

INFORMATION PACKET

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Friday, May 14, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

May 17, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review(attachments coming)	Direction Requested	3 hours	4:30
Approximate Ending Time:			7:30

May 18, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Downtown Open Container Area					
Public Hearing: Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business).		N			
Parking Regulations and Restrictions – Chapter 10.36. - 3rd Reading			N		
Replat Creating Harmony Hills Addition No. 3. 2nd Reading			N		
Replat Creating Kensington Heights Addition No. 3. 2nd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, for the Construction and Operation of a Cable System. 1st Reading			N		
Authorizing a Lease Agreement between the City of Casper and Casper Youth Baseball for Use of Washington Park Ballfield.				C	
Authorizing a Lease Agreement between the City of Casper and Casper Baseball Club for Use of the Crossroads 4 Baseball Field.				C	
Authorizing a Lease Agreement between the City of Casper and the Casper Softball Association for Use of the 13th and Sycamore Ballfields.				C	
Authorizing a Memorandum of Understanding with the Wyoming Department of Transportation for Traffic Control Box Public Art.				C	
Authorizing the 2021-2023 Council Goals.				C	
Approving a Vacation and Replat Creating The Nolan Addition.				C	
Authorize a Contract for Professional Services with HDR Engineering, Inc., for the Casper Rail Trail Extension Plan, in an Amount not to Exceed \$59,943.74.				C	
Authorizing a Contract for Professional Services with Golder Associates, Inc., in the Amount of \$51,290, for the Solid Waste Planning Service Project.				C	
Authorizing a Contract for Outside-City Sewer Service with J & T Properties LLC.				C	
Authorizing an Agreement with the Natrona County Conservation District in the Amount of \$40,000.				C	
Authorizing a Contract for Professional Services with Spare Labs, Inc., in the Amount of \$34,750, for One Year of Hosted Transit Management Software Services.				C	
Authorizing the Issuance of a Taxicab Company License to Michael Donahue, d/b/a Eagle Cab, Located at 2804 Coulter Drive.					C

The Grid

A working draft of Council Meeting Agendas

May 19, 2021 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Class & Comp Review(Maybe memo)	Information Only	20 min	4:30
Budget Review	Direction Requested	2.5 hours	4:50
Approximate Ending Time:			7:20

May 25, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Wyoming State Liquor Code Changes (Memo Due)	Direction Requested	30 min	4:35
Link Drive	Direction Requested	30 min	5:05
Agenda Review		20 min	5:35
Legislative Review		20 min	5:55
Council Around the Table		10 min	6:15
Approximate Ending Time:			6:25

June 1, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Establish Public Hearing for Budget Amendment for 6/15/21	C				
Establish Public Hearing for City Budget for 6/15/21	C				
Replat Creating Harmony Hills Addition No. 3. 3rd Reading			N		
Replat Creating Kensington Heights Addition No. 3. 2nd Reading			N		
Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business). 2nd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, d/b/a Vast Broadband for the Construction and Operation of a Cable System. 2nd Reading			N		
Resolution of support for a 6th Cent Tax (tentative)				C	
Summary of Proposed Budget Submitted to Council (published in minutes)					

June 8, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Health Department Proposed Fee Schedule Changes	Direction Requested	30 min	4:35
2021 International Business Code		30 min	5:05
Agenda Review		20 min	5:35
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1
LGBTQ Safe Place			

Staff Items:

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
DEA			After July 1
GIS Demo			

Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
One Cent FY21 Cut			After Budget

Future Regular Council Meeting Items:

Bright Spot - Lemonade Day Proclamation			June 15, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021
Public Hearing: FY21 Budget Amendment			June 15, 2021

Retreat Items:

Economic Development and City Building Strategy

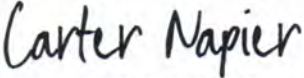
OMB Approved No. 1505-0271
Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: City of Casper Wyoming 200 North David Street Casper, Wyoming, 82601	DUNS Number: 152720140 Taxpayer Identification Number: 8360000049 Assistance Listing Number: 21.019
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

DocuSigned by:
Recipient: 
EECDEE8F39DF4C3...

Authorized Representative: Carter Napier

Title: City Manager

Date signed: 5/13/2021

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

OMB Approved No. 1505-0271
 Expiration Date: November 30, 2021

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

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agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Casper Wyoming

5/13/2021

Recipient

Date

DocuSigned by:
Carter Napier
EECDDE8F39DF4C3

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

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Summer is soon upon us. Which also means construction. How can someone find out what areas will have construction projects in progress?

Have you checked out GeoSMART before? It is a great tool that actually provides a lot of information. Property information, floodplain data, garbage & recycling depots, parks, trails and recreation info, in addition to travel and transportation with road closure info. Here is the link to the homepage:

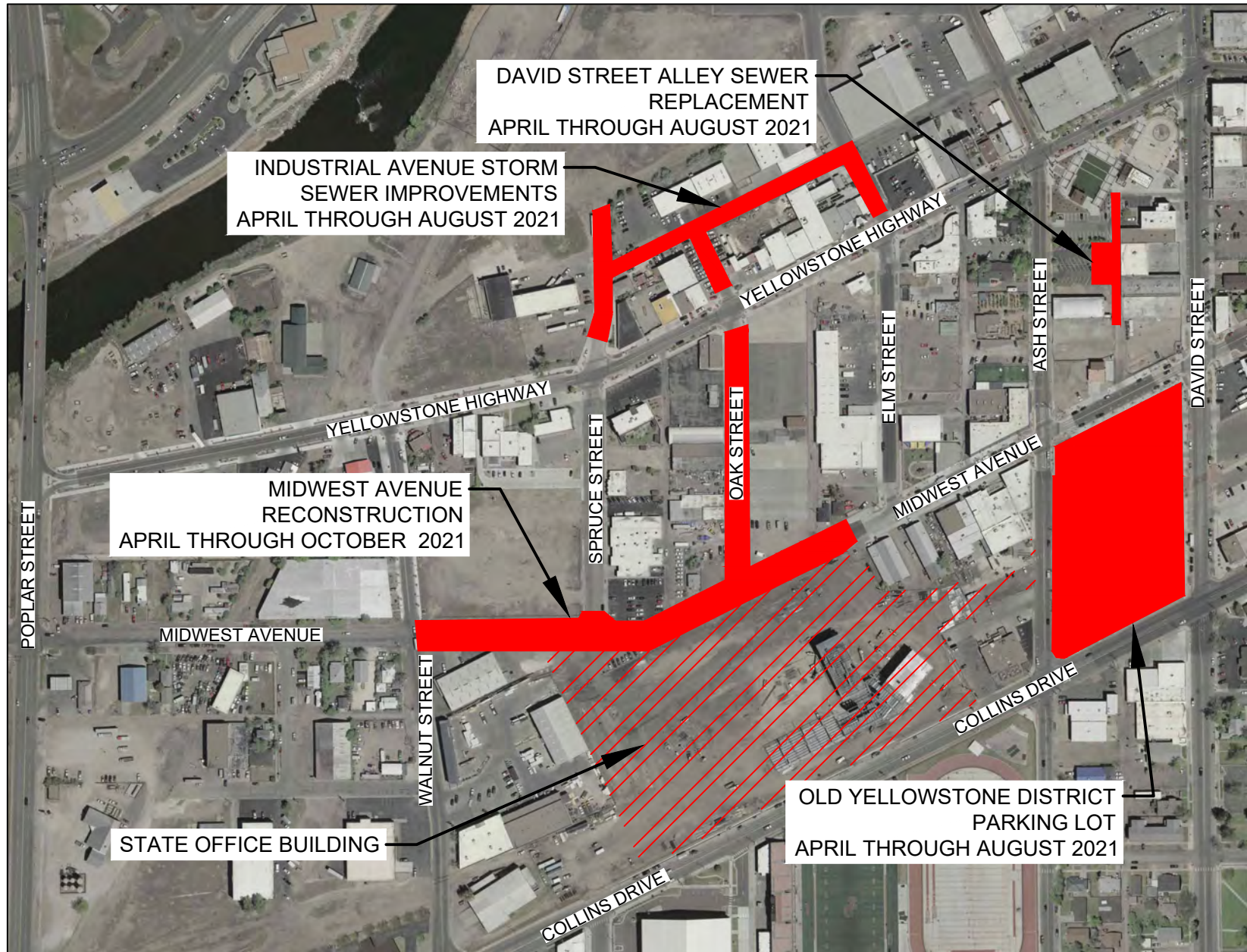
[GeoSMART Homepage](#)

But, I digress – construction.

1. GeoSMART does have a road construction layer that will show long-term closures (more than one week). Our Engineering office enters the City organization closures and other closures from traffic control permits. WYDOT's projects are streamed into our GeoSMART system when they enter them. Again, this covers projects that are long-term. Here is the link to the GeoSMART travel and transportation page:

[GeoSMART Road closures](#)

2. Short-term closures (one week or less) will be emailed to City staff by our Engineering office. I plan to start posting this information to our Facebook page, so the public will also have this information and be able to plan accordingly.
3. The end of April we provided an explanation and map of the construction projects that will be occurring this summer in the OYD. I have included it again to help refresh your memories.



From: Beth Andress <bandress@casperwy.gov>
Sent: Thursday, April 22, 2021 3:39 PM
To: CityofCasper <cityofcasper@casperwy.gov>; CityCouncil <CityCouncil@cityofcasperwy.com>
Subject: Downtown construction impacts event parking

Downtown Construction Set to Begin
Parking for events will be impacted

Blinking message boards located downtown indicate the start of construction season is just around the corner. The City of Casper is reminding residents of several construction projects which may lead to detours and impact parking for visitors this summer. Between David Street Station and business events, downtown will be bustling with activity that will also temporarily close some streets.

Work on Industrial between S Spruce Street and S Elm Street is set to begin this month and will be completed at the end of August. Construction will also take place on Midwest Ave from S Elm Street to S Walnut Street and S Oak Street from W Midwest to W Yellowstone. That project is set to be completed by the end of October. Business access will be maintained during the projects and on street parking will be restricted.

The project that will probably impact visitors the most is the rebuilding of the Old Yellowstone District parking lot—the popular lot between Collins and Midwest and Ash and David. The best bet is to try to first park in the downtown parking garage, which is just one block away, as parking in the lot will be very limited and on street parking in the area may be difficult during events. The parking lot will be closed to overnight parking for the duration of the project which is set to be complete by the end of August.

The City offers the following tips for attending downtown events this summer:

- Use Collins, Second Street, or First Street to access downtown during events—this will be the best way to detour around both construction and event related closures
- Try to park in the downtown parking garage (located on S Center between Midwest and 2nd) first to avoid circling for on street parking
- Give yourself extra time to park further from the venue or business and walk

Information of road closures and restrictions can be found at www.casperwy.gov. A map of the construction area is attached.

Beth Andress
Community Relations Coordinator
(307)235-7562

From: Justin Schilling <jschilling@wyomuni.org>

Sent: Monday, May 10, 2021 2:20 PM

Subject: ARP Guidance! Treasury Launches Coronavirus State and Local Fiscal Recovery Funds to Deliver \$350 Billion

Good Afternoon WAM!

The United States Treasury just provided the long-awaited guidance and released the \$350 billion in local government funding provided for in the American Rescue Plan (ARP). As mentioned in earlier correspondence, you will all receive half of your total allocation in approximately 30 days from now and the other half a year from now. This release from Treasury gives a high level breakdown of acceptable uses of the funds and gives the final calculated distribution amounts per community. Those resources can be found in links toward the bottom of the message. WAM will be reviewing these regulations, as we're seeing them for the first time as well, and doing our best to get as much clarification as we can so that we'll be able to help with any questions you may have. Please read through the enclosed information below and stay tuned for more information from WAM as it becomes available.

Warm regards,

Justin



U.S. Department of the Treasury

Office of Public Affairs

Press Release: FOR IMMEDIATE RELEASE

May 10, 2021

Contact: Alexandra LaManna; Press@Treasury.gov

Treasury Launches Coronavirus State and Local Fiscal Recovery Funds to Deliver \$350 Billion

Aid to state, local, territorial, and Tribal governments will help bring back jobs, address pandemic's economic fallout, and lay the foundation for a strong, equitable recovery

WASHINGTON — Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for state, local, territorial, and Tribal governments. Treasury also released details on the ways funds can be used to respond to acute pandemic-response needs, fill revenue shortfalls among state and local governments, and support the communities and populations hardest-hit by the COVID-19 crisis. Eligible state, territorial, metropolitan city, county, and Tribal governments will be able to access funding directly from the Treasury Department in the coming days to assist communities as they recover from the pandemic.

“Today is a milestone in our country’s recovery from the pandemic and its adjacent economic crisis. With this funding, communities hit hard by COVID-19 will be able to return to a semblance of normalcy; they’ll be able to rehire teachers, firefighters and other essential workers – and to help small businesses reopen safely,” said Secretary Janet L. Yellen. “There are no benefits to enduring two historic economic crises in a 13-year span, except for one: We can improve our policymaking. During the Great Recession, when cities and states were facing similar revenue shortfalls, the federal government didn’t provide enough aid to close the gap. That was an error. Insufficient relief meant that cities had to slash spending, and that austerity undermined the broader recovery. With today’s announcement, we are charting a very different – and much faster – course back to prosperity.”

While the need for services provided by state, local, territorial, and Tribal governments has increased—including setting up emergency medical facilities, standing up vaccination sites, and supporting struggling small businesses—these governments have faced significant revenue shortfalls as a result of the economic fallout from the crisis. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide services that communities rely on. Since the beginning of this crisis, state and local governments have cut over 1 million jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. Within the categories of eligible uses listed, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. In addition to allowing for flexible spending up to the level of their revenue loss, recipients can use funds to:

- Support public health expenditures**, by – among other uses – funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, mental health and substance misuse treatment and certain public health and safety personnel responding to the crisis;
- Address negative economic impacts caused by the public health emergency**, including by rehiring public sector workers, providing aid to households facing food, housing or other financial insecurity, offering small business assistance, and extending support for industries hardest hit by the crisis
- Aid the communities and populations hardest hit by the crisis**, supporting an equitable recovery by addressing not only the immediate harms of the pandemic, but its exacerbation of longstanding public health, economic and educational disparities
- Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service during the pandemic; and,
- Invest in water, sewer, and broadband infrastructure**, improving access to clean drinking water, supporting vital wastewater and stormwater infrastructure, and expanding access to broadband internet.

Insufficient federal aid and state and local austerity under similar fiscal pressures during the Great Recession and its aftermath undermined and slowed the nation’s broader recovery. The steps the Biden Administration has taken to aid state, local, territorial, and Tribal governments will create jobs and help fuel a strong recovery. And support for communities hardest-hit by this crisis can help undo racial inequities and other disparities that have held too many places back for too long.

For an overview of the Coronavirus State and Local Fiscal Recovery Funds program including an expanded use of eligible uses, see the [fact sheet](#) released today. For additional details on the state, local, territorial, and Tribal government allocations, see [the full list here](#).

For updates from Treasury Department Relief and Recovery Programs, [sign up here](#).
For more information, visit [Coronavirus State and Local Fiscal Recovery Funds](#) on Treasury.gov.

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AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, April 14, 2021

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

Present: Bob Chynoweth, Terry Lane, Reed Mersch, Amy Freye, *(Rob Hurless, Brook Kaufman, Jim DeGolia, and Khrystyn Lutz) via Star Phone

Excused Absence: Larry Madsen

Others Present: *Mr. Robert Casaceli (via Star Phone) Matt Reams (Three Crowns), and Executive Director Ms. Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:01 p.m. by Chairman Chynoweth. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes from March 10, 2021 Regular Meeting

A motion was made by Mr. Mersch and seconded by Mr. Hurless to approve the Minutes of the March 10, 2021 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of April 14, 2021 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of April 14, 2021 were presented by Mr. Lane.

A motion was made by Ms. Kaufman and seconded by Mr. DeGolia to approve the Treasurer's Report of April 14, 2021, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The March 2021 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He inquired if the Board had additional questions. No questions were asked.

Investment/Financial Committee

Mr. Lane discussed the Davidson Fund. He also introduced Mr. Robert Casaceli from Peaks Investment. Mr. Casaceli answered various questions from the Board. In comparison to

Davidson Fund, it was determined that utilizing Peaks Investments Fund could save approximately \$12,000 per year in fees for ARAJPB.

A motion was made by Mr. Lane and seconded by Mr. Mersch at to approve investing with Peaks Investment as an additional investment firm for the Board. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept Peak Investments as a new investment firm.

A motion was made by Mr. Mersch at and seconded by Mr. Hurless to initially invest One Million Dollars (\$1,000,000.00) with Peaks Investment Fund. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to allow this firm One Million Dollars of investments.

*6:26 Mr. Casaceli exits the meeting.

ARAJPB 2021-2022 Budget

Mr. Lane shared the Proposed Budget to the Board with the understanding changes could be made on the Final Budget. Mr. Lane explained that these are only assumptions, anticipating development and/or construction. “No money will be spent on development or construction until approval is received from the Board.” Mr. Lane highlighted all the changes on the budget including the option of an increase to Ms. Hahn’s salary.

A motion was made by Mr. Hurless and seconded by Ms. Kaufman to approve the Proposed Budget for 2021-2022. There were continued discussions, and upon completion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Proposed Budget as presented. (Copy of Budget on file.)

3. Committee Reports

- **Three Crowns**

Mr. DeGolia updated the Board on Three Crowns Food and Beverage Department. He informed the Board that Mr. Young from LGM will be visiting to do some training as well as guidance on a new menu.

Mr. Reams announced the course opened on April 5th and since then has had approximately 250 rounds because the weather is not cooperating. He also mentioned that Corporate Memberships are on the rise this year. Three Crowns has also met their goal of selling 14 GPS advertising spots for the carts.

- **PRC**

Ms. Lutz updated the Board on the progress and research being completed for development of shipping containers/prefab units in the PRC.

- **Refined Properties**

Mr. Mersch at reported that our Attorney, Mr. Ridgeway, suggested we sign the VROP Agreement which allows WYDOT and ARAJPB to continue negotiations, allowing WYDOT to start their Poplar Street Expansion. Mr. Mersch at stated he followed the Attorney’s advice and signed the agreement.

There is currently no interest or update on lots for sale in SCHBC.

He also mentioned that our attorney will be starting a new career. ARAJPB still plans to utilize the Williams, Porter, Day & Neville Firm with Stuart Day as our attorney.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings and office closures.

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

Ms. Lutz shared the City continues to work with WYDOT on the Poplar Street expansion. Ms. Kaufman stated the County continues to work on their budget preparations and zoning regulations.

5. Other

Ms. Hahn asked the Board if they would agree to write a letter of support to the City of Mills for their proposed business development along the river frontage requested by Wyoming Business Council.

A motion was made by Mr. Merschat and seconded by Mr. Lane to sign a letter of support for the City of Mills. The Board proceeded to vote. The motion carried with all members in attendance voting to allow the Board to write a letter of support to WBC for the City of Mills proposed development. Ms. Hahn will write the letter of support for the Board.

6. Future Meetings/Agenda

- Regular Board meeting – May 12th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Committee Meeting – May 20th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

7. Office Closures:

April 16-23rd

May 31st - Memorial Day

8. Public Comment

There was no public comment.

Executive Session

A motion was made by Mr. Lane and seconded by Mr. Hurless to enter into Executive Session to discuss personnel matters. The Board proceeded to vote. The motion carried with all members in attendance voting to accept going into Executive Session.

*Ms. Hahn and Mr. Reams exited the meeting at 6:58 p.m.

Upon completion of the Executive Session, Mr. Merschat requested that Ms. Hahn return to the meeting at 7:38 p.m. A motion was made by Mr. Lane and Mr. Chynoweth to end the Executive Session. The Board proceeded to vote. The motion carried with all members in attendance voting to exit from Executive Session. Mr. Chynoweth announced that during the Executive Session, the proposed budget was to remain the same except it was determined to add an additional \$5,000 to Ms. Hahn's compensation, and all other budgetary items were to remain the same.

9. Good of the Order

Mr. Chynoweth thanked the Board and stated "I appreciate all of you and your dedication to this Board. "You all make it so easy for me to be the Chairman".

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Kaufman to adjourn the meeting at 7:51 p.m. The motion carried with all members in attendance voting aye.

Date

Board Officer

Date

Presiding Officer



**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

Bruce Knell

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

May 18, 2021

11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) April 20, 2021 Regular Meeting *
 - b) April 20, 2021 Executive Meeting
3. Approve Vouchers – May 2021 *
4. Approve Financial Report – April 2021 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Discuss FY2022 Preliminary Wholesale Water Rate Model
 - b) Consider FY2021 Budget Amendments
 - i) FY21 WTP Operations Budget Amendment No. 1 in the amount of \$125,668 *
 - ii) FY21 Agency Budget Amendment No. 2 in the amount of \$125,668 *
 - c) Other
9. Executive Session – Discuss Potential Property Acquisition and Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – June 15, 2021

****Indicates Attachment***



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

MEETING PROCEEDINGS

April 20, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 20, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel, Knell, and Powell.

City of Casper – Cathey, Freel, Knell, Powell, Andrew Beamer, Jill Johnson, Bruce Martin, Brian Schroeder, Seth Van Wyck, Janette Brown, Andrew Colling

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, Williams, Porter, Day & Neville, P.C.; John Naquin

The Board meeting was called to order at 11:33 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the March 23, 2021 Regular and Executive meetings. A motion was made by Board Member Knell and seconded by Secretary Waters to approve the minutes from the March 23, 2021 Regular and Executive meetings. Motion put and carried with Treasurer Bertoglio and Board Member Powell abstaining from the vote.
3. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8281 for KROHNE Inc. in the amount of \$9,153.82 for Groundwater Well Turbidimeters; Voucher 8282 for Automation & Electronics, Inc. in the amount of \$20,356.20 for the WTP Raw Water Building MCC's & Switchgear Replacement, Project No. 18-078. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the April 2021 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the April 2021 voucher listing to include voucher numbers 8270 through 8282 in the amount of \$348,772.75. 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 March 2021 was 179 MG, which is 15 MG more than the five-year average of 164 MG. Mr. Martin stated that year to date production is 2.88 BG, which is 122 MG more than the five-year average of 2.75 BG.

Board Member Freel arrived at 11:33 a.m.

Mr. Martin asked the Board to reference the Balance Sheet in the monthly compilation. Mr. Martin stated that the Total Fund Balance is \$38.5 M. Mr. Martin stated that this includes \$30.7 M in Net Investment Capital Assets, \$1 M in Restricted Reserves for the WWDC Reserve Requirement, and \$6.7 M in Unrestricted Net Position, of which \$5 M is designated per the Reserve Policy, leaving \$1.7 Undesignated. Mr. Martin stated that if you take out the pre-paid expenses and inventory, it leaves approximately \$1.3 M in Undesignated funds.

Mr. Martin stated that Water Utility Charges for FY2021 is \$5,836,881, which is an increase of approximately \$415,734 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,520,850, which is approximately \$10,000 less than last year. Mr. Martin stated that this due to the timing of chemical purchases, and is right about where staff expected it to be.

Chairman King asked for a motion to approve the March 2021 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the March 2021 Financial Report as presented.

Board Member Powell asked if the Board is on track to save funds for the upcoming UV Project. Mr. Martin stated no, the Board is not on track to have the funds for the UV project, but that will be reviewed during the rate model discussion for long-term planning in the next couple of months.

Motion put and carried.

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

Mr. Schroeder stated that he will give the update for Water Distribution first. Mr. Schroeder stated that the Wardwell Tank roof has been repaired and is back in service.

Mr. Schroeder stated that the Water Distribution staff has been working on the pumps at the Pioneer and Mountain View Boosters.

Mr. Schroeder stated that Water Distribution staff took the Sandy Lake Tank out of service to be cleaned, and also replaced the tank mixer. Mr. Schroeder stated that the tank is back in service at this time.

Mr. Schroeder stated that Water Distribution staff has the seeding for the Pioneer Tank drain, but is waiting on the weather to be better before they spread it.

Mr. Schroeder stated that the chloramine residual in the distribution system is in good shape.

Mr. Schroeder stated that testing of the Raw Water MCCs was completed and the contractor was granted substantial completion. Mr. Schroeder stated that the pumps were run as part of the testing, and everything came on. Mr. Schroeder stated that there is just a little bit of work left to do.

Mr. Schroeder stated that he has been ordering chemicals so the tanks are all full when the surface water plant is turned on.

Mr. Schroeder introduced Mr. Seth Van Wyck, who is the new Lead Operator.

Mr. Schroeder stated that there are several retirements that will be taking place in the near future. Mr. Schroeder stated that Danny Tanner, Operator, will be retiring on May 3rd, and Debbie Williams, Admin. Assistant, will be retiring on Thursday. Mr. Schroeder stated that he is also retiring at the end of this week and this is his last Board meeting.

Board Member Powell asked how many years Mr. Schroeder has worked at the WTP. Mr. Schroeder stated that he has been at the WTP for 30 years. The Board thanked Mr. Schroeder for his 30 years of service and for the great work he has done over the years.

6. There was no Public Comment.

7. In Old Business:

- a. Ms. Brown handed out the annual financial disclosure letter to Treasurer Bertoglio. Ms. Brown informed him the letter must be completed and signed in open session. The financial disclosure letter was completed and signed by Treasurer Bertoglio.
- b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin stated that West Plains Engineering is under contract for the design of the WTP HVAC Chiller Replacement Project. Mr. Martin stated that the project consists of the full removal and replacement of the chiller, evaporative refrigerant condenser, chilled water system pumps, hot water heating system pumps, and system controls.

Mr. Martin stated that along with these parts of the system is the Building Management System (BMS), which is the main control panel that handles all the controls for the full system. Mr. Martin stated that the BMS is antiquated, and it is proposed to replace it at the same time as the HVAC system is replaced. Mr. Martin stated that this amendment is to include the design of the BMS in the amount of \$10,600. Mr. Martin stated that this will increase the total contract amount for design to \$21,550. Mr. Martin stated that this project was budgeted in the FY21 budget. Mr. Martin stated that replacement of the HVAC system will take place this fall.

Mr. Martin stated that Mr. Andrew Colling, with the City Engineering Department is in attendance today to answer any questions the Board may have on this amendment.

A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to approve Amendment No. 1 to the contract with West Plains Engineering, Inc. for the design of the WTP HVAC Chiller Replacement, Project No. 20-030 in the amount of \$10,600, which increased the total design contract amount to \$21,550. Motion put and carried.

- b. Mr. Martin stated that in September 2018 the Board and the Office of State Lands and Investments (OSLI) executed a Drinking Water State Revolving Fund (DWSRF) Loan Agreement in the amount of \$1.6 M for the WTP SCADA Improvements, Project No. 17-038. Mr. Martin stated that the project has been completed and at a meeting held in February the Board approved relinquishment of \$173,170.23 in remaining funds and an initial interest payment of \$27,886.64.

Mr. Martin stated that with the interest payment, OS LI awarded Principle Forgiveness in the amount of \$356,707.54 and has drafted an amended promissory note to establish a new schedule for the repayment of the principle in

the amount of \$1,070,122.23 plus interest at the rate of 2.5% per annum. Mr. Martin stated that this will put the loan into repayment with annual payments of \$68,645.27.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the Amended Promissory Note for DWSRF213 with a loan balance of \$1,070,122.23. Motion put and carried.

- c. Mr. Martin stated that at the meeting last month the Board discussed audit services for FY2021 and FY2022. Mr. Martin stated that the Board asked staff to request a proposal from Skogen, Cometto & Associates P.C. for the audits. Mr. Martin stated that the proposal from Skogen, Cometto & Associates P.C. is before the Board today for consideration.

Mr. Martin stated that the proposal is the same price as the last two years, \$30,000 per year, for a total of \$60,000 for FY2021 and FY2022. Mr. Martin stated that after the discussion last month about the costs for audits that were done for other entities by different auditing firms, he feels this is a fair deal.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2021 and FY2022 in the amount of \$30,000 per year, with a total amount of \$60,000.

Chairman King stated that he feels this is a good choice as Skogen, Cometto & Associates P.C. knows the Board's system and has treated the Board fairly in the past.

Motion put and carried.

- d. Chairman King stated that he is the Chairman of Wyoming Community Gas and will be abstaining from the discussion on Choice Gas Selection, and turned the time over to Mr. Martin.

Mr. Martin asked the Board to reference the chart for Choice Gas on the screen. Mr. Martin stated that the blue column on the top is actual costs from 2020 with the Pass-On Rate, and the other columns are the same usage with pricing from the different natural gas suppliers. Mr. Martin stated that the last column on the bottom is the Pass-On Rate. Mr. Martin stated that the Board has been on the Pass-On Rate for several years.

Treasurer Bertoglio stated that on the natural gas bills there are supply costs, which is the Choice Gas cost, and then there are distribution costs. Treasurer Bertoglio stated that the distribution costs have to be added to the price of the various suppliers. Treasurer Bertoglio stated that the Pass-On Rate is the actual total cost. Treasurer Bertoglio stated that if you strip the supply cost out of it, the

cost drops almost in half.

Treasurer Bertoglio stated that he has tracked Choice Gas since it started, and it is getting less and less transparent to people, as they are getting less information out. Treasurer Bertoglio stated that it is difficult to find the CIG Index now. Treasurer Bertoglio stated that the adder on the CIG has 3-5¢ profit.

Treasurer Bertoglio stated that you can't go from January to December because it crosses two periods. Treasurer Bertoglio stated that the Fixed Price changes in that period, from January to May 31st, then from June to December 31st is a different price. Treasurer Bertoglio stated that a good example is that right now Black Hills Energy is quoting 37.2 for the period June 1st to May 31st and the Pass-On is 34.56. Treasurer Bertoglio stated that the Pass-On Rate very rarely exceeds this price, which is based on projections, while the others have a cushion to make money. Treasurer Bertoglio stated that with the price fight that we saw this winter there might be a slight balancing of the Fixed Rates. Treasurer Bertoglio stated that in general with the Pass-On Rate, it will typically beat the Fixed Rates by 10 – 30 %.

Board Member Knell asked what is the best way to go. Treasurer Bertoglio stated that the Pass-On Rate works the best for 99% of the people as there is no profit in it, and they have to go before the Public Utilities Commission to set their prices every three months, and they have to document where they got the gas. Treasurer Bertoglio stated that for the average user, the Pass-On Rate has saved them 20% consistently, except for one year. Treasurer Bertoglio stated that the Pass-On Rate gives the best protection from crazy pricing.

Board Member Cathey asked Treasurer Bertoglio if approximately \$20,000 of the \$42,000 that was spent last year is the distribution charge that needs to be added to the pricing of all the others. Treasurer Bertoglio stated that was correct.

Board Member Knell stated that the distribution charge is almost equal to the cost of the gas. Treasurer Bertoglio stated that was correct. Board Member Knell asked if all the rest of the suppliers then have to pay Black Hills for the distribution on top of the gas price. Treasurer Bertoglio stated that was correct.

Treasurer Bertoglio stated that if you have to pick one, Wyoming Community Gas and Black Hills Energy have the best pricing.

A motion was made by Board Member Powell and seconded by Secretary Waters to stay with the Pass-On Rate for the Choice Gas Selection for 2021. Motion put and carried.

- e. Mr. Martin stated that this month the Board will review the Preliminary Budget for FY2022, and then in June it will be brought back to the Board for approval. Mr. Martin stated that the Board reviewed the capital projects in detail last month.

Mr. Martin informed the Board they could ask questions at any time during the review of the budgets.

Mr. Martin stated that staff has made serious efforts to maintain the Operations budget at FY21 levels. Mr. Martin stated that the RWS Agency Budget is driven by new and replacement capital projects more than by operational expenditures.

Mr. Martin stated that many Operations Budget line items will be status quo, or close to the FY21 budget; however, increases will be seen in the areas of personnel, chemicals, maintenance agreements, and refuse collection.

Mr. Martin stated that an increase in the Agency Budget revenues is anticipated to come from a proposed rate increase.

Mr. Martin stated the new and replacement capital expenditures in the Agency Budget generally follow the WTP capital improvement plan and recommendations in the facilities plan completed in 2017. Mr. Martin stated that the FY22 capital budget is slightly higher than that of FY21.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,099,045 – This represents an increase of \$40,353 over the FY21 budget. Health insurance costs have increased, no furloughs are anticipated, and no COLA has been included in the FY22 budget.

Board Member Knell asked if the salaries for the positions of the three retirees will stay the same. Mr. Martin stated that the salaries for the people filling those positions will be lower as they will start at the bottom of the pay scale for each position.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This amount is unchanged from the FY21 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies.
- b) Chemicals - \$800,000 – This is an increase of \$50,000 from the FY21 budget. The increase covers an increase in chemical costs and associated charges such as fuel and truck cleaning charges.

Treasurer Bertoglio asked if staff is seeing large increases in chemicals. Mr. Martin stated staff has not seen large increases in chemicals yet. Treasurer Bertoglio stated that there has been substantial increases in PVC and steel.

- c) Postage and Printing - \$1,950 – This amount is unchanged from the FY21 budget.
- d) Electricity - \$855,500 – This amount is unchanged from the FY21 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$50,000 – This amount is unchanged from the FY21 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY21 budget. Mr. Martin stated that this fuel is for the emergency generator.
- g) Maintenance/Repair (non-contract) - \$50,000 – This amount is unchanged from the FY21 budget.
- h) Employee Uniforms - \$1,000 – This amount is unchanged from the FY21 budget.

Contractual Services

- a) Professional Services - \$8,000 – This amount is unchanged from the FY21 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$43,400 – This represents a \$15,000 increase from the FY21 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 WTP staff. The ozone monitors will require outside service this FY, which is anticipated to be a \$15,000 expense.
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY21 budget.
- d) Laundry and Towel Service - \$2,000 – This amount is unchanged from the FY21 budget.
- e) Interdepartmental Services - \$286,004 – This is a decrease of \$346 from the FY21 budget. These amounts are calculated by the City Finance Department and are based on the number of employees and/or amount of work/work orders that are generated for the division, and on General Fund budgets.
 - \$19,024 – Information Technology – Increase of \$2,189
 - \$21,466 – Finance – Decrease of \$7,637
 - \$11,951 – Human Resources – Increase of \$409
 - \$5,479 – City Council – Increase of \$336
 - \$21,165 – City Manager – Increase of \$5,037
 - \$11,854 – City Attorney – Decrease of \$680
 - \$195,065 – WDG Personnel – No Change

Board Member Knell asked if the budgets will be tightened up before June. Mr. Martin stated that the budgets will be finalized before approval in June. Mr. Martin stated that these various departments do their budgets and are then allocated out for the Fiscal Year.

Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY21 budget.
- b) Insurance & Bonds - \$27,390 – This is a \$31 increase from the FY21 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 FY21 budget.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY21 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY21 budget.
- b) Refuse Collection - \$60,000 – This is an increase of \$20,000 from the FY21 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. In addition to the ponds, there is material in the drying area that needs to be disposed of.
- c) Sewer - \$400 – This amount is unchanged from the FY21 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 FY22 Operations Budget is 3.8% greater than the FY21 Operations Budget. The increases are attributable to a slight increase in personnel costs, an increase in chemical costs, the addition of ozone monitor service maintenance agreements, and an increase to refuse collection.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue - \$7,763,361 – This reflects an increase of \$443,497 over

the FY21 budget. These revenues are proportioned to each wholesale entity based on the July 2019 – June 2020 percentage of RWS production based on a five-year average of total RWS production. Mr. Martin stated that the rate model discussion will be held next month, and staff will be recommending a 5% rate increase.

- b) Interest on Investments - \$20,000 – This is a decrease of \$60,000 from FY21 based on data from the previous year.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY21 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.

Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY21 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY21 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 FY2021 and FY2022. This also includes the BusinessWorks annual update and checks.
- d) Insurance & Bonds - \$106,000 – This is an increase of \$6,000 from the FY21 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY21 budget. This is for RWS Board travel and training.

Treasurer Bertoglio asked if the Board has insurance under WARM. Mr. Martin stated that the RWS is not covered under WARM. Treasurer Bertoglio stated that if a certain percentage of revenue is made up from one entity, it could be considered a part of that entity. Ms. Johnson stated that it would be considered a component unit. Mr. Martin stated that as part of one of the agreements between the City and RWS, the Board would carry separate insurance.

Mr. Martin introduced Ms. Jill Johnson, the new City Finance Director to the Board.

Debt Service

- a) Principal Payments - \$2,150,649 – 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 #115 (Emerg. Power) - \$ 101,014
- DWSRF #129 (Zone IIB Imp.) - \$ 24,220
- DWSRF #153 (Backwash Tank) - \$ 70,053
- DWSRF #213 (PLC/SCADA) - \$ 66,471

b) Interest Expense - \$436,647 – 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 Construction) - \$ 147,496
- WWDC (Rehabilitation) - \$ 47,106
- DWSRF #115 (Emerg. Power) - \$ 51,511
- DWSRF #129 (Zone IIB Imp.) - \$ 10,650
- DWSRF #153 (Backwash Tank) - \$ 35,722
- DWSRF #213 (PLC/SCADA) - \$ 37,813

Capital – New

Mr. Martin stated that Capital was discussed in detail last month.

- a) Buildings - \$50,000 – Filter Monorail Hoist System. Install man hoist needed to make confined space entries into the filters for maintenance.
- b) Improvements Other Than Buildings - \$52,000 – 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 groundwater wells to allow for optimized flow control directly from the WTP control room.
- c) Light Equipment - \$10,000 – Shop tools and equipment needed for in-house WTP maintenance and repair.

Capital – Replacement

- a) Buildings - \$365,000 – This is for the following:
 - Security - \$25,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, etc.
 - Roof Replacement - \$300,000 – This is to replace the roofing systems

over the Actiflo area.

- Pipe Gallery Lighting Upgrades - \$15,000 – This project is to upgrade pipe gallery lighting to LED.
- Pipe Chase #2 Concrete Sealing - \$25,000 – This project is to apply sealant in the pipe chase to stop and prevent leaks.

b) Improvements Other Than Buildings - \$845,000 – This includes:

- Major Equipment and Valve Replacements - \$100,000 – This is for unanticipated equipment and valve replacements during the year.
- Groundwater Well Turbidimeter Replacement - \$30,000
- Actiflo Sand Pumps - \$45,000
- Well Pumps - \$65,000 – This will purchase three spare well pumps for the wellfield.
- Mag Meter Replacements - \$50,000 – There are multiple mag meters throughout the RWS that are failing and/or are no longer supported.
- Well Rehabilitation - \$350,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. Caisson #2 will be done in FY22.
- Surface Water High Service Pump VFD Replacement - \$100,000
- Ozone Actuated Contactor Control Valve Replacement - \$6,000
- Decant Pump Station Check Valves - \$24,000
- SW High Service Valve Actuator Replacement - \$75,000

c) Intangibles - \$80,000 – These funds are for the completion of a design report for the disinfection system upgrade project as required by EPA.

d) Light Equipment - \$100,000 – This is for the purchase of a service truck with crane, air compressor, and snow plow to replace the existing 2001 F450.

Summary

The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5%. The total amount budgeted for FY22 capital expenditures is \$1,502,000, an increase of \$322,000 from FY21. This amount is in line with what was presented to the JPB in the FY21 rate model.

Mr. Martin stated that this is the preliminary budget for FY22, and the finalized budget will be presented to the Board at the June meeting.

f. There was no Other New Business.

9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn into Executive Session at 12:13 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn from Executive Session at 12:59 p.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Board Member Cathey to open the Regular Session at 12:59 p.m. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on May 18, 2021.

A motion was made by Board Member Cathey and seconded by Board Member Freel to adjourn the meeting at 1:01 p.m. Motion put and carried.

Chairman

Secretary

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

UNAPPROVED VOUCHER LISTING

May 12, 2021

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8283	West Plains Engineering, Inc.	Capital Expense – WTP Raw Water Building MCC Replacement Project No. 18-078 PP#8	\$500.00
8284	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8285	City of Casper	Operations Reimbursement – April 2021	\$278,454.22
8286	Sage Software Inc.	BusinessWorks Annual Update	\$1,040.00
8287	Wyoming Office of State Lands and Investments	DWSRF153 Loan Payment – Alt. Backwash Water Supply Tank Project	\$105,775.10
8288	City of Casper	Loan Payment	\$127,960.40
8289	Williams, Porter, Day & Neville, P.C.	Legal Expense – C. Chapin April 2021	\$4,742.50
8290	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#11	\$909.95
8291	Maguire Iron, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement PP#3	\$177,750.00
8292	Williams, Porter, Day & Neville, P.C.	Legal Expense – A. Scott April 2021	\$3,070.00
		Total	\$708,385.00



City of Casper
200 North David Street
Casper, WY 82601

General Billing

For questions regarding this invoice, please contact us at (307) 235-8235 or email FinanceCustomerService@CasperWY.Gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	04/30/2021	1637	\$0.00	05/30/2021	\$278,454.22
LAST PAYMENT DATE	LAST PAYMENT AMOUNT	PAST DUE AMOUNT	ACCOUNT BALANCE		
04/21/2021	\$63,980.20	\$0.00	\$406,414.62		

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$278454.2200	EACH	\$278,454.22	\$0.00	\$0.00	\$278,454.22
Invoice Total:							\$278,454.22

April 2021 Operations Reimbursement

April 2021 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$160,400.79	
9020.00	Chemical Charge - O&M	\$46,366.37	
9030.00	Utilities - O&M	\$56,359.89	
9040.00	Supplies - O&M	\$6,078.31	
9060.00	Training - O&M	\$0.00	
9070.00	Major Maint, Repair, Replc - O&M	\$3,696.70	
9080.00	Testing & Lab Services - O&M	\$5,506.76	
9090.00	Other Reimbursable Costs - O&M	\$0.00	
6040.10	Consulting	\$45.40	
	300-6257 - Ops Reimb	\$278,408.82	
	300-6214 - Consulting	\$45.40	
	Invoice Total	\$278,454.22	

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing

Remit Portion

Invoice Date	04/30/2021
Invoice Number	1637
Customer Number	2784
Amount Paid	\$278,454.22
Due Date	05/30/2021
Invoice Total Due	\$278,454.22

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

000001&2021400001637&0027&45422&

City of Casper Wyoming
Expenditure Reimbursement Request
April 30, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	04/06/2021	LCAS1404213	61.55	Professional Laundry Services
ALSCO	Laundry/Towel	04/19/2021	LCAS1406757	61.55	Professional Laundry Services
BLACK HILLS ENERGY	Natural Gas	04/12/2021	RIN0030465	5,985.42	Natural Gas
BRENNTAG PACIFIC, IN	Chemicals	04/19/2021	BPI135658	10,234.40	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	04/19/2021	BPI135659	10,124.40	Ferric Chloride
CARUS CORPORATION	Chemicals	04/19/2021	SLS 10091233	14,364.00	Acti-Flo Polymer
CENTURYLINK	Communication	04/12/2021	37811	2.44	Acct # P-307-111-9950-456M
CITY OF CASPER	Refuse Collection	04/12/2021	266588	126.00	Refuse Collection
CITY OF CASPER	Sewer	04/12/2021	266588	25.79	Sewer Service
Coastal Chemical	Materials & Supplies	04/20/2021	0122725	118.33	Vehicle fuel
Creed Inspection/Intuit	Materials & Supplies	04/20/2021	39064/3101	282.50	Overhead lifting chain hoist inspection
DANA KEPNER CO. OF W	Materials & Supplies	04/06/2021	2232198-01	2,556.00	drain line repairs at Pioneer
DPC INDUSTRIES, INC.	Chemicals	04/19/2021	737001209-21	7,133.18	Sodium Hypochlorite
ENERGY LABRATORIES I	Testing	04/16/2021	385099	22.00	Lab Test Bct
ENERGY LABRATORIES I	Testing	04/16/2021	385687	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	04/20/2021	386999	57.00	Lab Test Well Mix
ENERGY LABRATORIES I	Testing	04/21/2021	387257	306.00	Lab Test TAS
ENERGY LABRATORIES I	Testing	04/19/2021	386770	2,722.00	TTHM HAA5 Lab Analysis
FERGUSON ENTERPRISES	Materials & Supplies	04/21/2021	CC420532-1	50.51	Plumbing Parts
Foremans Quality Machine & Repairs	Maint/Repairs	04/21/2021	51957; 51958	1,244.25	Mixer Repair
Foremans Quality Machine & Repairs	Maint/Repairs	04/21/2021	51959	1,995.22	Mixer Repair
GeoTec Industrial Supply	Materials & Supplies	04/20/2021	39049/38803	1,264.33	Roll straw, staples, wattles,
GRAINGER, INC.	Professional Services	04/20/2021	9871679156	322.23	New Intercom for Control room
HACH CO., CORP.	Lab Supplies	04/20/2021	12411062	1,902.98	Lab supplies
HITEK COMMUNICATIONS	Professional Services	04/16/2021	4155	135.00	Install Security Camera
Hobby Lobby	Materials & Supplies	04/16/2021	094423	39.98	Well Turbidimeters
Insurance/Bonds	Insurance/Bonds	04/06/2021		2,444.50	FY'21 INS
Internal Services	Internal Services	04/06/2021		22,459.59	FY'21 ID
Internal Services	Internal Services	04/06/2021		1,402.96	FY'21 IT
Montana Seals & Packing	Materials & Supplies	04/26/2021	39302/1059483	215.32	Pump seals
NAPA AUTO PARTS CORP	Materials & Supplies	04/19/2021	700384	9.60	Actiflo Scraper
Northwest Contractors Supply	Materials & Supplies	04/16/2021	1534818	142.47	Actiflo Parts
Other Insurance	Other Insurance	4/1/2021		244.72	Other Insurance Benefits
Other Insurance	Other Insurance	4/15/2021		-13.41	Other Insurance Benefits
Other Insurance	Other Insurance	4/29/2021		0.26	Other Insurance Benefits
Payroll	Personnel	4/1/2021		46,050.54	4/1/2021 Payroll
Payroll	Personnel	4/15/2021		40,419.59	4/15/2021 Payroll
Payroll	Personnel	4/29/2021		47,376.85	4/29/2021 Payroll
PRINTWORKS	Materials & Supplies	04/06/2021	11938	71.98	Supplies
Rocky Mountain Air	Chemicals	04/19/2021	30259703	4,510.39	Liquid Oxygen
ROCKY MOUNTAIN POWER	Electricity	04/19/2021	RIN0030469	38,771.48	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	04/19/2021	RIN0030469	11,422.07	Electricity - Tanks, Boosters, Meters
Smith's	Materials & Supplies	04/21/2021	082527	39.96	Coffee
Transfers Out	Transfers Out	04/06/2021		15.19	FY21TRX

City of Casper Wyoming
Expenditure Reimbursement Request
April 30, 2021

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
TYLER TECHNOLOGIES I	Consulting	04/14/2021	045-335876	38.40	Gems S028911 - Tyler Conversio
TYLER TECHNOLOGIES I	Consulting	04/16/2021	045-337018	7.00	Gems S028911 - Tyler Conversio
UPS	Testing	04/16/2021	00008F045W151	190.78	Ship Lab Tests
Verizon Wireless	Communication	04/26/2021	9876736703	26.69	WTP Operator Cell Phone
WARDWELL WATER & SEWER	Materials & Supplies	04/06/2021	RIN0030460	30.03	Booster Irrigation
Wind River Seed	Materials & Supplies	04/21/2021	39272/28086	904.17	Pioneer Tank drain line seeds
Wind River Seed	Materials & Supplies	04/21/2021	39273/28086	26.83	Shipping charge for seeds for Pioneer Drain Line
Xerox	Materials & Supplies	04/16/2021	013040985	203.20	Office Copier Lease
			Total	\$278,454.22	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2020-2021

Entity	Gallons of Water Produced										Year-to-Date
	4/30/2021	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	
Salt Creek JPB	1,328,040.816	1,936,061.224	1,530,293.878	1,421,197.959	2,000,391.837	2,417,363.265	3,081,829.592	3,946,861.224	6,349,170.408	6,526,368.367	30,537,578.571
Wardwell W&S	8,212,052.041	9,255,406.122	7,403,762.245	7,332,762.245	8,102,334.694	8,073,981.633	13,512,352.041	26,549,672.449	40,724,741.837	45,505,286.735	174,672,352.041
Pioneer	4,050,934.694	4,793,264.286	3,965,691.837	3,169,194.898	2,600,203.061	4,045,538.776	4,567,135.714	6,338,637.755	8,923,956.122	10,229,624.490	52,684,181.633
Poison Spider	770,357.143	845,357.143	718,826.531	602,397.959	636,275.510	617,295.918	728,469.388	1,113,877.551	2,154,285.714	2,771,836.735	10,958,979.592
33 Mile Road	752,346.939	926,530.612	933,775.510	763,673.469	627,142.857	922,142.857	775,000.000	999,591.837	1,541,428.571	1,594,846.939	9,836,479.592
Sandy Lake	959,487.755	742,542.857	576,936.735	511,419.388	782,880.612	837,366.327	971,097.959	1,277,796.939	2,415,355.102	2,618,221.429	11,693,105.102
Lakeview	126,527.551	126,070.408	116,156.122	118,098.980	118,098.980	191,061.224	242,033.673	457,433.673	910,136.735	1,006,235.714	3,411,853.061
Mile-Hi	199,231.633	196,271.429	177,289.796	159,268.367	154,638.776	194,705.102	321,000.000	489,945.918	1,129,656.122	1,046,403.061	4,068,410.204
City of Casper	153,934,463.429	161,100,525.918	136,512,164.347	141,759,538.735	150,325,755.673	148,482,127.898	200,275,371.633	341,727,526.653	654,189,861.388	667,333,140.531	2,755,640,476.204
Regional Water	(540,000.00)	(550,100.000)	(437,331.000)	(19,391.000)	(8,607.000)	(1,441,975.000)	(936,702.000)	(1,539,000.000)	(1,400,400.000)	(1,525,300.000)	(8,398,806.000)
TOTAL	169,793,442.000	179,371,930.000	151,497,566.000	155,818,161.000	165,339,115.000	164,339,608.000	223,537,588.000	381,362,344.000	716,938,192.000	737,106,664.000	3,045,104,610.000

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED:

3,933,039,105.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2020-2021

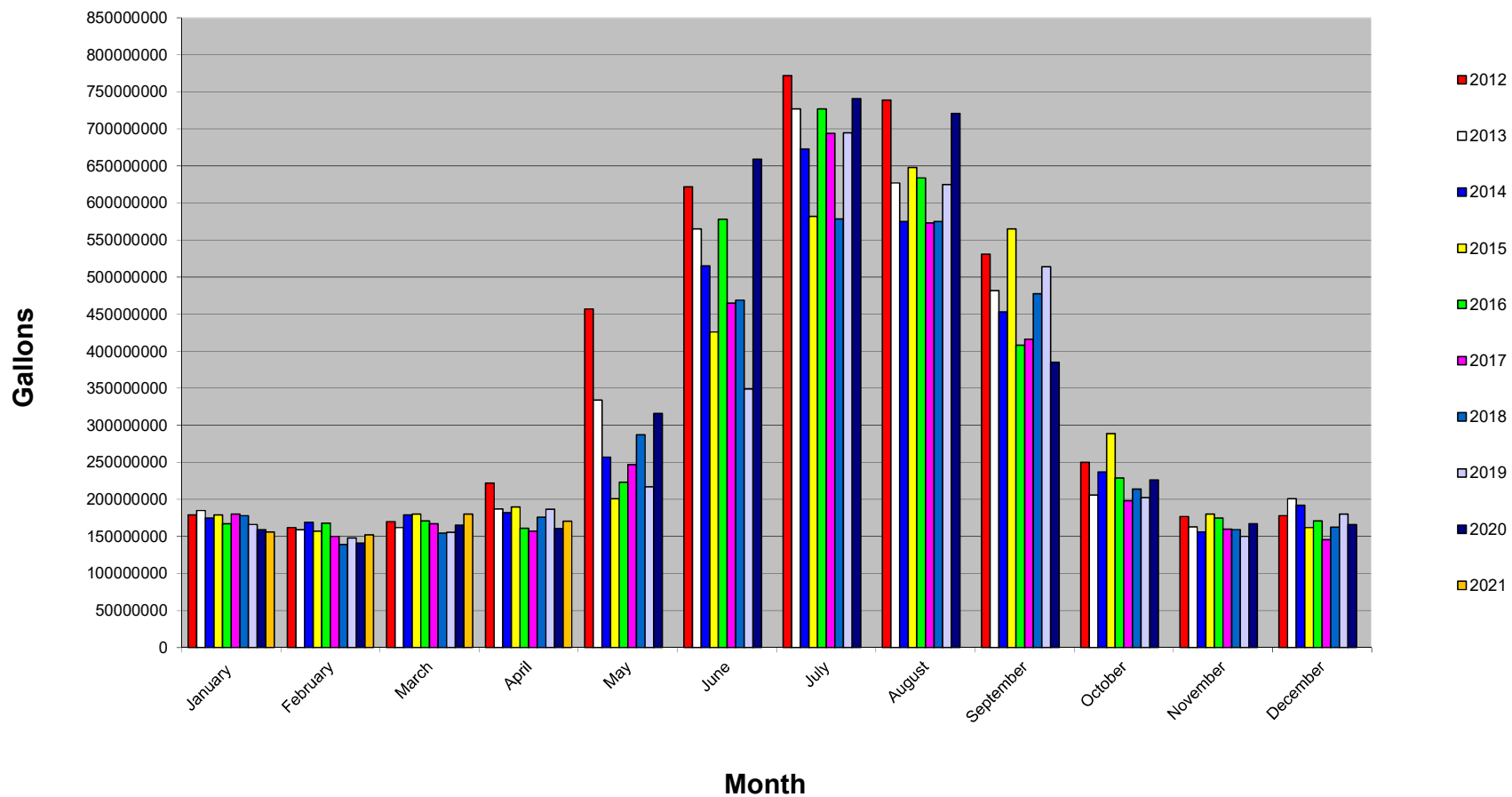
Entity	Water Rates Billed										
	4/30/2021	3/31/2021	2/28/2021	1/31/2021	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	\$ 2,695.92	\$ 3,930.20	\$ 3,106.50	\$ 2,885.03	\$ 4,060.80	\$ 4,907.25	\$ 6,256.11	\$ 8,012.13	\$ 12,888.82	\$ 13,248.53	\$ 61,991.28
Wardwell W&S	\$ 16,670.47	\$ 18,788.47	\$ 15,029.64	\$ 14,885.51	\$ 16,447.74	\$ 16,390.18	\$ 27,430.07	\$ 53,895.84	\$ 82,671.23	\$ 92,375.73	\$ 354,584.87
Pioneer	\$ 8,223.40	\$ 9,730.33	\$ 8,050.35	\$ 6,433.47	\$ 5,278.41	\$ 8,212.44	\$ 9,271.29	\$ 12,867.43	\$ 18,115.63	\$ 20,766.14	\$ 106,948.89
Poison Spider	\$ 1,563.83	\$ 1,716.08	\$ 1,459.22	\$ 1,222.87	\$ 1,291.64	\$ 1,253.11	\$ 1,478.79	\$ 2,261.17	\$ 4,373.20	\$ 5,626.83	\$ 22,246.73
33 Mile Road	\$ 1,527.26	\$ 1,880.86	\$ 1,895.56	\$ 1,550.26	\$ 1,273.10	\$ 1,871.95	\$ 1,573.25	\$ 2,029.17	\$ 3,129.10	\$ 3,237.54	\$ 19,968.05
Sandy Lake	\$ 1,947.76	\$ 1,507.36	\$ 1,171.18	\$ 1,038.18	\$ 1,589.25	\$ 1,699.85	\$ 1,971.33	\$ 2,593.93	\$ 4,903.17	\$ 5,314.99	\$ 23,737.00
Lakeview	\$ 256.85	\$ 255.92	\$ 235.80	\$ 239.74	\$ 239.74	\$ 387.85	\$ 491.33	\$ 928.59	\$ 1,847.58	\$ 2,042.66	\$ 6,926.06
Mile-Hi	\$ 404.44	\$ 398.43	\$ 359.90	\$ 323.31	\$ 313.92	\$ 395.25	\$ 651.63	\$ 994.59	\$ 2,293.20	\$ 2,124.20	\$ 8,258.87
City of Casper	\$ 312,486.96	\$ 327,034.07	\$ 277,119.69	\$ 287,771.86	\$ 305,161.28	\$ 301,418.72	\$ 406,559.00	\$ 693,706.88	\$ 1,328,005.42	\$ 1,354,686.28	\$ 5,593,950.17
Regional Water	\$ (1,096.20)	\$ (1,116.70)	\$ (887.78)	\$ (39.36)	\$ (17.47)	\$ (2,927.21)	\$ (1,901.51)	\$ (3,124.17)	\$ (2,842.81)	\$ (3,096.36)	\$ (17,049.57)
TOTAL	\$344,680.69	\$364,125.02	\$307,540.06	\$316,310.87	\$335,638.41	\$333,609.40	\$453,781.30	\$774,165.56	\$1,455,384.53	\$1,496,326.53	\$6,181,562.36

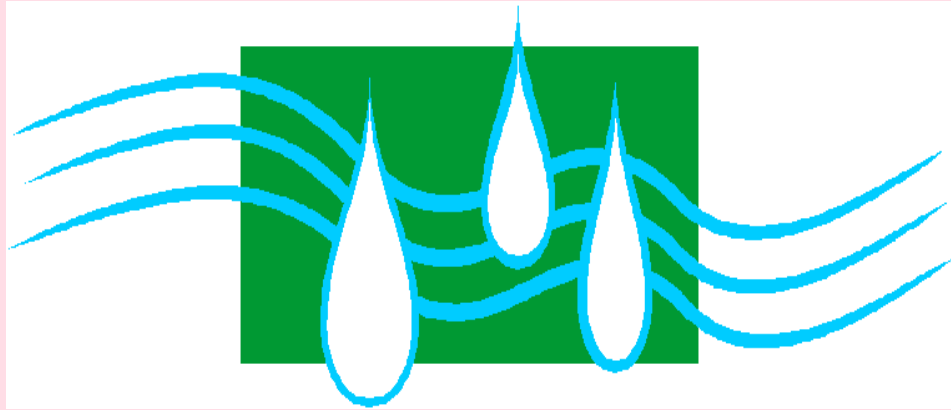
TOTAL PRIOR YEAR (FY2020) BILLING:

\$ 7,590,424.53

*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

April 30, 2021

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2021 Period 10 (as of April 30, 2021)

Account Number	Description	Account Balance
Consolidated Funds		
Assets	Total Assets	52,692,885
<u>1000</u>	WGIF Investments	534,717.37
<u>1010</u>	Cash Allocation	5,657,053.39
	Restricted Cash	1,000,000.00
<u>1200</u>	Accounts Receivable	360,755
<u>1230</u>	Grants Receivable	-
<u>1400</u>	Inventory	419,090
<u>1600</u>	Prepaid Expense	38,996
<u>1710</u>	Land	580,874
<u>1720</u>	Buildings	48,058,416
<u>1725</u>	Accumulated Depreciation - Bld	(36,938,782)
<u>1730</u>	Improvements Other Than Bldgs	37,922,916
<u>1735</u>	AD Improve. Non Bldg	(10,146,410)
<u>1740</u>	Machinery & Equip - Light	1,027,301
<u>1745</u>	AD Machinery & Equip. - Light	(749,037)
<u>1780</u>	Construction In Progress	4,926,995
Liabilities	Total Liabilities	(14,296,120)
<u>2010</u>	Vouchers/Account Payable	(278,454)
<u>2020</u>	Retainage Payable	(42,758)
<u>2030</u>	Accrued Wages Payable	(21,556)
<u>2040</u>	Leaves Payable	(55,507)
<u>2070</u>	Interest Payable	(83,933)
<u>2080</u>	Notes Payable - Current	(2,082,197)
<u>2510</u>	Notes/Loans Payable - Non Cur	(11,731,715)
Fund Balance	Total Fund Balance	(38,396,766)
<u>3000</u>	Net Investment in Capital Assets	(30,868,362)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
<u>3010</u>	Unrestricted Net Position	(6,528,404)
Total Liabilities + Fund Balance		(52,692,885)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Ten Months YTD as of April 30, 2021

	2019	2020	2021
Revenue	\$6,013,415	\$6,960,880	\$6,559,494
4220 - State Grants	\$655,496.47	\$949,257.90	\$168,056.98
4501 - Interest Earned	\$98,810.42	\$75,551.83	\$2,091.67
4504 - Contributions	\$0.00	\$0.00	\$0.00
4505 - Misc. Revenue	(\$0.09)	\$622.79	\$15,266.21
4601 - Water Utility Charges	\$5,157,974.09	\$5,728,717.12	\$6,181,562.37
4650 - System Development Charges	\$101,134.00	\$206,730.00	\$192,517.00
Expense	\$5,855,676	\$7,465,725	\$6,076,839
6212 - Legal Services	\$12,915.60	\$31,325.32	\$3,675.00
6213 - Investment Services	\$150.00	\$175.40	\$363.00
6214 - Consulting Services	\$15,119.58	\$4,232.27	\$4,859.99
6215 - Acctg/Audit Services	\$30,344.99	\$30,000.00	\$30,000.00
6255 - Other Contractual	\$1,750.00	\$750.00	\$750.00
6257 - Reimbursable Contract Exp.	\$2,431,215.75	\$2,634,745.89	\$2,799,290.66
6303 - Buildings	\$390,419.34	\$78,781.19	\$55,803.40
6305 - Improvements Other Than Bldgs	\$788,488.83	\$2,603,901.93	\$561,208.11
6307 - Intangibles	\$16,595.64	\$0.00	\$0.00
6311 - Light Equipment	\$9,750.00	\$1,301.11	\$6,272.88
6312 - Light Equipment - Replacement	(\$0.03)	\$0.00	\$0.00
6321 - Technology - Replacement	\$14,049.83	\$2,868.68	\$3,123.00
6501 - Principal	\$0.00	\$0.00	\$0.00
6510 - Interest	\$1,595,385.43	\$1,709,408.61	\$2,200,311.28
6745 - Contribution Expense	\$478,614.21	\$292,532.88	\$333,074.80
6780 - Insurance/Bonds	\$70,876.47	\$75,701.28	\$78,106.75
Net Income:	\$157,739	-\$504,845	\$482,655

BUDGET COMPARISON

As of April 30, 2021

83% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL		YET TO BE COLLECTED	% REC'D
4220	State Grants	0	0	0	-168,056.98	0.00	168,057	100.00%
4501	Interest Earned	-80,000	0	-80,000	-2,091.67	0.00	-77,908	2.61%
4505	Misc. Revenue	-50	0	-50	-15,266.21	0.00	15,216	30532.42%
4601	Water Utility Charges	-7,319,864	0	-7,319,864	-6,181,562.37	0.00	-1,138,302	84.45%
4650	System Development Charges	-245,000	0	-245,000	-192,517.00	0.00	-52,483	78.58%
TOTAL REVENUES		\$ (7,644,914)	\$ -	\$ (7,644,914)	\$ (6,559,494)	\$ -	\$ (1,085,420)	85.80%

		ORIGINAL BUDGET	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBERED	AVAILABLE BUDGET	% USED
6212	Legal Services	30,000	0	30,000	3,675.00	0.00	26,325	12.25%
6213	Investment Services	1,500	0	1,500	363.00	0.00	1,137	24.20%
6214	Consulting Services	15,000	0	15,000	4,859.99	0.00	10,140	32.40%
6215	Acctg/Audit Services	32,000	0	32,000	30,000.00	0.00	2,000	93.75%
6255	Other Contractual	3,000	0	3,000	750.00	0.00	2,250	25.00%
6257	Reimbursable Contract Exp.	3,352,237	0	3,352,237	2,799,290.66	0.00	831,401	83.51%
6303	Buildings - New	260,000	148,519	408,519	55,803.40	126,594.89	226,121	13.66%
6305	Improvements Other Than Bldgs	904,000	2,042,430	2,946,430	561,208.11	1,698,580.92	686,641	19.05%
6307	Intanibles - New	0	40,000	40,000	0.00	0.00	40,000	0.00%
6311	Light Equipment - New	10,000	0	10,000	6,272.88	0.00	3,727	62.73%
6320	Technology - Capital	6,000	0	6,000	0.00	0.00	6,000	100.00%
6321	Technology - Replacement	0	3,123	3,123	3,123.00	0.00	0	100.00%
6501	Principal	2,144,286	0	2,144,286	2,200,311.28	0.00	-56,025	102.61%
6510	Interest	441,361	0	441,361	333,074.80	0.00	108,286	100.00%
6720	Travel/Training	2,000	0	2,000	0.00	0.00	2,000	0.00%
6780	Insurance/Bonds	100,000	0	100,000	78,106.75	0.00	21,893	78.11%
TOTAL EXPENDITURES		\$ 7,301,384	\$ 2,234,072	\$ 9,535,456	\$ 6,076,839	\$ 1,825,176	\$ 1,911,895	63.73%

TOTAL REVENUE OVER/(UNDER) EXPENSE \$ 343,530 \$ (2,234,072) \$ (1,890,542) \$ 482,655 \$ (1,825,176) \$ (826,476)



Central Wyoming Regional Water System
Joint Powers Board
Operations Budget Amendment
Fiscal Year 2021

Date: May 18, 2021

It is necessary to increase the FY2021 Operations Budget to cover CARES Act Funding for Personnel, additional Personnel costs, and increased costs of chemicals.

Revenue:

Intergovernmental Reimb. 202-4242	\$125,668.00
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Expenses:

Personnel	\$12,800.00
Chemicals	\$100,000.00
Casper Budget Amendment No. 4	\$12,868.00

Original FY21 Operations Budget Amount	\$3,352,237.00
Encumbered Contracts	\$19,908.00
Amendment Amount	\$125,668.00
Amended FY21 Operations Budget Amount	\$3,497,813.00

Approved by Joint Powers Board:

Date: May 18, 2021

Chairman

Treasurer

Agenda Item
8 b i

RESOLUTION NO. 21-28

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021						
(FOURTH AMENDMENT TO THE ORIGINAL ADOPTED BUDGET)						
Section 1. The originally adopted Fiscal Year 2021 budget is amended as set out herein and in the detail by fund type and activity that supports this resolution.						
		Total Budget As Certified	Current Budget As Amended	Amendment BA #4	Total Budget As Amended	Amendment #4 Funding Source(s)
General Fund Expenditures & Other Financing Uses						
Public Safety (502)	101	24,563,302	24,688,862	159,795	24,848,657	CARES Act Fund trans
Public Works (503)	101	3,684,159	3,738,897	19,510	3,758,407	CARES Act Fund transfer
Health and Social Services (504)	101	1,028,612	2,747,026		2,747,026	
Culture and Recreation (505)	101	2,749,884	2,753,245	19,038	2,772,283	CARES Act Fund transfer
General Government (501)	101	9,588,443	9,832,861	146,982	9,979,843	CARES; \$6.6k grant; \$36,883 GF cash
Transfers Out	101	4,499,175	4,499,175	11,124,717	15,623,892	Available fund balance
Total GF Activity Expenditures	101	46,113,576	48,260,066	11,470,042	59,730,109	
Business Type / Enterprises						
River Fund	106	63,402	201,567	0	201,567	
Cares Act Fund	107	0	0	1,513,434	1,513,434	Available fund balance
Weed & Pest	110	689,810	689,810	2,808	692,618	CARES ACT fund transfer
CDBG	111	0	18,531	0	18,531	
Revolving Land Fund	113	42,462	42,462	890,000	932,462	Available fund balance
Perpetual Care	103	514,781	771,851	1,390,184	2,162,035	Available fund balance
Police Grants	114	421,566	421,566	9,190	430,756	\$8,326 grant; bal. CARES fund transfer
Special Fire Assistance	112	75,000	196,767	0	196,767	
CATC	115	2,720,846	2,722,646	0	2,722,646	
MPO	116	1,159,703	1,257,090	3,114	1,260,204	CARES ACT fund transfer
Local Assessment Districts	104	160	160	1,744,306	1,744,466	\$67k new rev; balance avail.fund balance
Capital Projects	150	8,710,310	27,005,579	4,401,530	31,407,109	Transfers; new rev.; available fund balance
Opportunities Fund	102	1,004,922	1,164,922	314,533	1,479,455	Available fund balance
Water	201	14,936,837	20,469,817	53,493	20,523,310	\$29,693 Cares fund; \$23,800 fund bal.
Sewer	203	6,812,274	8,395,591	36,350	8,431,941	\$13,250 Cares fund; \$23,100 fund bal.
WWTP	204	13,575,565	18,523,055	18,165	18,541,220	CARES ACT fund transfer
Refuse Collection	205	7,441,384	9,296,845	246,372	9,543,217	\$23,805 Cares fund; \$222,567 fund bal.
Balefill	206	7,423,524	12,686,979	42,446	12,729,425	\$21,419 Cares fund; \$121,627 fund bal.
Aquatics	221	761,071	1,055,096	2,043	1,057,139	CARES ACT fund transfer
Golf Course	222	855,049	859,244	74,049	933,293	\$4,049 Cares fund; \$70k fund balance
Ice Arena	223	505,653	509,469	2,044	511,513	CARES ACT fund transfer
Hogedon	225	867,605	870,178	4,610	874,788	CARES ACT fund transfer
Casper Events Center	226	886,836	886,836	171,997	1,058,833	CARES ACT fund transfer
Parking	227	117,240	123,877	0	123,877	
PSCC	117	2,721,891	2,917,329	31,072	2,948,402	\$17,072 Cares fund; \$14k avail fund bal.
GWR Water System	202	3,352,237	3,372,145	12,868	3,385,013	CARES ACT fund transfer
Casper Recreation Center	224	1,491,164	1,491,418	6,371	1,497,789	CARES ACT fund transfer
Redevelop Loan Fund	130	50,000	50,000		50,000	
Fleet Maintenance	251	2,384,527	2,384,654	11,285	2,395,939	CARES ACT fund transfer
Buildings & Structures	252	1,026,475	1,040,990	5,928	1,046,918	CARES ACT fund transfer
Employee Health Insurance	253	2,364,525	2,364,525	0	2,364,525	
Property and Liability Insurance	254	1,867,320	1,972,588	638,837	2,611,425	\$3,837 Cares;\$352k reimb;\$283k fund bal.
Metro Animal Shelter	105	1,426,918	1,450,638	7,337	1,457,975	CARES ACT fund transfer
Total Gov Activities & Business Expenditures		132,384,633	173,474,292	23,104,409	196,578,701	

The Governing Body of the City of Casper hereby approves and adopts this "Fourth Amendment" to the fiscal year 2020-21 original adopted budget.

Passed this 16th day of March, 2021
(Day) (month/year)

APPROVED AS TO FORM:

ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor



Central Wyoming Regional Water System
Joint Powers Board
Agency Budget Amendment No. 2
Fiscal Year 2012

Date: May 18, 2021

Request One Hundred Twenty-Five Thousand Six Hundred Sixty-Eight Dollars (\$125,668) increase for the purpose of covering increased Personnel and Chemical costs in the Operations Budget.

Reimbursement Contract Expense 300-6257	\$125,668.00
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The Fiscal Year 2021 Agency Budget Amendment requested is a not to exceed amount of \$125,668.00

Original FY21 Agency Budget Amount	\$7,301,384.00
Revised FY21 Agency Budget Amount	\$7,341,384.00
Amendment No. 2 Amount	\$125,668.00
Amended FY21 Agency Budget Amount	\$7,467,052.00

Approved by Joint Powers Board:

Date: May 18, 2021

Chairman

Treasurer



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, May 12, 2021
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|---|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T. Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
April 2021 Board Minutes | T. Schenk |
| V. | Financials (DDA & David Street Station)
A) April 2021 Reports
B) May 2021 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Spring Ring Recap (\$8,000 leading up; \$40,000 day of; 25k grant)
-Taco Fest Recap (+\$8,000; 44% increase from 2019)
-Ice Rink Chiller
250-300k
-Fundraising Plan
Close the gap; Grants, Sept Golf tourney – 20k
-Board Members
Critter & Deb 6/30/2021
-Executive Committee
Tim, Nick, Shawn, Pete
-Budget
Review/June vote/July hearing
-Mill-Levy prep/election-- Nov 2021 | K.Hawley |
| VII. | Committee Reports
Shawn – Event Center/City Funding question | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting June 9, 2021

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority
Board Meeting Minutes
April 14, 2021
11:30 a.m.

I. Call Meeting to Order

Present through Zoom: Tim Schenk, Kerstin Ellis, Nicholas Grooms, Pete Fazio, Kyle Gamroth, Shawn Houck, Will Reese

Staff: Kevin Hawley, Jackie Landess, Brooke Montgomery, Abbey Kersenbrock

Guests: Liz Belcher

Excused: Critter Murray, Deb Clark, Tony Hager, Ryan McIntyre

II. Public Comments:

III. City Report:

- A. Kyle Gamroth
 - Development to the downtown area, currently hiring for CATC, job fair will be this Friday
- B. Liz Belcher
 - Transit service will be re-branded, not many changes will be made besides that, routes will stay the same.
 - Last Friday, issued RFP for the downtown Casper one-way to two-way conversion study. Seeing if community wants it to become a two-way lane once again. RFPs are due end of April, consultant will be selected early May.
 - Goodstein lot will be re-surfaced, north lot and south lot completion date expected July 30th. Knife River is the contractor. They will only be working Monday-Friday.
 - Midwest Avenue reconstruction will not be completed until October.
 - New storm drain will be put in on Industrial Ave.
 - The alley south from David Street Station, is having the entire sewer replaced starting in June until mid-August.

IV. Approval of February 2021 Board Meeting Minutes

Motion, Second, Passed (Nicholas Grooms, Kerstin Ellis) (All Approved)

V. Financials – Nicholas Grooms

- February and March financials are in packet, with profit and loss, as well as payments.
- Normal overhead and payroll expenses.

Approval of February/March 2021 DDA & DSS Financial Reports & March/April Payments

Motion, Second, Passed (Nicholas Grooms, Kerstin Ellis) (All Approved)

VI. Director's Report - Kevin Hawley

- Update on expenses:
 - DDA side we will have spring/summer flowers with Galles Greenhouse as an expense. Our deal is to purchase flowers at cost and will have volunteers to help with the planting of the flowers.
 - There is a \$2,500 repair cost on our tractor, and we are looking into purchasing a scissor lift for a one-time cost

- We need to do new mulch and clean up the landscaping beds this summer. We have also lost trees and are looking into updating the landscaping.
- We plan to shift a \$500 sponsorship to DCBA for their Crazy Days event
- Ice rink chiller – still working on bids and seeing how to obtain a permanent chiller for our ice rink.
- Sponsorships for events, we’ve brought in \$94,000 in confirmed sponsorships for this summer. We are waiting on other sponsorship amounts as well and appreciate the support of our DDA board members for their contributions
- Received a \$25,000 Natrona County Recreations Joint Powers Board grant
- Tony Hagar has decided to donate \$7,000 mattress so we can figure out how to raffle it off
- Spring Ring Update - we will be creating a social media wave to bring in smaller donations. The other component is that current and previous board members can take part in calling their network, friends and family to try and bring in donations for DSS

VII. Committee Reports –

- A.) Executive Committee** – Tim Schenk
- B.) MARCOM Committee** – Shawn Houck
- C.) David Street Station** – Jackie Landess
- D.) Finance Committee** – Nick Grooms
- E.) Infrastructure** – Tim Schenk
- F.) Governance** – Will Reese

Comments:

Motion to adjourn at approximately 12:13 PM

Motion, Second, Passed (Shawn Houck, Will Reese)

Action Items:

Approved by:

Secretary’s Signature: _____/Date: _____

Board Member’s Signature: _____/Date: _____

Casper Downtown Development Authority

Balance Sheet

As of April 30, 2021

	DDA-Balance	Apr 30, 21
ASSETS		
Current Assets		
Checking/Savings		
CHECKING		7,285.35
NOW Acct		197,781.90
Total Checking/Savings		205,067.25
Other Current Assets		
Due from Parking Garage		-5,035.12
Total Other Current Assets		-5,035.12
Total Current Assets		200,032.13
TOTAL ASSETS		200,032.13
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		8,145.22
Total Other Current Liabilities		8,145.22
Total Current Liabilities		8,145.22
Total Liabilities		8,145.22
Equity		
Opening Bal Equity		382,324.44
Unrestricted Net Assets		-168,351.43
Net Income		-22,086.10
Total Equity		191,886.91
TOTAL LIABILITIES & EQUITY		200,032.13

Casper Downtown Development Authority

Profit & Loss

April 2021

DDA-PL	Apr 21
Ordinary Income/Expense	
Income	
DSS Fund Transfer	20,000.00
ACCT. INTEREST	1.75
ASSESSMENTS	770.03
Total Income	20,771.78
Expense	
ADMINISTRATIVE	
Payroll Expense	763.02
Incentives	0.00
Director's Salary	6,250.02
Social Security	1,331.95
Unemployment Insurance	54.37
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	8,474.36
MARKETING-COMMUNICATIONS	119.88
MISCELLANEOUS	
Service Chg	31.25
Total MISCELLANEOUS	31.25
OPERATIONS	
Office Automation	139.89
Music Service	50.00
Office Equipment	1,088.77
Office Rent	2,650.00
Total OPERATIONS	3,928.66
Payroll Expenses	11,161.02
Total Expense	23,715.17
Net Ordinary Income	-2,943.39
Net Income	-2,943.39

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2020 through April 2021

DDA-Budget	TOTAL											Budget	\$ Over Budget	% of Budget
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	Jul '20 - Apr 21			
Ordinary Income/Expense														
Income														
DSS Fund Transfer	0.00	35,000.00	30,000.00	20,000.00	15,000.00	15,000.00	0.00	0.00	0.00	20,000.00	135,000.00	0.00	135,000.00	100.0%
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	1.88	1.79	1.72	1.72	1.76	2.04	1.95	1.80	2.01	1.75	18.42	250.00	-231.58	7.37%
ASSESSMENTS	6,571.29	445.94	0.00	2,071.27	20,004.71	48,519.87	24,995.35	18,027.86	185.49	770.03	121,591.81	157,595.00	-36,003.19	77.16%
Misc.	0.00	0.00	0.00	0.00	0.00	723.50	0.00	0.00	0.00	0.00	723.50	0.00	723.50	100.0%
Total Income	6,573.17	37,447.73	30,001.72	22,072.99	35,006.47	64,245.41	24,997.30	18,029.66	187.50	20,771.78	259,333.73	159,845.00	99,488.73	162.24%
Expense														
ADMINISTRATIVE														
Payroll Expense	0.00	0.00	0.00	104.53	0.00	0.00	745.04	0.00	0.00	763.02	1,612.59			
Payroll Allocation to DSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
Incentives	0.00	0.00	0.00	0.00	0.00	3,000.00	4,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00	100.0%
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	62,500.20	75,000.00	-12,499.80	83.33%
Social Security	1,227.39	1,560.56	1,396.48	1,344.87	1,330.81	1,837.52	2,307.47	1,319.62	1,319.63	1,331.95	14,976.30	8,000.00	6,976.30	187.2%
Unemployment Insurance	50.57	82.49	72.01	32.17	27.45	68.29	264.04	114.67	62.64	54.37	828.70	0.00	828.70	100.0%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	750.00	900.00	-150.00	83.33%
Total ADMINISTRATIVE	7,602.98	7,968.07	7,793.51	7,806.59	7,683.28	11,230.83	13,641.57	7,759.31	7,707.29	8,474.36	87,667.79	90,300.00	-2,632.21	97.09%
MARKETING-COMMUNICATIONS														
Media Expenditures	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	16,000.00	-15,950.00	0.31%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	28.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.66	3,000.00	-2,971.34	0.96%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	0.00	0.00	1,489.91	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	5,489.91	7,500.00	-2,010.09	73.2%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
MARKETING-COMMUNICATIONS -	158.86	50.00	0.00	0.00	0.00	0.00	0.00	0.00	131.24	119.88	459.98	0.00	459.98	100.0%
Total MARKETING-COMMUNICATIONS	158.86	50.00	0.00	0.00	0.00	0.00	0.00	0.00	131.24	119.88	459.98	0.00	459.98	100.0%
MISCELLANEOUS														
Service Chg	0.00	0.00	0.00	0.00	3.00	56.50	43.50	29.50	29.50	31.25	193.25			
Total MISCELLANEOUS	0.00	0.00	0.00	0.00	3.00	56.50	43.50	29.50	29.50	31.25	193.25			
OPERATIONS														
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Accountant/Bookkeeper	0.00	610.00	0.00	0.00	867.50	0.00	0.00	1,360.00	0.00	0.00	2,837.50	2,500.00	337.50	113.5%
Board Mtg. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	0.00	0.00	378.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	878.00	1,600.00	-722.00	54.88%
Planters	0.00	16,430.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,430.60	10,500.00	5,930.60	156.48%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Insurance/Bonding	4,425.63	0.00	0.00	-546.00	0.00	0.00	0.00	0.00	0.00	0.00	3,879.63	4,000.00	-120.37	96.99%
Office Automation	139.89	283.64	139.89	139.89	139.89	139.89	644.79	139.89	139.89	139.89	2,047.55	3,000.00	-952.45	68.25%
Music Service	100.00	0.00	50.00	0.00	50.00	50.00	0.00	100.00	50.00	50.00	450.00	600.00	-150.00	75.0%
Office Equipment	96.83	0.00	0.00	112.71	0.00	0.00	195.10	0.00	0.00	1,088.77	1,493.41	3,500.00	-2,006.59	42.67%
Office Rent	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	26,500.00	31,800.00	-5,300.00	83.33%
Office Supplies	0.00	0.00	4.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.41	2,000.00	-1,995.59	0.22%
Pigeon Control	0.00	0.00	0.00	0.00	1,642.64	0.00	0.00	0.00	0.00	0.00	1,642.64	5,000.00	-3,357.36	32.85%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OPERATIONS - Other	199.16	0.00	4,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,899.16	0.00	4,899.16	100.0%
Total OPERATIONS	7,611.51	19,974.24	7,922.30	2,356.60	5,850.03	2,839.89	3,489.89	4,249.89	2,839.89	3,928.66	61,062.90	77,300.00	-16,237.10	79.0%
Payroll Expenses	9,794.03	14,149.79	12,004.72	11,330.02	11,146.02	14,770.01	19,912.69	11,000.02	11,000.02	11,161.02	126,268.34			
Total Expense	25,196.04	42,142.10	29,210.44	21,543.21	28,682.33	28,697.23	37,087.65	23,038.72	21,707.94	23,715.17	281,220.83	200,600.00	80,620.83	140.19%
Net Ordinary Income	-18,622.87	-4,694.37	791.28	529.78	6,324.14	35,348.18	-12,090.35	-5,009.06	-21,520.44	-2,943.39	-21,887.10	-40,755.00	18,867.90	53.7%
Other Income/Expense														
Other Expense														
Bank Service Charge	0.00	159.00	30.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00	0.00	199.00	100.0%
Total Other Expense	0.00	159.00	30.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00	0.00	199.00	100.0%
Net Other Income	0.00	-159.00	-30.00	-10.00	0.00	0.00	0.00	0.00	0.00	0.00	-199.00	0.00	-199.00	100.0%
Net Income	-18,622.87	-4,853.37	761.28	519.78	6,324.14	35,348.18	-12,090.35	-5,009.06	-21,520.44	-2,943.39	-22,086.10	-40,755.00	18,668.90	54.19%

Casper Downtown Development Authority Transaction Detail by Account

April 2021

DDA-April Transactions

Type	Date	Num	Name	Amount	Balance
CHECKING					
Liability Check	04/01/2021		IRS USA TAXPYMNT	-1,914.64	-1,914.64
Liability Check	04/07/2021		IRS USA TAXPYMNT	-24.66	-1,939.30
Bill Pmt -Check	04/08/2021	6064	Charter Communications	-139.89	-2,079.19
Bill Pmt -Check	04/08/2021	6065	FIB - MASTERCARD	-119.88	-2,199.07
Bill Pmt -Check	04/08/2021	6066	Commerical Audio Video Front Range	-50.00	-2,249.07
Bill Pmt -Check	04/08/2021	6067	Ricoh USA, Inc	-105.25	-2,354.32
Bill Pmt -Check	04/08/2021	6068	Walsh Property Management	-2,650.00	-5,004.32
Bill Pmt -Check	04/08/2021	6069	Ricoh USA, Inc	-983.52	-5,987.84
Paycheck	04/09/2021		Aydan Bullard	-93.26	-6,081.10
Paycheck	04/09/2021		Kade R Taheri	-55.41	-6,136.51
Deposit	04/14/2021			20,000.00	13,863.49
Liability Check	04/14/2021		IRS USA TAXPYMNT	-1,914.62	11,948.87
Paycheck	04/15/2021		Kevin Hawley	-2,626.45	9,322.42
Paycheck	04/15/2021		Abbey Kersenbrock	-1,389.17	7,933.25
Paycheck	04/15/2021		Brooke C. Montgomery	-1,438.17	6,495.08
Paycheck	04/15/2021		Jaclyn A Landess	-1,953.92	4,541.16
Deposit	04/19/2021			770.03	5,311.19
Bill Pmt -Check	04/28/2021	6070	WYOMING DEPARTMENT OF WORKFORCE	-763.02	4,548.17
Paycheck	04/30/2021		Kevin Hawley	-2,626.45	1,921.72
Paycheck	04/30/2021		Abbey Kersenbrock	-1,389.17	532.55
Paycheck	04/30/2021		Brooke C. Montgomery	-1,438.17	-905.62
Paycheck	04/30/2021		Jaclyn A Landess	-1,953.92	-2,859.54
Check	04/30/2021			-31.25	-2,890.79
Deposit	04/30/2021			0.12	-2,890.67
Total CHECKING				-2,890.67	-2,890.67
NOW Acct					
Deposit	04/30/2021			1.63	1.63
Total NOW Acct				1.63	1.63
TOTAL				-2,889.04	-2,889.04

Casper Downtown Development Authority
Transaction Detail by Account
May 2021

DDA-May Trans						
	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
CHECKING						
	Liability Check	05/03/2021		IRS USA TAXPYMNT	-1,914.62	-1,914.62
	Bill Pmt -Check	05/10/2021	6071	Charter Communications	-139.89	-2,054.51
	Bill Pmt -Check	05/10/2021	6072	Commerical Audio Video Front Range	-50.00	-2,104.51
	Bill Pmt -Check	05/10/2021	6073	Walsh Property Management	-2,650.00	-4,754.51
Total CHECKING					-4,754.51	-4,754.51
TOTAL					-4,754.51	-4,754.51

Downtown Development Authority
Balance Sheet

As of April 30, 2021

DSS-Balance	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	191,578.44
Special Events	<u>31,777.11</u>
Total Checking/Savings	223,355.55
Accounts Receivable	
Accounts Receivable	<u>20,435.00</u>
Total Accounts Receivable	20,435.00
Other Current Assets	
Due To/From Clearinghouse	<u>-113.00</u>
Total Other Current Assets	<u>-113.00</u>
Total Current Assets	<u>243,677.55</u>
TOTAL ASSETS	<u>243,677.55</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	220,596.30
Net Income	<u>23,081.25</u>
Total Equity	<u>243,677.55</u>
TOTAL LIABILITIES & EQUITY	<u>243,677.55</u>

Downtown Development Authority
Profit & Loss
April 2021

DSS-P&L	Apr 21
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.48
Other Types of Income	
Miscellaneous Revenue	225.00
Total Other Types of Income	225.00
Program Income	
Event Sponsorship	45,000.00
Facility Rental	15,515.00
Friends of Station	65.00
Partners In Progress	2,500.00
Support the Station	11,950.97
Taco Fest Tickets	1,307.40
Total Program Income	76,338.37
Total Income	76,564.85
Gross Profit	76,564.85
Expense	
Contract Services	
Legal Fees	175.00
Total Contract Services	175.00
Facilities and Equipment	
Equip Rental and Maintenance	60.00
FF&E	3,864.79
Rent, Parking, Utilities	
Ash Street	1,074.11
DSS	1,199.22
Rent, Parking, Utilities - Other	101.00
Total Rent, Parking, Utilities	2,374.33
Facilities and Equipment - Other	31.25
Total Facilities and Equipment	6,330.37
Marketing	
Fundraising Expense	121.23
Marketing - Other	35.55
Total Marketing	156.78
Operations	
Bank Fees	10.00
Books, Subscriptions, Reference	195.58
Equip/Supplies	31.49
Event Expense	
Bands	2,000.00
Insurance	-143.00
Event Expense - Other	600.63
Total Event Expense	2,457.63
Service Charge	4.34
Supplies	106.59
Total Operations	2,805.63
Payroll Expenses	20,000.00
Total Expense	29,467.78
Net Ordinary Income	47,097.07
Net Income	47,097.07

Downtown Development Authority
Profit & Loss
July 2020 through June 2021

	DSS-Annual	Jul '20 - Jun 21
Ordinary Income/Expense		
Income		
ACCT. INTEREST		14.01
Direct Public Support		
Operational Grants		10,000.00
Total Direct Public Support		10,000.00
Investments		
Endowment		30,704.00
Total Investments		30,704.00
Other Types of Income		
Miscellaneous Revenue		8,854.17
Other Types of Income - Other		571.00
Total Other Types of Income		9,425.17
Program Income		
Beverage Sales		20,242.22
Event Sponsorship		141,300.00
Facility Rental		27,585.00
Friends of Station		
Treediton		3,490.80
Friends of Station - Other		4,293.00
Total Friends of Station		7,783.80
Ice Skating Fees		43,550.80
Partners In Progress		51,721.00
Raffle		514.33
Support the Station		31,363.77
Taco Fest Tickets		6,106.13
Vendor Fees		3,075.00
Total Program Income		333,242.05
Total Income		383,385.23
Gross Profit		383,385.23
Expense		
Business Expenses		
Business Registration Fees		27.00
Total Business Expenses		27.00
Contract Services		
Construction Expense		2,407.00
Legal Fees		1,000.00
Contract Services - Other		8,324.59
Total Contract Services		11,731.59
Facilities and Equipment		
Building Repairs/Maint		8,511.02
Equip Rental and Maintenance		36,070.67
FF&E		6,464.67
Landscaping, Repairs/Maint.		75.75
Rent, Parking, Utilities		
Ash Street		16,679.07
DSS		26,735.80
Rent, Parking, Utilities - Other		2,943.57
Total Rent, Parking, Utilities		46,358.44
Facilities and Equipment - Other		44.96
Total Facilities and Equipment		97,525.51
Marketing		
Advertising/Media		3,505.09
Fundraising Expense		1,973.56
Marketing - Other		2,233.19
Total Marketing		7,711.84
Operations		
Bank Fees		23.20
Books, Subscriptions, Reference		5,000.05
Entertainment/Talent		1,550.00
Equip/Supplies		1,300.72
Event Expense		
A/V		10,650.00
Bands		15,147.52
Insurance		8,314.00
Security		2,087.50
Event Expense - Other		15,460.87
Total Event Expense		51,659.89
Overnight Security		17,800.00
Postage, Mailing Service		884.43
Service Charge		236.47
Software/Subscriptions		150.00
Supplies		6,053.20
TIPS Training		31.98
Operations - Other		997.69
Total Operations		85,687.63
Payroll Expenses		135,000.00
Travel and Meetings		200.41
Total Expense		337,883.98
Net Ordinary Income		45,501.25
Net Income		45,501.25

Downtown Development Authority
Transaction Detail by Account
April 2021

DSS-April Trans						
	Type	Date	Num	Name	Amount	Balance
Plaza Checking						
	Deposit	04/01/2021			10.00	10.00
	Deposit	04/06/2021			143.00	153.00
	Deposit	04/06/2021			225.00	378.00
	Bill Pmt -Check	04/08/2021	2239	City of Casper - Finance Division	-1.00	377.00
	Bill Pmt -Check	04/08/2021	2240	City of Casper - Water Services	-183.56	193.44
	Bill Pmt -Check	04/08/2021	2241	John King Music LLC	-2,000.00	-1,806.56
	Bill Pmt -Check	04/08/2021	2242	Mastercard	-222.08	-2,028.64
	Bill Pmt -Check	04/08/2021	2243	Monica Posada	0.00	-2,028.64
	Bill Pmt -Check	04/08/2021	2244	Rocky Mountain Power	-1,730.73	-3,759.37
	Bill Pmt -Check	04/08/2021	2245	Stotz Equipment	-2,500.00	-6,259.37
	Bill Pmt -Check	04/08/2021	2246	The Lyric	-100.00	-6,359.37
	Bill Pmt -Check	04/08/2021	2247	Williams, Porter, Day, & Neville, P.C	-175.00	-6,534.37
	Bill Pmt -Check	04/08/2021	2248	City of Casper - Water Services	-16.92	-6,551.29
	Bill Pmt -Check	04/08/2021	2249	Mastercard	-234.37	-6,785.66
	Bill Pmt -Check	04/08/2021	2250	City of Casper - Water Services	-106.01	-6,891.67
	Bill Pmt -Check	04/08/2021	2251	Mastercard	-2,040.66	-8,932.33
	Bill Pmt -Check	04/08/2021	2252	Black Hills Energy	-75.04	-9,007.37
	Deposit	04/12/2021			7,910.00	-1,097.37
	Bill Pmt -Check	04/12/2021	2253	Charter Communications	-126.97	-1,224.34
	Bill Pmt -Check	04/12/2021	2254	City of Casper - Finance Division	-60.00	-1,284.34
	Bill Pmt -Check	04/12/2021	2255	City of Casper - Water Services	-34.10	-1,318.44
	Deposit	04/14/2021			15.45	-1,302.99
	Deposit	04/15/2021			50.90	-1,252.09
	Deposit	04/16/2021			184.05	-1,068.04
	Deposit	04/19/2021			30.00	-1,038.04
	Deposit	04/20/2021			117.70	-920.34
	Deposit	04/20/2021			6,330.00	5,409.66
	Deposit	04/22/2021			15,000.00	20,409.66
	Deposit	04/22/2021			247.20	20,656.86
	Deposit	04/23/2021			139.05	20,795.91
	Deposit	04/23/2021			92.70	20,888.61
	Deposit	04/24/2021			46.35	20,934.96
	Deposit	04/26/2021			1,080.00	22,014.96
	Deposit	04/27/2021			30.00	22,044.96
	Deposit	04/27/2021			1,310.60	23,355.56
	Deposit	04/29/2021			25,000.00	48,355.56
	Deposit	04/29/2021			842.25	49,197.81
	Deposit	04/30/2021			6,789.35	55,987.16
	Deposit	04/30/2021			2,333.10	58,320.26
	Deposit	04/30/2021			4.67	58,324.93
	Bill Pmt -Check	04/30/2021		Casper DDA Transfer	-20,000.00	38,324.93
	Check	04/30/2021			-4.34	38,320.59
	Deposit	04/30/2021			1.22	38,321.81
Total Plaza Checking					38,321.81	38,321.81
TOTAL					38,321.81	38,321.81

Downtown Development Authority
Transaction Detail by Account
May 2021

DSS-May Trans						
Type	Date	Num	Name	Amount	Balance	
Plaza Checking						
Deposit	05/02/2021			372.95	372.95	
Deposit	05/03/2021			4,243.60	4,616.55	
Deposit	05/03/2021			7,100.00	11,716.55	
Deposit	05/03/2021			252.35	11,968.90	
Bill Pmt -Check	05/04/2021	2256	Aaron Hall	-368.00	11,600.90	
Deposit	05/04/2021			569.25	12,170.15	
Deposit	05/05/2021			3,000.00	15,170.15	
Deposit	05/05/2021			1,018.05	16,188.20	
Deposit	05/07/2021			754.80	16,943.00	
Bill Pmt -Check	05/07/2021	2257	KET LLC	-500.00	16,443.00	
Bill Pmt -Check	05/07/2021	2258	La Cocina Mexican Restaurant	-500.00	15,943.00	
Deposit	05/10/2021			5,910.00	21,853.00	
Bill Pmt -Check	05/10/2021	2259	AMBI Mail & Marketing	-1,497.70	20,355.30	
Bill Pmt -Check	05/10/2021	2260	Brent Phillips	-125.00	20,230.30	
Bill Pmt -Check	05/10/2021	2261	Bret Andrew	-300.00	19,930.30	
Bill Pmt -Check	05/10/2021	2262	Casper Chop House LLC	-500.00	19,430.30	
Bill Pmt -Check	05/10/2021	2263	Charter Communications	-127.97	19,302.33	
Bill Pmt -Check	05/10/2021	2264	City of Casper - Water Services	-171.61	19,130.72	
Bill Pmt -Check	05/10/2021	2265	Gillette Rail Yard LLC	-500.00	18,630.72	
Bill Pmt -Check	05/10/2021	2266	Grant Street Grocery & Market	-500.00	18,130.72	
Bill Pmt -Check	05/10/2021	2267	Mastercard	-318.27	17,812.45	
Bill Pmt -Check	05/10/2021	2268	Roaring 22	-500.00	17,312.45	
Bill Pmt -Check	05/10/2021	2269	Rocky Mountain Power	-1,631.45	15,681.00	
Bill Pmt -Check	05/10/2021	2270	Secure Gunz LLC	-262.50	15,418.50	
Bill Pmt -Check	05/10/2021	2271	Williams, Porter, Day, & Neville, P.C	-75.00	15,343.50	
Bill Pmt -Check	05/10/2021	2272	Wyoming Department of Agriculture	-50.00	15,293.50	
Bill Pmt -Check	05/10/2021	2273	Mastercard	-160.22	15,133.28	
Bill Pmt -Check	05/10/2021	2274	Mastercard	-393.28	14,740.00	
Deposit	05/10/2021			4,981.00	19,721.00	
Bill Pmt -Check	05/10/2021	2275	Quality Brands of Casper	-681.00	19,040.00	
Deposit	05/10/2021			2,509.86	21,549.86	
Deposit	05/11/2021			930.14	22,480.00	
Deposit	05/11/2021			1,899.00	24,379.00	
Deposit	05/11/2021			206.00	24,585.00	
Total Plaza Checking				24,585.00	24,585.00	
TOTAL				24,585.00	24,585.00	

Downtown Dev. Authority
Budget Summary 2021-2022

	Revenue	Expense	
DDA	\$152,100	\$173,100	-\$21,000
DSS	\$507,000	\$522,500	-\$15,500
	<hr/>	<hr/>	<hr/>
	\$659,100	\$695,600	-\$36,500

Casper DDA Budget for FY July 2021 - June 2022

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
ED Bonus/Incentives	\$8,000.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$7,500.00
TOTAL ADMINISTRATIVE	\$91,400.00
OPERATIONS	
Board MTG Expense	\$500.00
Office Automation	\$1,000.00
Conference Registration	\$1,500.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,000.00
Planters	\$11,000.00
Graffiti	\$500.00
Insurance/Bonding (WARM)	\$3,000.00
Subscriptions	\$1,600.00
Music Service	\$600.00
Office Equipment	\$1,500.00
Office Rent	\$31,800.00
Office Supplies	\$1,500.00
Pigeon Control	\$4,000.00
Postage	\$200.00
Employee Development	\$1,500.00
Travel	\$2,500.00
TOTAL OPERATIONS	\$67,200.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$6,000.00
Strategic Planning	\$1,500.00
Media Expenditures	\$4,000.00
Other Projects	\$1,000.00
Recognition Awards	\$500.00
PR - Director	\$1,500.00
TOTAL Marketing/Comm.	\$14,500.00
TOTAL OPERATING EXPENSE	\$173,100.00
REVENUE	
Assessments @ Mill Levy of 16%	\$150,000.00
Interest (Savings and CD's)	\$100.00
<u>Donations</u>	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$152,100.00
OPERATING SURPLUS/DEFICIT	(\$21,000.00)
BUDGET SUMMARY	BUDGET
BEGINNING BANK BAL (ALL ACCTS)	\$200,000.00
OPERATING EXPENSE	(\$173,100.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$152,100.00
ENDING BANK BALANCE	\$179,000.00

David Street Station -Operational Budget

EXPENSE

Jul'21-Jun'22

Notes

ADMINISTRATIVE

Ops. Mgr		\$52,000.00	2500
VP Partnerships		\$42,000.00	1250
Marketing Manager		\$44,000.00	1250
Summer Interns		\$10,000.00	
Event/Ice Staff		\$24,000.00	
Payroll Bonuses		\$5,000.00	
Payroll Liabilities		\$16,000.00	

TOTAL ADMINISTRATIVE

\$193,000.00

OPERATIONS

Website Development/Support		\$1,000.00	
Marketing/Advertising/Promotion		\$12,000.00	
Event Expenses			
AV		\$18,000.00	
Security			
Event		\$10,500.00	
Overnight		\$18,500.00	
Cleaning		\$5,000.00	June-Sep
Event Supplies/Support		\$30,000.00	
Entertainment		\$75,000.00	
Total Event Expense			\$157,000.00
Mail/Postage		\$1,000.00	
Software/Subscriptions		\$6,000.00	
Accounting and Legal		\$5,000.00	
Zamboni Contractor		\$8,500.00	
Maintenance Contractor(s)		\$7,500.00	
Office Automation		\$5,000.00	DSS to pay Office in lieu of rent
Utilities		\$30,000.00	
Building/Landscape/Maintenance		\$24,000.00	
FF&E		\$10,000.00	
Insurance (Liability)		\$20,000.00	
Fundraising		\$2,500.00	
Chiller Rental		\$40,000.00	

TOTAL OPERATIONS

\$329,500.00

TOTAL ADMIN & OPERATIONS

\$522,500.00

REVENUE

Event Sponsorships		\$125,000.00	
Endowment		\$32,000.00	
Ice Skating Income		\$45,000.00	
Operational Grants		\$65,000.00	
Partners in Progress		\$115,000.00	
Friends of Station		\$30,000.00	
Winter Appeal	5,000		
Summer Appeal	5,000		
Giving Tuesday	1,500		
Tree-dition	3,200		
Salute to Service	1,000		
On-Site Buckets	10,000		
Misc. Outreach	4,300		
Event Rental/Vendor Fees/Sales		\$35,000.00	
5150 Funding		\$20,000.00	
Beverage Sales		\$40,000.00	

TOTAL REVENUE

507,000.00

Net Profit/Loss

(\$15,500.00)

(LESS INVESTMENT BY DDA)