lease
 - \$1,000 – Lab Equipment Certification
 - \$2,000 – Instrumentation – Contractual
- d) Other Contractual – \$39,500 – This amount is unchanged from the FY20 budget. Other Contractual contains the following:
- \$ 1,000 – Legal Services
 - \$30,000 – NCCD Funding Agreements
 - \$ 1,500 – Railroad Easements
 - \$ 4,000 – Other Misc. Contractual
 - \$ 3,000 – Public Outreach
- e) Interdepartmental Services – \$415,753 – The FY21 budget represents an increase of \$95,477 from the FY20 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- f) Laundry and Towel Service - \$8,000 – This amount is unchanged from the FY20 budget.
- g) Testing - \$30,000 – This amount is unchanged from the FY20 budget and is for DEQ/EPA lab testing requirements.

Other Costs

- a) Travel/Training – \$7,500 – This amount is unchanged from the FY20 budget.
- b) Insurance and Bonds - \$28,265 – This represents a decrease of \$981 from the FY20 budget.

Utility Expense

- a) Communication - \$28,800 – This amount is unchanged from the FY20 budget.

Debt Service

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

- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 552,810
 - CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
 - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) – \$ 58,582
- b) Interest Expense – \$344,967 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 120,735
 - CWSRF loan #128 (Biosolids Turner) – \$ 0
 - CWSRF Loan #127 (Phase 1 WWTP Imp) – \$ 122,278
 - CWSRF Loan #127S (Emergency Power Supply) – \$ 101,954

Capital Revenues

- a) State Loans – \$8,000,000 – This represents the following:
- CWSRF Loan – NPSS Rehabilitation
- b) System Development Charges – \$190,000 – This amount is unchanged from the FY20 budget.

Capital – New

- a) Improvements Other Than Buildings – None for FY21.
- b) Intangibles – \$50,000 – Based on recommendations from the March 2019 Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District.
- c) Light Equipment – None for FY21.
- d) There are no budget expenditures for New Capital – Buildings, Heavy Equipment, or Technologies this year.

Capital – Replacement

- a) Buildings – \$80,000 – This is for the following:
- Lighting Renovations – \$10,000 – This will upgrade lighting fixtures in several areas of the facility.
 - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities including the WWTP took place in FY14. This will cover additional needs including secure doors to several of the buildings.

- Digester Control Building Roof Replacement – \$40,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY21.
- b) Improvements Other Than Buildings – \$1,985,000 – This includes:
- Sludge Grinder – \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
 - UV Disinfection Equipment – \$50,000 – The UV Disinfection System has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.
 - Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
 - Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
 - Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out.
 - Airport Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at the Airport Lift Station is 32 years old and requires replacement.
 - Primary Sludge Pump Replacement – \$15,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
 - Aeration Basin Air Piping Recoating - \$70,000 – The existing coating system on the external piping is failing
 - HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building.
 - Grit System No. 2 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of Grit System No 2.
 - Sewage Lift Station Communication Upgrade - \$25,000 – This project is to upgrade five lift stations to radio communication.
 - Centrifuge Sludge Feed Pump Rebuild - \$10,000
 - RAS Room Piping Replacement - \$1,200,000 – This project is re-budgeted from FY20 and is to replace the piping in the RAS room.
 - Gas Compressor #2 Replacement - \$10,000
 - Turblex Blower Service - \$40,000 – Scheduled Manufacturer Service
 - Centrifuge #1 Rehabilitation - \$90,000 – Rehab damaged centrifuge
- c) Intangibles – None this year.
- d) Light Equipment – \$179,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater

Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.

- Utility Cart Replacement - \$12,000.
- Compost Aerator - \$30,000 – Skidsteer attachment for aerating the drying beds
- Roll-off Box Replacement - \$12,000

e) Heavy Equipment – None this year.

f) Technologies – \$10,000 – This is for computer replacements

Summary

Budgeted operating revenue for the WWTP Fund increased by \$163,125 from the FY20 budget. The increase is due to user fee increases and an increase in septic waste charges. FY21 WWTP fund operations expenses are 3.2% above the FY20 budget. The increase is made up of slight increases across the budget with the majority being contributed to Personnel and Interdepartmental Charges.

Major capital projects for FY21 include the RAS Room Piping Replacement Project and the Secondary Building Concrete Repairs.

The total FY21 WWTP budget shows a surplus of approximately \$8.0 M. The budget is break-even after subtracting out grant/loan funding anticipated to be received in FY21 (\$8.0 M) allocated to prior year projects. Based on the most recent rate model, WWTP Fund Reserves will be approximately \$5.3 M at the end of FY21. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$3.9 M.

Proposed Budget - FY 2021

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
201 - Water Distribution Fund	\$5,184,817	\$5,395,593	(\$1,675,324)	\$7,374,875	(\$1,238,875)	\$7,512,685	\$832,000	-89%
All Revenue	(\$22,741,370)	(\$13,347,338)	(\$17,119,984)	(\$17,199,984)	(\$12,478,909)	(\$17,119,984)	(\$15,837,132)	-8%
201 - Water	(\$22,441,370)	(\$13,067,120)	(\$15,469,984)	(\$15,549,984)	(\$11,884,845)	(\$15,469,984)	(\$15,837,132)	2%
43 - State Revenue	(\$7,100,000)	\$0	\$0	\$0	\$0	\$0	(\$750,000)	999%
4220 - State Grants	(\$7,100,000)	\$0	\$0	\$0	\$0	\$0	(\$750,000)	999%
45 - Goods & Services Rev	(\$13,635,390)	(\$11,372,847)	(\$12,084,460)	(\$12,084,460)	(\$9,330,033)	(\$12,084,460)	(\$11,803,248)	-2%
4304 - User Fees	(\$13,328,000)	(\$11,123,067)	(\$11,834,680)	(\$11,834,680)	(\$9,121,883)	(\$11,834,680)	(\$11,553,468)	-2%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$307,390)	(\$249,780)	(\$249,780)	(\$249,780)	(\$208,150)	(\$249,780)	(\$249,780)	0%
47 - Misc Revenue	(\$247,184)	(\$280,043)	(\$338,759)	(\$418,759)	(\$143,167)	(\$338,759)	(\$305,884)	-27%
4501 - Interest Earned	(\$154,584)	(\$253,021)	(\$248,759)	(\$248,759)	(\$124,383)	(\$248,759)	(\$215,884)	-13%
4502 - Rentals and Leases	(\$77,600)	(\$16,254)	(\$75,000)	(\$75,000)	(\$10,292)	(\$75,000)	(\$75,000)	0%
4504 - Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4505 - Misc. Revenue	(\$15,000)	(\$10,769)	(\$15,000)	(\$95,000)	(\$8,493)	(\$15,000)	(\$15,000)	-84%
48 - Utility Revenue	(\$458,796)	(\$400,885)	(\$546,765)	(\$546,765)	(\$328,311)	(\$546,765)	(\$478,000)	-13%
4602 - Wholesale Water Sales	(\$161,690)	(\$130,646)	(\$133,000)	(\$133,000)	(\$109,273)	(\$133,000)	(\$134,000)	1%
4603 - Hydrant Useage	(\$12,500)	(\$25,689)	(\$60,000)	(\$60,000)	(\$25,439)	(\$60,000)	(\$35,000)	-42%
4604 - Service Reconnections	(\$136,930)	(\$88,092)	(\$140,000)	(\$140,000)	(\$54,916)	(\$140,000)	(\$90,000)	-36%
4605 - Meter Sales & Installs	(\$10,334)	(\$24,625)	(\$20,000)	(\$20,000)	(\$24,262)	(\$20,000)	(\$30,000)	50%
4606 - Construction Connections	(\$17,342)	(\$21,867)	(\$40,000)	(\$40,000)	(\$17,149)	(\$40,000)	(\$35,000)	-13%
4650 - System Development Charges	(\$120,000)	(\$109,967)	(\$153,765)	(\$153,765)	(\$97,273)	(\$153,765)	(\$154,000)	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
49 - Other Sources	(\$1,000,000)	(\$1,013,345)	(\$2,500,000)	(\$2,500,000)	(\$2,083,333)	(\$2,500,000)	(\$2,500,000)	0%
4702 - Transfers In	(\$1,000,000)	(\$1,000,000)	(\$2,500,000)	(\$2,500,000)	(\$2,083,333)	(\$2,500,000)	(\$2,500,000)	0%
4710 - Amortization of Premiums/Disc.	\$0	(\$11,144)	\$0	\$0	\$0	\$0	\$0	0%
4711 - Gain/Loss on Sales of Investme	\$0	(\$2,201)	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010030 - Water - Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
45 - Goods & Services Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010032 - Water - Tanks	(\$300,000)	(\$280,218)	(\$1,650,000)	(\$1,650,000)	(\$594,064)	(\$1,650,000)	\$0	-100%
43 - State Revenue	(\$300,000)	(\$280,218)	(\$1,650,000)	(\$1,650,000)	(\$594,064)	(\$1,650,000)	\$0	-100%
4220 - State Grants	(\$300,000)	(\$280,218)	(\$1,650,000)	(\$1,650,000)	(\$594,064)	(\$1,650,000)	\$0	-100%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
Expense	\$27,926,187	\$18,742,932	\$15,444,660	\$24,574,859	\$11,240,034	\$24,632,669	\$16,669,132	-32%
201 - Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6001 - Salaries and Wages - FT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010001 - Water - Admin	\$7,682,888	\$7,521,483	\$8,408,505	\$8,418,047	\$6,413,788	\$8,426,067	\$7,837,560	-7%
60 - Personnel Services	\$204,540	\$214,280	\$165,123	\$165,123	\$169,153	\$173,142	\$173,147	5%
6001 - Salaries and Wages - FT	\$154,354	\$157,315	\$119,706	\$119,706	\$117,260	\$119,706	\$120,161	0%
6004 - Overtime	\$192	\$166	\$462	\$462	\$8	\$462	\$450	-3%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$2,000	\$1,480	\$1,480	\$2,497	\$2,497	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$742	\$326	\$326	\$623	\$623	\$0	-100%
6020 - FICA/MC Contributions	\$12,151	\$12,484	\$9,384	\$9,384	\$9,437	\$9,384	\$9,259	-1%
6030 - Retirement Contributions	\$12,537	\$13,499	\$12,204	\$12,204	\$12,620	\$12,204	\$19,465	59%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$3,323	\$3,960	\$2,316	\$2,316	\$1,279	\$2,316	\$2,327	0%
6051 - Health Insurance	\$17,025	\$19,287	\$15,217	\$15,217	\$20,923	\$21,500	\$17,070	12%
6054 - Other Insurance	\$878	\$747	\$824	\$824	\$601	\$824	\$964	17%
6080 - Other Employee Compensation	\$4,080	\$4,080	\$3,204	\$3,204	\$3,905	\$3,626	\$3,451	8%
61 - Materials & Supplies	\$6,000,607	\$5,645,465	\$6,598,164	\$6,472,706	\$4,932,872	\$6,472,706	\$6,661,581	3%
6101 - General Supplies and Materials	\$1,500	\$850	\$1,500	\$1,500	\$551	\$1,500	\$1,500	0%
6103 - Postage and Printing	\$550	\$493	\$650	\$650	\$239	\$650	\$650	0%
6114 - Bulk Water	\$5,998,557	\$5,644,121	\$6,596,014	\$6,470,556	\$4,932,082	\$6,470,556	\$6,659,431	3%
62 - Contractual Services	\$1,357,423	\$1,481,407	\$1,552,047	\$1,687,047	\$1,241,858	\$1,687,047	\$941,281	-44%
6213 - Investment Services	\$11,176	\$18,893	\$20,897	\$20,897	\$13,892	\$20,897	\$30,387	45%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6255 - Other Contractual	\$10,000	\$7,351	\$10,000	\$25,000	\$17,191	\$25,000	\$10,000	-60%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6256 - Internal Services	\$1,336,247	\$1,455,163	\$1,521,150	\$1,641,150	\$1,210,776	\$1,641,150	\$900,894	-45%
63 - Capital Outlay	\$2,000	\$0	\$2,000	\$2,000	\$200	\$2,000	\$2,000	0%
6311 - Light Equipment - New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	999%
6321 - Technology - Replacement	\$2,000	\$0	\$2,000	\$2,000	\$200	\$2,000	\$0	-100%
66 - Transfers Out	\$46,820	\$123,046	\$28,317	\$28,317	\$23,597	\$28,317	\$0	-100%
6601 - Transfers Out	\$46,820	\$123,046	\$28,317	\$28,317	\$23,597	\$28,317	\$0	-100%
67 - Other Costs	\$67,846	\$54,581	\$59,454	\$59,454	\$44,164	\$59,454	\$56,151	-6%
6701 - Bad Debt	\$7,000	\$3,786	\$7,000	\$7,000	\$3,768	\$7,000	\$7,000	0%
6720 - Travel/Training	\$4,700	\$2,834	\$5,500	\$5,500	\$451	\$5,500	\$2,000	-64%
6780 - Insurance/Bonds	\$51,046	\$43,081	\$42,054	\$42,054	\$35,045	\$42,054	\$41,551	-1%
6793 - Dues and Subscriptions	\$5,100	\$4,880	\$4,900	\$4,900	\$4,900	\$4,900	\$5,600	14%
68 - Utility Expense	\$3,652	\$2,704	\$3,400	\$3,400	\$1,943	\$3,400	\$3,400	0%
6731 - Communication	\$3,652	\$2,704	\$3,400	\$3,400	\$1,943	\$3,400	\$3,400	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010030 - Water - Distribution	\$6,058,330	\$5,138,850	\$5,374,337	\$7,286,839	\$3,019,130	\$7,336,558	\$6,862,916	-6%
60 - Personnel Services	\$1,241,220	\$1,129,500	\$1,270,027	\$1,270,027	\$1,114,095	\$1,276,445	\$1,506,744	19%
6001 - Salaries and Wages - FT	\$823,368	\$768,810	\$842,260	\$842,260	\$708,013	\$842,260	\$933,964	11%
6004 - Overtime	\$31,348	\$15,908	\$28,446	\$28,446	\$23,012	\$28,446	\$22,420	-21%
6005 - Standby Pay	\$13,228	\$11,806	\$19,739	\$19,739	\$11,213	\$19,739	\$21,000	6%
6007 - Accrued Leave	\$5,185	\$153	\$2,800	\$2,800	\$144	\$2,800	\$0	-100%
6009 - Supplemental Pay	\$0	\$11,360	\$13,650	\$13,650	\$18,423	\$18,424	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$4,217	\$3,003	\$3,003	\$4,647	\$4,647	\$0	-100%
6020 - FICA/MC Contributions	\$68,424	\$61,428	\$66,521	\$66,521	\$58,334	\$66,521	\$90,400	36%
6030 - Retirement Contributions	\$74,515	\$68,852	\$74,708	\$74,708	\$65,882	\$74,708	\$107,820	44%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$25,153	\$29,846	\$22,938	\$22,938	\$13,882	\$22,938	\$32,220	40%
6051 - Health Insurance	\$191,079	\$149,387	\$187,081	\$187,081	\$203,705	\$187,081	\$292,001	56%
6054 - Other Insurance	\$4,260	\$3,916	\$4,614	\$4,614	\$3,177	\$4,614	\$5,611	22%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$4,660	\$3,817	\$4,267	\$4,267	\$3,664	\$4,267	\$1,308	-69%
61 - Materials & Supplies	\$761,233	\$295,245	\$407,600	\$650,009	\$91,545	\$651,009	\$391,600	-40%
6101 - General Supplies and Materials	\$34,500	\$30,820	\$35,800	\$35,800	\$20,772	\$35,800	\$35,800	0%
6103 - Postage and Printing	\$1,300	\$1,382	\$2,000	\$2,000	\$554	\$2,000	\$2,000	0%
6111 - Electricity	\$20,300	\$1,009	\$2,300	\$2,300	\$0	\$2,300	\$2,300	0%
6112 - Natural Gas	\$9,000	\$8,564	\$6,500	\$6,500	\$6,979	\$7,500	\$9,000	38%
6113 - Gas/Fuel	\$65,000	\$48,151	\$65,000	\$65,000	\$32,342	\$65,000	\$55,000	-15%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6115 - Water & Sewer Line Materials	\$105,000	\$34,094	\$105,000	\$105,000	\$28,585	\$105,000	\$95,000	-10%
6150 - Maint/Repair (non contract)	\$526,133	\$171,225	\$191,000	\$433,409	\$2,312	\$433,409	\$192,500	-56%
62 - Contractual Services	\$158,933	\$13,301	\$21,200	\$21,200	\$11,598	\$21,200	\$23,600	11%
6210 - Professional Services	\$6,000	\$3,541	\$8,000	\$8,000	\$3,601	\$8,000	\$8,000	0%
6230 - Maintenance Agreements	\$1,000	\$530	\$1,000	\$1,000	\$530	\$1,000	\$3,400	240%
6251 - Laundry/Towel	\$1,000	\$0	\$500	\$500	\$0	\$500	\$500	0%
6255 - Other Contractual	\$11,700	\$9,231	\$11,700	\$11,700	\$7,467	\$11,700	\$11,700	0%
6256 - Internal Services	\$139,233	\$0	\$0	\$0	\$0	\$0	\$0	0%
63 - Capital Outlay	\$2,481,018	\$2,284,525	\$2,898,785	\$4,568,877	\$1,131,827	\$4,568,932	\$4,162,250	-9%
6303 - Buildings - New	\$0	\$18,160	\$0	\$0	\$0	\$0	\$1,000,000	999%
6305 - Improvements Other Than Bldgs	\$1,919,634	\$2,090,686	\$2,835,000	\$3,632,657	\$501,334	\$3,632,657	\$2,835,000	-22%
6307 - Intangibles - New	\$58,206	\$0	\$0	\$230,000	\$71,995	\$230,000	\$0	-100%
6312 - Light Equipment - Replacement	\$121,178	\$70,227	\$37,000	\$226,269	\$149,003	\$226,269	\$41,000	-82%
6316 - Heavy Equip. - Replacement	\$380,000	\$0	\$0	\$379,849	\$379,903	\$379,904	\$280,000	-26%
6320 - Technology - Capital	\$0	\$10,684	\$2,000	\$3,125	\$1,124	\$3,125	\$6,250	100%
6321 - Technology - Replacement	\$2,000	\$94,767	\$24,785	\$96,977	\$28,466	\$96,977	\$0	-100%
64 - Depreciation / Amort	\$640,894	\$640,894	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$640,894	\$640,894	\$0	\$0	\$0	\$0	\$0	0%
65 - Debt Service	\$755,232	\$755,222	\$755,225	\$755,225	\$659,002	\$797,471	\$755,222	0%
6501 - Principal	\$587,542	\$611,022	\$621,727	\$621,727	\$496,527	\$621,727	\$637,104	2%
6510 - Interest	\$167,690	\$144,200	\$133,498	\$133,498	\$162,475	\$175,744	\$118,118	-12%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
67 - Other Costs	\$4,000	\$4,669	\$6,500	\$6,500	\$2,758	\$6,500	\$6,500	0%
6720 - Travel/Training	\$4,000	\$4,669	\$6,500	\$6,500	\$2,758	\$6,500	\$6,500	0%
68 - Utility Expense	\$15,800	\$15,494	\$15,000	\$15,000	\$8,305	\$15,000	\$17,000	13%
6731 - Communication	\$11,800	\$12,949	\$12,000	\$12,000	\$6,949	\$12,000	\$14,000	17%
6733 - Refuse Collection	\$4,000	\$2,545	\$3,000	\$3,000	\$1,357	\$3,000	\$3,000	0%
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010031 - Water - Meter	\$300,480	\$301,498	\$190,000	\$190,000	\$66,631	\$190,000	\$900,353	374%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$40	\$0	\$605,046	999%
6001 - Salaries and Wages - FT	\$0	\$0	\$0	\$0	\$0	\$0	\$425,271	999%
6004 - Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	999%
6005 - Standby Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$9,200	999%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$29,852	999%
6030 - Retirement Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$36,602	999%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$10,563	999%
6051 - Health Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$84,151	999%
6054 - Other Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$2,427	999%
6080 - Other Employee Compensation	\$0	\$0	\$0	\$0	\$40	\$0	\$480	999%
61 - Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$143,040	999%
6101 - General Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$129,840	999%
6103 - Postage and Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$400	999%
6113 - Gas/Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800	999%
6150 - Maint/Repair (non contract)	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	999%
62 - Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$12,250	999%
6230 - Maintenance Agreements	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500	999%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6251 - Laundry/Towel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6255 - Other Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$750	999%
63 - Capital Outlay	\$260,703	\$261,721	\$190,000	\$190,000	\$66,591	\$190,000	\$131,600	-31%
6303 - Buildings - New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6305 - Improvements Other Than Bldgs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6311 - Light Equipment - New	\$90,000	\$43,703	\$130,000	\$130,000	\$24,914	\$130,000	\$98,000	-25%
6312 - Light Equipment - Replacement	\$168,703	\$157,970	\$0	\$0	\$25,688	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$33,600	999%
6321 - Technology - Replacement	\$2,000	\$60,048	\$60,000	\$60,000	\$15,989	\$60,000	\$0	-100%
64 - Depreciation / Amort	\$39,777	\$39,777	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$39,777	\$39,777	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$3,945	999%
6720 - Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$3,945	999%
68 - Utility Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$4,472	999%
6731 - Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$4,472	999%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2010032 - Water - Tanks	\$13,884,490	\$5,781,102	\$1,471,817	\$8,679,972	\$1,740,486	\$8,680,044	\$1,068,303	-88%
60 - Personnel Services	\$510,832	\$425,725	\$642,067	\$642,067	\$253,188	\$642,138	\$342,953	-47%
6001 - Salaries and Wages - FT	\$331,768	\$270,361	\$402,086	\$402,086	\$154,273	\$402,086	\$204,797	-49%
6004 - Overtime	\$17,977	\$10,251	\$19,718	\$19,718	\$5,146	\$19,718	\$15,580	-21%
6005 - Standby Pay	\$8,115	\$6,098	\$8,378	\$8,378	\$2,619	\$8,378	\$6,000	-28%
6007 - Accrued Leave	\$0	\$75	\$0	\$0	\$71	\$71	\$0	0%
6009 - Supplemental Pay	\$0	\$5,640	\$5,650	\$5,650	\$4,548	\$5,650	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$2,094	\$1,243	\$1,243	\$985	\$1,243	\$0	-100%
6020 - FICA/MC Contributions	\$26,152	\$21,940	\$31,624	\$31,624	\$12,478	\$31,624	\$15,971	-49%
6030 - Retirement Contributions	\$28,988	\$24,593	\$35,665	\$35,665	\$14,407	\$35,665	\$20,215	-43%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$10,085	\$12,384	\$10,927	\$10,927	\$4,761	\$10,927	\$5,833	-47%
6051 - Health Insurance	\$85,425	\$70,821	\$123,650	\$123,650	\$53,199	\$123,650	\$73,255	-41%
6054 - Other Insurance	\$2,322	\$1,468	\$3,125	\$3,125	\$702	\$3,125	\$1,302	-58%
61 - Materials & Supplies	\$333,400	\$302,237	\$367,900	\$367,900	\$256,316	\$367,900	\$368,000	0%
6101 - General Supplies and Materials	\$8,000	\$2,904	\$8,000	\$8,000	\$3,943	\$8,000	\$8,000	0%
6111 - Electricity	\$315,500	\$293,834	\$350,000	\$350,000	\$248,931	\$350,000	\$350,000	0%
6116 - Booster/lift station supplies	\$9,900	\$5,499	\$9,900	\$9,900	\$3,443	\$9,900	\$10,000	1%
62 - Contractual Services	\$174,566	\$121,658	\$190,750	\$190,750	\$119,521	\$190,750	\$165,750	-13%
6210 - Professional Services	\$7,000	\$0	\$7,000	\$7,000	\$0	\$7,000	\$7,000	0%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6251 - Laundry/Towel	\$1,000	\$0	\$500	\$500	\$0	\$500	\$500	0%
6255 - Other Contractual	\$161,250	\$121,658	\$183,250	\$183,250	\$119,521	\$183,250	\$158,250	-14%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6256 - Internal Services	\$5,316	\$0	\$0	\$0	\$0	\$0	\$0	0%
63 - Capital Outlay	\$12,738,628	\$4,807,898	\$264,000	\$7,472,156	\$1,109,271	\$7,472,156	\$181,500	-98%
6303 - Buildings - New	\$0	\$0	\$69,000	\$1,146,170	\$256	\$1,146,170	\$25,000	-98%
6305 - Improvements Other Than Bldgs	\$12,688,623	\$4,744,502	\$120,000	\$6,224,089	\$1,048,790	\$6,224,089	\$81,500	-99%
6307 - Intangibles - New	\$50,005	\$48,482	\$75,000	\$101,897	\$60,226	\$101,897	\$75,000	-26%
6311 - Light Equipment - New	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6312 - Light Equipment - Replacement	\$0	\$14,913	\$0	\$0	\$0	\$0	\$0	0%
6320 - Technology - Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$119,329	\$119,329	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$119,329	\$119,329	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$4,500	\$2,042	\$4,500	\$4,500	\$618	\$4,500	\$7,500	67%
6720 - Travel/Training	\$4,500	\$2,042	\$4,500	\$4,500	\$618	\$4,500	\$7,500	67%
68 - Utility Expense	\$3,235	\$2,212	\$2,600	\$2,600	\$1,571	\$2,600	\$2,600	0%
6731 - Communication	\$3,235	\$2,212	\$2,600	\$2,600	\$1,571	\$2,600	\$2,600	0%
Report Total	\$5,184,817	\$5,395,593	(\$1,675,324)	\$7,374,875	(\$1,238,875)	\$7,512,685	\$832,000	-89%

Proposed Budget - FY 2021

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
203 - Sewer Fund	\$1,504,114	\$1,156,304	\$902,549	\$1,652,137	(\$169,262)	\$1,768,489	\$1,155,169	-30%
All Revenue	(\$5,972,573)	(\$6,209,906)	(\$6,680,420)	(\$6,680,420)	(\$5,071,318)	(\$6,589,729)	(\$6,312,071)	-6%
203 - Sewer Fund	(\$5,972,573)	(\$6,209,906)	(\$6,680,420)	(\$6,680,420)	(\$5,071,318)	(\$6,589,729)	(\$6,312,071)	-6%
45 - Goods & Services Rev	(\$5,874,910)	(\$5,748,264)	(\$6,034,133)	(\$6,034,133)	(\$4,619,659)	(\$6,034,133)	(\$5,756,871)	-5%
4304 - User Fees	(\$5,628,000)	(\$5,550,832)	(\$5,885,436)	(\$5,885,436)	(\$4,513,720)	(\$5,885,436)	(\$5,628,302)	-4%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$246,910)	(\$197,432)	(\$148,697)	(\$148,697)	(\$105,938)	(\$148,697)	(\$128,569)	-14%
47 - Misc Revenue	(\$71,623)	(\$28,957)	(\$105,010)	(\$105,010)	(\$10,996)	(\$14,319)	(\$15,200)	-86%
4501 - Interest Earned	(\$61,623)	(\$91,899)	(\$95,010)	(\$95,010)	(\$2,918)	(\$4,319)	(\$5,200)	-95%
4503 - Gain on Sale of Capital Assets	\$0	\$70,961	\$0	\$0	\$0	\$0	\$0	0%
4505 - Misc. Revenue	(\$10,000)	(\$8,018)	(\$10,000)	(\$10,000)	(\$8,078)	(\$10,000)	(\$10,000)	0%
48 - Utility Revenue	(\$26,040)	(\$29,213)	(\$41,277)	(\$41,277)	(\$23,998)	(\$41,277)	(\$40,000)	-3%
4650 - System Development Charges	(\$26,040)	(\$29,213)	(\$41,277)	(\$41,277)	(\$23,998)	(\$41,277)	(\$40,000)	-3%
49 - Other Sources	\$0	(\$403,472)	(\$500,000)	(\$500,000)	(\$416,667)	(\$500,000)	(\$500,000)	0%
4702 - Transfers In	\$0	(\$400,000)	(\$500,000)	(\$500,000)	(\$416,667)	(\$500,000)	(\$500,000)	0%
4710 - Amortization of Premiums/Disc.	\$0	(\$4,057)	\$0	\$0	\$0	\$0	\$0	0%
4711 - Gain/Loss on Sales of Investme	\$0	\$585	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2030035 - Sewer Fund - Collection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
45 - Goods & Services Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
Expense	\$7,476,687	\$7,366,210	\$7,582,969	\$8,332,557	\$4,902,056	\$8,358,218	\$7,467,240	-10%
203 - Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2030001 - Sewer Fund - Admin	\$4,356,345	\$4,767,494	\$5,069,566	\$5,205,610	\$3,751,453	\$5,221,998	\$5,259,019	1%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$13,288	\$16,388	\$0	0%
6001 - Salaries and Wages - FT	\$0	\$0	\$0	\$0	\$10,683	\$13,386	\$0	0%
6004 - Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$711	\$711	\$0	0%
6020 - FICA/MC Contributions	\$0	\$0	\$0	\$0	\$878	\$1,024	\$0	0%
6030 - Retirement Contributions	\$0	\$0	\$0	\$0	\$955	\$1,187	\$0	0%
6054 - Other Insurance	\$0	\$0	\$0	\$0	\$61	\$80	\$0	0%
6080 - Other Employee Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
61 - Materials & Supplies	\$2,000	\$880	\$2,000	\$2,000	\$297	\$2,000	\$2,000	0%
6101 - General Supplies and Materials	\$2,000	\$880	\$2,000	\$2,000	\$297	\$2,000	\$2,000	0%
62 - Contractual Services	\$417,596	\$404,700	\$296,018	\$296,018	\$262,677	\$296,018	\$425,415	44%
6213 - Investment Services	\$4,547	\$6,860	\$7,503	\$7,503	\$4,694	\$7,503	\$11,608	55%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6255 - Other Contractual	\$1,500	\$740	\$5,000	\$5,000	\$3,414	\$5,000	\$5,000	0%
6256 - Internal Services	\$411,549	\$397,101	\$283,515	\$283,515	\$254,569	\$283,515	\$408,807	44%
66 - Transfers Out	\$14,361	\$33,492	\$10,714	\$10,714	\$8,929	\$10,714	\$0	-100%
6601 - Transfers Out	\$14,361	\$33,492	\$10,714	\$10,714	\$8,929	\$10,714	\$0	-100%
67 - Other Costs	\$17,325	\$21,942	\$23,049	\$23,049	\$22,460	\$23,049	\$26,659	16%
6701 - Bad Debt	\$2,500	\$1,067	\$2,500	\$2,500	\$7,123	\$2,500	\$2,500	0%
6720 - Travel/Training	\$2,000	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6780 - Insurance/Bonds	\$12,680	\$20,875	\$18,404	\$18,404	\$15,337	\$18,404	\$22,014	20%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6793 - Dues and Subscriptions	\$145	\$0	\$145	\$145	\$0	\$145	\$145	0%
68 - Utility Expense	\$3,904,063	\$4,306,480	\$4,736,785	\$4,872,829	\$3,443,803	\$4,872,829	\$4,804,945	-1%
6731 - Communication	\$665	\$0	\$0	\$0	\$0	\$0	\$0	0%
6734 - Sewer	\$3,903,398	\$4,306,480	\$4,736,785	\$4,872,829	\$3,443,803	\$4,872,829	\$4,804,945	-1%
69 - Health Fund Misc	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	-100%
6754 - Health Claims Cost	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	-100%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2030035 - Sewer Fund - Collection	\$3,027,419	\$2,243,360	\$2,449,403	\$3,062,890	\$1,139,310	\$3,068,877	\$2,144,221	-30%
60 - Personnel Services	\$687,664	\$737,540	\$910,208	\$910,208	\$674,290	\$916,196	\$976,421	7%
6001 - Salaries and Wages - FT	\$475,009	\$505,289	\$615,670	\$615,670	\$451,033	\$615,670	\$654,672	6%
6002 - Salaries and Wages - PT/Season	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6004 - Overtime	\$7,231	\$7,012	\$7,700	\$7,700	\$5,056	\$7,700	\$7,700	0%
6005 - Standby Pay	\$12,715	\$10,285	\$17,000	\$17,000	\$8,520	\$17,000	\$17,000	0%
6007 - Accrued Leave	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$0	-100%
6009 - Supplemental Pay	\$0	\$8,000	\$9,131	\$9,131	\$14,626	\$14,626	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$2,970	\$2,009	\$2,009	\$2,502	\$2,502	\$0	-100%
6020 - FICA/MC Contributions	\$38,303	\$41,023	\$48,496	\$48,496	\$37,019	\$48,496	\$56,272	16%
6030 - Retirement Contributions	\$41,479	\$45,649	\$55,063	\$55,063	\$42,794	\$55,063	\$72,786	32%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$14,769	\$18,081	\$16,696	\$16,696	\$7,750	\$16,696	\$19,298	16%
6051 - Health Insurance	\$90,036	\$91,826	\$125,904	\$125,904	\$98,999	\$125,904	\$141,409	12%
6054 - Other Insurance	\$3,062	\$2,563	\$3,236	\$3,236	\$1,986	\$3,236	\$3,761	16%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$5,060	\$4,842	\$7,304	\$7,304	\$4,007	\$7,304	\$3,523	-52%
61 - Materials & Supplies	\$47,315	\$44,563	\$55,390	\$55,390	\$28,898	\$55,390	\$55,400	0%
6101 - General Supplies and Materials	\$10,915	\$10,577	\$11,950	\$11,950	\$4,998	\$11,950	\$11,950	0%
6111 - Electricity	\$6,290	\$5,794	\$6,500	\$6,500	\$4,615	\$6,500	\$6,500	0%
6112 - Natural Gas	\$210	\$210	\$240	\$240	\$159	\$240	\$250	4%
6113 - Gas/Fuel	\$17,000	\$16,400	\$20,000	\$20,000	\$10,147	\$20,000	\$20,000	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6115 - Water & Sewer Line Materials	\$5,100	\$2,007	\$6,000	\$6,000	\$1,230	\$6,000	\$4,000	-33%
6116 - Booster/lift station supplies	\$4,200	\$5,041	\$4,200	\$4,200	\$4,172	\$4,200	\$6,200	48%
6150 - Maint/Repair (non contract)	\$3,600	\$4,535	\$6,500	\$6,500	\$3,577	\$6,500	\$6,500	0%
62 - Contractual Services	\$75,259	\$50,609	\$64,019	\$64,019	\$10,610	\$64,019	\$20,600	-68%
6251 - Laundry/Towel	\$3,000	\$2,793	\$3,000	\$3,000	\$2,414	\$3,000	\$3,100	3%
6255 - Other Contractual	\$15,000	\$14,861	\$15,500	\$15,500	\$8,196	\$15,500	\$17,500	13%
6256 - Internal Services	\$57,259	\$32,955	\$45,519	\$45,519	\$0	\$45,519	\$0	-100%
63 - Capital Outlay	\$1,729,899	\$926,246	\$1,406,785	\$2,020,272	\$416,033	\$2,020,272	\$1,077,800	-47%
6303 - Buildings - New	\$14,752	\$0	\$0	\$0	\$0	\$0	\$0	0%
6305 - Improvements Other Than Bldgs	\$1,286,638	\$858,467	\$910,000	\$1,428,033	\$387,886	\$1,428,033	\$755,000	-47%
6307 - Intangibles - New	\$23,709	\$0	\$0	\$0	\$0	\$0	\$0	0%
6311 - Light Equipment - New	\$10,300	\$19,110	\$11,500	\$21,500	\$10,832	\$21,500	\$295,500	999%
6316 - Heavy Equip. - Replacement	\$390,000	\$0	\$480,000	\$531,016	\$0	\$531,016	\$0	-100%
6320 - Technology - Capital	\$0	\$11,394	\$0	\$1,125	\$1,124	\$1,125	\$27,300	999%
6321 - Technology - Replacement	\$4,500	\$37,274	\$5,285	\$38,598	\$16,191	\$38,598	\$0	-100%
64 - Depreciation / Amort	\$479,000	\$479,000	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$479,000	\$479,000	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$5,600	\$2,479	\$9,000	\$9,000	\$7,119	\$9,000	\$9,000	0%
6720 - Travel/Training	\$4,950	\$1,650	\$8,100	\$8,100	\$6,345	\$8,100	\$8,100	0%
6793 - Dues and Subscriptions	\$650	\$829	\$900	\$900	\$774	\$900	\$900	0%
68 - Utility Expense	\$2,682	\$2,923	\$4,000	\$4,000	\$2,359	\$4,000	\$5,000	25%
6731 - Communication	\$2,682	\$2,923	\$4,000	\$4,000	\$2,359	\$4,000	\$5,000	25%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2030036 - Sewer Fund - Stormwater	\$92,924	\$355,356	\$64,000	\$64,057	\$11,294	\$67,343	\$64,000	0%
61 - Materials & Supplies	\$1,000	\$607	\$1,000	\$1,000	\$0	\$1,000	\$1,000	0%
6103 - Postage and Printing	\$1,000	\$607	\$1,000	\$1,000	\$0	\$1,000	\$1,000	0%
62 - Contractual Services	\$28,183	\$0	\$0	\$0	\$0	\$0	\$0	0%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6256 - Internal Services	\$28,183	\$0	\$0	\$0	\$0	\$0	\$0	0%
63 - Capital Outlay	\$41,103	\$339,185	\$41,000	\$41,057	\$5,909	\$44,343	\$41,000	0%
6305 - Improvements Other Than Bldgs	\$0	\$324,977	\$0	\$57	\$3,343	\$3,343	\$0	-100%
6340 - Programs and Projects	\$41,103	\$14,208	\$41,000	\$41,000	\$2,566	\$41,000	\$41,000	0%
67 - Other Costs	\$22,638	\$15,565	\$22,000	\$22,000	\$5,386	\$22,000	\$22,000	0%
6791 - Advertising/Promotion	\$22,638	\$15,565	\$22,000	\$22,000	\$5,386	\$22,000	\$22,000	0%
Report Total	\$1,504,114	\$1,156,304	\$902,549	\$1,652,137	(\$169,262)	\$1,768,489	\$1,155,169	-30%

Proposed Budget - FY 2021

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
204 - Wastewater Treatment Plant	\$1,210,899	(\$543,518)	(\$1,823,416)	\$2,625,736	(\$1,117,036)	\$2,635,192	(\$7,907,329)	-401%
All Revenue	(\$8,623,969)	(\$6,223,070)	(\$16,068,592)	(\$16,068,592)	(\$6,255,320)	(\$16,068,592)	(\$14,541,771)	-10%
204 - WWTP	(\$8,623,969)	(\$5,895,182)	(\$6,568,592)	(\$6,568,592)	(\$4,829,328)	(\$6,568,592)	(\$14,541,771)	121%
43 - State Revenue	(\$2,010,000)	\$0	\$0	\$0	\$0	\$0	(\$8,000,000)	999%
4220 - State Grants	(\$2,010,000)	\$0	\$0	\$0	\$0	\$0	(\$8,000,000)	999%
44 - Other Local Gov Rev	(\$4,610,131)	(\$5,100,860)	(\$5,828,124)	(\$5,828,124)	(\$4,115,944)	(\$5,828,124)	(\$5,754,425)	-1%
4241 - Intergovernmental User Charges	(\$4,610,131)	(\$5,100,860)	(\$5,828,124)	(\$5,828,124)	(\$4,115,944)	(\$5,828,124)	(\$5,754,425)	-1%
45 - Goods & Services Rev	(\$19,344)	(\$17,088)	\$0	\$0	(\$60,480)	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	(\$60,480)	\$0	\$0	0%
4340 - Interdepartmental Services	(\$19,344)	(\$17,088)	\$0	\$0	\$0	\$0	\$0	0%
47 - Misc Revenue	(\$52,494)	(\$122,749)	(\$120,468)	(\$120,468)	(\$123,558)	(\$120,468)	(\$127,346)	6%
4501 - Interest Earned	(\$52,494)	(\$127,412)	(\$120,468)	(\$120,468)	(\$123,558)	(\$120,468)	(\$127,346)	6%
4503 - Gain on Sale of Capital Assets	\$0	\$4,664	\$0	\$0	\$0	\$0	\$0	0%
48 - Utility Revenue	(\$432,000)	(\$646,677)	(\$620,000)	(\$620,000)	(\$529,346)	(\$620,000)	(\$660,000)	6%
4611 - Septic Tank Waste Charges	(\$300,000)	(\$395,152)	(\$310,000)	(\$310,000)	(\$294,062)	(\$310,000)	(\$350,000)	13%
4612 - Comm Sump Waste	(\$60,000)	(\$142,926)	(\$120,000)	(\$120,000)	(\$90,104)	(\$120,000)	(\$120,000)	0%
4650 - System Development Charges	(\$72,000)	(\$108,599)	(\$190,000)	(\$190,000)	(\$145,181)	(\$190,000)	(\$190,000)	0%
49 - Other Sources	(\$1,500,000)	(\$7,809)	\$0	\$0	\$0	\$0	\$0	0%
4702 - Transfers In	(\$1,500,000)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4710 - Amortization of Premiums/Disc.	\$0	(\$4,896)	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
4711 - Gain/Loss on Sales of Investme	\$0	(\$2,913)	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2040002 - WWTP - Operations	\$0	(\$327,888)	(\$9,500,000)	(\$9,500,000)	(\$1,425,992)	(\$9,500,000)	\$0	-100%
43 - State Revenue	\$0	(\$327,888)	(\$9,500,000)	(\$9,500,000)	(\$1,425,992)	(\$9,500,000)	\$0	-100%
4220 - State Grants	\$0	(\$327,888)	(\$9,500,000)	(\$9,500,000)	(\$1,425,992)	(\$9,500,000)	\$0	-100%
45 - Goods & Services Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
Expense	\$9,834,868	\$5,679,552	\$14,245,176	\$18,694,328	\$5,138,283	\$18,703,784	\$6,634,442	-65%
204 - WWTP	\$130	\$0	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
68 - Utility Expense	\$130	\$0	\$0	\$0	\$0	\$0	\$0	0%
6731 - Communication	\$130	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2040002 - WWTP - Operations	\$9,199,550	\$5,048,331	\$13,625,610	\$18,074,762	\$4,671,966	\$18,081,088	\$6,087,538	-66%
60 - Personnel Services	\$1,178,451	\$1,152,174	\$1,285,327	\$1,285,327	\$1,056,352	\$1,291,653	\$1,494,446	16%
6001 - Salaries and Wages - FT	\$828,583	\$763,919	\$840,569	\$840,569	\$689,664	\$840,569	\$941,191	12%
6004 - Overtime	\$23,571	\$12,847	\$25,065	\$25,065	\$10,214	\$25,065	\$18,000	-28%
6005 - Standby Pay	\$6,264	\$8,050	\$15,319	\$15,319	\$6,459	\$15,319	\$11,000	-28%
6007 - Accrued Leave	\$900	\$7,855	\$2,000	\$2,000	\$0	\$2,000	\$0	-100%
6009 - Supplemental Pay	\$0	\$12,620	\$12,630	\$12,630	\$17,780	\$17,780	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$4,684	\$2,779	\$2,779	\$3,955	\$3,955	\$0	-100%
6020 - FICA/MC Contributions	\$66,227	\$61,530	\$66,236	\$66,236	\$54,431	\$66,236	\$94,044	42%
6030 - Retirement Contributions	\$72,019	\$67,250	\$75,578	\$75,578	\$61,813	\$75,578	\$116,152	54%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$24,334	\$28,095	\$22,757	\$22,757	\$12,447	\$22,757	\$33,208	46%
6051 - Health Insurance	\$146,139	\$175,675	\$211,366	\$211,366	\$190,812	\$211,366	\$269,119	27%
6054 - Other Insurance	\$4,094	\$4,019	\$4,533	\$4,533	\$3,084	\$4,533	\$5,655	25%
6060 - Unemployment Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6080 - Other Employee Compensation	\$6,320	\$5,630	\$6,496	\$6,496	\$5,694	\$6,496	\$6,077	-6%
61 - Materials & Supplies	\$682,000	\$588,977	\$729,000	\$729,000	\$441,432	\$729,000	\$729,000	0%
6101 - General Supplies and Materials	\$138,500	\$88,236	\$138,500	\$138,500	\$76,768	\$138,500	\$138,500	0%
6103 - Postage and Printing	\$1,500	\$466	\$1,500	\$1,500	\$1,103	\$1,500	\$1,500	0%
6111 - Electricity	\$350,000	\$292,169	\$350,000	\$350,000	\$229,155	\$350,000	\$350,000	0%
6112 - Natural Gas	\$71,000	\$61,536	\$71,000	\$71,000	\$34,668	\$71,000	\$71,000	0%
6113 - Gas/Fuel	\$6,000	\$4,338	\$16,000	\$16,000	\$2,379	\$16,000	\$16,000	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6117 - Chemicals	\$115,000	\$142,231	\$152,000	\$152,000	\$97,359	\$152,000	\$152,000	0%
62 - Contractual Services	\$697,482	\$627,290	\$646,434	\$649,929	\$507,034	\$649,929	\$533,929	-18%
6210 - Professional Services	\$99,767	\$46,815	\$20,000	\$23,495	\$3,495	\$23,495	\$20,000	-15%
6213 - Investment Services	\$4,143	\$9,656	\$10,724	\$10,724	\$7,621	\$10,724	\$14,516	35%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6230 - Maintenance Agreements	\$18,400	\$19,464	\$21,160	\$21,160	\$14,864	\$21,160	\$21,160	0%
6240 - Testing	\$15,000	\$6,204	\$15,000	\$15,000	\$10,280	\$15,000	\$15,000	0%
6251 - Laundry/Towel	\$8,000	\$5,783	\$8,000	\$8,000	\$5,527	\$8,000	\$8,000	0%
6255 - Other Contractual	\$130,000	\$99,801	\$39,500	\$39,500	\$3,117	\$39,500	\$39,500	0%
6256 - Internal Services	\$422,172	\$439,568	\$532,050	\$532,050	\$462,131	\$532,050	\$415,753	-22%
63 - Capital Outlay	\$5,188,266	\$1,186,422	\$9,786,285	\$14,231,942	\$1,907,036	\$14,231,942	\$2,179,000	-85%
6303 - Buildings - New	\$206,080	\$2,763	\$155,000	\$170,571	\$97,534	\$170,571	\$80,000	-53%
6305 - Improvements Other Than Bldgs	\$4,639,719	\$974,582	\$9,422,000	\$13,794,887	\$1,745,942	\$13,794,887	\$1,860,000	-87%
6307 - Intangibles - New	\$191,217	\$50,000	\$50,000	\$65,964	\$0	\$65,964	\$50,000	-24%
6311 - Light Equipment - New	\$5,000	\$0	\$5,000	\$5,000	\$1,100	\$5,000	\$179,000	999%
6312 - Light Equipment - Replacement	\$138,750	\$118,406	\$145,000	\$165,000	\$48,685	\$165,000	\$0	-100%
6320 - Technology - Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6321 - Technology - Replacement	\$7,500	\$40,672	\$9,285	\$30,520	\$13,776	\$30,520	\$10,000	-67%
64 - Depreciation / Amort	\$650,489	\$650,489	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$650,489	\$650,489	\$0	\$0	\$0	\$0	\$0	0%
65 - Debt Service	\$687,283	\$687,282	\$1,060,897	\$1,060,897	\$687,282	\$1,060,897	\$1,060,898	0%
6501 - Principal	\$527,076	\$542,128	\$702,447	\$702,447	\$555,193	\$702,447	\$715,931	2%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6510 - Interest	\$160,207	\$145,154	\$358,450	\$358,450	\$132,089	\$358,450	\$344,967	-4%
66 - Transfers Out	\$26,388	\$84,640	\$26,021	\$26,021	\$21,684	\$26,021	\$0	-100%
6601 - Transfers Out	\$26,388	\$84,640	\$26,021	\$26,021	\$21,684	\$26,021	\$0	-100%
67 - Other Costs	\$33,377	\$33,791	\$35,646	\$35,646	\$27,067	\$35,646	\$34,265	-4%
6720 - Travel/Training	\$6,000	\$3,166	\$6,000	\$6,000	\$2,362	\$6,000	\$6,000	0%
6780 - Insurance/Bonds	\$27,377	\$30,625	\$29,646	\$29,646	\$24,705	\$29,646	\$28,265	-5%
68 - Utility Expense	\$55,814	\$37,267	\$56,000	\$56,000	\$24,079	\$56,000	\$56,000	0%
6731 - Communication	\$5,814	\$7,443	\$6,000	\$6,000	\$3,147	\$6,000	\$6,000	0%
6733 - Refuse Collection	\$50,000	\$29,823	\$50,000	\$50,000	\$20,932	\$50,000	\$50,000	0%
6740 - Allowances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2040037 - WWTP - Pretreatment	\$117,246	\$123,007	\$140,132	\$140,132	\$108,710	\$140,595	\$142,939	2%
60 - Personnel Services	\$94,042	\$112,382	\$122,132	\$122,132	\$101,614	\$122,595	\$124,939	2%
6001 - Salaries and Wages - FT	\$64,335	\$76,022	\$81,752	\$81,752	\$66,074	\$81,752	\$81,979	0%
6004 - Overtime	\$245	\$3	\$49	\$49	\$0	\$49	\$245	405%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$1,030	\$1,030	\$1,030	\$1,402	\$1,402	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$382	\$227	\$227	\$318	\$318	\$0	-100%
6020 - FICA/MC Contributions	\$4,979	\$5,659	\$6,412	\$6,412	\$5,087	\$6,412	\$6,152	-4%
6030 - Retirement Contributions	\$5,320	\$6,503	\$7,251	\$7,251	\$5,848	\$7,251	\$7,476	3%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$1,895	\$2,487	\$2,219	\$2,219	\$1,208	\$2,219	\$2,174	-2%
6051 - Health Insurance	\$16,360	\$19,449	\$21,760	\$21,760	\$20,993	\$21,760	\$25,707	18%
6054 - Other Insurance	\$428	\$368	\$772	\$772	\$279	\$772	\$531	-31%
6080 - Other Employee Compensation	\$480	\$480	\$660	\$660	\$405	\$660	\$675	2%
61 - Materials & Supplies	\$1,500	\$0	\$1,500	\$1,500	\$0	\$1,500	\$1,500	0%
6101 - General Supplies and Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6103 - Postage and Printing	\$1,500	\$0	\$1,500	\$1,500	\$0	\$1,500	\$1,500	0%
62 - Contractual Services	\$20,204	\$9,609	\$15,000	\$15,000	\$6,871	\$15,000	\$15,000	0%
6240 - Testing	\$15,000	\$9,609	\$15,000	\$15,000	\$5,684	\$15,000	\$15,000	0%
6255 - Other Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6256 - Internal Services	\$5,204	\$0	\$0	\$0	\$1,187	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
67 - Other Costs	\$1,500	\$1,016	\$1,500	\$1,500	\$225	\$1,500	\$1,500	0%
6720 - Travel/Training	\$1,500	\$1,016	\$1,500	\$1,500	\$225	\$1,500	\$1,500	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2040038 - WWTP - Regional Interceptors	\$511,031	\$501,931	\$473,386	\$473,386	\$352,678	\$476,031	\$397,864	-16%
60 - Personnel Services	\$25,562	\$28,783	\$32,392	\$32,392	\$35,524	\$35,037	\$29,064	-10%
6001 - Salaries and Wages - FT	\$19,003	\$19,789	\$20,460	\$20,460	\$24,364	\$20,460	\$19,183	-6%
6004 - Overtime	\$489	\$241	\$673	\$673	\$544	\$673	\$489	-27%
6005 - Standby Pay	\$331	\$486	\$705	\$705	\$412	\$705	\$0	-100%
6007 - Accrued Leave	\$0	\$79	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$260	\$270	\$270	\$398	\$399	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$97	\$59	\$59	\$90	\$90	\$0	-100%
6020 - FICA/MC Contributions	\$1,521	\$1,577	\$1,606	\$1,606	\$1,961	\$2,612	\$1,605	0%
6030 - Retirement Contributions	\$1,678	\$1,716	\$1,815	\$1,815	\$2,176	\$2,565	\$1,938	7%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$587	\$845	\$556	\$556	\$471	\$556	\$570	3%
6051 - Health Insurance	\$1,825	\$3,597	\$4,206	\$4,206	\$4,910	\$4,935	\$4,724	12%
6054 - Other Insurance	\$127	\$96	\$1,633	\$1,633	\$96	\$1,633	\$118	-93%
6080 - Other Employee Compensation	\$0	\$0	\$410	\$410	\$103	\$410	\$437	6%
61 - Materials & Supplies	\$265,000	\$254,633	\$300,000	\$300,000	\$214,853	\$300,000	\$216,000	-28%
6116 - Booster/lift station supplies	\$20,000	\$7,107	\$20,000	\$20,000	\$3,615	\$20,000	\$20,000	0%
6117 - Chemicals	\$245,000	\$247,526	\$280,000	\$280,000	\$211,238	\$280,000	\$196,000	-30%
62 - Contractual Services	\$91,418	\$85,886	\$108,194	\$108,194	\$85,995	\$108,194	\$5,000	-95%
6210 - Professional Services	\$5,000	\$2,186	\$5,000	\$5,000	\$0	\$5,000	\$5,000	0%
6214 - Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6256 - Internal Services	\$86,418	\$83,700	\$103,194	\$103,194	\$85,995	\$103,194	\$0	-100%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
63 - Capital Outlay	\$10,000	\$11,637	\$10,000	\$10,000	\$0	\$10,000	\$125,000	999%
6305 - Improvements Other Than Bldgs	\$10,000	\$11,637	\$10,000	\$10,000	\$0	\$10,000	\$125,000	999%
64 - Depreciation / Amort	\$99,511	\$99,511	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$99,511	\$99,511	\$0	\$0	\$0	\$0	\$0	0%
68 - Utility Expense	\$19,540	\$21,482	\$22,800	\$22,800	\$16,306	\$22,800	\$22,800	0%
6731 - Communication	\$19,540	\$21,482	\$22,800	\$22,800	\$16,306	\$22,800	\$22,800	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2040039 - WWTP - Industrial/Sump Waste	\$6,911	\$6,283	\$6,048	\$6,048	\$4,930	\$6,070	\$6,101	1%
60 - Personnel Services	\$6,911	\$6,283	\$6,048	\$6,048	\$4,930	\$6,070	\$6,101	1%
6001 - Salaries and Wages - FT	\$4,788	\$4,203	\$3,963	\$3,963	\$3,184	\$3,963	\$3,965	0%
6004 - Overtime	\$50	\$0	\$0	\$0	\$0	\$0	\$50	999%
6005 - Standby Pay	\$30	\$16	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$90	\$50	\$50	\$68	\$68	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$33	\$11	\$11	\$15	\$15	\$0	-100%
6020 - FICA/MC Contributions	\$367	\$320	\$311	\$311	\$245	\$311	\$296	-5%
6030 - Retirement Contributions	\$388	\$359	\$352	\$352	\$283	\$352	\$362	3%
6040 - Workers Compensation	\$141	\$189	\$108	\$108	\$59	\$108	\$105	-2%
6051 - Health Insurance	\$1,111	\$1,050	\$1,076	\$1,076	\$1,035	\$1,076	\$1,273	18%
6054 - Other Insurance	\$36	\$21	\$154	\$154	\$14	\$154	\$26	-83%
6080 - Other Employee Compensation	\$0	\$0	\$24	\$24	\$26	\$24	\$24	0%
Report Total	\$1,210,899	(\$543,518)	(\$1,823,416)	\$2,625,736	(\$1,117,036)	\$2,635,192	(\$7,907,329)	-401%

Casper's Council of People with Disabilities - AGENDA

Thursday, April 23, 2020 at 11:30 AM

Participation via WebEx ONLY for this meeting due to recommendations by the CDC, Governor Gordon and the State Health Officer regarding Closures of Public Places due to COVID-19, Coronavirus

1. Roll call – Introduction of new members
2. Review of the previous month's minutes & approval of minutes
3. Old Business:
 - CCPD By-Laws update
 - Discuss updates from Committees since the last special CCPD meeting on April 7, 2020 to address established priorities as listed below:
 - QOL Committee – Zulima Lopez, Chairperson
 - Public transportation expansion and operating times
 - Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page and City of Casper website.
 - Events Committee – Nikki Green, Chairperson
 - Possible event in July, 2020 to celebrate the 30th anniversary of the signing of the Americans with Disabilities Act (ADA) into law. The official anniversary date is July 26, 2020.
 - Fundraising Committee – Linda Jones, Chairperson
 - Updates
4. New Business:
 - Review/discussion regarding the money handling policy
 - Letting our new members and liaisons hear about and select the sub-committees they want to participate in
 - Financial Report – Presented by the Treasurer
 - Any other new business or public comment
5. The next scheduled meeting is May 28, 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

April 21, 2020

11:30 a.m.

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

1. Announcements
2. Approve Minutes – March 17, 2020 *
3. Approve Vouchers – April 2020 *
4. Approve Financial Report – March 2020 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider 2020 Choice Gas Selection *
 - b) Discuss FY2021 Preliminary Budget *
 - i) WTP FY2021 Preliminary Budget *
 - ii) RWS Agency FY2021 Preliminary Budget *
 - c) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – May 19, 2020

****Indicates Attachment***



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

MEETING PROCEEDINGS

March 17, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 17, 2020 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, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey and Powell. Board Members Freel and Huber were absent.

City of Casper – Cathey, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Ethan Yonker

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin, Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.;

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, Board Member Cathey, and Mr. Chapin and Mr. Ridgeway are participating in the meeting by telephone.

Mr. Martin announced that due to the Coronavirus situation, the meeting next month could be all call in. Mr. Martin stated that everything is being done to keep the virus out of the WTP. Mr. Martin stated that access has been limited for salespeople and no unnecessary traffic is allowed. Mr. Martin stated that we don't want the Operators to be exposed to the virus and end up being out sick for a long time.

Mr. Martin also announced that Ms. Brown will hand out the minutes from the Executive Session for the Board to review. Mr. Martin asked the Board to review the minutes and sign the sheet if they approve them, then turn in the minutes to Ms. Brown. Mr. Martin stated that these minutes will be approved at the next meeting.

2. Chairman King asked for a motion to approve the minutes from the February 18, 2020 Regular meeting, February 28, 2020 Special meeting, and February 28, 2020 Executive meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Powell to approve the minutes from the February 18, 2020 Regular meeting and the February 28, 2020 Special meeting, and hold approval of the February 28, 2020 Executive meeting minutes until such time as the entire Board has had an opportunity to review them. Motion put and carried.

3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing. 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 March 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the March 2020 voucher list to include voucher numbers 8128 through 8133 in the amount of \$356,185.78. 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 February 2020 was 141 MG, which is 8 MG less than the five-year average of 149 MG. Mr. Martin stated that year-to-date production is 2.65 BG, which is 46 MG more than the five-year average of 2.6 BG.

Mr. Martin asked the Board to reference page 1 of the monthly compilation. Mr. Martin stated that he would like to discuss Reservations at the bottom of the page. Mr. Martin stated that Mr. Pitlick will be bringing an updated Reserve Policy to the Board in the coming months. Mr. Martin stated that the Debt Service Reserve - Loan does not take into account the new loans. Mr. Martin stated that one year of Debt Service Reserves should be \$2.2 M. Mr. Martin stated that Undesignated Reserves is \$2.9 M, but most of that should be reflected in the Debt Service Reserves – Loan. Mr. Martin stated that if the policy that Mr. Pitlick will be bringing forth to the Board was in place right now, Undesignated Reserves would be between \$600,000 and \$1 M.

Mr. Martin asked the Board to reference page 3 of the Financial Report. Mr. Martin stated that Water Sales for the year are \$5,074,535, which is \$545,932 higher than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that Total Operating Expenses are 2.40% less than last fiscal year. Mr. Martin stated that Total Operating Expenses are bouncing just above, to just below what expenses were last year.

Chairman King asked for a motion to approve the February 2020 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the February 2020 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the SCADA contractor is working 3 to 4 days a week and pretty much has the work completed. Mr. Schroeder stated that HDR was on site last week to do a punch list for the project. Mr. Schroeder stated that they went through the whole system, checking the boosters and tanks, and went through the entire WTP. Mr. Schroeder stated that HOA has the punch list and is working on it.

Mr. Schroeder stated that this week staff is working on a surface water startup with the new SCADA system. Mr. Schroeder stated that the Operator is currently working with HOA on the startup, but it probably won't be finished today because they will most likely run into issues.

Mr. Schroeder stated that the test run for the emergency power generator failed. Chairman King asked what is not working on the emergency power generator. Mr. Schroeder stated that the generator is not transferring, so when it sees a power outage, the diesel starts up but is not closing the switch to transfer power. Mr. Schroeder stated that the contractor claims they now know what is wrong with it and will tentatively be back next week to make the repair and test it.

Secretary Waters asked who is doing the electrical work. Mr. Schroeder stated that Casper Electric has done most of the electrical work, and Wyoming Machinery has the contract for the project.

Mr. Schroeder stated that staff is finishing repairs on the surface water system in preparation for summer and for starting the plant this week for the SCADA testing. Mr. Schroeder stated that repairs have been made to Actiflo, and to other systems.

Mr. Schroeder stated that Mr. Conner is not in attendance today and asked him to give the Transmission System Update.

Mr. Schroeder stated that Pioneer Booster Station is being worked on. Mr. Schroeder stated that a seal line blew, and a new motor is needed.

Mr. Schroeder stated that Water Distribution (WD) staff is cleaning the backwash basins and Actiflo lagoons to get ready for the summer season.

Mr. Schroeder stated that WD staff is working on non-draining hydrants.

Mr. Schroeder stated that WD staff is draining the Wardwell tank and waiting for better weather to check the roof for leaks.

Mr. Schroeder stated that WD staff is still waiting on materials to fix the drain valves for the ozone system.

Board Member Powell joined the meeting by telephone at 11:52 a.m.

Chairman King asked about the Wardwell tank leaks. Mr. Martin stated that the tank had to be taken offline for a failed bacti test which staff suspects was caused by more leaks. Mr. Martin stated that the tank will be out of service until the contractor comes back and a flood test can be done to check for leaks.

Secretary Waters stated that he thinks the emergency generator test needs to be done while HOA is on site to make sure it will work with the SCADA. Mr. Schroeder stated that is the plan. Mr. Schroeder stated that right now a new switch needs installed so it can be tested again.

Treasurer Bertoglio asked if the generator project was part of a grant/loan. Mr. Martin stated that this project is being completed with SRF funds.

6. There was no Public Comment.

7. There was no Old Business.

a. In Other Old Business, Treasurer Bertoglio stated that he spoke with Mr. Mark Pepper with Rural Water, and he is willing to come to a Board meeting and give the Board an update on how Rural Water is dealing with some of the issues related to the crypto issue. Treasurer Bertoglio stated that Mr. Pepper is on a National Board that has been dealing with some of these odd test results.

8. In New Business:

a. Mr. Martin stated that the agreement for the Roof Replacement Project is similar to previous agreements. Mr. Martin stated that roof projects for the City and RWS were combined in order to get better pricing. Mr. Martin stated that the RWS roofs to be replaced include the Raw Water Building, Airport Booster Station and Pioneer Booster Station.

Mr. Martin stated that two bids were received for the 2020 Roof Replacements Project, and the City consummated an agreement with Dave Loden Construction, Inc. in the amount of \$99,985 with a \$10,000 contingency fund for a total project cost of \$109,885.

Mr. Martin stated that the agreement between the City and RWS specifies that at

the end of the project, the RWS will reimburse the City their portion of the project up to a maximum amount of \$54,824.23.

A motion was made by Secretary Waters and seconded by Board Member Cathey to approve the agreement with the City of Casper for the 2020 Roof Replacement Project in the amount not to exceed \$54,824.23. Motion put and carried.

- b. Mr. Martin stated that before the Board today is Change Order No. 4 with HOA Solutions, for a price increase in the amount of \$49,993 and a time extension of 12 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Mr. Martin stated that Mr. Ethan Yonker with the City of Casper Engineering Department is in attendance today to answer any questions the Board might have on the change order.

Mr. Martin stated that this change order is made up of several components as follows:

- 1) Included in the scope of work for the SCADA Contractor is to install new conduit at the WTP Raw Water Pump Station. WTP staff indicated that there is a switch gear onsite that will need to be replaced and will require additional conduit and fiber installation. Staff requested a proposal to have HOA reroute and extend the conduit and fiber installation as part of the SCADA project to avoid additional trenching and potential conflicts for the switch gear replacement in the future. HOA has proposed \$5,483 and one contract day for this work.
- 2) HOA had issues with signal distortion using the proposed digital communications at the Plant Control Panel (PCP). A fix to this distortion would be to install an Anybus Modbus. HOA has proposed \$5,253 and one contract day for this work.
- 3) It was discovered during installation of the operator interface terminal (OIT) that the existing fiber between the PCP and the raw water pump station would require additional strands of fiber to function. The existing fiber was not the standard 6 strand that was expected. Staff requested a proposal from HOA to install a new 12 strand fiber to cover the needs of the OIT as well as provide additional strands for future use. HOA has proposed \$22,057 for this work.
- 4) Upon installation of unlicensed radios for back haul links at the North Park Tank and Sunrise III Tank, it was found that there is much more interference than the original testing during design revealed. Additional radio traffic that did not exist at the time of the testing is the suspected reason. Due to the increased interference, licensed radios will be required at these sites in order to communicate effectively. HOA Solutions has proposed \$7,800 and 5 contract days for this work.
- 5) During reprogramming of the existing ozone generation system, HOA

encountered difficulties in the programming that were not anticipated. Documentation of existing systems and programing logic was not available for this work. HOA has requested that they be compensated for an additional 75 hours of unexpected programing time. HOA has proposed \$9,400 and 5 contract days for this work. Mr. Martin stated that the ozone generators need to communicate with the SCADA upgrade.

Mr. Martin stated that the total amount for this change order is \$49,993 and an increase of 12 days.

Mr. Martin stated that funding for the project is from DWSRF funds in the form of a loan. Mr. Martin stated that the current contract amount is \$1,347,270.08, with a construction contingency in the amount of \$145,545.92. Mr. Martin stated that this change order will increase the contract amount to \$1,410,283.08 and decrease contingency to \$82,532.92. Mr. Martin stated that the DWSRF representative, Wade Verplacke, has given approval for this change order.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve Change Order No. 4 with HOA Solutions for an increase in the amount of \$49,993 and time extension of 12 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Motion put and carried.

- c. Mr. Martin asked the Board to reference the Snowpack Percentage map on the screen. Mr. Martin stated that the Lower North Platte area is at 133%, the Upper North Platte area is at 113%, and the Sweetwater area is at 81%. Mr. Martin stated that snowpack is looking really good and the Bureau of Reclamation has issued its March forecast which indicates the spring snow melt runoff for the North Platte River Basin will be above average, and the April through July runoff for the North Platte River Basin above Glendo will be 1,117,000 acre-feet, which is 124% above the 30-year average. Mr. Martin stated that it is a good snowpack and runoff year so there should not be any calls on the river.
- d. Mr. Martin stated that it is the time of year when the Board reviews Capital Improvement Projects, budget, and rates. Mr. Martin stated that before the Board this month are the preliminary FY21 Capital Improvement Projects. Mr. Martin stated that the FY21 Budget preliminary projects are as follows:

Project	Budget	Comments
Security Improvements	\$15,000	On-going Security Improvements
Well Rehabilitation	\$350,000	Rehabilitate Caisson No. 2
West Hypo Tank Fiberglass Repair	\$6,000	Fiberglass Repair to Fix Tank Leak
Roof Replacements	\$225,000	Filter Gallery
Service Truck	\$100,000	Service Truck w/Snow Plow, Air Compressor, and Crane
Annual Equipment Replacement Allocation	\$100,000	Unanticipated Equipment and Valve Replacement
Groundwater Well Turbidimeters	\$30,000	On-going Project to Replace Failing Turbidimeters
Well Pump Replacements	\$45,000	Spare Well Pumps (3)
Magnetic Water Meter Replacements	\$50,000	On-going Project to Replace Failing Mag Meters
Raw Water Switch Gear and VFD's	\$200,000	Replace Electrical Switch Gear and Add VFD's
High Service Pump VFD Replacement	\$100,000	Replace One High Service Pump VFD
Technologies	\$6,000	Computer Replacements
Shop Tools	\$10,000	Tool and Equipment Purchase for WTP Maintenance
Pipe Restraint	\$16,000	Install Pipe Restraints on Plant Piping
Actiflo Hydrocyclone Improvements	\$56,000	Refurbish Actiflo Hydrocyclones
Ozone Heat Rejection and Cooling Water Pumps	\$33,000	Replace 1 Each Heat Rejection and Cooling Water Pump
HVAC System Chiller Replacement	\$180,000	Replace Chiller Unit
Ground Water Well VFD's	\$32,000	Install VFD's on 5 Wells
Filter Particle Counters	\$30,000	Replace 6 Gravity Filter Particle Counters to Aid in Optimizing Performance
Filter Level Indicators	\$15,000	Replace 6 Gravity Filter Level Indicators to Aid in Optimizing Performance
GW Hydrogen Peroxide Pumps and VFD's	\$10,000	Replace Failed Pumps and Install VFD's
Misc. Recoating Projects	\$20,000	Recoat Misc. Piping and Buildings by Priority
North Platte River Restoration	\$250,000	Funds Pledged Towards River Restoration Projects
Wardwell Tank Floor and Wall Coating	\$175,000	Liner for Wardwell Tank
Filter Monorail Hoist Safety System	\$150,000	Hoist Safety System to be Used When Entering Filters for Maintenance – OSHA Requirement
Actiflo Poly Line Replacement	\$6,000	Poly Line Replacement with Stainless Steel & Additional Supports
Plant Landscaping	\$20,000	Landscape Around New Tank and Generator Site
Total FY21 Capital Costs	\$2,230,000	

Mr. Martin stated that this preliminary list of projects totals \$2,230,000 and includes several projects that were re-budgeted from this year due to the 2.6 MG Tank roof needing replaced. Mr. Martin stated that staff will not know the cost for the 2.6 MG Tank repairs until the bids are received. Mr. Martin stated that last year when the Board reviewed the rate model, the anticipated capital projects totaled just over \$1 M.

Mr. Martin stated that when the Board reviews the rate model in the next couple of months, some projects may have to be removed from the list or delayed, or there might have to be a higher rate increase than what was anticipated last year. Mr. Martin stated that he and Mr. Schroeder have already discussed which projects might be able to be delayed. Mr. Martin stated that in the list of projects just discussed, starting with Misc. Recoating Projects to the end of the list are the potential projects that could be delayed.

Mr. Martin stated that this is a preliminary look at the Capital Projects and the Board will see the list again in the upcoming months.

Chairman King asked if the service truck is used a lot. Mr. Schroeder stated that the service truck is used quite often.

Treasurer Bertoglio stated that he is on the Advisory Board for the River Project. Treasurer Bertoglio stated that the funds that were requested by the City would just go into a bank account right now. Treasurer Bertoglio stated that the funds for the current phase of the River Project are accounted for as near as he could tell. Treasurer Bertoglio stated that he asked the question if these funds and funds requested from the Rec Board are included in the project, and the answer was no. Treasurer Bertoglio stated that the Rec Board funds are for a walkway in the boat launch area. Treasurer Bertoglio stated that from what he understands, these funds would go to the next phase of the project, which is going to be millions of dollars that the City has not identified. Treasurer Bertoglio stated that he felt the Board could budget the money if they wanted, but actually giving the money and encumbering it, he is not sure about as the Board has enough projects that need to be done to produce water and the River Project doesn't produce water. Treasurer Bertoglio stated that he understood why the Board should participate when the project went by the WTP, but as much as he would want available funds to go to the project, as far as he can tell the funds will just go in a bank account. Chairman King asked for clarification that Treasurer Bertoglio thinks the Board should pledge the funds, but not give it to the City yet. Treasurer Bertoglio stated that he would be more inclined to give the funds to the River Project when the next phase comes up since they have the funding for the current phase in place. Treasurer Bertoglio stated that the next phase of the project is quite large.

Secretary Waters asked which Wardwell Tank the tank liner is for. Mr. Martin stated that it is for the Wardwell Tank with the roof issue. Mr. Martin stated that

this is a bolted steel tank and there have been several leaks repaired already. Mr. Martin stated that he was told that as the tank expands and moves, it is going to spring leaks, which means every few years it will have to be inspected and repaired. Mr. Martin stated that staff hoped that a tank wall and floor liner would eliminate the need for this as well as address the leaks that are there now.

Treasurer Bertoglio asked if there is any way that the tank seams could be welded. Mr. Martin stated that is something that could be looked into, but the coating would have to be taken off. Mr. Ridgeway stated that it is an aluminum tank roof, with a glass fused steel body. Vice-Chairman Keffer stated that it would be a challenge.

Board Member Powell stated that the first half of the First Street Reach of the River Project was completed and then the contractor had to stop due to contamination. Board Member Powell stated that it is scheduled to resume the second half this fall. Treasurer Bertoglio stated that it was his understanding that there are sufficient funds in place to handle this phase of the project without the \$250,000 from the RWS, but he could be wrong. Treasurer Bertoglio stated that City staff will have to be asked about this. Board Member Powell stated that no one knows how much contamination will be found in the second half of the First Street Reach, so it isn't known if there is enough funds identified.

Chairman King asked if there was any further discussion on the Preliminary FY21 Capital Projects. Chairman King stated that these projects will be further discussed during budget and rate reviews.

- e. Mr. Martin stated that in accordance with the terms of the Operations contract between the RWS and the City of Casper, the City is responsible to conduct the day-to-day operations of the RWS owned facility. Mr. Martin stated that a component of this responsibility is oversight of financial transactions and cash management, which includes the accounts at Hilltop Bank.

Mr. Martin stated that it was discovered that former City employees are still on the RWS accounts at Hilltop and need to be removed. Mr. Martin stated that the City Finance Department requests that the Board remove Linda Carlson and Shirley Sheehan from all account information/privileges and add Evan Condelario, Budget/Accounting Supervisor with Administrative Access, and add Christa Ladd, Accountant, and Lynn McBride, Administrative Technician, with View Only Access.

Mr. Martin stated that this request is to update the paperwork with Hilltop Bank to allow these current City Employees to view these accounts and reconcile transactions.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the recommendations made by Mr. Pitlick to updated the Hilltop Bank

authorizations to view and access the accounts by removing Linda Carlson and Shirley Sheehan from the accounts, and adding Evan Condelario, Budget/Accounting Supervisor, with Administrative Access, and adding Christa Ladd, Accountant, and Lynn McBride, Administrative Technician, with View Only Access. Motion put and carried.

- f. Board Members Freel and Huber were not in attendance at the meeting and were unable to sign their annual banking letters.
- g. The time was turned over to Mr. Chapin to discuss Conflicts of Interest in Voting.

Mr. Chapin stated that he owed someone an apology, as there was a discussion at the last meeting regarding the River Project, and Board Member Powell asked if it would be a conflict of interest if the City of Casper representatives voted on the issue, and he stated that he believed it would be. Mr. Chapin stated that the vote was taken without the City of Casper representatives and that following week he received a letter from the City Attorney, Mr. Henley, which said that it should not cause a conflict of interest for the City of Casper representatives to vote on that issue. Mr. Chapin stated that Mr. Henley's letter listed State Statutes and it stated that the only conflict that should be called on the floor is one that involves the individual Board Members, and not projects with entities that the Board Members represent.

Mr. Chapin stated that he sent an email back to Mr. Henley and informed him that he did not necessarily agree with that and explained that in his opinion, the Board has been good at operating independently from the entity bodies when it is necessary to do what is necessary for Regional Water. Mr. Chapin stated that Mr. Henley responded that when a project or something comes up that involves the City, it should not cause a conflict.

Mr. Chapin stated that so far everyone on the Board has been able to work together for the best interest of Regional Water. Mr. Chapin stated that in the past the Board has had contention and voted as a block to move forward with programs that they want to move forward. Mr. Chapin stated that ultimately his opinion in representing the Board is to take a conservative position and try to protect the Board from respective litigation.

Mr. Chapin stated that the question exists whether a conflict exists if Board Members vote on a project that is predominately for the benefit of their entity. Mr. Chapin stated that it's his opinion that a conflict should not be called when a project benefits the entity of a Board Member.

Treasurer Bertoglio asked Mr. Chapin if a member entity has a project that is specific to them, if they should declare a conflict. Mr. Chapin stated that in the past a conflict has been called, but he is changing his position on that. Mr. Chapin stated that to avoid potential litigation, he doesn't think the conflict needs to be called and all Board Members have the right to vote for any project they

want, even if it benefits the entity they represent.

Treasurer Bertoglio stated that he believes Mr. Chapin is right. Treasurer Bertoglio stated that he has sat on both sides, small entity, and for the City. Treasurer Bertoglio stated that when he represented the City, he voted against City projects because he recognized that the role of Regional Water is to provide safe, reliable, water at the most economical price they can and if he felt a project that the City wanted to do that was not in the best interest of Regional Water, he voted against it. Treasurer Bertoglio stated that the integrity of the Board is such that this is the role for Regional Water, and not to become a slush fund for any entity to raise money for projects that don't meet those goals. Treasurer Bertoglio stated that he trusts the integrity of the Board Members to vote for what is best for Regional Water.

Mr. Chapin stated that he agrees with Treasurer Bertoglio as he considers this one of the best boards he has had the pleasure of representing as the Board Members are dedicated to the best interest of the Regional Water System. Mr. Chapin stated that the Board Members should vote on the projects that are presented by the entity they sit for, unless there are any objections. Chairman King stated that everyone on the Board is aware of what Regional Water is here for, and is not here as a slush fund for other entity projects that don't support Regional Water criteria. Chairman King stated that he trusts everyone on the Board to feel that way and do their job appropriately.

Mr. Chapin stated that this is obviously a charged issue and if he offended anyone he apologized as he did not intend to offend anyone. Chairman King stated that he was sure no one took offence as to what Mr. Chapin stated.

h. There was no Other New Business.

9. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Regular Session and move into Executive Session at 12:39 p.m. to discuss potential litigation. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Executive Session and return to Regular Session at 12:47 p.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to designate Mr. Martin with the authority to sign settlement paperwork. Motion put and carried.

The Board thanked Mr. Ridgeway and Mr. Chapin for their diligent work on this issue.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on April 21, 2020. Chairman King stated that the Board would be informed of any changes to the location, etcetera, of the meeting due to restrictions/closures from the

Coronavirus.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to adjourn the meeting at 12:48 p.m. Motion put and carried.

Chairman

Secretary

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

UNAPPROVED VOUCHER LISTING

April 15, 2020

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8134	Intermountain Motor Sales Inc.	Capital Expense – GWHS Pump #1 Motor Rebuild	\$6,599.37
8135	HOA Solutions, Inc.	Capital Expense – SCADA System Upgrade, Project No. 17-038, PP#7	\$152,080.12
8136	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#32	\$13,398.66
8137	City of Casper	Loan Payment	\$127,960.40
8138	ITC Electrical Technologies	Capital Expense – Rewire LOX System Skids	\$8,080.42
8139	City of Casper	Operations Reimbursement – March2020	\$104,148.90
8140	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#33	\$6,631.00
8141	HOA Solutions, Inc.	Capital Expense – SCADA System Upgrade, Project No. 17-038, PP#8	\$156,873.05
8142	Williams, Porter, Day & Neville, P.C.	Legal Expense – March2020	\$2,318.80
8143	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#4	\$9,259.00
8144	DXP Enterprises, Inc.	Capital Expense – GWHS Pump No. 5 Repair Kit	\$2,250.00
		Total	\$589,599.72

*

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

**INVOICE &
STATEMENT OF ACCOUNT**

8139

Page 1 of 1

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

DATE: 4/3/2020

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
03/31/2020	183771	MARCH 2020 OPERATIONS REIMBURSEMENT	CURRENT	\$104,148.90

March 2020 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$86,930.04
9020.00	Chemical Charge - O&M		\$6,503.46
9030.00	Utilities - O&M		\$5,916.70
9040.00	Supplies - O&M		\$2,380.36
9060.00	Training - O&M		\$395.00
9070.00	Major Maint, Repair, Replc - O&M		\$239.21
9080.00	Testing & Lab Services - O&M		\$1,419.36
9090.00	Other Reimbursable Costs - O&M		\$0.00
6025.10	Capital		\$364.77
	80-404000-5819 Invoice Total		\$104,148.90

NEW CHARGES	
PREVIOUS BALANCE	\$104,148.90
TOTAL AMOUNT DUE	\$104,148.90

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: \$104,148.90

AMOUNT ENCLOSED: **\$104,148.90**

Pay Invoice(s): 183771

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
March 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO - Pcard	Laundry/Towel	03/05/2020	LCAS1325629	123.10	Mats, Mops, Towels
			LCAS1328340		
ATLAS OFFICE PRODUCT	Materials & Supplies	3/2/2020	57370-0	352.80	Office Supplies, Cleaning Supplies
BLACK HILLS ENERGY	Natural Gas	3/18/2020	RIN0030052	5,718.36	Natural Gas
Bush-Wells - Pcard	Uniforms	3/12/2020	BBB006854	813.00	Uniforms 11 Employees
Casper Star-Tribune - Pcard	Advertising	03/09/2020	63317, 64004	87.70	Legal Ads - JPB Meetings
CENTURYLINK	Communications	03/06/2020	1486278597	4.41	Voip
CENTURYLINK	Communications	03/17/2020	15849	19.39	Voip
CITY OF CASPER	Refuse	03/16/2020	RIN0030049	124.50	Sanitation
CITY OF CASPER	Sewer	03/16/2020	RIN0030049	24.33	Sewer
Coastal Chemical - Pcard	Materials & Supplies	2/25/2020	0120720	132.62	Vehicle Fuel
Coastal Chemical - Pcard	Materials & Supplies	03/09/2020	0120801	48.69	Vehicle Gas
Coastal Chemical - Pcard	Materials & Supplies	03/23/2020	0120877	28.68	Vehicle Fuel
DPC INDUSTRIES, INC.	Chemicals	03/12/2020	737000634-20	6,503.46	NaHypo
Energy Laboratories - Pcard	Lab Testing	02/27/2020	298192	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/05/2020	299105	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/16/2020	300844	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/16/2020	300007	22.00	Lab Test Bacti
Energy Laboratories - Pcard	Lab Testing	03/24/2020	303075	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	03/24/2020	302064	231.00	Lab Test TAS
Eurofins Eaton Analytical - Pcard	Lab Testing	02/25/2020	L0497174	100.00	Lab Test Bromate
FERGUSON ENTERPRISES	Materials & Supplies	03/05/2020	CC900991	16.64	Actiflo poly parts
GRAINGER, INC.	Materials & Supplies	03/18/2020	1378240784	132.60	Light Bulbs
Harbor Freight Tools - Pcard	Materials & Supplies	03/04/2020	307989	18.98	Digital Tape Measure
Health Insurance	Health Insurance	3/5/2020		8,060.83	Health Insurance
Health Insurance	Health Insurance	3/19/2020		7,632.47	Health Insurance
Health Insurance Transfer	Transfers Out	3/10/2020		892.87	Additional Health Insurance Allocation
Insurance/Bonds	Insurance/Bonds	03/10/2020		1,841.59	MAR INS/BNDS
Interdepartmental Charges	Interdepartmental Services Fixed	3/10/2020		1,167.56	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	3/10/2020		8,318.45	IT, Finance, HR, City Council, City Manager, City Attorney
Interstate All Battery Center - Pcard	Materials & Supplies	03/04/2020	33900	31.50	Batteries Exit Signs
ITC ELECTRICAL TECHN	Equipment Repairs	03/12/2020	31393	209.20	Decant Pump Repair
NAPA AUTO PARTS CORP	Materials & Supplies	2/26/2020	089187	52.90	Lubricants
NORCO, INC.	Materials & Supplies	03/05/2020	1984897670	24.50	Face Shield
NORCO, INC.	Materials & Supplies	03/16/2020	32340072744	181.65	Safety Signs
Other Insurance	Other Insurance	3/5/2020		153.60	Other Insurance Benefits
Payroll	Personnel	3/5/2020		29,554.35	3/5/2020 Payroll
Payroll	Personnel	3/19/2020		28,274.35	3/19/2020 Payroll
Pizza Hut - Petty Cash	Materials & Supplies	03/23/2020	RIN0030060	10.50	Lunch for CWGG Meeting
TYLER TECHNOLOGIES I	Capital	3/6/2020	045-292617	88.26	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	3/6/2020	045-291911	118.50	Tyler Conversion Training
TYLER TECHNOLOGIES I	Capital	3/6/2020	045-294170	158.01	Tyler Conversion Training
UPS - Pcard	Lab Testing	03/18/2020	00008F045W110	142.36	Ship lab test
USPS - Pcard	Postage	3/12/2020	041213	62.40	POSTAGE - Certified Mail - 2019 CCR

City of Casper Wyoming
Expenditure Reimbursement Request
March 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Verizon - Pcard	Communications	03/18/2020	9849571906	25.71	WTP Operator Cell Phone
Walmart - Pcard	Materials & Supplies	2/28/2020	096431	39.84	Coffee
WARDWELL WATER & SEW	Materials & Supplies	03/06/2020	RIN0030040	30.01	Booster/Irrigation
Wear Parts - Petty Cash	Materials & Supplies	03/23/2020	RIN0030060	2.35	Washers - Well Parts
Workers' Compensation	Workers' Compensation	3/5/2020		544.50	Workers' Compensation
Workers' Compensation	Workers' Compensation	3/19/2020		489.47	Workers' Compensation
WY. ASSOC. OF RURAL	Training	03/18/2020	3146	395.00	Training
Xerox - Pcard	Materials & Supplies	03/16/2020	099669305	219.91	Copy Machine Lease
			Total	\$104,148.90	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2019-2020

Entity	Gallons of Water Produced									
	3/31/2020	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	2,010,976.531	2,145,129.592	1,934,306.122	2,169,152.041	2,168,233.673	2,758,381.633	3,453,167.347	5,137,603.061	6,543,140.816	28,320,090.816
Wardwell W&S	9,129,244.898	7,932,810.204	8,041,320.408	9,798,595.918	7,812,144.898	14,089,494.898	29,568,138.776	35,608,590.816	35,250,247.959	157,230,588.776
Pioneer	4,010,432.653	3,234,195.918	3,635,697.959	3,875,176.531	3,645,804.082	4,451,311.224	6,291,189.796	7,698,387.755	8,113,820.408	44,956,016.327
Poison Spider	663,367.347	590,663.265	698,418.367	891,377.551	697,091.837	654,693.878	1,372,857.143	1,797,346.939	1,758,571.429	9,124,387.755
33 Mile Road	657,091.837	635,357.143	762,040.816	802,959.184	583,316.327	679,846.939	979,489.796	1,027,448.980	1,196,224.490	7,323,775.510
Sandy Lake	767,291.837	651,783.673	774,537.755	927,666.327	675,990.816	1,318,853.061	1,723,878.571	1,811,189.796	2,272,014.286	10,923,206.122
Lakeview	138,316.327	110,173.469	170,138.776	119,922.449	118,436.735	167,226.531	579,789.796	866,826.531	999,478.571	3,270,309.184
Mile-Hi	374,262.245	206,810.204	251,119.388	206,848.980	204,369.388	239,412.245	867,248.980	871,733.673	1,172,442.857	4,394,247.959
City of Casper	147,233,823.327	125,482,324.531	142,722,743.408	161,204,164.020	134,084,067.245	176,194,179.592	467,197,249.796	568,137,374.449	635,485,546.184	2,557,741,472.551
Regional Water	(900,000.000)	0.000	0.000	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(1,658,000.000)	(940,310.000)	(468,000.000)	(14,399,565.000)
TOTAL	164,084,807.000	140,989,248.000	158,990,323.000	179,191,863.000	148,533,005.000	192,380,595.000	510,375,010.000	622,016,192.000	692,323,487.000	2,808,884,530.000

TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:

3,361,736,483.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2019-2020

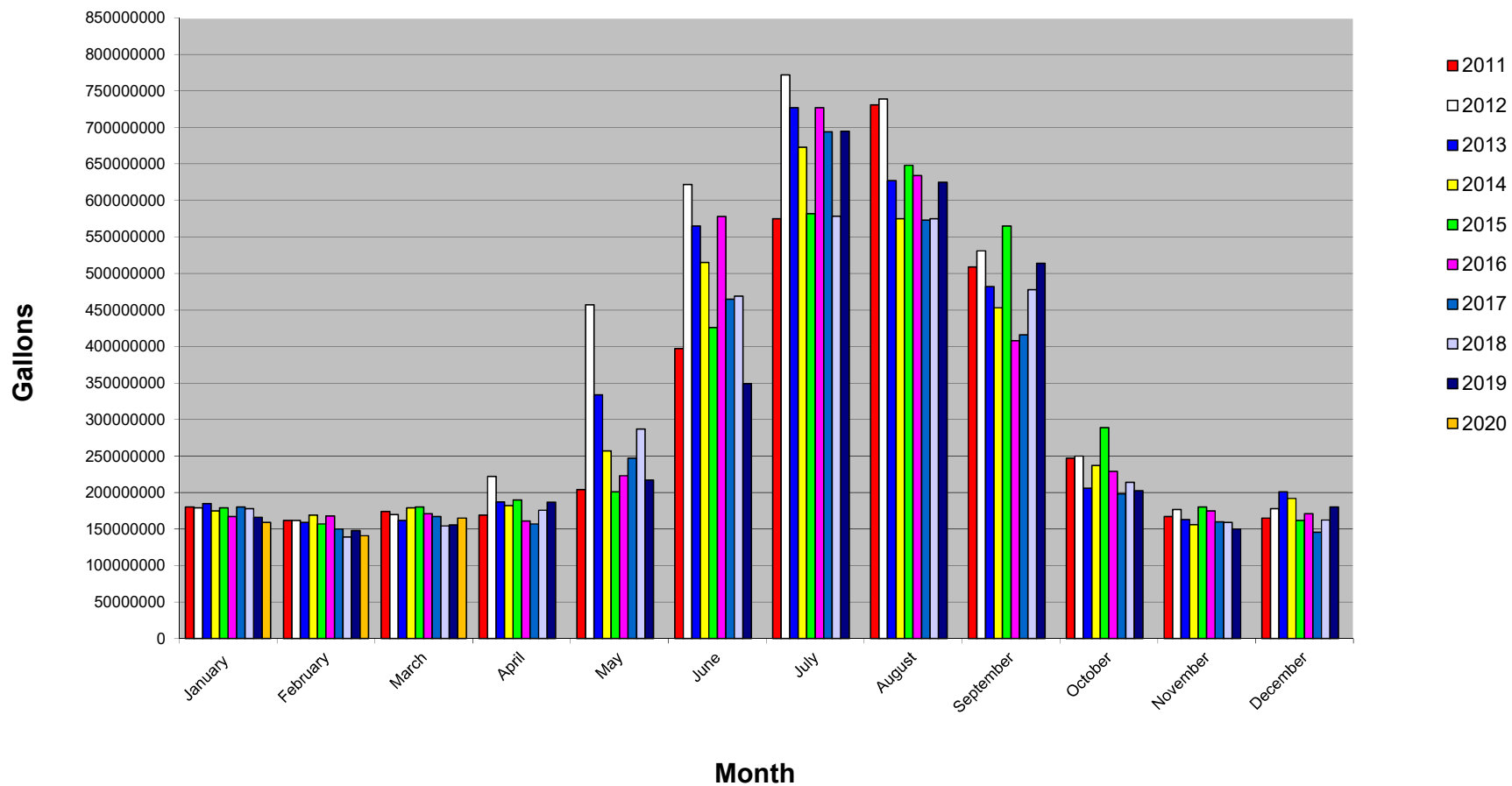
Entity	Water Rates Billed									
	3/31/2020	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	\$ 3,881.18	\$ 4,140.10	\$ 3,733.21	\$ 4,186.46	\$ 4,184.69	\$ 5,323.68	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 54,657.78
Wardwell W&S	\$ 17,619.44	\$ 15,310.32	\$ 15,519.75	\$ 18,911.29	\$ 15,077.44	\$ 27,192.73	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 303,455.04
Pioneer	\$ 7,740.14	\$ 6,242.00	\$ 7,016.90	\$ 7,479.09	\$ 7,036.40	\$ 8,591.03	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 86,765.11
Poison Spider	\$ 1,280.30	\$ 1,139.98	\$ 1,347.95	\$ 1,720.36	\$ 1,345.39	\$ 1,263.56	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 17,610.07
33 Mile Road	\$ 1,268.19	\$ 1,226.24	\$ 1,470.74	\$ 1,549.71	\$ 1,125.80	\$ 1,312.10	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 14,134.89
Sandy Lake	\$ 1,480.87	\$ 1,257.94	\$ 1,494.86	\$ 1,790.40	\$ 1,304.66	\$ 2,545.39	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 21,081.79
Lakeview	\$ 266.95	\$ 212.63	\$ 328.37	\$ 231.45	\$ 228.58	\$ 322.75	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 6,311.70
Mile-Hi	\$ 722.33	\$ 399.14	\$ 484.66	\$ 399.22	\$ 394.43	\$ 462.07	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 8,480.90
City of Casper	\$ 284,161.28	\$ 242,180.89	\$ 275,454.89	\$ 311,124.04	\$ 258,782.25	\$ 340,054.77	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 4,936,441.04
Regional Water	\$ (1,737.00)	\$ -	\$ -	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (28,132.11)
TOTAL	\$316,683.68	\$272,109.25	\$306,851.32	\$345,840.30	\$286,668.70	\$371,294.55	\$984,682.82	\$1,200,491.25	\$1,336,184.33	\$5,420,806.19

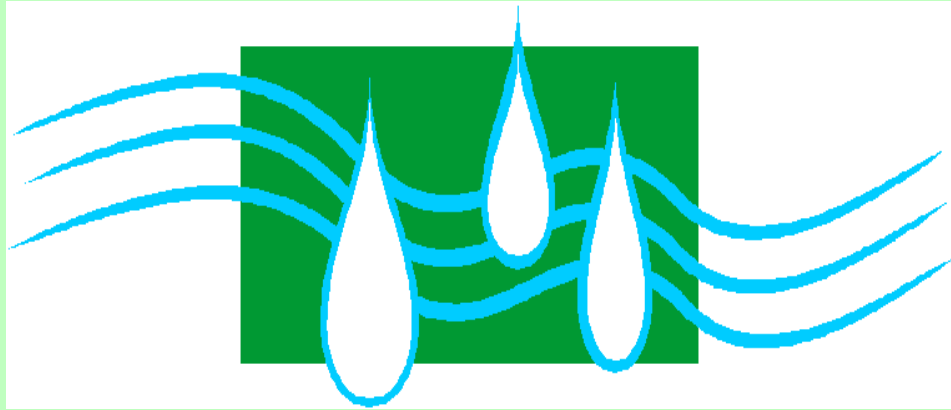
TOTAL PRIOR YEAR (FY2019) BILLING:

\$ 6,193,755.45

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

WTP PRODUCTION





Central Wyoming Regional Water System Joint Powers Board

Monthly Compilation

March 31, 2020

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
March 31, 2020**

ASSETS	FY 2020	FY 2019
Current Assets		
Cash and cash equivalents	\$ 5,762,723	\$ 5,319,124
Investments	-	523,616
Receivables from water service	481,640	300,994
Grant receivables	-	1,073
Interest receivable on investments	-	-
Inventory	476,770	476,770
Prepaid insurance	46,224	42,747
Total Current Assets	6,767,357	6,664,322
Capital Assets		
Land	580,874	580,874
Construction in Progress	5,630,648	9,612,119
Depreciable capital assets (net of A/D)	40,116,383	34,724,320
Total Capital Assets	46,327,905	44,917,313
Total Assets	<u>\$ 53,095,262</u>	<u>\$ 51,581,635</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 85,109	\$ 188,260
Accrued interest	142,045	118,896
Accrued expenses	73,052	68,045
Retainage payable	248,574	117,861
Deferred revenue	36,125	-
Current portion of long-term debt	2,086,782	1,809,009
Total Current Liabilities	2,671,687	2,302,071
Noncurrent Liabilities		
Loans payable	11,747,302	14,594,081
Total Noncurrent Liabilities	11,747,302	14,594,081
Total Liabilities	14,418,989	16,896,152
NET ASSETS		
Invested in capital assets, net of related debt	32,493,821	28,514,224
Reservations		
General operating reserves	441,331	427,871
Emergency reserves	441,330	427,871
Debt service reserve - Loan	272,632	272,632
Water rights development	486,513	478,289
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	457,552	2,326,371
Undesignated reserves	3,083,093	1,238,226
Total Reservations	6,182,451	6,171,259
Total Net Assets	38,676,273	34,685,483
Total Liabilities and Net Assets	<u>\$ 53,095,262</u>	<u>\$ 51,581,635</u>

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
March 31, 2020**

OPERATING REVENUES	FY2020	FY2019	Variance	Percent Variance
Water sales	\$ 5,421,147	\$ 4,815,171	\$ 605,976	12.58%
Total Operating Revenues	\$ 5,421,147	\$ 4,815,171	\$ 605,976	12.58%
OPERATING EXPENSES				
Operating expenses	\$ 2,197,707	\$ 2,246,247	\$ (48,540)	-2.16%
Insurance	\$ 67,997	\$ 63,752	\$ 4,245	6.66%
Legal	\$ 29,007	\$ 8,739	\$ 20,268	231.92%
Auditing	\$ 30,000	\$ 30,191	\$ (191)	-0.63%
Total Operating Expenses	\$ 2,324,711	\$ 2,348,929	\$ (24,218)	-1.03%
Net Operating Income	\$ 3,096,436	\$ 2,466,242	\$ 630,194	25.55%
NONOPERATING REVENUE (EXPENSES)				
Interest income	\$ 74,118	\$ 88,103	\$ (13,986)	-15.87%
State Grant/Loan	\$ 949,258	\$ 655,496	\$ 293,762	44.82%
Other income - system investment fees	\$ 194,270	\$ 67,862	\$ 126,408	186.27%
Capital expenses	\$ (2,371,541)	\$ (1,151,723)	\$ (1,219,818)	105.91%
Interest expense	\$ (265,606)	\$ (554,153)	\$ 288,547	-52.07%
Investment fees	\$ (135)	\$ (135)	\$ -	0.00%
Depreciation	\$ -	\$ -	\$ -	
Total Nonoperating Revenue (Expenses)	\$ (1,419,637)	\$ (894,550)	\$ (525,087)	58.70%
INCREASE/(DECREASE) IN NET ASSETS	\$ 1,676,799	\$ 1,571,692	\$ 105,107	

		BUDGET COMPARISON						
		As of March 31, 2020						
		75.0% OF YEAR EXPIRED						
CWRWS FUND								
(FUND 300)		ORIGINAL	TRANSFERS/	REVISED			YET TO BE	
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL		COLLECTED	% REC'D
4220	State Grants	\$ (1,300,000)	\$ -	\$ (1,300,000)	\$ (949,258)		\$ (350,742)	73.0%
4501	Interest Earned	\$ (70,000)	\$ -	\$ (70,000)	\$ (74,118)		\$ 4,118	105.9%
4505	Misc. Revenue	\$ (50)	\$ -	\$ (50)	\$ (623)		\$ 573	1245.6%
4601	Water Utility Charges	\$ (7,106,511)	\$ -	\$ (7,106,511)	\$ (5,421,147)		\$ (1,685,364)	76.3%
4650	System Development Charges	\$ (245,000)	\$ -	\$ (245,000)	\$ (193,647)		\$ (51,353)	79.0%
	TOTAL REVENUES	\$ (8,721,561)	\$ -	\$ (8,721,561)	\$ (6,638,792)		\$ (2,082,769)	76.1%
		ORIGINAL	TRANSFERS/	REVISED			AVAILABLE	
		BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBERED	BUDGET	% USED
6212	Legal Services	30,000	0	30,000	29,007	\$ -	\$ 993	96.7%
6213	Investment Services	1,500	0	1,500	135	\$ -	\$ 1,365	9.0%
6214	Consulting Services	15,000	0	15,000	4,232	\$ -	\$ 10,768	28.2%
6215	Acctg/Audit Services	32,000	0	32,000	30,000	\$ -	\$ 2,000	93.8%
6255	Other Contractual	3,000	0	3,000	750	\$ -	\$ 2,250	25.0%
6257	Reimburseable Contract Exp.	3,349,603	0	3,349,603	2,192,725	\$ -	\$ 1,156,878	65.5%
6303	Buildings - New	282,000	1,545	283,545	78,781	\$ 117,940	\$ 86,824	69.4%
6305	Improvements Other Than Bldgs	1,071,000	3,692,438	4,763,438	2,289,658	\$ 1,511,125	\$ 962,656	79.8%
6311	Light Equipment - New	10,000	0	10,000	1,301	\$ -	\$ 8,699	13.0%
6321	Technology - Replacement	6,000	0	6,000	1,801	\$ -	\$ 4,199	30.0%
6501	Principal	2,086,798	0	2,086,798	1,553,849	\$ -	\$ 532,949	74.5%
6510	Interest	483,778	0	483,778	265,606	\$ -	\$ 218,172	54.9%
6720	Travel/Training	2,000	0	2,000	0	\$ -	\$ 2,000	0.0%
6780	Insurance/Bonds	97,544	0	97,544	67,997	\$ -	\$ 29,547	69.7%
	TOTAL EXPENDITURES	\$ 7,470,223	\$ 3,693,982	\$ 11,164,205	\$ 6,515,842	\$ 1,629,064	\$ 3,019,299	73.0%
	TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ 1,251,338	\$ (3,693,982)	\$ (2,442,644)	\$ 122,950	\$ (1,629,064)	\$ (936,531)	

2020 RWS Choice Gas Selection Information: Current as of 4/14/2020

Archer Energy: Fixed prices in the winter periods (November through May), and variable prices in all other months (June through October).

CASPER

Term: 2 Years

ArcherPro Rate: **\$0.319**

Enrollment Code: 91280

Uncle Frank Energy Services:

Variable Rate – CIG + \$0.181

Fixed Rate – 1yr \$0.38 2yr \$0.384

Wyoming Producer-Consumer Alliance:

Market Index Rate – changes each month based on market price fluctuations plus pipeline fee; Fixed Rate Pricing – price per therm is fixed or “locked in” for the contract term; Blended Rate – combination of monthly market index and/or fixed prices per therm:

Casper Division		
Pricing Plan	Price Per Therm	Confirmation Code
Fixed Price 2 Year	0.309	93036
Index Price 2 Year	CIG + 0.9	93072
Blended Price 2 Year	0.309 and CIG + 0.9	93237


Wyoming Community Gas:

Term	Fixed ⓘ	CIG Index + ⓘ	Fixed Monthly Rate ⓘ
Fixed 1-yr	28¢ Per therm	–	–
Fixed 2-yr	27.8¢ Per therm	–	–
Index 1-yr	–	6.4¢ Per therm	–
Index 2-yr	–	6.4¢ Per therm	–

Vista Energy:

Fixed Fixed Rate per therm		Guaranteed Lower Than Pass-On Guaranteed Lower, No Exceptions	Index + C I G Market Index + Adder	
1yr - 77580	2yr - 77461	1yr - 77430	1yr - 77581	2yr - 77583
26.9 cents per therm	26.5 cents per therm	Var. price varies	+8.3 cents per therm	+8.0 cents per therm
Sign Up	Sign Up	Sign Up	Sign Up	Sign Up

CenterPoint Energy Services, Inc.:

FEATURED PRODUCT	CONFIRMATION CODE	TERM	FEATURES	RATE
 Fixed Rate 12	43206	THRU 5-31-2021	FIXED See Details	\$0.273 per Therm
 Fixed Rate 24	43207	THRU 5-31-2022	FIXED See Details	\$0.265 per Therm
 CIG Market Index Rate (1 Year) - Commercial	43219	THRU 5-31-2021	INDEXED See Details	Index + \$0.059 per Therm
 CIG Market Index Rate (2 Year) - Commercial	43224	THRU 5-31-2022	INDEXED See Details	Index + \$0.059 per Therm
 Managed Rate 12	43234	THRU 5-31-2021	MANAGED See Details	\$0.335 per Therm

Black Hills Energy Services:

<input type="radio"/> Fixed Rate 1 Year ?	\$0.275	Conf 12010	<input type="radio"/> Fixed Rate 2 Year ?	\$0.269	Conf 12142
<input type="radio"/> Index Rate 1 Year CIG	\$0.069	Conf 12195	<input type="radio"/> Index Rate 2 Year CIG	\$0.069	Conf 12241
<input type="radio"/> Index plus ?			<input type="radio"/> Index plus ?		

WoodRiver Energy, LLC:

Guaranteed Fixed

The commodity price shall be the agreed upon fixed price (\$/Therm). Subject only to a material change in the Tallgrass Interstate Gas Transmission tariff, the fixed price is guaranteed for the term of the agreement

☐ One Year Price
0.297

☒ Two Year Price
0.298

☐ Three Year Price
0.298

Guaranteed Index

The commodity price shall be the Platt's Inside FERC first of the month price for CIG plus the agreed upon market premium (\$/therm). Subject only to a material change in the Tallgrass Interstate Gas Transmission tariff, the index price is guaranteed for the term of the agreement

☐ One Year Price
0.082

☐ Two Year Price
0.082

☐ Three Year Price
0.082

Fixed Rate 1-3yrs - \$0.298

Variable 1-3yrs – CIG + \$0.082

Black Hills Wyoming Gas, LLC – Pass-On Rate:

DIVISION	ESTIMATED RATE PER THERM	CONFIRMATION CODE
Casper	\$0.2656	99001

**2020 Choice Gas Selection
Pricing as of April 14, 2020**

CIG Rate 0.175 (Current Rate - Fluctuates Throughout Year)

	Actual Billed Therms 2019	Black Hills Wyoming Gas Pass-On Rate Spent 2019 (Actual Average Rate)	Archer Energy Fixed Rate	Uncle Frank Energy Services Variable Rate CIG +	Uncle Frank Energy Services Fixed Rate	WY Producer-Consumer Alliance Fixed Price 2yr	WY Producer-Consumer Alliance Index Price 2yr CIG+	WY Community Gas Fixed 1yr	WY Community Gas Fixed 2yr	WY Community Gas Index 1yr CIG+	WY Community Gas Index 2yr CIG+	Vista Energy Fixed 1yr	Vista Energy Fixed 2yr	Vista Energy Index 1yr CIG+
		0.2982	0.319	0.181	0.38	0.309	0.900	0.28	0.278	0.064	0.064	0.269	0.265	0.083
Jan	18050	\$4,653.29	\$5,757.95	\$6,425.80	\$6,859.00	\$5,577.45	\$19,403.75	\$5,054.00	\$5,017.90	\$4,313.95	\$4,313.95	\$4,855.45	\$4,783.25	\$4,656.90
Feb	13623	\$3,512.01	\$4,345.74	\$4,849.79	\$5,176.74	\$4,209.51	\$14,644.73	\$3,814.44	\$3,787.19	\$3,255.90	\$3,255.90	\$3,664.59	\$3,610.10	\$3,514.73
March	18596	\$4,977.58	\$5,932.12	\$6,620.18	\$7,066.48	\$5,746.16	\$19,990.70	\$5,206.88	\$5,169.69	\$4,444.44	\$4,444.44	\$5,002.32	\$4,927.94	\$4,797.77
April	13249	\$4,047.57	\$4,226.43	\$4,716.64	\$5,034.62	\$4,093.94	\$14,242.68	\$3,709.72	\$3,683.22	\$3,166.51	\$3,166.51	\$3,563.98	\$3,510.99	\$3,418.24
May	9748	\$2,978.01	\$3,109.61	\$3,470.29	\$3,704.24	\$3,012.13	\$10,479.10	\$2,729.44	\$2,709.94	\$2,329.77	\$2,329.77	\$2,622.21	\$2,583.22	\$2,514.98
June	5705	\$1,773.69	\$1,819.90	\$2,030.98	\$2,167.90	\$1,762.85	\$6,132.88	\$1,597.40	\$1,585.99	\$1,363.50	\$1,363.50	\$1,534.65	\$1,511.83	\$1,471.89
July	2151	\$726.82	\$686.17	\$765.76	\$817.38	\$664.66	\$2,312.33	\$602.28	\$597.98	\$514.09	\$514.09	\$578.62	\$570.02	\$554.96
Aug	807	\$272.69	\$257.43	\$287.29	\$306.66	\$249.36	\$867.53	\$225.96	\$224.35	\$192.87	\$192.87	\$217.08	\$213.86	\$208.21
Sept	1101	\$363.22	\$351.22	\$391.96	\$418.38	\$340.21	\$1,183.58	\$308.28	\$306.08	\$263.14	\$263.14	\$296.17	\$291.77	\$284.06
Oct	3444	\$1,003.93	\$1,098.64	\$1,226.06	\$1,308.72	\$1,064.20	\$3,702.30	\$964.32	\$957.43	\$823.12	\$823.12	\$926.44	\$912.66	\$888.55
Nov	8426	\$2,456.18	\$2,687.89	\$2,999.66	\$3,201.88	\$2,603.63	\$9,057.95	\$2,359.28	\$2,342.43	\$2,013.81	\$2,013.81	\$2,266.59	\$2,232.89	\$2,173.91
Dec	11778	\$3,366.27	\$3,757.18	\$4,192.97	\$4,475.64	\$3,639.40	\$12,661.35	\$3,297.84	\$3,274.28	\$2,814.94	\$2,814.94	\$3,168.28	\$3,121.17	\$3,038.72
Total	106678	\$30,131.26	\$34,030.28	\$37,977.37	\$40,537.64	\$32,963.50	\$114,678.85	\$29,869.84	\$29,656.48	\$25,496.04	\$25,496.04	\$28,696.38	\$28,269.67	\$27,522.92

	Actual Billed Therms 2019	Vista Energy Index 2yr CIG+	CenterPoint Energy Services Fixed Rate 1yr	CenterPoint Energy Services Fixed Rate 1yr	CenterPoint Energy Services Variable Rate 1yr - CIG+	CenterPoint Energy Services Variable Rate 2yr - CIG+	CenterPoint Energy Services Managed Rate 1yr	Black Hills Energy Services Fixed Rate 1yr	Black Hills Energy Services Fixed Rate 2yr	Black Hills Energy Services Index Rate 1yr CIG+	Black Hills Energy Services Index Rate 2yr CIG+	WoodRiver Energy Fixed Rate 1-3yrs	WoodRiver Energy Index Rate 1-3yrs CIG+	Black Hills Wyoming Gas Pass-On Rate (Estimated Average Rate)
		0.08	0.273	0.265	0.059	0.059	0.335	0.275	0.269	0.069	0.069	0.298	0.082	0.2656
Jan	18050	\$4,602.75	\$4,927.65	\$4,783.25	\$4,223.70	\$4,223.70	\$6,046.75	\$4,963.75	\$4,855.45	\$4,404.20	\$4,404.20	\$5,378.90	\$4,638.85	\$4,794.08
Feb	13623	\$3,473.87	\$3,719.08	\$3,610.10	\$3,187.78	\$3,187.78	\$4,563.71	\$3,746.33	\$3,664.59	\$3,324.01	\$3,324.01	\$4,059.65	\$3,501.11	\$3,618.27
March	18596	\$4,741.98	\$5,076.71	\$4,927.94	\$4,351.46	\$4,351.46	\$6,229.66	\$5,113.90	\$5,002.32	\$4,537.42	\$4,537.42	\$5,541.61	\$4,779.17	\$4,939.10
April	13249	\$3,378.50	\$3,616.98	\$3,510.99	\$3,100.27	\$3,100.27	\$4,438.42	\$3,643.48	\$3,563.98	\$3,232.76	\$3,232.76	\$3,948.20	\$3,404.99	\$3,518.93
May	9748	\$2,485.74	\$2,661.20	\$2,583.22	\$2,281.03	\$2,281.03	\$3,265.58	\$2,680.70	\$2,622.21	\$2,378.51	\$2,378.51	\$2,904.90	\$2,505.24	\$2,589.07
June	5705	\$1,454.78	\$1,557.47	\$1,511.83	\$1,334.97	\$1,334.97	\$1,911.18	\$1,568.88	\$1,534.65	\$1,392.02	\$1,392.02	\$1,700.09	\$1,466.19	\$1,515.25
July	2151	\$548.51	\$587.22	\$570.02	\$503.33	\$503.33	\$720.59	\$591.53	\$578.62	\$524.84	\$524.84	\$641.00	\$552.81	\$571.31
Aug	807	\$205.79	\$220.31	\$213.86	\$188.84	\$188.84	\$270.35	\$221.93	\$217.08	\$196.91	\$196.91	\$240.49	\$207.40	\$214.34
Sept	1101	\$280.76	\$300.57	\$291.77	\$257.63	\$257.63	\$368.84	\$302.78	\$296.17	\$268.64	\$268.64	\$328.10	\$282.96	\$292.43
Oct	3444	\$878.22	\$940.21	\$912.66	\$805.90	\$805.90	\$1,153.74	\$947.10	\$926.44	\$840.34	\$840.34	\$1,026.31	\$885.11	\$914.73
Nov	8426	\$2,148.63	\$2,300.30	\$2,232.89	\$1,971.68	\$1,971.68	\$2,822.71	\$2,317.15	\$2,266.59	\$2,055.94	\$2,055.94	\$2,510.95	\$2,165.48	\$2,237.95
Dec	11778	\$3,003.39	\$3,215.39	\$3,121.17	\$2,756.05	\$2,756.05	\$3,945.63	\$3,238.95	\$3,168.28	\$2,873.83	\$2,873.83	\$3,509.84	\$3,026.95	\$3,128.24
Total	106678	\$27,202.89	\$29,123.09	\$28,269.67	\$24,962.65	\$24,962.65	\$35,737.13	\$29,336.45	\$28,696.38	\$26,029.43	\$26,029.43	\$31,790.04	\$27,416.25	\$28,333.68

April 14, 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

SUBJECT: Fiscal Year 2020-21 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

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

The Public Utilities Division, in the preparation of the FY21 budget, has made serious efforts to maintain the Operations Budget at FY20 levels. The Regional Water System Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

Many Operations Budget line items will be status quo, or close to the FY20 budget. However, increases will be seen in the areas of booster station supplies, interdepartmental costs, natural gas, and a slight increase in electricity. The booster station supplies increase is due to the need for equipment rebuilds at the Wardwell Booster station. Based on recent budget history and anticipated cost increases, the natural gas and electricity line items have increased slightly.

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

The new and replacement capital expenditures in the Agency Budget generally follow the WTP Capital Improvement Plan (CIP). There have been many projects added to the CIP following the WTP Facilities Plan and from staff recommended projects.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,061,622 – This represents a decrease of \$24,524 over the FY20 budget. The decrease is mainly due to no COLA or one time bonuses budgeted for FY21.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This represents an increase of \$19,715 over the FY20 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies. The majority of the increases in this line include \$17,000 for booster station supplies and \$2,500 for safety supplies.
- b) Chemicals - \$750,000 – This amount is unchanged from the FY20 budget. This line item was increased by \$120,000 in FY17. Current projections show that, even with a slight increase in chemical costs, \$750,000 is sufficient.
- c) Postage and Printing - \$1,950 – This is a \$250 increase over the FY20 budget.
- d) Electricity - \$855,500 – This represents a \$740 increase over the FY20 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$55,000 – This represents a \$5,000 increase over the FY20 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY20 budget.
- g) Maintenance/Repair (non-contract) - \$50,000 – This amount is unchanged from the FY20 budget.
- h) Employee Uniforms - \$1,000 – This amount is unchanged from the FY20 budget.

Contractual Services

- a) Professional Services - \$8,000 – This amount is unchanged from the FY20 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$28,400 – This represents a decrease of \$2,650 from the FY20 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff.
- c) Lab Testing – \$46,500 – This amount is unchanged from the FY20 budget.
- d) Laundry and Towel Service - \$2,000 – This represents a decrease of \$500 from the FY20 budget.
- e) Interdepartmental Services - \$399,938 – This is an increase of \$129,437 from the FY20 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the Water Treatment Plant Operations

Budget. Also covered in this line are costs associated with Information Technology, Finance, Human Resources, City Council, City Manager, and City Attorney services.

Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY20 budget.
- b) Insurance & Bonds – \$27,359 – This is a \$5,260 decrease from the FY20 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- c) Advertising - \$900 – This amount is unchanged from the FY20 budget.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY20 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY20 budget.
- b) Refuse Collection - \$40,000 – No change from the FY20 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant.
- c) Sewer - \$400 – This represents an increase of \$100 over the FY20 budget.

Summary

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

The FY21 Operations Budget is 3.5% greater than the FY20 Operations Budget. In large part, the increase is a result of increased booster station supplies (Wardwell Booster), interdepartmental costs, natural gas, and a slight increase in electricity costs.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue – \$7,319,864 - This reflects an increase of \$213,353 over the FY20 budget. These revenues are proportioned to each wholesale entity based on the July 2018 – June 2019 percentage of RWS production based on a five-year average of total RWS production.

- b) Interest on Investments –\$80,000 – This is an increase of \$10,000 from FY20 based on data from previous years.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY20 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.

Personnel Services

None - The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System. Personnel costs are included in the Water Treatment Plant Operations Budget.

Contractual Services

- a) Consulting Fees – \$15,000 – This amount for outside consulting work is unchanged from the FY20 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY20 budget.
- c) Accounting & Auditing - \$32,000 - This amount is unchanged from the FY20 budget and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2019 and FY2020.
- d) Insurance & Bonds – \$100,000 – This is an increase of \$2,456 from the FY20 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY20 budget. This is for RWS Board travel and training. The breakout is as follow:
 - Travel - \$ 1,000
 - Training - \$ 1,000

Debt Service

- a) Principal Payments - \$2,144,286 - This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:
 - City Loan - \$ 1,429,176
 - WWDC (New Construction) - \$ 348,434
 - WWDC (Rehabilitation) - \$ 111,281
 - DWSRF Loan #115 (Emergency Power) - \$ 98,583
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 23,624
 - DWSRF Loan #153 (Backwash Tank) - \$ 68,367
 - DWSRF Loan #213 (PLC/SCADA) - \$ 64,822

- b) Interest Expense - \$441,361 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$ 106,349
• WWDC (New Const.)	- \$ 147,496
• WWDC (Rehab.)	- \$ 47,106
• DWSRF Loan #115 (Emergency Power)	- \$ 53,942
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 11,247
• DWSRF Loan #153 (Backwash Tank)	- \$ 37,408
• DWSRF Loan #213 (PLC/SCADA)	- \$ 37,813

Capital – New

- a) Buildings – \$150,000 – This covers the following:
- Filter Monorail Hoist Safety System – \$150,000 - This project will install a hoist safety system for confined space entry into the filters for maintenance. This is an OSHA requirement.
- b) Improvements Other Than Buildings – \$302,000 – This covers the following:
- Plant Landscaping – \$20,000 - This project will install an irrigation system and landscaping at the WTP.
 - Groundwater Well Variable Frequency Drives - \$32,000 – This project will be to install VFD's on five ground water wells to allow for optimized flow control directly from the WTP control room.
 - North Platte River Restoration - \$250,000
- c) Light Equipment - \$10,000 – This covers the following:
- Shop Tools - \$10,000 – Shop tools and equipment needed for in-house WTP maintenance and repair.
- d) Technologies – No new technology equipment this year.

Capital – Replacement

- a) Buildings - \$260,000 – This is for the following:
- Security - \$15,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long-range cameras, external light replacements, and fire alarm installations. This line item will be used for additional security upgrades and door replacements at the Raw Water and Ozone buildings.
 - Roof Replacement - \$225,000 – This is to replace the roofing systems over the filter gallery.

- Coating System Rehabilitation - \$20,000 – This will be for building and external pipe recoating.
- b) Improvements Other Than Buildings - \$1,402,000 - This includes:
- Major Equipment Replacements - \$100,000 - This is for unanticipated equipment and valve replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
 - Groundwater Well Turbidimeter Repl. - \$30,000 - The RWS has 29 wells. Turbidimeters on each well were a requirement of EPA for their approval of Riverbank Filtration as a GWUDI alternative filtration technology in 2005. The existing turbidimeters are no longer supported by the vendor and replacement parts are difficult to obtain.
 - Well Pumps - \$45,000 – This will purchase three spare well pumps for the wellfield. Twenty-six of the wells use the same pump. The existing pumps were installed in 1999 and are coming to the end of their life cycle. It is important to have spare well pumps in inventory because of the long lead time needed for their purchase.
 - Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported. This on-going project is for mag meter replacements.
 - Well Rehabilitation - \$350,000 - The RWS has 29 wells in the Ft. Caspar and Dempsey Acres wellfields. Every two – three years monies are allocated to rehabilitate two wells to achieve higher yields and clean the well screens of incrustation. This is cost effective as well water is considerably less expensive to treat than surface water.
 - Pipe Restraint - \$16,000 – This project is to install pipe restraints on plant piping where movement has been identified.
 - Actiflo Hydrocyclone Improvements - \$56,000 – This project is to refurbish the Actiflo Hydrocyclone system.
 - Ozone Heat Rejection and Cooling Water Pump Replacements - \$33,000 – There are three heat rejection, and three cooling water pumps on the ozone system. This will be a three year project to replace one of each pump per year.
 - Raw Water Switch Gear and VFD Replacements - \$200,000 – This will replace the electrical switchgear in the raw water pump station as well as add VFD's for pump control. This project has been re-budgeted from FY20.
 - Ground Water High Service Pump VFD Replacement - \$100,000 – This will replace the existing 20 year old VFD.
 - HVAC System Chiller Replacement – \$180,000 – This project is to replace the chiller unit and failing pumps and valves on the WTP building HVAC system.
 - Gravity Filter Particle Counter Replacements - \$30,000 – This project is to replace the six existing counters that have failed. This upgrade will aid in optimizing filter performance.

- Gravity Filter Level Indicators - \$15,000 – This project is to replace the six existing level indicators that have failed. This upgrade will aid in optimizing filter performance.
 - GW System Hydrogen Peroxide Pumps and VFD's - \$10,000 – This project is to upgrade the hydrogen peroxide system with new pumps and VFD's.
 - Wardwell Tank Lining - \$175,000 – This project is to spray line the floor and walls of the Wardwell Tank to seal existing leaks and prevent future leaks.
 - West Hypo Tank Repairs - \$6,000 – This project is to make repairs to the fiberglass sodium hypochlorite tank that is leaking.
 - Actiflo Poly Line Replacement - \$6,000 – This project is to replace the Actiflo PVC polymer lines with stainless steel lines and supports.
- c) Intangibles – None this year.
- d) Light Equipment – \$100,000 – This project is to replace the F-450 Service Truck to include a crane and snowplow.
- e) Technologies - \$6,000 – This includes:
- Computers - \$6,000 – Replacement computers at the WTP.

Summary

Staff considers the budgeted requests for both operational and capital to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases.

The recently completed WTP Facilities Plan brought to light several capital projects that need to be addressed. Additionally, WTP staff has taken an in-depth look at equipment and processes and have made recommendations for numerous capital equipment replacements and optimizations. Because of the age of much of the equipment and unit processes at the WTP and wellfields (20 years old or older), there is need for many smaller dollar unit and equipment replacements this budget year which will continue into the future.

The FY21 capital budget is aggressive. Close attention will have to be paid to the cash flow as the fiscal year progresses. A few of the capital projects may not be able to be completed in FY21 depending on cash flow.

Proposed Budget - FY 2021

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	(\$13,313)	\$181	\$23,939	\$37,331	\$372,185	\$42,534	\$98,215	163%
All Revenue	(\$3,110,064)	(\$3,253,001)	(\$3,325,665)	(\$3,325,665)	(\$2,097,971)	(\$3,325,665)	(\$3,356,214)	1%
202 - Regional Water	(\$3,110,064)	(\$3,253,001)	(\$3,325,665)	(\$3,325,665)	(\$2,097,971)	(\$3,325,665)	(\$3,356,214)	1%
44 - Other Local Gov Rev	(\$3,081,427)	(\$3,228,191)	(\$3,325,665)	(\$3,325,665)	(\$2,097,971)	(\$3,325,665)	(\$3,356,214)	1%
4242 - Intergovernmental Reimb.	(\$3,081,427)	(\$3,228,191)	(\$3,325,665)	(\$3,325,665)	(\$2,097,971)	(\$3,325,665)	(\$3,356,214)	1%
45 - Goods & Services Rev	(\$28,637)	(\$24,810)	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	(\$28,637)	(\$24,810)	\$0	\$0	\$0	\$0	\$0	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
Expense	\$3,096,751	\$3,253,182	\$3,349,604	\$3,362,996	\$2,470,156	\$3,368,199	\$3,454,429	3%
202 - Regional Water	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	-100%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
61 - Materials & Supplies	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	-100%
6103 - Postage and Printing	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	-100%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2020002 - Regional Water Operations	\$2,783,353	\$2,963,103	\$3,026,787	\$3,040,179	\$2,173,228	\$3,045,382	\$3,284,629	8%
60 - Personnel Services	\$944,757	\$1,041,991	\$1,086,146	\$1,086,146	\$850,586	\$1,091,349	\$1,049,582	-3%
6001 - Salaries and Wages - FT	\$645,929	\$693,069	\$692,969	\$692,969	\$543,063	\$692,969	\$697,740	1%
6002 - Salaries and Wages - PT/Season	\$18,686	\$16,857	\$20,835	\$20,835	\$9,161	\$20,835	\$18,948	-9%
6004 - Overtime	\$14,683	\$6,628	\$14,000	\$14,000	\$5,776	\$14,000	\$12,000	-14%
6005 - Standby Pay	\$7,392	\$6,607	\$12,000	\$12,000	\$5,522	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$159	\$0	\$6,000	\$6,000	\$85	\$6,000	\$0	-100%
6009 - Supplemental Pay	\$0	\$10,000	\$11,200	\$11,200	\$15,896	\$15,896	\$0	-100%
6010 - Other Employee Withholdings	\$0	\$3,712	\$2,464	\$2,464	\$2,971	\$2,971	\$0	-100%
6020 - FICA/MC Contributions	\$51,982	\$53,993	\$58,768	\$58,768	\$43,944	\$58,768	\$54,829	-7%
6030 - Retirement Contributions	\$55,998	\$60,564	\$64,305	\$64,305	\$49,086	\$64,305	\$66,697	4%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$20,494	\$25,821	\$20,288	\$20,288	\$10,451	\$20,288	\$19,413	-4%
6051 - Health Insurance	\$118,543	\$154,793	\$172,926	\$172,926	\$158,241	\$172,926	\$160,930	-7%
6054 - Other Insurance	\$4,091	\$3,548	\$3,535	\$3,535	\$2,402	\$3,535	\$4,105	16%
6080 - Other Employee Compensation	\$6,800	\$6,399	\$6,856	\$6,856	\$3,990	\$6,856	\$2,920	-57%
61 - Materials & Supplies	\$1,609,750	\$1,661,847	\$1,676,375	\$1,689,767	\$1,136,665	\$1,689,767	\$1,680,750	-1%
6101 - General Supplies and Materials	\$791,000	\$794,285	\$833,285	\$846,677	\$606,969	\$846,677	\$836,000	-1%
6103 - Postage and Printing	\$750	\$568	\$750	\$750	\$176	\$750	\$1,750	133%
6111 - Electricity	\$717,000	\$760,229	\$731,340	\$731,340	\$454,446	\$731,340	\$732,000	0%
6112 - Natural Gas	\$65,000	\$52,296	\$50,000	\$50,000	\$31,987	\$50,000	\$50,000	0%
6113 - Gas/Fuel	\$0	\$7,115	\$10,000	\$10,000	\$4,161	\$10,000	\$10,000	0%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
6150 - Maint/Repair (non contract)	\$35,000	\$46,202	\$50,000	\$50,000	\$38,113	\$50,000	\$50,000	0%
6160 - Uniform Expense	\$1,000	\$1,152	\$1,000	\$1,000	\$813	\$1,000	\$1,000	0%
62 - Contractual Services	\$120,314	\$149,122	\$182,953	\$182,953	\$145,885	\$182,953	\$478,338	161%
6210 - Professional Services	\$5,000	\$2,442	\$6,000	\$6,000	\$558	\$6,000	\$6,000	0%
6230 - Maintenance Agreements	\$51,314	\$27,920	\$31,049	\$31,049	\$25,614	\$31,049	\$28,400	-9%
6240 - Testing	\$62,000	\$30,016	\$42,000	\$42,000	\$23,472	\$42,000	\$42,000	0%
6251 - Laundry/Towel	\$2,000	\$1,840	\$2,500	\$2,500	\$1,381	\$2,500	\$2,000	-20%
6256 - Internal Services	\$0	\$86,904	\$101,404	\$101,404	\$94,860	\$101,404	\$399,938	294%
66 - Transfers Out	\$18,908	\$56,024	\$10,715	\$10,715	\$8,929	\$10,715	\$0	-100%
6601 - Transfers Out	\$18,908	\$56,024	\$10,715	\$10,715	\$8,929	\$10,715	\$0	-100%
67 - Other Costs	\$25,888	\$27,315	\$28,099	\$28,099	\$22,981	\$28,099	\$33,359	19%
6720 - Travel/Training	\$4,000	\$3,267	\$4,000	\$4,000	\$2,985	\$4,000	\$4,000	0%
6780 - Insurance/Bonds	\$20,188	\$22,187	\$22,099	\$22,099	\$18,416	\$22,099	\$27,359	24%
6791 - Advertising/Promotion	\$700	\$728	\$800	\$800	\$436	\$800	\$800	0%
6793 - Dues and Subscriptions	\$1,000	\$1,133	\$1,200	\$1,200	\$1,144	\$1,200	\$1,200	0%
68 - Utility Expense	\$63,736	\$26,804	\$42,500	\$42,500	\$8,181	\$42,500	\$42,600	0%
6731 - Communication	\$3,486	\$2,580	\$2,200	\$2,200	\$350	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$60,000	\$23,940	\$40,000	\$40,000	\$7,586	\$40,000	\$40,000	0%
6734 - Sewer	\$250	\$283	\$300	\$300	\$245	\$300	\$400	33%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2020033 - RWS - Booster Stations	\$307,098	\$285,956	\$316,517	\$316,517	\$295,191	\$316,517	\$164,500	-48%
61 - Materials & Supplies	\$136,000	\$116,859	\$145,420	\$145,420	\$87,041	\$145,420	\$162,500	12%
6101 - General Supplies and Materials	\$15,000	\$8,991	\$22,000	\$22,000	\$6,825	\$22,000	\$39,000	77%
6111 - Electricity	\$121,000	\$107,868	\$123,420	\$123,420	\$80,216	\$123,420	\$123,500	0%
62 - Contractual Services	\$171,098	\$169,097	\$171,097	\$171,097	\$208,150	\$171,097	\$2,000	-99%
6210 - Professional Services	\$2,000	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6256 - Internal Services	\$169,098	\$169,097	\$169,097	\$169,097	\$208,150	\$169,097	\$0	-100%

	2018 Revised	2019 Actual	2020 Original	2020 Revised	2020 Actual YTD	2020 Projected	2021 Proposed	Change Vs. Rev
2020034 - RWS - Guardian	\$5,300	\$4,124	\$5,300	\$5,300	\$1,737	\$5,300	\$5,300	0%
61 - Materials & Supplies	\$700	\$143	\$700	\$700	\$52	\$700	\$700	0%
6101 - General Supplies and Materials	\$500	\$123	\$500	\$500	\$30	\$500	\$500	0%
6103 - Postage and Printing	\$200	\$20	\$200	\$200	\$22	\$200	\$200	0%
62 - Contractual Services	\$4,500	\$3,980	\$4,500	\$4,500	\$1,685	\$4,500	\$4,500	0%
6240 - Testing	\$4,500	\$3,980	\$4,500	\$4,500	\$1,685	\$4,500	\$4,500	0%
67 - Other Costs	\$100	\$0	\$100	\$100	\$0	\$100	\$100	0%
6791 - Advertising/Promotion	\$100	\$0	\$100	\$100	\$0	\$100	\$100	0%
Report Total	(\$13,313)	\$181	\$23,939	\$37,331	\$372,185	\$42,534	\$98,215	163%

Regional Water Agency Fund

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

Regional Water Budget Summary						
	FY 2019 ACTUAL	FY 2020 ORIGINAL	FY 2020 REVISED	FY 2020 ESTIMATE	FY 2021 PROPOSED	% ▲
Revenues						
Charges for Service	\$ 6,193,755	\$ 7,106,511	\$ 7,106,511	\$ 7,228,196	\$ 7,319,864	1%
Miscellaneous	233,636	70,050	70,050	99,446	80,050	-20%
Transfers In	333,910	-	-	-	-	0%
System Development Charges	132,907	245,000	245,000	258,196	245,000	-5%
Grants	655,603	1,300,000	1,300,000	1,265,677	-	-100%
Total Revenues	\$ 7,549,811	\$ 8,721,561	\$ 8,721,561	\$ 8,851,516	\$ 7,644,914	-14%
Expenditures						
Contractual Services	2,842,273	3,530,681	3,530,681	3,543,996	3,649,969	3%
Other	2,541,863	2,570,576	2,570,576	2,570,576	2,585,647	1%
Capital	1,420,047	1,369,000	5,062,982	3,162,992	2,230,000	-29%
Total Expenditures	\$ 6,804,183	\$ 7,470,257	\$ 11,164,239	\$ 9,277,564	\$ 8,465,616	-9%
Net Agency Fund	\$ 745,628	\$ 1,251,304	\$ (2,442,678)	\$ (426,049)	\$ (820,702)	93%
Actual Reserves on June 30, 2018					\$ 5,977,260	
Projected Reserves on June 30, 2019					\$ 6,164,964	
Projected Reserves on June 30, 2020					\$ 4,444,494	
Regional Water FY 2020 Capital Summary						
Replacement Capital				New Capital		
Security Improvements	\$15,000			Filter Monorail Hoist Safety System	\$ 150,000	
Roof Replacements	\$225,000			North Platte River Restoration	\$ 250,000	
Building Maintenance & Painting	\$20,000			WTP Landscaping	\$ 20,000	
Major Equipment Replacements	\$100,000			Groundwater Wells VFD's	\$ 32,000	
Groundwater Well Turbimeters	\$30,000			Shop Tools	\$ 10,000	
Well Pumps	\$45,000					
Mag Meters	\$50,000					
Well Rehabilitation	\$350,000					
48" Well Water Ozone Pipe Restraint	\$16,000					
Actiflo Hydrocyclone Improvements	\$56,000					
Ozone Heat Rejection & Cooling Water Pumps	\$33,000					
Raw Water Switch Gear & VFD Repl	\$200,000					
GW High Service Pump VFD Replacement	\$100,000					
HVAC Chiller Replacement	\$180,000					
Filter Particle Counter Replacement	\$30,000					
Filter Level Indicator Replacements	\$15,000					
GW Hydrogen Peroxide Pump & VFD Repl	\$10,000					
Wardwell Tank Floor and Wall Liner	\$175,000					
West Hypo Tank Fiberglass Repair	\$6,000					
Actiflo Poly Line Replacement	\$6,000					
F450 w/Crane and Snow Plow	\$100,000					
Computers	\$6,000					
Total	\$1,768,000			Total	\$ 462,000	

Regional Water Agency Fund

	FY 2019 ACTUAL	FY 2020 ORIGINAL	FY 2020 REVISED	FY 2020 ESTIMATE	FY 2021 PROPOSED	% ▲
Operations						
Charges For Services						
Water Rate Revenue	\$ 6,193,755	\$ 7,106,511	\$ 7,106,511	\$ 7,228,196	\$ 7,319,864	1%
Total Charges For Services	\$ 6,193,755	\$ 7,106,511	\$ 7,106,511	\$ 7,228,196	\$ 7,319,864	1%
Miscellaneous Revenue						
Interest On Investments	\$ 233,636	\$ 70,000	\$ 70,000	\$ 98,823	\$ 80,000	-19%
Miscellaneous Revenue	0	50	50	623	50	-92%
Total Miscellaneous Revenue	\$ 233,636	\$ 70,050	\$ 70,050	\$ 99,446	\$ 80,050	-20%
Total Operating Revenue	\$ 6,427,391	\$ 7,176,561	\$ 7,176,561	\$ 7,327,642	\$ 7,399,914	1%
Expenses						
Contractual Services						
Reimbursable Contract Expenses	\$ 2,682,446	\$ 3,349,603	\$ 3,349,603	\$ 3,374,616	\$ 3,466,469	3%
Consulting Fees	15,120	15,000	15,000	5,643	15,000	166%
Investment Fees	180	1,500	1,500	180	1,500	733%
Legal	17,886	30,000	30,000	38,675	30,000	-22%
Accounting & Auditing	31,245	32,000	32,000	31,000	32,000	3%
Engineering Services - Emergency Power	8,522	34	34	34	-	-100%
Insurance & Bonds	85,125	97,544	97,544	92,848	100,000	8%
Travel & Training	-	2,000	2,000	-	2,000	100%
Other Contruactual - Water Purchases	1,750	3,000	3,000	1,000	3,000	200%
Total Contractual Services	\$ 2,842,273	\$ 3,530,681	\$ 3,530,681	\$ 3,543,996	\$ 3,649,969	3%
Other Expenses						
Debt Service	\$ 1,926,747	\$ 2,086,798	\$ 2,086,798	\$ 2,086,798	\$ 2,144,286	3%
Interest	615,116	483,778	483,778	483,778	441,361	-9%
Depreciation	-	-	-	-	-	0%
Total Other Expenses	\$ 2,541,863	\$ 2,570,576	\$ 2,570,576	\$ 2,570,576	\$ 2,585,647	1%
Total Operating Expenses	\$ 5,384,136	\$ 6,101,257	\$ 6,101,257	\$ 6,114,572	\$ 6,235,616	2%
Operating Income (Loss)	\$ 1,043,255	\$ 1,075,304	\$ 1,075,304	\$ 1,213,070	\$ 1,164,298	-4%

Regional Water Agency Fund

	FY 2019 ACTUAL	FY 2020 ORIGINAL	FY 2020 REVISED	FY 2020 ESTIMATE	FY 2021 PROPOSED	% ▲
Capital Revenue						
Grants						
State Grants/Loans	\$ 655,603	\$ 1,300,000	\$ 1,300,000	\$ 1,265,677	\$ -	-100%
Total Grants	<u>\$ 655,603</u>	<u>\$ 1,300,000</u>	<u>\$ 1,300,000</u>	<u>\$ 1,265,677</u>	<u>\$ -</u>	<u>-100%</u>
Operating Transfers						
System Investment Charges	\$ 132,907	\$ 245,000	\$ 245,000	\$ 258,196	\$ 245,000	-5%
Transfers In	333,910	-	-	-	-	0%
Total Operating Transfers	<u>\$ 466,817</u>	<u>\$ 245,000</u>	<u>\$ 245,000</u>	<u>\$ 258,196</u>	<u>\$ 245,000</u>	<u>-5%</u>
Total Capital Revenue	<u>\$ 1,122,420</u>	<u>\$ 1,545,000</u>	<u>\$ 1,545,000</u>	<u>\$ 1,523,873</u>	<u>\$ 245,000</u>	<u>-84%</u>
Capital Expenses						
Capital - New						
Buildings	\$ 392,681	\$ 147,000	\$ 147,000	\$ 52,521	\$ 150,000	186%
Improve Other Than Buildings	-	51,000	51,000	50,000	302,000	504%
Light Equipment	9,750	10,000	10,000	1,735	10,000	476%
Intangibles	20,690	-	-	-	-	0%
Technologies	-	-	-	-	-	0%
Total Capital - New	<u>\$ 423,122</u>	<u>\$ 208,000</u>	<u>\$ 208,000</u>	<u>\$ 104,256</u>	<u>\$ 462,000</u>	<u>343%</u>
Capital - Replacement						
Buildings	\$ -	\$ 135,000	\$ 136,545	\$ 52,521	\$ 260,000	395%
Improve Other Than Buildings	962,045	1,020,000	4,712,438	3,002,877	1,402,000	-53%
Light Equipment	19,522	-	-	-	100,000	100%
Intangibles	-	-	-	-	-	0%
Technologies	15,358	6,000	6,000	3,339	6,000	80%
Total Capital - Replacement	<u>\$ 996,925</u>	<u>\$ 1,161,000</u>	<u>\$ 4,854,982</u>	<u>\$ 3,058,736</u>	<u>\$ 1,768,000</u>	<u>-42%</u>
Total Capital Expenses	<u>\$ 1,420,047</u>	<u>\$ 1,369,000</u>	<u>\$ 5,062,982</u>	<u>\$ 3,162,992</u>	<u>\$ 2,230,000</u>	<u>-29%</u>
Net Capital	<u>\$ (297,627)</u>	<u>\$ 176,000</u>	<u>\$ (3,517,982)</u>	<u>\$ (1,639,119)</u>	<u>\$ (1,985,000)</u>	<u>21%</u>
Net Fund	<u>\$ 745,628</u>	<u>\$ 1,251,304</u>	<u>\$ (2,442,678)</u>	<u>\$ (426,049)</u>	<u>\$ (820,702)</u>	<u>93%</u>

From: Katie Hogarty, Climb Wyoming [mailto:katie@climbwyoming.org]

Sent: Thursday, April 16, 2020 1:32 PM

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

Subject: Stabilizing Families



Dear Renee,

A few weeks have passed since my last email to you, so I wanted to connect with you again and provide an update.

First and foremost, I hope you are staying safe and healthy as you continue to navigate the changes and challenges that the COVID-19 pandemic has brought into our lives.

Despite our isolation from each other, I still feel such togetherness in our Climb Wyoming community. YOU are a critical part of our collective priority to stabilize families in this crisis, thank you!

It's true that as the pandemic continues, there are a lot of Wyoming single mothers and children at risk. These are the families we are connecting with right now—more than 1,000 statewide who seek our support in calming the chaos in their lives to find a brighter future.

One community partner said recently, "It is times like these for which Climb was built," and I couldn't agree more, especially as I watch our staff continue to provide what we always have: hope and support for families who don't know where else to turn.

Every day, I am comforted by the resiliency I see amidst the struggle. Here are just a few examples:

- Climb ensured that participants in Cheyenne's Professional Business Careers training had access to computers. The moms say they feel so much support and a lot less alone while doing remote learning with Laramie County Community College.
- The Sweetwater Area's Commercial Driving (CDL) participants went "virtual" with mock-interviews this month, giving them a chance to practice being on screen with professionals as they prepare to go into essential transportation jobs.
- Helping moms navigate family relationships is more important than ever, so our parenting coaches continue to provide tools so that children can thrive while at home and have access to educational resources.

All of this work depends on developing supportive relationships, something that Climb continues as we have for more than 30 years serving families in poverty. These relationships stabilize families in the uncertainty and give them the strength to take their first steps toward a new future.

Our relationship with you matters, too, so I hope you know how much I appreciate the many ways you honor Wyoming families.

All the Best,



Katie Hogarty
Assistant Director of External Relations
Climb Wyoming
307.752.1393
katie@climbwyoming.org



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1001 West 31st St., Cheyenne, WY 82001



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

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

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official *DE*
Craig Collins, AICP, City Planner

Subject: March; 2020, Commercial Development Report

Date: 04-10 -2020

Permitting Update:

For the month of March, 2 building permits for single family homes were issued. To date, 9 building permits have been issued for single family homes compared to 9 for the same period last year. The Building Division issued 86 building, 120 Electrical, 58 Mechanical and 94 Plumbing permits with fees totaling \$90,004.50. This is up \$111,906.94 for the same period last year. Overall, the Building Division's value of construction for March was \$6,335,044.95 which is up \$1,262,438.70 for the same period last year and up \$6,422,775.02 for the year to date total value of construction. The reason for the "apparent upswing" is due to the slow start last year and projects that were scheduled to start during the 1st of the year were permitted prior to the virus conditions.

Inspection Update:

The Building Division completed 162 building, 161 electrical, 142 plumbing, 44 mechanical, 22 grey slip/consult inspections, and 28 plan reviews for the month of March.

Commercial Construction Update:

Below is a breakdown of the commercial projects that are in progress:

- State Office Building (444 West Collins) Steel erection is in process, area A and C. Backfill and earthwork are in process. Slab preparations for concrete in process, elevator shafts are completed. Underground plumbing is 90% complete, underground electrical in process.
- Hilltop Bank at the Compass (4140 Centennial Hills) Exterior sheathing in process.
- Park Elementary School Remodel/addition Phase 1 (104 W. 9th St.) Exterior sheathing in process for addition.
- Boyd Ave. Church Gym (2225 CY Ave.) interior drywall is in process.

- Senior Living Homes (Fairgrounds Addition) One twin home in process.
- Cookie Crumble (5030 E. 2nd St. In Qdoba mini mall) Drywall in process.
- The Nolan Phase 1 (222 S. David St.) demolition in process, building preparation for construction in process.
- Advanced Wall Systems Storage Buildings (1037 Foster Rd.) 4 buildings in various stages of construction.
- Smile Doctors (5271 E. 2nd ST.) Interior framing, rough in for mechanical, plumbing and electrical in process.
- V.A. Remodel (6000 E 2nd ST.) interior framing, plumbing, HVAC, electrical in process
- Retina Center remodel (307 S. Jackson) interior framing, plumbing, electrical in process.
- State Bank (330 S. Center St.) Demolition and interior remodel in process

Projects Completed:

- Senior Center Remodel (1801 E. 4th St.)
- Rodolph Brothers Landscaping (2100 E. Yellowstone)

New Plans Submitted for approval:

- Meadowlark Senior Affordable Housing (Coffman and Outer Dr.) \$4,900,000.00
- First Interstate Bank (E. 2nd and Landmark Dr.) No estimate
- Park Elementary School Phase II (140 W. 9th St.) \$1,781,354.00

Good afternoon, my name is Steve Freel and I serve as Mayor for the City of Casper.

As we continue to navigate through these unprecedented waters, we are diligently aware and watching how the rest of the world, and our country, are reacting.

We've been following President Trump's discussion regarding the timeline and manner by which the country is looking to begin the process of reopening. We all want to return to normalcy and life as we knew it before this pandemic.

As our country begins to think towards the future, Casper and Natrona County are too. As soon as a green light is given to us to start returning to some type of normal, we want to be ready. We are beginning the process of writing a blueprint that outlines plans to reopen businesses and expedite economic activity while continuing to protect our community and slow the spread of the virus.

At this time, we do not know what the decision making process looks like. However, we do believe that whatever decision is made should be one that will take all of us, with different points of view, working towards one common goal.

We believe that getting solution-based input from our citizens now will help us to write that blueprint.

As your Mayor, I am inviting our citizens to provide constructive thoughts and ideas on what should be considered in a reopening plan. This plan will likely need to be a phased approach. It will not be a flip of a switch. We will do our best to create a process that maintains the community's health and brings our economy back to life as soon as the appropriate timing and process would allow. Please visit our website at casperwy.gov to submit your ideas.

I want to thank everyone in our community for continuing to do all you can to prevent the spread of this illness. We appreciate the immeasurable sacrifices you are making to protect yourself and others. It is still crucial that we practice social distancing and staying home, away from others, as much as we can.

We look forward to working together with you on bringing this community back to life.

MEDIA ADVISORY



For Immediate Release

Contact:

Jeremy Yates, MPO Supervisor
jyates@casperwy.gov
(307) 235-8367

The Bus continues to limit number of riders

CATC complies with COVID-19 public health orders

Casper, Wyoming (April 15, 2020) – The Casper Area Transportation Coalition (CATC) continues to provide its bus service during the COVID-19 outbreak and has not made any changes in service or schedules. Public health orders have required a limit of ten passengers aboard at any one time and a change in cleaning protocols. “We are utilizing USEPA-approved and environmentally safe products that eliminate the virus, and we clean all touch surfaces, paying particular attention to the operator’s areas and boarding doors twice daily along with disinfectant treatment of all seats, walls, ceilings, and floors every evening at the end of the service day,” reported John Jones, CATC Executive Director.

Jones went on to say they have prioritized the safety and health of passengers, employees, and community members while balancing transportation needs. “We are continuing to work with the Centers for Disease Control and Prevention (CDC), Department of Homeland Security (DHS), Federal Transit Administration (FTA), and Casper-Natrona County Health Department (CNCHD) to monitor the progression of the COVID-19 outbreak and make further changes to our cleaning and disinfecting protocols based upon their recommendations,” Jones explained.

The Bus customers are asked to not travel when sick and to abide by the CDC guidelines of covering mouth and nose during a cough or sneeze, avoiding touching face and eyes, washing hands frequently and thoroughly, wearing a face mask out in public places, and avoiding any gathering of more than 10 people. Additionally, as of April 7, 2020, CATC has implemented strict capacity constraints on all Bus fixed route services the Orange, Purple, Red, Green, Blue, and Yellow routes. All fixed route buses are limited to just 10 passengers aboard at any one time. CATC / The Bus does not anticipate any changes in service or schedules at this time due to the COVID-19 outbreak. “We will do our absolute best to give as much notice as possible to our passengers in advance of major changes.” Jones concluded.

More information on CATC and The Bus can be found at <https://catchbus.com> or by calling (307)265-1313.





401 Hathaway Building • Cheyenne, WY 82002
Phone (307) 777-7656 • 1-866-571-0944
Fax (307) 777-7439 • www.health.wyo.gov



Michael A. Ceballos
Director

Mark Gordon
Governor

Public Health Isolation & Quarantine Order

To: ...

The Wyoming Department of Health has reasonable cause to believe that you may have been exposed to a communicable disease, i.e. the Coronavirus Disease 19 (COVID-19), that affects the public health due to the following: **Insert narrative supporting reasonable cause.**

The World Health Organization declared the outbreak of Covid-19 a public health emergency of international concern on January 30, 2020.

The United States Department of Health and Human Services declared a national public health emergency on January 31, 2020 due to the Covid-19 outbreak.

On March 13, 2020, Governor Mark Gordon issued a Declaration of a State of Emergency and a Public Health Emergency in Wyoming due to the Covid-19 virus.

Covid-19 is a highly contagious respiratory illness which is transmitted through person-to-person contact or by contact with surfaces contaminated with the virus.

Under the authority of Wyoming Statutes §§ 35-1-240(a)(ii) and (iii) and as necessary for the protection of the public health, you are hereby ordered to implement the following isolation and quarantine measures effective immediately:

1. You shall remain at your home located at **[physical address]**. You may leave only to seek medical care or to spend time outside on your property as long as you distance yourself from others.
2. You shall not have close, prolonged contact with others outside of the home. Close, prolonged contact is defined as being within six (6) feet of others for greater than ten (10) minutes.
3. You shall notify the Wyoming Department of Health if you develop signs or symptoms of Coronavirus Disease 19 (COVID-19) (fever, cough, shortness of breath, or sore throat).

If you do not comply with this Order, you may be subject to criminal prosecution under Wyoming Statutes §§ 35-1-105 and -106.

This Order will remain in effect until you are notified in writing that the incubation period has passed and you are no longer suspected of having the above-stated communicable disease. This Order will be effective for 14 days after the date of your last contact with an



401 Hathaway Building • Cheyenne, WY 82002
Phone (307) 777-7656 • 1-866-571-0944
Fax (307) 777-7439 • www.health.wyo.gov



Michael A. Ceballos
Director

Mark Gordon
Governor

Public Health Isolation & Quarantine Order

To: ...

The Wyoming Department of Health has been notified that you are suspected of having a communicable disease that affects public health: 2019-nCoV due to the following: **Insert narrative**

The World Health Organization declared the outbreak of Covid-19 a public health emergency of international concern on January 30, 2020.

The United States Department of Health and Human Services declared a national public health emergency on January 31, 2020 due to the Covid-19 outbreak.

On March 13, 2020, Governor Mark Gordon issued a Declaration of a State of Emergency and a Public Health Emergency in Wyoming due to the Covid-19 virus.

Covid-19 is a highly contagious respiratory illness which is transmitted through person-to-person contact or by contact with surfaces contaminated with the virus.

Under the authority of Wyoming Statutes §§ 35-1-240(a)(ii) and (iii) and as necessary for the protection of the public health, you are hereby ordered to implement the following isolation and quarantine measures effective immediately:

1. You shall remain at your home located at **[physical address]**. You may leave only to seek medical care or to spend time outside on your property. You shall isolate yourself as much as possible from asymptomatic persons living in the home.

If you do not comply with this Order, you may be subject to criminal prosecution under Wyoming Statutes §§ 35-1-105 and -106.

This Order will remain in effect until you are notified in writing that the incubation period has passed and you are no longer suspected of being contagious of the above-stated communicable disease and therefore do not pose a threat to the public health. It is anticipated that this Order will be effective until the ...th day of **[month]**, 2020.

Any questions regarding this Order may be directed to Dr. Alexia Harrist at (307) -777-7716 .

Done this ...^h day of **[month]**, 2020.



401 Hathaway Building • Cheyenne, WY 82002
Phone (307) 777-7656 • 1-866-571-0944
Fax (307) 777-7439 • www.health.wyo.gov



Michael A. Ceballos
Director

Mark Gordon
Governor

Public Health Isolation & Quarantine Order

To: ...

The Wyoming Department of Health has been notified that you have a laboratory confirmed result of a communicable disease that affects public health: 2019-nCoV.

The World Health Organization declared the outbreak of Covid-19 a public health emergency of international concern on January 30, 2020.

The United States Department of Health and Human Services declared a national public health emergency on January 31, 2020 due to the Covid-19 outbreak.

On March 13, 2020, Governor Mark Gordon issued a Declaration of a State of Emergency and a Public Health Emergency in Wyoming due to the Covid-19 virus.

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This Order will remain in effect until you are notified in writing that the incubation period has passed and you are no longer suspected of being contagious of the above-stated communicable disease and therefore do not pose a threat to the public health. It is anticipated that this Order will be effective until the ...th day of [month], 2020.

Any questions regarding this Order may be directed to Dr. Alexia Harrist at (307) -777-7716 .

Done this ...^h day of [month], 2020.

April 9, 2020

City of Casper, Wyoming
200 North David Street
Casper, Wyoming 82601

Attn: Tim Cortez, Director of Parks and Recreation

RE: Casper Events Center Emergency Services Agreement

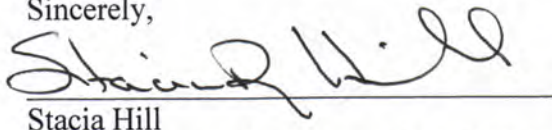
Dear Mr. Cortez:

On March 16, 2020, Natrona County and the City of Casper designated the Unified Command to oversee the complete management of the COVID-19 Response Incident, including all response within the County and City to provide for the protection of public health safety from the COVID-19 Disease.

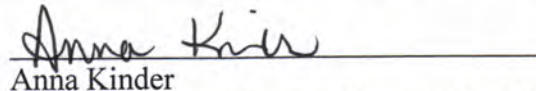
The Natrona County Emergency Operations Center would like the City to enter into an agreement for the use of the Casper Events Center as an isolation and/or medical facility for COVID-19 to treat and house patients in need of isolation and/or medical care during the COVID-19 pandemic. The exact need for the facility is fluid because the Army Corps of Engineers may need it as an overflow facility for the State of Wyoming, or WBI may need it to house quarantined persons.

As the coordinators with the Natrona County Emergency Operations, we acknowledge the request by the Natrona County Emergency Operations and ask the City to enter into an agreement with Global Spectrum, LP for the use of the facility if possible.

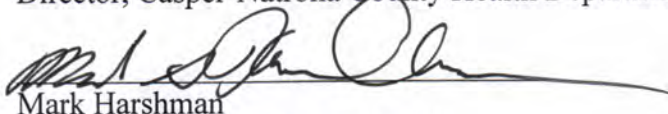
Sincerely,



Stacia Hill
Natrona County Emergency Coordinator



Anna Kinder
Director, Casper-Natrona County Health Department



Mark Harshman
City of Casper Fire Deputy Chief

April 10, 2020

Michael Jennings
Natrona County School District
970 Glen Road
Casper WY, 82601

Mr. Jennings,

Thank you for considering my request on the behalf of the Natrona County Emergency Operations Center to utilize two mothballed schools as COVID-19 shelters.

During this unprecedented health crisis, many rules and regulations have been modified in order to effectively address the emergency response to the coronavirus. The International Fire Code has provisions that where there are practical difficulties involved in carrying out the provisions of the code, the fire official shall have the authority to grant modifications for individual cases.

As a community, the threat of COVID-19 looms large, as our citizens face this health crisis. Part of our community's response has been the utilization of Westwood Elementary School as shelter. I am asking for the use of Willard Elementary and University Park Elementary Schools for similar shelters, should this health emergency escalate within our community.

As the Fire Marshal for the City of Casper, this letter releases the the Natrona County School District from the requirements of the International Fire Code pertaining to automatic fire sprinkler systems in both buildings, during this COVID-19 health crisis. Additionally, any time the building is occupied as a COVID-19 shelter, the shelter staff will serve as a "fire watch" for the early detection of a fire and will take the necessary steps to evacuate the building.

The Natrona County School District has been an amazing partner during this health emergency, and I appreciate all that you have done for our students and our community.

Thank you for your consideration of this request.

Sincerely



Mark Harshman, Deputy Chief
Casper Fire-EMS
200 North David Street



Casper Events Center Regional Shelter Plan COVID-19 Response Natrona County Emergency Operations Center



Walk through occurred on March 19, 2020 with:

- **Heath Serres** - Natrona County EOC Deputy Incident Commander
- **Dr. Ellbogen** - Rocky Mountain Infectious Disease
- **Dr. Ghanem** - Natrona County Deputy County Health Officer
- **Tim Cortez** - City of Casper Parks Department
- **Paul Hansen** - Casper Events Center Director of Operations
- **Brad Murphy** - Casper Events Center General Manager
- **Chief Jason Speiser** - Natrona County EOC Logistics Chief
- **Captain Howard Oden** - Natrona County EOC Safety Officer
- **Chief Mark Cornett** - Natrona County EOC Deputy Operations Chief
- **Bob Fawcett** - Casper/Natrona County Public Health Department
Public Health Response Coordinator
- **Captain Craig Kidder** - Natrona County EOC Deputy Planning
Section Chief
- **Gehrig Haberstock** - American Red Cross Disaster Program
Manager

This plan is laid out with the understanding that the EOC, County Health and other local medical agencies currently cannot facilitate the staffing or supply capabilities of the venue. This plan would require large scale support from outside agencies.

Purpose:

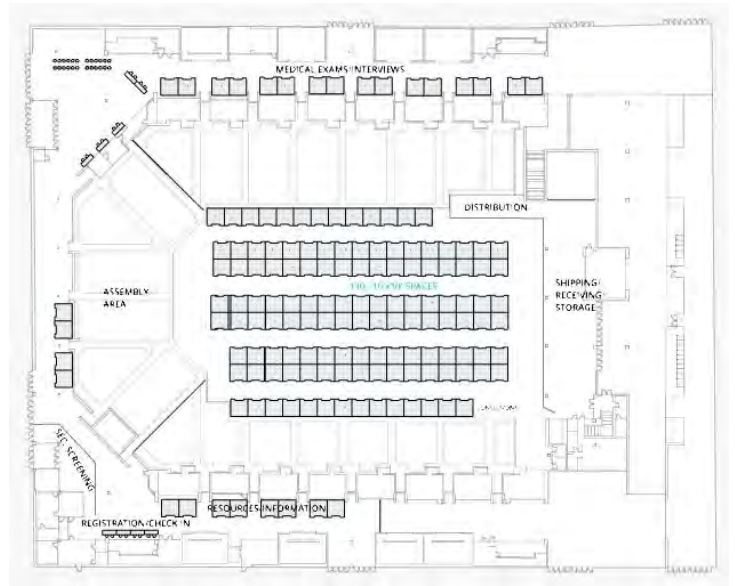
This facility would be a quarantine facility for anyone who tests positive for COVID-19, and needs a location to isolate themselves away from the rest of the public, but does not have the capabilities to do that on their own. The facility could be restricted to Natrona County residents, but with the help of the state could be established into a regional shelter for all of Central Wyoming or a greater area.

Facility Layout:

Three potential areas for patient living areas were discussed, the main floor, the concourse area, and the locker room corridor. Both doctors and others in

attendance were in agreement that the main floor was going to be the best option for living areas for potential patients.

Events Center staff discussed potential configurations for the floor and the equipment needed for that. The diagram below was a basic agreed upon set up for the main floor. This set up would follow American Red Cross standards and other recommendations for shelters and their usage. This includes 10'x10' sleeping areas for each patient. The actual containment areas can be set up in many different configurations. With a maximum of 130 of those beds on the main floor. The aisles are 10' across as well. The Events Center already has 8' tall curtains that can provide barriers between each sleeping area. In the event of a family needing to utilize the facility, the curtains can be rearranged to allow for different set-ups of the living area.



Due to the 28,000 square feet of space on just the floor itself, a secure area could be established by working with law enforcement if needed. There is an additional 12,000 square feet of space on the concourse as well.

A play area for children or a recreation area for patrons would not be established to hopefully keep the communal spread of COVID-19 down.

Two large screens could be put up as televisions in a spacious area for those using the facility but social distancing principles would be followed by everyone. There are also screens on the wall already wired in that could be utilized in a limited capacity.

Upon activation of this plan, with the help of the Natrona County EOC JIC, a welcome letter could be developed to distribute to individuals upon their arrival

with expectations and guidelines for their time in the shelter. See the attached messaging and layouts.

When arriving at the facility and going through the admission process, individuals using the facility would be required to use hand sanitizer upon entry and wear a mask and gloves during the process. The mask should be kept in the personal area for future use.

Multiple 10'x10' or 10'x20' exam areas can be established on the concourse for providers to be able to have more private medical screening areas for patients. The following equipment has been identified by the County Health Officer as required for the exam rooms:

- Exam Table
- Exam Table Paper Roll
- Non-Latex Gloves
- Step Stool
- Patient Chair
- Thermometer
- Pulse Oximeter
- Blood Pressure Monitor
- Stethoscope
- Hand sanitizer
- Sanitizing Wipes
- PPE garbage disposal
- Tongue Depressors
- O₂ Administration Supplies

Utilizing the guidelines from the Red Cross, this shelter would limit personal belongings to only those that can be stored under a cot within the personal area of each person. This is in an attempt to limit the amount of potential exposure and potential for belongings to go missing.

Quiet areas could be provided utilizing the many different rooms on both the concourse level and floor level of the facility for those with disabilities requiring access to quiet areas. This area could also be utilized for an emotional/spiritual/mental health area with great flexibility for all different types of services being offered. A video chat to a local spiritual leader could be set up for those who need a religious connection during their quarantine.

Multiple paved and gravel parking lots surrounding the building provide a number of different helipad opportunities for bringing patients to the facility. The NE

paved lot at 90,000 square feet would be the first option due to it's direct access to the floor space.

The facility has a 56,000 square foot parking/loading lot to the SE of the building, where large tractor trailers could approach and directly offload equipment onto the main floor of the building. This entrance also has direct access to the freight elevators for taking equipment to the concourse level.

For anyone who drives their own vehicle to the Events Center to isolate themselves at this shelter will be responsible for making sure their vehicle is cleaned and disinfected before they leave. If they are there for an extended period of time there is a good chance the virus may not survive in the vehicle during that time, but the owner is responsible for making sure it will be wiped down before leaving.



Lockers would be set up outside of the locker rooms for secure storage of personal items during shower times. Each person will be issued a lock at the beginning of their stay. Although we understand these are expendable items, we will attempt to get them back at the end of the stay. Safety pins will also be attached to each of the keys to attach to towels.

Casper Police Department will staff the concourse area of the facility, with radio connection to the Events Center staff, and will respond to incidents within the facility, but will avoid entering the floor as much as possible for potential exposure.

In the event of a medical emergency, preplanning of the facility for responding apparatus to approach the facility from the back door and enter where the offloading doors open directly to the floor and be directed to the injured by Events Center personnel.

Smoking areas have been identified at all concourse level entrances and on the floor level outside the southeast doors to the loading/unloading parking lot. Area will be blocked out by bike racks to identify area that can not be passed.

Disability Access:

Multiple elevators, a freight elevator and a passenger elevator, were recognized for both supplies and people who cannot go down the stairs.

A registration area can be established in the ticket areas where patients must go through to access the building. These areas could be easily pressurized to avoid the need to decontaminate the staff working them.

Because of the normal usage of this facility, the entire facility, including entrances, parking lots, concourses, the main floor, locker rooms, and bathrooms are all handicapped accessible to ADA standards.

Service animals would be allowed in the facility with proper proof and documentation of the individual's need for the animal. A plan will then be developed with the EOC and shelters staff to care for the animal as well. If additional pet services are needed, the AKC Pet Disaster trailer will be deployed to the Events Center upon opening of the facility.

Personal Care Facilities:

Locker rooms were initially noted for their ability to allow people the opportunity to shower. However, after examination, the showers are communal (four per locker room) so a mobile shower unit would be a better option if the space is utilized for the privacy of the patrons.

On the concourse there are 20 stalls and 30 urinals located throughout five men's restrooms, and 45 stalls throughout five women's restrooms. There are five more mens toilets and five more women's toilets on the floor in the locker rooms as well. All restrooms have sinks, and the locker rooms have drinking fountains in them as well.

There are multiple drinking fountains spread across the floors as well. The drinking fountains are stainless steel and would probably not be utilized for a virus such as COVID-19.

There is a baby changing station in each restroom, for a total of fourteen baby changing stations.

Food Facilities:

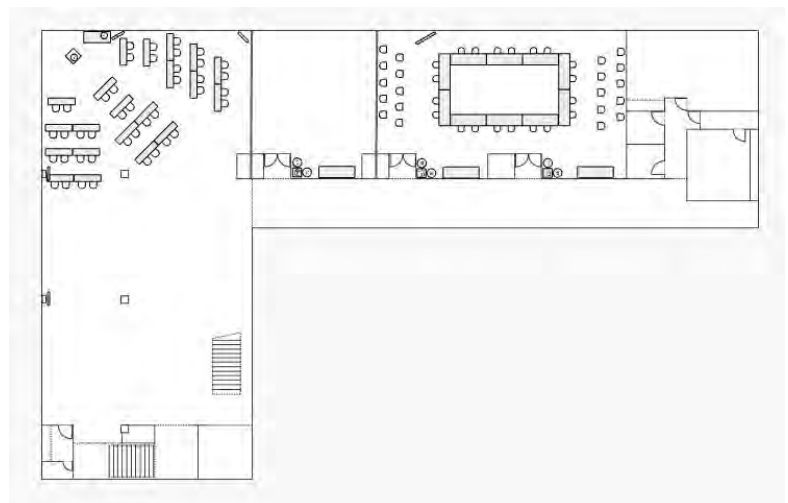
The kitchen can cook for 1000 people, but food and the staff to prepare meals would have to be provided. Ovens in the facility are electrical, there are propane griddles, but no cooktops in the facility. There are two walk-in coolers and a walk-in freezer that can be utilized, along with another reach-in cooler for food storage.

It was established that each individual living area would be designated for eating as well due to the ease of which this virus spreads through communal areas. Food will be served in clamshell containers at designated times. Three meals will be served a day with a bag of snacks distributed to the patients with breakfast. Trash cans will be placed near the food distribution points.

Casper Events Center already has a pre-established breastfeeding area on the concourse area that would be utilized if the need arose.

Shelter Staff Areas:

The staff area was identified as the second floor Three Trails Room which is capable of being broken down into several other smaller areas for specialized usage. It also has a small kitchenette directly off of the large main room. Casper Events Center has the tables and chairs that could be utilized in this area from their normal banquet supply.



The Incident Management Team assigned to the shelter will use the Mormon Trail Banquet Room as a command center.

Utilities:

The building is sprinklered, has multiple fire extinguishers, fire alarm system, and the kitchen has a full fire suppression system already installed and active.

There are two full power feeds into the building, with two backup generators that can run the entire building at capacity if needed.

Heating and Air Conditioning are both on-site and functioning. Different areas of the building can be maintained at different temperatures. During non-peak times, the facility is kept at 65 degrees fahrenheit.

The building has multiple hard line telephones into it with limited usage and extension capabilities. Casper Events Center staff has offered to look into stretching these phones to different areas for patient use.

General WiFi is available, with a more secure system available for use by the staff and for medical data transmission

Water comes from the City of Casper, and representatives with the City of Casper Water Treatment are directly connected with the EOC if any issues arise. Pallets of water would also need to be obtained to use as backup drinking water in the event of an emergency.

There are no commercial laundry facilities on-site, any laundry services would need to be contracted out. Multiple hotels in the area have offered to handle laundry services for the EOC. Operations and Logistics have those contacts.

Trash is already collected by the City of Casper Solid Waste facility. If normal containers are not enough for the shelter, additional containers could be obtained and placed in areas needed throughout the facility.

Staffing:

Medical staffing of the facility would need to be coordinated with Casper/Natrona County Public Health Department as it falls under their purview.

Per the County Health Officer, a minimum of an RN would need to be onsite to care for the first five patients with the additional help of an LPN, CNA, or MA.

An additional RN would be called upon for every additional increase in ten patients to the shelter, although patient acuity level would dictate most of the staffing needs.

Each staff member will have a full set of vital signs including temperature taken when arriving and leaving each day.

All personnel involved in this care would need to be proficient in donning and doffing of PPE. Just in time training could be given.

The other medical equipment designated by the County Health Officer as being essential is as follows:

- Thermometers
- Oximeters
- BP Machines
- Multiple Sizes of Gauze
- Multiple Sizes of Tape
- Coban Wrap
- Wound Cleanser
- Alcohol Pads
- Povidone Iodine Pads
- Bluepads
- Syringes
- Chlorhexidine
- IV kits
- PPE:
 - N95 Respirators
 - Surgical Masks
 - Goggles
 - Gowns
 - Gloves
- Defibrillator
- Ambu Bag
- Oxygentanks/tubing
- EpiPen
- Biohazard Containers/Bags

Much of this equipment would be secured from other agencies and entities around the county.. Although there would be some PPE that would need to be sourced from other supply chains.

Incident Management Team Members:

- **Incident Commander** - Heath Serres
- **Safety Officer** - Captain Howard Oden
- **Logistics Section Chief** - Wes Monroe
- **Operations Section Chief** - Chief Cameron Siplon
- **Medical Branch Director** - Dianne Riedt
- **Medical Director** - Dr. Andy Dunn
- **Law Branch Director** - Captain Shane Chaney
- **Law Branch Deputy Director** - Lieutenant Ryan Dabney
- **Planning Section Chief** - Collin Baldacci

SECURITY CHECKPOINT

MEDICAL EXAMS/INTERVIEWS

DISTRIBUTION

SHIPPING/RECEIVING STORAGE

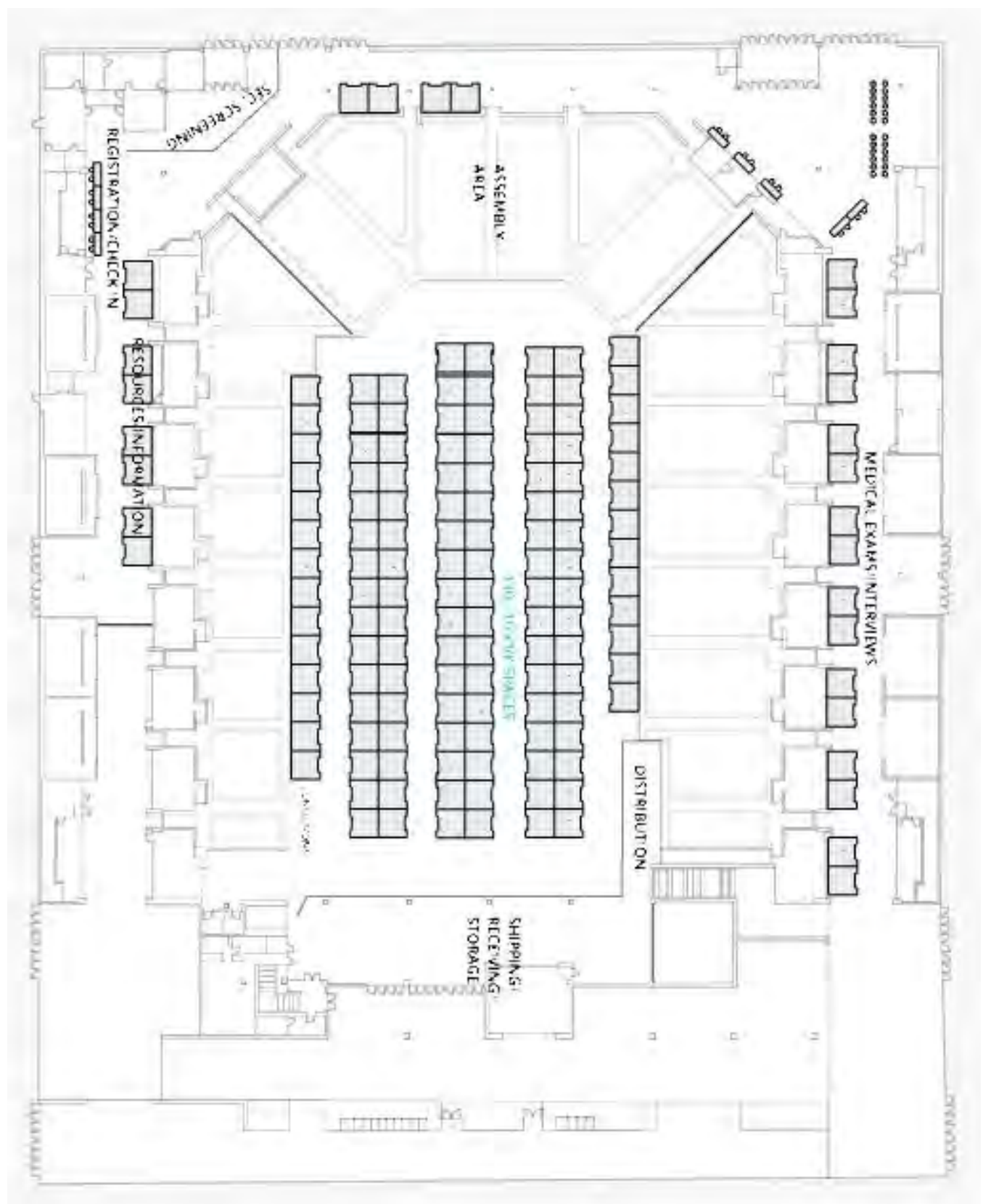
ASSEMBLY AREA

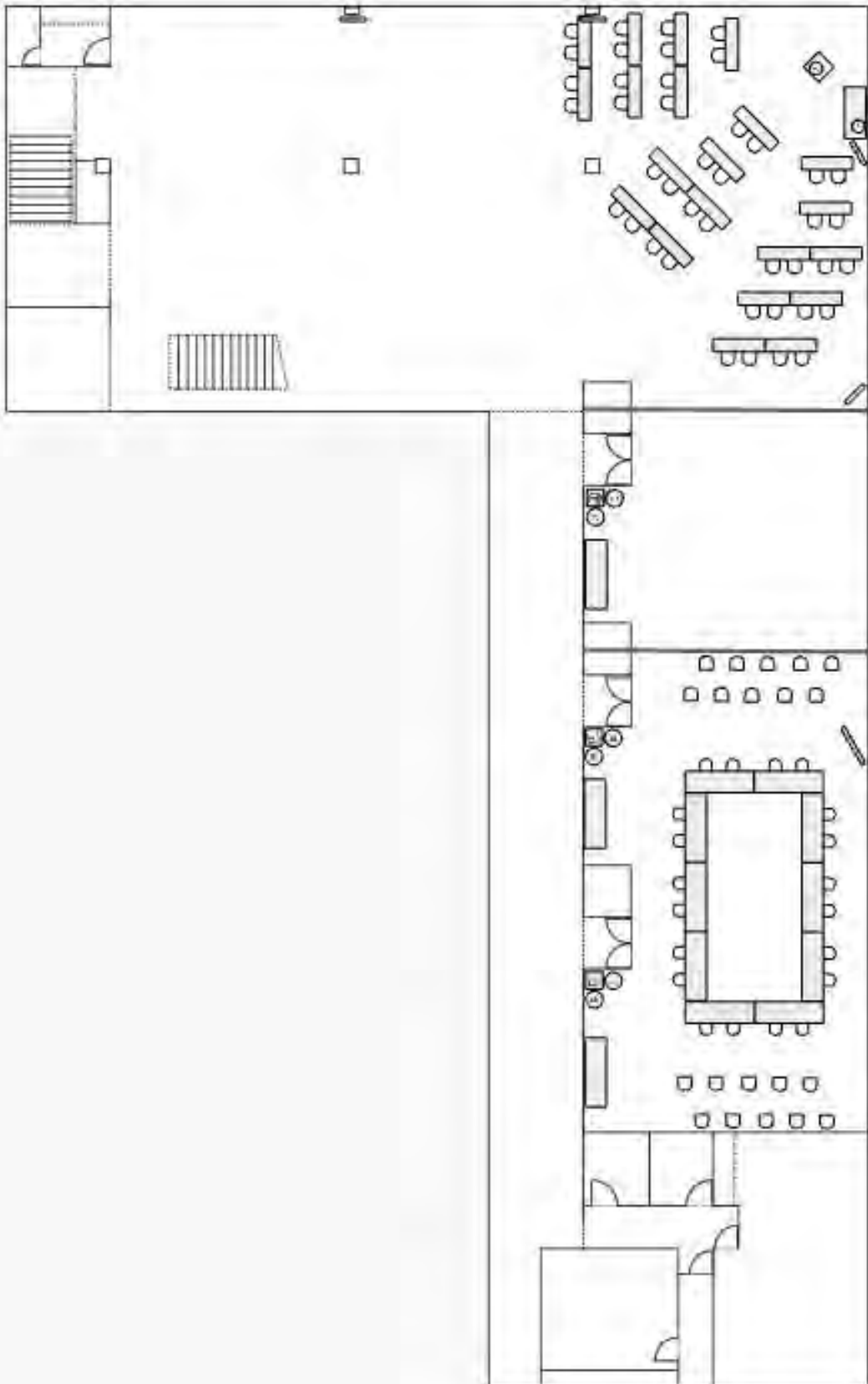
REGISTRATION/CHECK IN

SECURITY INFORMATION

SEC. SCREENING

100' X 100' SPACES





Casper Events Center



Google Earth

Legend

700 ft



Welcome to the Casper Events Center Community Medical Shelter. This shelter has been set up to help you isolate to prevent further community spread of COVID-19. We hope your stay here will be as comfortable as possible. Your community is offering this service to you at no cost so you do not expose your friends, family and neighbors to this virus. We ask that you please take care of yourself and be respectful to others.

This facility is staffed twenty four hours a day, seven days a week. Medical staff are here in case of an emergency but are not here to provide constant care. Please take a minute to read the following information. If you have questions, reach out to a staff member.

Self Care	Stations have been set up to monitor basic symptoms. Twice a day, guests will be required to check in at a medical station for a wellness screening. If your symptoms worsen let medical staff know, medical staff will evaluate you and if needed, transport you to the hospital for further care.
Medications	Guests who have prescription medications, please notify a staff member for surrender at admission. All medications will be controlled by the medical staff of the shelter. Med rounds will be made four times a day.
Food	<p>Breakfast (7:00am) / Lunch (11:00am) / Dinner (5:00pm)</p> <p>There are two separate meal pick up areas. One for ID numbers in the 100's and one for 200's.</p> <p>Dietary restrictions were gathered on your intake form and will be adhered to. If you need a dietary restriction meal, those instructions will be given to you.</p> <p>A to-go snack box for the day will be provided at breakfast pick up. These are your snacks for the day. Food will not be available outside of designated meal times.</p> <p>Bottled water is available all hours and can be found at your meal pick-up location.</p>
Quiet Hours and Bed Count	<p>To ensure guests get the rest they need, quiet hours will be from 10:00pm to 6:00am daily. The lights will be out during this time.</p> <p>Guests are required to be in their room at 6:30am, noon, and 10:00pm for bed count.</p>
Showers	Shower facilities are available for guest use. The shower facility is communal. For privacy, there is a sign up sheet located outside of the shower facilities for guests to sign up for 30 minutes slots. Shower facilities are not available between the hours of 12:00pm and 3:00pm.

	<p>Guests will need to be fully clothed upon entering and exiting the shower facilities.</p> <p>Fresh towels are available inside the shower facility. Please use a clean towel for each shower, and discard the towel in the bin provided inside the facility before leaving the shower facility. Do not wear your mask while showering.</p> <p>If guests do not have their own shower items, please contact staff for a personal hygiene kit.</p> <p>Please only use your designated shower facility.</p>
Housekeeping	<p>Linens will be exchanged on Sundays. If you need new or additional linens prior to that, please let staff know.</p> <p>Laundry facilities for guests' clothing are not available. Guests are responsible for obtaining clean clothing during their stay. Guests may coordinate to have those items dropped off by a friend or family member or coordinate with staff if they do not have any additional clothing.</p> <p>Thank you for helping to keep this shelter as clean as possible. We appreciate you picking up after yourself. Please put trash in the trash bins provided and follow the bathroom courtesy guidelines posted in the restroom. Please let a staff member know immediately if the restrooms need attention.</p>
Be Respectful	<p>Be respectful of other residents and workers. Negative behavior, including foul language, abusive behavior, stealing, destruction of property, or other behavior that is disruptive to others will not be tolerated. The use of personal headphones is highly encouraged. If you are found behaving outside of the expectations, you will be asked to leave.</p>
Personal Belongings	<p>Valuables should not be left unattended in your room. A secure storage location will be provided during your shower time. Otherwise, please monitor your personal belongings.</p>
Smoking	<p>Smoking of any kind, including e-cigarettes and other smoking devices, is only permitted outside in designated smoking areas. For safety purposes matches and lighters may only be used outside the building as well. Please dispose of matches and cigarettes properly.</p>
Alcohol, Illegal Drugs, and Weapons	<p>Alcohol, drugs, and weapons of any kind are not allowed. No outside fluids or food will be permitted. If you are found in possession of any of these items you will be asked to leave.</p>
Social	<p>Guests are not allowed in other guest rooms. When you are outside your room, you must wear a mask (except in the shower). When in</p>

Distancing	common areas, stay 6 feet away from other guests. This includes outdoor areas.
Recreation and Outdoor Access	The facility does not have indoor physical recreation areas; however, there is a designated outdoor area where guests may get fresh air.
Emotional Support	<p>If you are feeling stress or anxiety and would like to speak with someone, please let a staff member know.</p> <p>Religious services are available upon request.</p>
Visitors and Communication	<p>Visitors are not allowed inside the facility. You are welcome to use a personal cell phone inside the facility. If you do not have a cell phone, the center has a phone that is available to guests near the food delivery area.</p> <p>If friends or family would like to bring you personal items, they may do so between the hours of 10:00am - 11:00am and 2:00pm - 3:00pm at the Ticket Office entrance. Guests are responsible for coordinating the exact time of the delivery. Outside food and beverage cannot be delivered to guests.</p>
Leaving the Facility	<p>All guests temporarily residing at this facility are here voluntarily. Guests are welcome to leave at any time; however, we encourage all guests to follow Center for Disease Control Guidelines before checking out.</p> <ul style="list-style-type: none"> - It has been at least seven days since the first day of your symptoms - You have been fever free for 72 hours without the use of fever reducers such as ibuprofen and tylenol. <p>If you are ready to leave the facility, please contact a staff member.</p>
Pets	<p>Pets are not allowed in the facility. If you have a service animal, please notify staff upon your arrival.</p> <p>Proper documentation of the need and the certification of the animal will be required.</p>

To gain access to this facility after normal business hours contact Paul Hansen at (307-262-5558) or Brad Murphy at (307-235-8448)



Casper Recreation Center Regional Shelter Plan COVID-19 Response Natrona County Emergency Operations Center



Purpose:

This facility would be a quarantine facility for anyone who is a patient under investigation (PUI) or person who is symptomatic and awaiting test results due to exposure to the COVID-19 virus. This would be for people who need a location to isolate themselves away from the rest of the public, but do not have the capabilities to do that on their own. The facility could be restricted to Natrona County residents.

Facility Layout:

The facility has a front entrance that would be used as a nurses station and administration area. There are multiple “pods” off of that front area, including two large gymnasiums known as the “Gym Wing,” an activity room directly in to the right side known as the “Activity Wing,” four large classrooms to the left that will be known as the “Classroom Wing,” and another area continuing down to the aquatic area known as the “Aquatic Center,” the last area is the Ice Arena, which is currently under construction and would be avoided at all costs. It would be called “Ice Arena” for planning purposes. It is important to note that the only access from the Rec Center front entrance to the Ice Arena is through the Gym Wing. The Ice Arena has its own main exterior entrance though.

If multiple categories of patients were housed at this facility (PUI’s and those who have only been exposed) there would be the ability to separate those groups into different wings and keep them completely isolated from the other patients. The initial plan would be to utilize the Gym Wing for PUI’s. This is because they could be afforded slightly more space due to them having to be symptomatic to fall under that category. For those patients who have been exposed, do not qualify for testing, are not symptomatic, but have no other place to go, they would be housed in the Classroom Wing. If the PUI area needed expanded, the Activity Wing could be utilized, and if the exposed area needed to be expanded the Aquatic Center could be utilized.

Both of these areas offer large amounts of space that could be separated into gender specific and family based areas. Pipe and drape from the Events Center would be utilized to create the living facilities similar to what has been created at the Events Center. 10’x20’ areas would be the preferred spaces, but they could be sized down to 10’x10’ if needed. Both areas have access to restrooms, including locker rooms for the gymnasiums.

Similar welcome letters and intake forms as were developed for the Casper Events Center shelter would be utilized for patients utilizing the facility. Multiple 10'x10' or 10'x20' exam areas can be established right in the main entrance for providers to be able to have more private medical screening areas for patients. The following equipment has been identified by the County Health Officer as required for the exam rooms:

- Exam Table
- Exam Table Paper Roll
- Non-Latex Gloves
- Step Stool
- Patient Chair
- Thermometer
- Pulse Oximeter
- Blood Pressure Monitor
- Stethoscope
- Hand sanitizer
- Sanitizing Wipes
- PPE garbage disposal
- Tongue Depressors
- O₂ Administration Supplies

Utilizing the guidelines from the Red Cross, this shelter would limit personal belongings to only those that can be stored under a cot within the personal area of each person. This is in an attempt to limit the amount of potential exposure and potential for belongings to go missing.

Quiet areas could be provided utilizing the many different rooms off of each of the designated areas of the facility for those with disabilities requiring access to quiet areas. This area could also be utilized for an emotional/spiritual/mental health area with great flexibility for all different types of services being offered. A video chat to a local spiritual leader could be set up for those who need a religious connection during their quarantine.

Multiple paved and gravel parking lots surrounding the building provide a number of different helipad opportunities for bringing patients to the facility. The paved lot west of the building provides just under 50,000 square feet would be the first option due to its previous utilization as an alternate helipad facility for the nearby hospital.

For anyone who drives their own vehicle to the Recreation Center to isolate themselves at this shelter will be responsible for making sure their vehicle is cleaned and disinfected before they leave. If they are there for an extended period of time there

is a good chance the virus may not survive in the vehicle during that time, but the owner is responsible for making sure it will be wiped down before leaving.

Lockers are already inside the locker rooms for secure storage of personal items during shower times. Each person will be issued a lock at the beginning of their stay. Although we understand these are expendable items, we will attempt to get them back at the end of the stay. Safety pins will also be attached to each of the keys to attach to towels.

Casper Police Department will help staff the administration area of the facility, with radio connection to the rest of the staff, and will respond to incidents within the facility.

In the event of a medical emergency, preplanning of the facility for responding apparatus to approach the facility from the main doors and be directed to the appropriate location within the facility.

Smoking areas have been identified outside certain entrances that do not face public areas and can be blocked out by bike racks to identify area that can not be passed.

Disability Access:

Because of the normal usage of this facility, the entire facility, including entrances, parking lots, all wings, locker rooms, and bathrooms are all handicapped accessible to ADA standards. The Ice Arena is currently under construction though and would not be

Service animals would be allowed in the facility with proper proof and documentation of the individual's need for the animal. A plan will then be developed with the EOC and shelters staff to care for the animal as well. If additional pet services are needed, the AKC Pet Disaster trailer can be deployed as well.

Personal Care Facilities:

Locker rooms can be utilized in both the gymnasium and aquatic center areas. There are locker rooms in the ice area area, but they are very hard to access and at this point require walking through a construction area.

There are multiple drinking fountains spread across the wings as well. The drinking fountains are stainless steel and would probably not be utilized for a virus such as COVID-19.

There are baby changing stations in each restroom.

Food Facilities:

There is no kitchen on site. There is one concession stand style area in the Ice Arena, but this would not be compatible for large food production. The following facilities have large kitchens and are nearby the Rec Center though:

- Wyoming Medical Center
- Casper Senior Center
- Frontier Middle School/Casper Classical Academy

It was established that each individual living area would be designated for eating as well due to the ease of which this virus spreads through communal areas. Food will be served in clamshell containers at designated times. Three meals will be served a day with a bag of snacks distributed to the patients with breakfast. Trash cans will be placed near the food distribution points.

Shelter Staff Areas:

Shelter staff would most likely utilize the front desk area, including the small rec room directly in front of the main desk, as their areas of refuge. There is a small break room immediately behind the main desk and restrooms next to it as well that could be only utilized for staff usage. There is also a large staff area in the Aquatic Center Wing that could be utilized if needed.

Staffing:

Medical staffing of the facility would need to be coordinated with Casper/Natrona County Public Health Department as it falls under their purview.

Per the County Health Officer, a minimum of an RN would need to be onsite to care for the first five patients with the additional help of an LPN, CNA, or MA.

An additional RN would be called upon for every additional increase in ten patients to the shelter, although patient acuity level would dictate most of the staffing needs.

Each staff member will have a full set of vital signs including temperature taken when arriving and leaving each day.

All personnel involved in this care would need to be proficient in donning and doffing of PPE. Just in time training could be given.

The other medical equipment designated by the County Health Officer as being essential is as follows:

- Thermometers
- Oximeters
- BP Machines
- Multiple Sizes of Gauze
- Multiple Sizes of Tape
- Coban Wrap
- Wound Cleanser
- Alcohol Pads
- Povidone Iodine Pads
- Bluepads
- Syringes
- Chlorhexidine
- IV kits
- PPE:
 - N95 Respirators
 - Surgical Masks
 - Goggles
 - Gowns
 - Gloves
- Defibrillator
- Ambu Bag
- Oxygentanks/tubing
- EpiPen
- Biohazard Containers/Bags

Much of this equipment would be secured from other agencies and entities around the county.. Although there would be some PPE that would need to be sourced from other supply chains.

To gain access to this facility contact Tim Cortez (Director of Parks and Recreation) at (307-259-2507) or Phil Mayo (Rec Center Manager) at (970-702-1574)



University Park Elementary School Shelter Plan
COVID-19 Response
Natrona County Emergency Operations Center



A walkthrough of the facility occurred on April 13, 2020 with the following individuals:

- **Chief Mark Harshman** - Natrona County Incident Management Team
- **Tom Ernst** - Natrona County School District
- **Anna Kinder** - Casper/Natrona County Health Department
- **Heath Serres** - Natrona County Incident Management Team
- **Captain Howard Oden** - Natrona County Incident Management Team
- **Chief Cam Siplon** - Natrona County Incident Management Team
- **Collin Baldacci** - Natrona County Incident Management Team

Purpose:

This school would be a quarantine facility for anyone who has tested positive for the virus or are in need of isolation due to possible exposure. This would be for people who need a location to isolate themselves away from the rest of the public, but do not have the capabilities to do that on their own. The facility could be restricted to Natrona County residents.

Facility Layout:

The team decided to separate the facility into two areas. The North Wing, which will be considered the area of the building directly to the right (north) of the main entrance. The South Wing, which will include anything directly left (south) of the main entrance and extend to include all of the gym. The staff area of the shelter will be the east/west corridor directly inside the front entrance where the school administration area is.

The North Wing will be the location to house exposed patients. This area provides a large amount of classroom space where patients could be housed. Exposed patients do need a large amount of separation from others and communal areas are not an option for those patients.

The South Wing will be the location for patients who have tested positive for COVID-19. This area would not need to be as segregated due to the nature of these patients. This area does not provide a single shower station. This wing also includes a gymnasium area that could be partitioned off using pipe and 8 foot drapes from the Casper Events Center if more patient areas are needed. 3 foot pipe and drapes are also available for directional corridor identification.

Similar welcome letters and intake forms as were developed for the Casper Events Center shelter would be utilized for patients utilizing the facility. Multiple 10'x10' or 10'x20' exam areas can be established right in the entrance to each wing for providers to be able to have more private medical screening areas for patients. The following equipment has been identified by the County Health Officer as required for the exam rooms:

- Exam Table
- Exam Table Paper Roll
- Non-Latex Gloves
- Step Stool
- Patient Chair
- Thermometer
- Pulse Oximeter
- Blood Pressure Monitor
- Stethoscope
- Hand sanitizer
- Sanitizing Wipes
- PPE garbage disposal
- Tongue Depressors
- O₂ Administration Supplies

Utilizing the guidelines from the Red Cross, this shelter would limit personal belongings to only those that can be stored under a cot within the personal area of each person. This is in an attempt to limit the amount of potential exposure and potential for belongings to go missing.

Quiet areas could be provided utilizing the many different rooms off of each of the designated areas of the facility for those with disabilities requiring access to quiet areas. This area could also be utilized for an emotional/spiritual/mental health area with great flexibility for all different types of services being offered. A video chat to a local spiritual leader could be set up for those who need a religious connection during their quarantine.

Casper Police Department will help staff the administration area of the facility, with radio connection to the rest of the staff, and will respond to incidents within the facility.

In the event of a medical emergency, preplanning of the facility for responding apparatus to approach the facility from the main doors and be directed to the appropriate location within the facility.

Smoking areas have been identified outside certain entrances that do not face public areas and can be blocked out by bike racks to identify areas that can not be passed.

Disability Access:

Not all of the facilities are ADA compliant. If someone needing ADA considerations is sheltered at the school, all available areas will be considered, and if possible the patient will be put near an ADA compliant restroom and in an area where they have easy access to the nursing staff and the other areas they will need. The EOC will work with Natrona County School District to utilize other equipment already in use at other facilities if needed.

Service animals would be allowed in the facility with proper proof and documentation of the individual's need for the animal. A plan will then be developed with the EOC and shelters staff to care for the animal as well. If additional pet services are needed, the AKC Pet Disaster trailer can be deployed as well.

Personal Care Facilities:

Each wing has designated restrooms for both men and women. Neither wing has a shower facility so mobile shower units would have to be procured for the usage in each area.

There are multiple drinking fountains spread across the wings as well. The drinking fountains are stainless steel and would probably not be utilized for a virus such as COVID-19. Bottled water would have to be secured through the logistics section of the EOC.

Food Facilities:

There is no kitchen on site. Central Wyoming Rescue Mission can provide off site food service to a maximum of 25 people, with the possibility of more meals available with expansion of their kitchen staff and supplies. Other agencies around town have also volunteered to provide meals at the standard CONUS rate.

It was established that each individual living area would be designated for eating as well due to the ease of which this virus spreads through communal areas. Food will be served in clamshell containers at designated times. Three meals will be served a day with a bag of snacks distributed to the patients with breakfast. Trash cans will be placed near the food distribution points.

Shelter Staff Areas:

Shelter staff would most likely utilize the area directly inside the front door, where the school administration offices are.

Staffing:

Medical staffing of the facility would need to be coordinated with Casper/Natrona County Public Health Department as it falls under their purview.

Per the County Health Officer, a minimum of an RN would need to be onsite to care for the first five patients with the additional help of an LPN, CNA, or MA.

An additional RN would be called upon for every additional increase in ten patients to the shelter, although patient acuity level would dictate most of the staffing needs.

Each staff member will have a full set of vital signs including temperature taken when arriving and leaving each day.

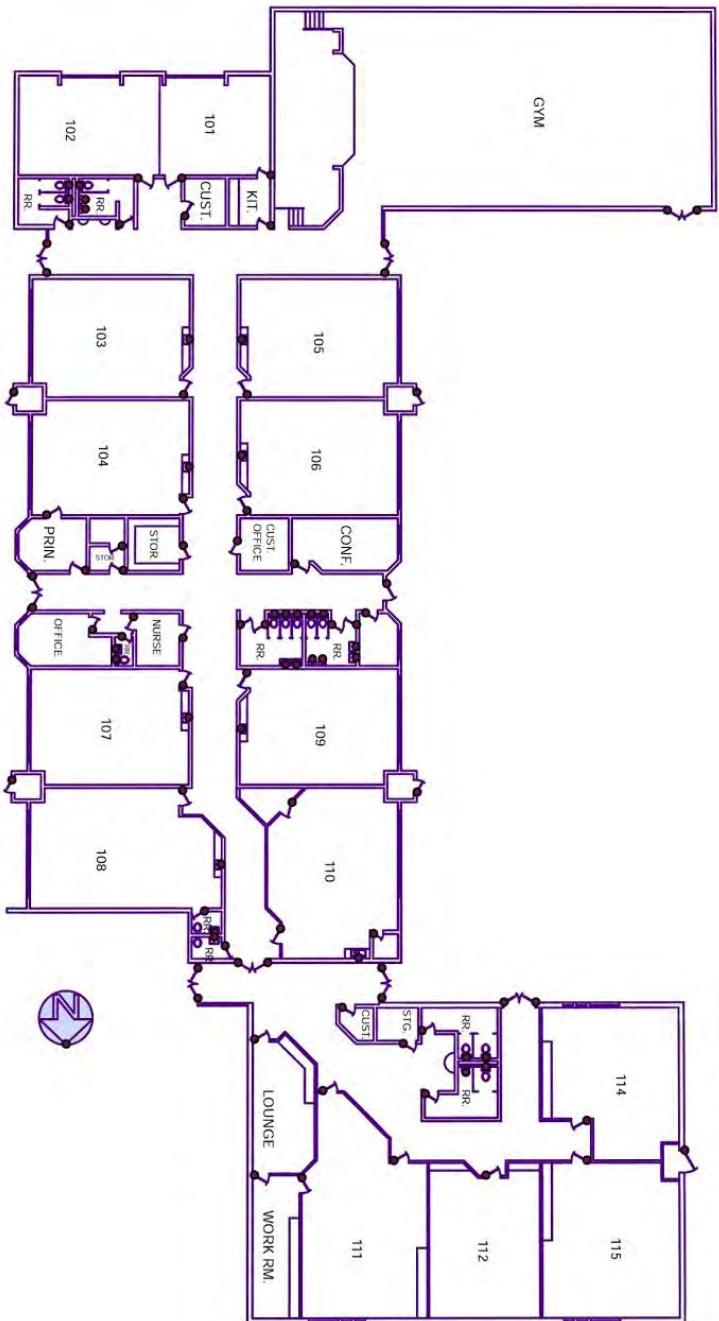
All personnel involved in this care would need to be proficient in donning and doffing of PPE. Just in time training could be given.

The other medical equipment designated by the County Health Officer as being essential is as follows:

- Thermometers
- Oximeters
- BP Machines
- Multiple Sizes of Gauze
- Multiple Sizes of Tape
- Coban Wrap
- Wound Cleanser
- Alcohol Pads
- Povidone Iodine Pads
- Bluepads
- Syringes
- Chlorhexidine
- IV kits
- PPE:
 - N95 Respirators
 - Surgical Masks
 - Goggles
 - Gowns
 - Gloves
- Defibrillator
- Ambu Bag
- Oxygentanks/tubing
- EpiPen
- Biohazard Containers/Bags

Much of this equipment would be secured from other agencies and entities around the county.. Although there would be some PPE that would need to be sourced from other supply chains.

- To gain access to the building or to make the facility operational, notify Tom Ernst (Natrona County School District) at (307-258-6141) at any hour.





Westwood Elementary School Shelter Plan
COVID-19 Response
Natrona County Emergency Operations Center



Purpose:

The goal of establishing a community patient observation center (CPOC) is to allow timely isolation of homeless or displaced persons with symptoms suggestive of possible COVID-19 infection or those who could have been exposed while undergoing diagnostic investigation. A CPOC is not a medical facility or mental health facility and its use is intended only for short term observation of patients under investigation (PUI). It is not a treatment facility for COVID-19.

A CPOC is not equipped to handle medical or mental health emergencies or provide treatment of active medical or mental health problems. The facility could be restricted to Natrona County residents, but could provide support to other counties during the recommended quarantine period.

If a patient tests positive for COVID-19 while at Westwood they will stay there until arrangements can be made to send them to an isolation facility.

Facility Layout:

The team decided to separate the facility into three areas. The North Wing, which will be considered the area of the building directly to the north of the main entrance through the corridor from the administrative area. The South Wing, which will include anything directly right of the main entrance. The staff area of the shelter will be the office area directly inside the front entrance where the school administration area is.

Both patient areas can be utilized for the same level of patients. C/NCHD and NCEOC will start by placing patients in the south wing due to the large number of toilets available in that area. If additional rooms are needed, classrooms in the North Wing can be utilized, but are not necessarily all open due to existing building problems. All classrooms are inspected by the Shelter Manager before a patient is placed there due to problems with certain areas of the building which may prohibit a patient from staying in that location.

Pre-written instructional letters from the C/NCHD will be utilized by the facility manager that include instructions on checking the patient in, surveillance and monitoring of the patients, and discharge from the facility. The following equipment has been identified by the County Health Officer as required for the exam rooms:

- Exam Table
- Exam Table Paper Roll
- Non-Latex Gloves
- Step Stool
- Patient Chair
- Thermometer
- Pulse Oximeter
- Blood Pressure Monitor
- Stethoscope
- Hand sanitizer
- Sanitizing Wipes
- PPE garbage disposal
- Tongue Depressors
- O₂ Administration Supplies

Utilizing the guidelines from the Red Cross, this shelter would limit personal belongings to only those that can be stored under a cot within the personal area of each person. This is in an attempt to limit the amount of potential exposure and potential for belongings to go missing.

Quiet areas could be provided utilizing the many different rooms off of each of the designated areas of the facility for those with disabilities requiring access to quiet areas. This area could also be utilized for an emotional/spiritual/mental health area with great flexibility for all different types of services being offered. A video chat to a local spiritual leader could be set up for those who need a religious connection during their quarantine.

Casper Police Department will help staff the administration area of the facility, with radio connection to the rest of the staff, and will respond to incidents within the facility.

In the event of a medical emergency, preplanning of the facility for responding apparatus to approach the facility from the main doors and be directed to the appropriate location within the facility.

Smoking areas have been identified outside certain entrances that open to the fenced playground and prevent occupant to general public contact

Disability Access:

Not all of the facilities are ADA compliant. If someone needing ADA considerations is sheltered at the school, all available areas will be considered, and if possible the patient will be put near an ADA compliant restroom and in an area where they have easy access to the nursing staff and the other areas they will need. The EOC will work

with Natrona County School District to utilize other equipment already in use at other facilities if needed.

Service animals would be allowed in the facility with proper proof and documentation of the individual's need for the animal. A plan will then be developed with the EOC and shelters staff to care for the animal as well. If additional pet services are needed, the AKC Pet Disaster trailer can be deployed as well.

Personal Care Facilities:

The facility has three classrooms containing internal restrooms. All three of these rooms are held for female occupants if possible. All other rooms / occupants are assigned a number and that number coincides with a numbered stall in the restroom facilities inside the building. The reasoning behind this system is to try to prevent cross contamination of the occupants waiting test results.

There are no onsite showers, and therefore a shower trailer will have to be utilized. The Central Wyoming Healthcare Coalition shower trailer can be obtained through the EOC for usage there, and a shower schedule created for its usage.

There are multiple drinking fountains spread across the wings as well. The drinking fountains are stainless steel and would probably not be utilized for a virus such as COVID-19. Bottled water would have to be secured through the logistics section of the EOC.

Food Facilities:

There is no kitchen on site. Central Wyoming Rescue Mission can provide off site food service to a maximum of 25 people, with the possibility of more meals available with expansion of their kitchen staff and supplies. Other agencies around town have also volunteered to provide meals at the standard CONUS rate.

It was established that each individual living area would be designated for eating as well due to the ease of which this virus spreads through communal areas. Food will be served in clamshell containers at designated times. Three meals will be served a day with a bag of snacks distributed to the patients with breakfast. Trash cans will be placed near the food distribution points.

Shelter Staff Areas:

Shelter staff would most likely utilize the area directly inside the front door, where the school administration offices are.

Staffing:

Medical staffing of the facility would need to be coordinated with Casper/Natrona County Public Health Department as it falls under their purview.

Per the County Health Officer, a minimum of an RN would need to be onsite to care for the first five patients with the additional help of an LPN, CNA, or MA.

An additional RN would be called upon for every additional increase in ten patients to the shelter, although patient acuity level would dictate most of the staffing needs.

Each staff member will have a full set of vital signs including temperature taken when arriving and leaving each day.

All personnel involved in this care would need to be proficient in donning and doffing of PPE. Just in time training could be given.

The other medical equipment designated by the County Health Officer as being essential is as follows:

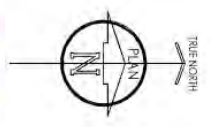
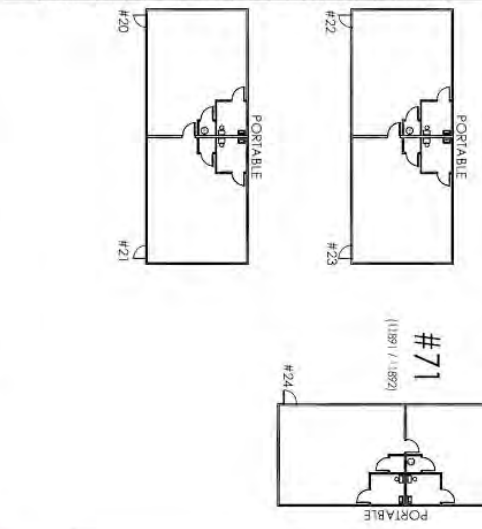
- Thermometers
- Oximeters
- BP Machines
- Multiple Sizes of Gauze
- Multiple Sizes of Tape
- Coban Wrap
- Wound Cleanser
- Alcohol Pads
- Povidone Iodine Pads
- Bluepads
- Syringes
- Chlorhexidine
- IV kits
- PPE:
 - N95 Respirators
 - Surgical Masks
 - Goggles
 - Gowns
 - Gloves
- Defibrillator
- Ambu Bag
- Oxygentanks/tubing
- EpiPen
- Biohazard Containers/Bags

Much of this equipment would be secured from other agencies and entities around the county.. Although there would be some PPE that would need to be sourced from other supply chains.

STORAGE BUILDING

WESTWOOD ELEMENTARY SCHOOL		
SQUARED FOOTAGE		
Room #	MAIN FLOOR	AREA (SF)
1	V. Ament	727
2	Armour Book Document Storage	727
3	V. Ament	712
4	NCIS Music	712
5	V. Ament	724
6	V. Ament	724
7	Art & Music Storage	803
8	V. Ament	803
9	Armour Book Document Storage	2327
9A	PLATFORM / STAGE	565
10	V. Ament	118
11	IT Office	679
12	V. Ament	679
13	IT Office	671
14	IT / Computer Lab	671
15	Library Service	679
16	IT Book Storage	679
17	V. Ament	248
18	V. Ament	227
19	V. Ament	248
19A	Classroom	38
19B	V. Ament	182
19C	V. Ament	184
20	Classroom	70

MAIN FLOOR		
Room #	AREA (SF)	AREA (SF)
20A	East Map Room	34
20B	North Map Room	26
20C	Shower / Changing	33
20D	Recreation	40
20E	Boys' Restroom	42
21	IT	724
22	IT	724
23	IT	724
24	Art & Career Center Storage	724
25	NCIS Equipment Storage	724
26	NCIS Library / Practice Table	724
31	MAIN ENTRANCE	1882
32	East Hallway	2117
40	Recreation	40
41	Girls' Restroom	133
42	Boys' Restroom	167
43	Girls' Restroom	194
44	Boys' Restroom	226
Total Interior SF		23977
Total Exterior SF		24056



WESTWOOD
2300 BELLAIRE DRIVE
CASPER WY, 82601

FLOOR
PLAN
DATE: 2015.05.20
SCALE: MRM
DRAWN BY: MRM

THIS PLAN AND ANY OTHER INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.



Willard Elementary School Shelter Plan COVID-19 Response Natrona County Emergency Operations Center



A walkthrough of the facility occurred on April 13, 2020 with the following individuals:

- **Chief Mark Harshman** - Natrona County Incident Management Team
- **Tom Ernst** - Natrona County School District
- **Anna Kinder** - Casper/Natrona County Health Department
- **Heath Serres** - Natrona County Incident Management Team
- **Chris Warner** - Natrona County School District
- **Brad Barclay** - Natrona County School District
- **Captain Howard Oden** - Natrona County Incident Management Team
- **Chief Cam Siplon** - Natrona County Incident Management Team
- **Collin Baldacci** - Natrona County Incident Management Team

Purpose:

This school would be a quarantine facility for anyone who has tested positive for the virus or are in need of isolation due to possible exposure. This would be for people who need a location to isolate themselves away from the rest of the public, but do not have the capabilities to do that on their own. The facility could be restricted to Natrona County residents.

Facility Layout:

The team decided to separate the facility into three areas. The North Wing, which will be separated from the rest of the building in the corridor extending to the rest of the facility. The South Wing, which will run from the cut off in the corridor to the far west end of the gym. Then the West Entrance which will extend from the west end of the gym to the main entrance. All designated wings have separate outside entry/exit doors.

The West Wing will be the primary area for all staff.

The North Wing will be the location to house COVID-19 positive patients. This area provides a large amount of classroom space where patients could be housed. COVID-19 positive patients do not need to be separated from others and communal areas are an option for those patients.

The South Wing will be the location for patients who have been exposed to positive COVID-19 patients, and are either asymptomatic, or symptomatic but not eligible for testing. This area would need to be much more segregated due to the nature of these patients. This area does provide a single shower station in the far south east corner of the building. This wing also includes a gymnasium area that could be partitioned off using pipe and 8 foot drapes from the Casper Events Center if more patient areas are needed. 3 foot pipe and drapes are also available for directional corridor identification.

Similar welcome letters and intake forms as were developed for the Casper Events Center shelter would be utilized for patients utilizing the facility. Multiple 10'x10' or 10'x20' exam areas can be established right in the entrance to each wing for providers to be able to have more private medical screening areas for patients. The following equipment has been identified by the County Health Officer as required for the exam rooms:

- Exam Table
- Exam Table Paper Roll
- Non-Latex Gloves
- Step Stool
- Patient Chair
- Thermometer
- Pulse Oximeter
- Blood Pressure Monitor
- Stethoscope
- Hand sanitizer
- Sanitizing Wipes
- PPE garbage disposal
- Tongue Depressors
- O₂ Administration Supplies

Utilizing the guidelines from the Red Cross, this shelter would limit personal belongings to only those that can be stored under a cot within the personal area of each person. This is in an attempt to limit the amount of potential exposure and potential for belongings to go missing.

Quiet areas could be provided utilizing the many different rooms off of each of the designated areas of the facility for those with disabilities requiring access to quiet areas. This area could also be utilized for an emotional/spiritual/mental health area with great flexibility for all different types of services being offered. A video chat to a local spiritual leader could be set up for those who need a religious connection during their quarantine.

Casper Police Department will help staff the administration area of the facility, with radio connection to the rest of the staff, and will respond to incidents within the facility.

In the event of a medical emergency, preplanning of the facility for responding apparatus to approach the facility from the main doors and be directed to the appropriate location within the facility.

Smoking areas have been identified outside certain entrances that do not face public areas and can be blocked out by bike racks to identify areas that can not be passed.

Disability Access:

Not all of the facilities are ADA compliant. If someone needing ADA considerations is sheltered at the school, all available areas will be considered, and if possible the patient will be put near an ADA compliant restroom and in an area where they have easy access to the nursing staff and the other areas they will need. The EOC will work with Natrona County School District to utilize other equipment already in use at other facilities if needed.

Service animals would be allowed in the facility with proper proof and documentation of the individual's need for the animal. A plan will then be developed with the EOC and shelters staff to care for the animal as well. If additional pet services are needed, the AKC Pet Disaster trailer can be deployed as well.

Personal Care Facilities:

Each wing has designated restrooms for both men and women. The South Wing has a single shower facility, which would be the designated shower for that wing of the facility. A shower schedule would have to be made to provide each of the patients with a time to use the facility.

The North Wing does not have a shower facility, and therefore the shower trailer from the Central Wyoming Healthcare Coalition would be utilized to provide two shower stalls for the COVID Positive patients.

There are multiple drinking fountains spread across the wings as well. The drinking fountains are stainless steel and would probably not be utilized for a virus such as

COVID-19. Bottled water would have to be secured through the logistics section of the EOC.

Food Facilities:

There is no kitchen on site. Central Wyoming Rescue Mission can provide off site food service to a maximum of 25 people, with the possibility of more meals available with expansion of their kitchen staff and supplies. Other agencies around town have also volunteered to provide meals at the standard CONUS rate.

It was established that each individual living area would be designated for eating as well due to the ease of which this virus spreads through communal areas. Food will be served in clamshell containers at designated times. Three meals will be served a day with a bag of snacks distributed to the patients with breakfast. Trash cans will be placed near the food distribution points.

Shelter Staff Areas:

Shelter staff would most likely utilize the front desk area in the West Wing area.

Staffing:

Medical staffing of the facility would need to be coordinated with Casper/Natrona County Public Health Department as it falls under their purview.

Per the County Health Officer, a minimum of an RN would need to be onsite to care for the first five patients with the additional help of an LPN, CNA, or MA.

An additional RN would be called upon for every additional increase in ten patients to the shelter, although patient acuity level would dictate most of the staffing needs.

Each staff member will have a full set of vital signs including temperature taken when arriving and leaving each day.

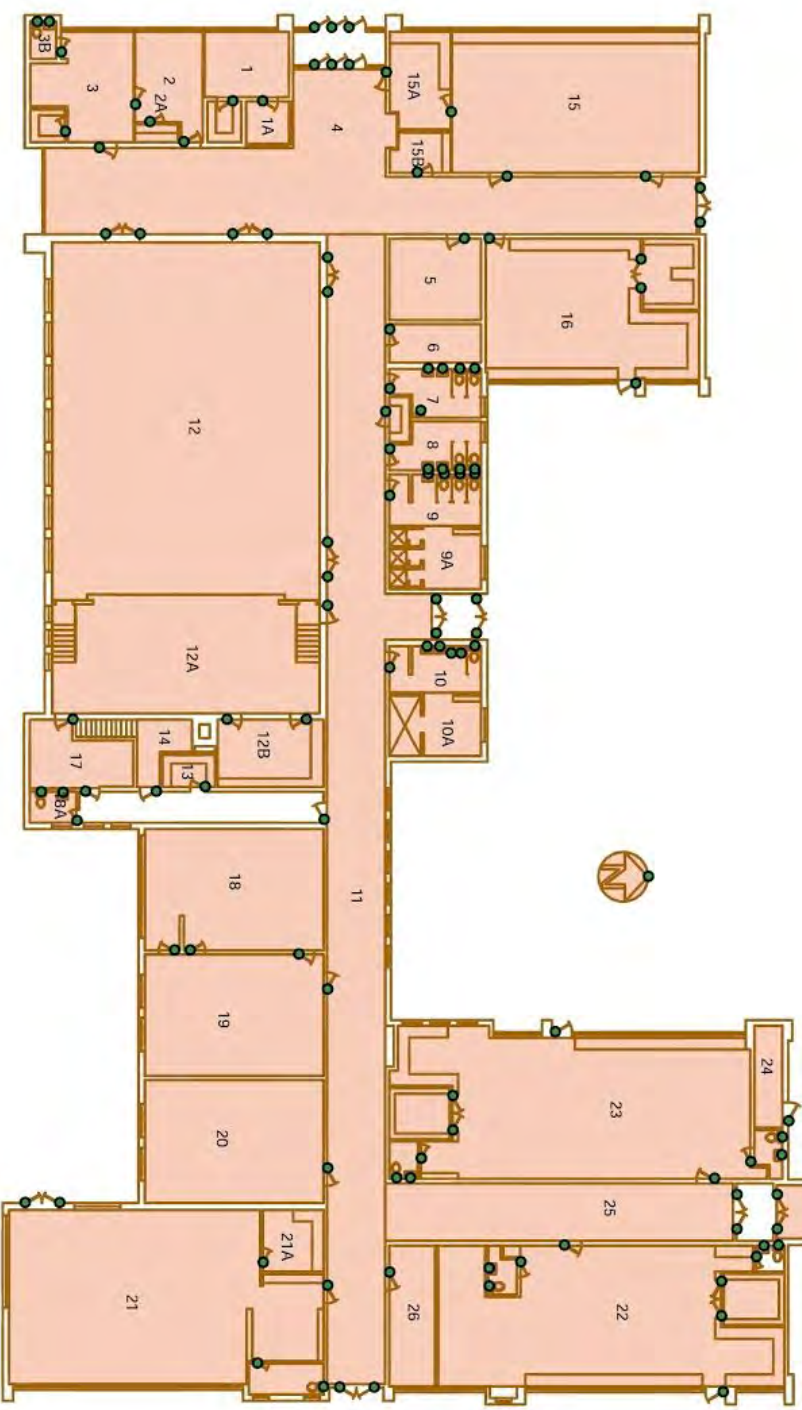
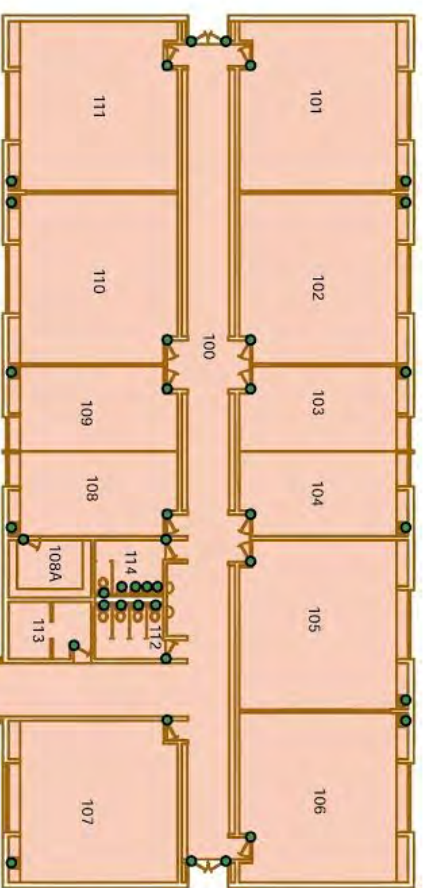
All personnel involved in this care would need to be proficient in donning and doffing of PPE. Just in time training could be given.

The other medical equipment designated by the County Health Officer as being essential is as follows:


- Thermometers
- Oximeters
- BP Machines
- Multiple Sizes of Gauze
- Multiple Sizes of Tape
- Coban Wrap
- Wound Cleanser
- Alcohol Pads
- Povidone Iodine Pads
- Bluepads
- Syringes
- Chlorhexidine
- IV kits
- PPE:
 - N95 Respirators
 - Surgical Masks
 - Goggles
 - Gowns
 - Gloves
- Defibrillator
- Ambu Bag
- Oxygentanks/tubing
- EpiPen
- Biohazard Containers/Bags

Much of this equipment would be secured from other agencies and entities around the county.. Although there would be some PPE that would need to be sourced from other supply chains.

- To gain access to the building or to make the facility operational, notify Tom Ernst (Natrona County School District) at (307-258-6141) at any hour.



April 7, 2020

MEMO TO: J. Carter Napier, City Manager 
FROM: Tim Cortez, Parks and Recreation Director
Randy Norvelle, Parks Manager
Jason Ostlund, Golf Course Superintendent
SUBJECT: Casper Municipal Golf Course Limited Opening

Recommendation:

Open the Casper Municipal Golf Course in phases complying with social distancing and other COVID-19 health orders and suspend season pass sales until the Golf Professional begins work in May.

Summary:

The Casper Municipal Golf Course recently hired a Golf Professional who will not begin work until May 4th. In the interim, staff would like to open the course to the public in phases. Phase one will allow for the training of temporary, supplemental staff while the course is accessible to the public for free. Phase two is the full opening of the golf course under the direction of the Golf Professional.

Without knowing if the course will remain open through April, staff recommends halting season pass sales with a plan to continue sales in May to prevent refund requests should the course be closed by a health order from the Wyoming Governor. If pass sales must be halted until late or mid-June, staff recommends only offering the half season pass. As of April 1, thirty-three adult passes and one youth pass have been sold. Typically, the golf course sells 125 season passes during the month of April and can sell an additional 50 passes in May.

Phase 1: Now through Thursday, April 30th

The course will be open for free to walking players from 8 a.m. until 5 p.m. The course may open later than 8 a.m. due to frost holds. Sharing of clubs will not be allowed. The driving range, practice green, restaurant and bar, and Links Course will be closed. Tee markers will not be placed. Park is open with the Highlands course being opened the week of April 6th. A social distancing message will be placed in the pro shop window stating: "Please keep 2 to a group and keep 6 feet apart for social distancing. Please do not interact with staff on course". The following precautions will be taken to prevent community spread:

- No restrooms or buildings open to public
- Flags will not be placed in holes
- Cups will be put in upside down, with a portion sticking up—ball taps cup it is in
- No water jugs out on course
- Seed mix, rakes, and ball washers will not be placed

Phase 2- Friday, May 1st

The course and pro shop will be fully open with the golf professional taking over operations. Season pass sales may resume if health orders are lifted. The driving range and practice green will open with social distancing procedures if warranted. Tee markers will be placed on the course. The following COVID-19 precautions will be analyzed:

- Limit of 2 people per tee time, with tee times required for play
- Cart rental policy of 1 person per cart
- Placing cups right side up in holes
- Placing flags in holes on greens
- Placing ball washers, rakes, and seed mix on course
- Opening of portable and Park/Highlands restrooms

April 17, 2020

Submitted Via Email

Brian Lovett, Administrator
Industrial Siting Division
200 West 17th Street, Floor 4
Cheyenne, Wyoming, 82001

Re: Gateway West Transmission Line Project – DEQ/ISC 12-10

Dear Mr. Lovett:

Rocky Mountain Power would like to provide notice to the Wyoming Industrial Siting Division pursuant to Condition #12 that the actual expected workforce is projected to exceed the peak number estimated in the Application. The application included a peak of 511 workers (October 2019), averaging 325 during construction. In August 2019 an updated Table 5.2-1 was provided to the Division and the parties to the permit and subsequently approved, which included a peak of 713 workers (July 2019). The August 2019 projections anticipated significant work occurring during this winter and spring. Unfortunately, the severe winter weather conditions did not allow for approval of variances to work in big game winter habitat and now pushes that work out through October 2020. Attached is a new updated Table 5.2-1 that reflects the latest projections through project completion in 2020 with a peak of 295 in July 2020. The August through October estimates are increased to complete work after the sage grouse seasonal restrictions are lifted on July 15. The overall project schedule and scope remain unchanged. We do not believe that the additional workforce has created any adverse environmental, social or economic impacts in the project area and there is no change to the approved housing plan.

As you know, the Carbon County Commissioners recently expressed concern about COVID-19 and contract workers for the company's wind and transmission projects in Carbon County. Within 24 hours of expressing concerns, Rocky Mountain Power arranged a meeting of our contractors for transmission, substation, new wind, and wind repowering projects in Medicine Bow on April 8, 2019. The contractors and a company representative met with the County Commission Chairman, Public Health Nurse Manager, and Carbon County COVID-19 Incident Management Team leader to discuss each project's safety protocols and plans regarding COVID-19. The County officials expressed appreciation for the quickly arranged meeting and stated "the plans exceeded their expectations in regards to keeping contractors safe, our communities' safe, and reducing the risk of transmission of COVID-19 in our communities." PacifiCorp is committed to maintaining strict compliance with the Center for Disease Control and Prevention guidelines and require our contractors to have proper plans and protocols in place to ensure our employees, contractors and communities stay safe while providing our essential service.

We respectfully request your approval of the new estimated workforce to allow project completion by the end of 2020. If you have any questions, please contact me at 801-220-4561 or Rod.Fisher@rockymountainpower.net.

Thank you.

A handwritten signature in blue ink, appearing to read 'Rod Fisher', is positioned above the printed name.

Rod Fisher
Principal Project Manager – Gateway Transmission

cc: Paul J. Hickey

Parties of Record

Andrew Kuhlman, Attorney General Office
Matt VanWormer, Attorney General Office
James P. Schermetzler, Sweetwater County
Mayor Tony D. Poulos, Town of Hanna
Mayor Asa Meeks, Town of Sinclair
Karen R. Heath, Town of Medicine Bow
Mayor Steve Nicholson, City of Rawlins
Mayor John Zeiger, Town of Saratoga
Ashley Mayfield Davis, Carbon County Attorney
Linda Crane, Town of Elk Mountain -
Robert W. Southard, City of Laramie
Mayor Tim Kaumo., City of Rock Springs
Philip R. Wulf, Town of Wamsutter
Marie Martin, Medicine Bow Health Center
Peggy A. Trent, Albany County
J. Carter Napier, City of Casper
Mayor Joe Erickson, Town of Wamsutter

Table 5.2-1 Total Estimated Workforce by Project Element and Month and Quarter (Updated 4.9.2020)

Month-Year/Quarter ¹⁾	Aeolus to Jim Bridger/Anticline 500kV System					230kv System Network Upgrades (Elements 7 to 13)	Total	Percent Change
	Aeolus Substation (Element 1)	Anticline Substation (Element 2)	Jim Bridger Substation (Element 3)	Latham Substation (Element 4)	Aeolus to Jim Bridger/ Anticline (Elements 5-6)			
By Month								
2019-Apr	8	8	0	3	140	0	159	
Actual	41			0	109	0	150	-6%
2019-May	18	18	0	11	207	0	254	
Actual	57			0	103	1	161	-37%
2019-Jun	34	34	4	13	206	0	291	
Actual	63			0	129	3	195	-33%
2019-Jul	55	46	6	10	215	65	397	
Updated Aug 2019	46	38		11	342	39	476	
Actual	94			0	374	26	494	4%
2019-Aug	66	47	11	4	295	65	488	
Updated Aug 2019	52	56		5	481	63	657	
Actual	95			15	486	46	642	-2%
2019-Sep	76	55	13	6	291	65	506	
Updated Aug 2019	62	59		7	478	107	713	
Actual	103			15	494	51	663	-7%
2019-Oct	71	51	15	8	291	75	511	
Updated Aug 2019	67	56		9	431	121	684	
Actual	123			14	439	90	666	-3%
2019-Nov	57	42	19	10	266	75	469	
Updated Aug 2019	59	48		10	377	95	589	
Actual	99			20	405	94	618	5%
2019-Dec	30	37	16	10	217	75	385	
Updated Aug 2019	50	49		10	220	87	416	
Actual	94			16	237	74	421	1%
2020-Jan	30	39	16	10	217	18	330	
Updated Aug 2019	50	47		10	83	79	269	
Actual	106			14	94	46	260	-3%
2020-Feb	30	39	16	10	210	18	323	
Updated Aug 2019	54	29		10	80	27	200	
Actual	119			14	53	37	223	12%
2020-Mar	26	36	16	10	211	18	317	
Updated Aug 2019	47	23		10	80	12	172	
Actual	147			14	72	34	267	55%
2020-Apr	70	58	16	10	211	52	417	
Updated Aug 2019	36	22		10	84	20	172	
Updated April 2020	136			37	93	30	296	72%

Month-Year/Quarter ^{1\}	Aeolus to Jim Bridger/Anticline 500kV System					230kv System Network Upgrades (Elements 7 to 13)	Total	Percent Change
	Aeolus Substation (Element 1)	Anticline Substation (Element 2)	Jim Bridger Substation (Element 3)	Latham Substation (Element 4)	Aeolus to Jim Bridger/ Anticline (Elements 5-6)			
By Month								
2020-May	94	56	9	10	181	52	402	
Updated Aug 2019	32	20		10	86	24	172	
Updated April 2020	130			29	99	40	298	73%
2020-Jun	82	54	5	10	180	52	383	
Updated Aug 2019	19	17		10	86	7	139	
Updated April 2020	100			17	100	40	257	85%
2020-Jul	72	54	3	8	96	31	264	
Updated Aug 2019	10	12		8	84	29	143	
Updated April 2020	92			15	156	39	302	111%
2020-Aug	48	48	3	8	65	31	203	
Updated Aug 2019	10	12		8	78	50	158	
Updated April 2020	67			6	156	54	283	79%
2020-Sep	11	11	0	4	13	31	70	
Updated Aug 2019	3	4		4	37	42	90	
Updated April 2020	12			4	142	55	213	137%
2020-Oct	7	7	0	4	0	0	18	
Updated Aug 2019	3	4		4	36	42	89	
Updated April 2020	9			4	64	55	132	48%
By Quarter								
2019-Q2	60	60	4	27	553	0	704	
Actual	161			0	341	4	506	-28%
2019-Q3	197	148	30	20	801	195	1391	
Updated Aug 2019	313			23	1301	209	1846	
Actual	292			30	1354	123	1799	-3%
2019-Q4	158	130	50	28	774	225	1365	
Updated Aug 2019	329			29	1028	303	1689	
Actual	316			50	1081	258	1705	1%
2020-Q1	86	114	48	30	638	54	970	
Updated Aug 2019	250			30	243	118	641	
Actual	372			42	219	117	750	17%
2020-Q2	246	168	30	30	572	156	1202	
Updated Aug 2019	146			30	256	51	483	
Updated April 2020	366			83	292	110	851	76%
2020-Q3	131	113	5	20	174	94	537	
Updated Aug 2019	51			20	199	121	391	
Updated April 2020	171			25	454	148	798	104%
2020-Q4	7	7	0	4	0	0	18	
Updated Aug 2019	7			4	36	42	89	
Updated April 2020	9			4	64	55	132	48%

1\ Employment on the Aeolus to Jim Bridger/Anticline 500-kV System is expected to begin offsite starting in December 2018 and continuing through the construction start in April 2019. Limited on-site pre-construction activities involving 5 to 7 workers will also occur during that period.