

INFORMATION PACKET

Friday, June 17, 2022



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C.A.S.P.E.R.

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The Grid

A working draft of Council Meeting Agendas

June 21, 2022 Councilmembers Absent: Knell

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Municipal Court Update from Judge Martinez					
Approval of 6/7 Regular Minutes					C
Approving a Deed to Transfer 4.61 Acres of Highland Park to the Natrona County School District so that the District Can Proceed with the Development of a Competitive Tennis Facility.				N	
Public Hearing: Budget Amendment #3		N	N		
Public Hearing: Budget FY23		N	N		
Public Hearing: Eagle Valley Addition No. 2		N	N		
Public Hearing: Special Malt Beverage Permit for Horseheads		N			N
Public Hearing: Bar & Grill Liquor License for La Cocina		N			N
Second Reading - Parking Ordinance Changes			N		
Third Reading for Ordinance Amending Chapter 5.24 - Hotels & Roominghouses			N		
Third Reading for Mobile Vendor Parking Permit Ordinance			N		
Third Reading Ordinance Approving a Vacation, Replat and Subdivision Agreement for the Kensington Heights Addition No. 5 Subdivision			N		
Third Reading Ordinance Approving a Vacation, Replat, Subdivision Agreement and Zone Change for the Harmony Hills Addition No. 4.			N		
Approving the Vacation and Replat of Tract A, and Lots 8-37 in the Wolf Creek Nine Addition, to Create the Greystone at Wolf Creek Subdivision.				C	
HDR Engineering, Inc., for the Western Gateway Corridor Enhancement Study: Phase 1.				C	
Authorizing an Amendment to the Telecommunications Right-of-Way Use Agreement between Advanced Communications Technology, Inc. (dba Range) for Installation of Additional Buried Fiber Optic Cable Infrastructure within City Right-of-Way.				C	
Authorizing an Agreement with Synergy Painting, LLC, in the Amount of \$48,108, for the Solid Waste Buildings Painting.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$427,993.75, for the Highland Park Storm Sewer Replacement - 12th Street to Farnum Ave.				C	
Authorizing a Professional Services Contract with Peak Engineering Technologies, in the amount of \$322,800, for Construction Quality Assurance Oversight & Project Administration for the Casper Regional Landfill (CRL) Cell 5 Construction.				C	
Authorize Change Order No. 1 to the Agreement with SWI, LLC, for the time extension of 84 days for the Solid Waste Entrance Gate				C	
Authorize Change Order No. 2 with Modern Electric, Co. for the price increase of \$9,269 and a contract time extension of 120 days as part of the CPU Generator Replacements				C	
Accept a temporary construction easement and 30-foot permanent access easement from Lannie Fladeland as part of the Paradise Valley to Robertson Road Trail				C	

The Grid

A working draft of Council Meeting Agendas

June 21, 2022 (continued) Councilmembers Absent: Knell

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing Submission of an Application for FY23 Transportation Alternatives Program Funding from WYDOT in the Amount of \$1.25M for the Wyoming Blvd Sidepath - Phase I				C	
Authorizing Submission of an Application for FY23 Transportation Alternatives Program Funding from WYDOT in the Amount of \$1.25M for the Wyoming Blvd Sidepath - Phase II				C	
Authorize Amendment #3 to Professional Services Agreement with Thyssenkrupp Elevator Corporation to Inspect and Repair Elevators at the Casper Business Center.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$80,640 for the 2022 Storm Sewer Upgrades - 1st Street Bridge to BNSF Bridge				C	
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Taxes on Behalf of the City of Casper.				C	
Authorizing an Agreement with Melgaard Construction Co, Inc. in the amount of \$2,577,515 for the Casper Regional Landfill Cell 5 Construction, Earthwork and Construction of Leachate Collection and Control System Enclosures.				C	
Authorizing an agreement with Northwest Linings and Geotextile Products, Inc., in the amount of \$1,496,617.90 for the Casper Regional Landfill Cell 5 Construction, Geosynthetics.				C	
Approving the City of Casper's Title VI Program as required by the Department of Transportation for federal transportation assistance and authorized by the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.				C	
Accepting a Grant from the North Platte River Foundation for Environmental Monitoring of the River.				C	
Authorizing the discharge of \$276,178.21 of uncollectible accounts receivable balances.					C
Authorizing the Purchase of One (1) New Mid-Size Police Interceptor Utility Vehicle in the Total Amount of \$47,009.00 for Use by the Casper Police Department.					C
Authorizing the Purchase of One (1) New Light Duty Pickup Truck, Crew Cab, Short Bed 4x4 in the Total Amount of \$36,842, Before Trade, for Use by the Athletics Division of the Parks, Recreation, & Public Facilities Department					C
Authorizing the Purchase of One (1) New One-Ton Pickup Truck, Extended Cab with Service Body and Crane in the Total Amount of \$93,026, Before Trade, for Use by the Sanitary Sewer/Stormwater Division of the Public Services Department					C
Reject All Bids Received for the Paradise Valley to Robertson Road Trail.					C
Tentative: Exec Session Litigation					

06/14/2022

The Grid

A working draft of Council Meeting Agendas

June 28, 2022 Councilmembers Absent: Mayor Pacheco & Engebretsen

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
FWC Study Spectra and Visit Casper	Direction Requested	4:35	30 min
Ford Wyoming Center Contract Amendment	Move Forward for Approval		
North Platte River Park No. 2 Subdivision	Direction Requested	5:05	30 min
Ice Expansion	Direction Requested	5:35	45 min
One Cent Funding Recommendation	Direction Requested	6:20	60 min
Agenda Review		7:20	20 min
Legislative Review		7:40	20 min
Council Around the Table		8:00	20 min
Approximate Ending Time:			8:20

July 5, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 6/21 Minutes					C
Est Public Hearing: Ordinance for Police Response to Alarms	C				
Est Public Hearing: Amending Ordinance No. 35-12 an Ordinance Granting a Franchise to WERCS Communications, Inc., D.B.A. Mountain West Telephone, for the Construction and Operation of a Telecommunications Service System	C				
Second Reading - Eagle Valley Addition No. 2			N		
Third Reading - Parking Ordinance Changes			N		
Parking Manual Fee Changes				C	
Cemetery Fee Resolution				C	
Spectra Contract Amendment				C	
River Grant				C	
A resolution authorizing a Professional Services Contract between the City of Casper and Foxster Opco, LLC, dba CTS Software, for Transit Dispatch Software.				C	
A resolution authorizing a Professional Services Contract for transit services with the City of Mills, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	

06/14/2022

The Grid

A working draft of Council Meeting Agendas

July 12, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Speed Limit Ordinance Review	Direction Requested	4:35	40 min
		5:15	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

July 19, 2022 Councilmembers Absent: Cathey

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 7/5 Minutes					C
Public Hearing: Ordinance for Police Response to Alarms		N			
Public Hearing: Amending Ordinance No. 35-12 an Ordinance Granting a Franchise to WERCS Communications, Inc., D.B.A. Mountain West Telephone, for the Construction and Operation of a Telecommunications Service System		N			
Third Reading - Eagle Valley Addition No. 2			N		

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
Handymen and Home Inspectors			
Lifejacket Update			Summer
Drug Court Update			August 23 or later
One-Way to Two-Way Conversion Follow-up			End of Summer
Incarceration Budget			
Class and Compensation Study Follow-up			
Windhenge Follow-up			
Bird Scooters Update			

Staff Items:

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed Contractors			
Shipping Container Ordinance Update			Summer
Recreation Refunds			
Sign Code Revision			
Council Goals Status Update			
Demolition Safety Barriers			
Sponsorships and Naming Rights			July 5?

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

Authorizing the Appointment of One New Member, Kate Maxwell, to Fill an Open Position and the Reappointment of an Existing Member, Errol Miller, to the Central Wyoming Senior Services Board.			
Support for WAM Resolution regarding liquor license issues.			
Resolution on Service Fees Police Response to Alarms	August 16		

Retreat Items:

Economic Development and City Building Strategy

From: Jennifer Scott <jescott@casperwy.gov>

Sent: Monday, June 13, 2022 9:50 AM

To: Fire Department <firedepartment@Casperwy.gov>

Cc: Dawn Dean <ddean@casperwy.gov>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Dennis Gazdiewich <dgazdiewich@msn.com>; Greg Groves <legatcn@gmail.com>; Tim Monroe <tmonroe2@tribcsp.com>

Subject: RE: Monthly Activity Report


Good morning.

There was an error with the server so the report did not refresh by last Friday. The error has been corrected and the report is updated now.

[Monthly Activity Report](#)

Thanks,
Jenn

June 2, 2022

MEMO TO: Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation and Public Facilities Director
Randy Norvelle, Parks Manager

SUBJECT: Highland Cemetery Follow-up Items for City Council

Action Type

Information Only

Summary

At the City Council Work Session on May 24, 2022, Council made a few inquiries about Highland Park Cemetery that required additional research by staff. Answers to those questions are provided here for Council's information.

A Highland Cemetery Expansion Master Plan was completed in 1998 to plan the development of land that had been recently acquired for cemetery expansion. The Plan provided an 8-phase approach to expansion and predicted the expansion would provide enough burial plots for 80 years. If this estimate rings true, the city-owned property at Highland Cemetery could receive remains until 2078. However, national trends toward cremation and adding multiple remains to existing family plots, it is likely that the expansion area could meet demands for much longer.

The City completed the Highland Park Cemetery Addition, Phase II project in 2019. This project encompassed phases II and III identified in the Expansion Master Plan, and added 2,110 burial plots to Highland Cemetery. The cost to construct the project was \$548,658.

Currently, there are 2,295 plots and niches available in the developed areas within the cemetery. However, approximately 100 plots within the older cemetery are in undesirable areas due to soil composition, and likely will not be utilized for human burial. Staff is considering alternative options for this land, including pet burials. The usable plots are expected to meet demand for another 15-17 years.

Financial Considerations

None

Oversight/Project Responsibility

Zulima Lopez, Parks, Recreation and Public Facilities Director
Randy Norvelle, Parks Manager
Mike Leyba, Cemetery Supervisor

Attachments

Highland Cemetery Expansion Master Plan

PLANNING REPORT FOR:

HIGHLAND CEMETERY EXPANSION MASTER PLAN 1998



PREPARED FOR:



PREPARED BY:



**THE LANDPLAN
DESIGN GROUP**
SITE PLANNING
LANDSCAPE ARCHITECTURE
2740 South Wadsworth Blvd.
Denver, Colorado 80227
(303) 987-3933

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Planning Participants

City of Casper:

Ken Daraie, City Councilman
Elected Official

Mark Patceg, Cemetery Supervisor
Public Services - Parks Division Highland Cemetery

Phillip Stuckert, Director of Public Works
Public Services Department

Larry Harms, Division Manager
Public Services Dept.- Parks Division

Andrew Beamer, Associate Engineer
Public Services Dept. – Engineering Division

Planning Consultant:

John Paliga, ASLA
The Landplan Design Group, Inc.
Denver CO

1. EXECUTIVE SUMMARY

The City of Casper Public Services, Parks Division owns and operates Highland Cemetery a 50+ acre development serving the community for over 100 years. In response to a dwindling inventory of available burial space, the City recently acquired a 15-acre parcel bordering the southern boundary of the cemetery and initiated planning services for cemetery expansion. Major programming elements of the design include road system, burial areas, landscape, an office/maintenance facility, a cremation garden, and access to existing cemetery and peripheral public streets. Special amenities include burial section features, future mausoleum development and an internment shelter/chapel site for memorial services.

Following site inventory and analysis, alternative conceptual plans were developed then evaluated by the planning participants. A preferred concept was selected and defined which delineates a curvilinear road system responding to site topography and accommodating existing utility corridors. This design, compared to the grid of the existing cemetery, provides greater flexibility of burial section layout to accommodate future plan modifications and industry trends. The concept also offers relatively high burial density and low construction cost from minimized road development. In addition, the contemporary, curvilinear design provides a scenic, park-like experience for the cemetery user.

The final Cemetery Expansion Site Master Plan (*figure 7*) illustrates the preferred concept and use-areas as approved by the planning participants. The office/maintenance complex is strategically located on northwest corner of the east parcel. This site provides good access to both existing and proposed burial areas, mountain views, relative seclusion for maintenance operation and phased implementation concurrent with initial burial section development of the east parcel. The cremation garden and internment shelter sites are located adjacent to this support complex for many of the same reasons, in addition to efficiencies related to staff proximity and security. Proposed cemetery gates are located at Lowell St. and at 12th and Kenwood St. for the east parcel, and at 10th & Conwell for the west parcel. Connections to the existing grounds are shown as southward extensions of existing internal cemetery roads. Project phasing indicates development proceeding from east to west. An outdoor mausoleum site is indicated in the northwest corner of the west parcel, an area of high groundwater impractical for ground burials. The Plan suggests a recreational use of the drainage corridor bisecting the existing cemetery as a trail to link the numerous schools, parks and other facilities east of the cemetery with neighborhoods to the west.

In summary, the Cemetery Expansion Master Plan provides a framework for phased development of the recently acquired 15-acre parcel. At the current rate of burials, approximately 8850 ground burial spaces at full expansion will enable Highland to serve the community as an active, revenue-generating cemetery through the year 2080.

2. INTRODUCTION AND BACKGROUND

Highland Cemetery is a 50+ acre public property owned and operated by the Parks Division of the City of Casper. It was established in 1894 on a rolling prairie section of Casper and was designed on a close grid of primarily single-lane gravel or asphaltic drives. Many of these lanes are lined with mature shade trees providing organization, dramatic sight lines and overall historic character to the property. The original plan was based on a lot-block section layout containing 4, 6 and 20 lot blocks, varying in size from 40 to 120 graves. Grave size is a large 4' x 14' due to the prevalent custom of upright monument memorialization and required equipment maneuvering space.

Annual sales of graves averages 106 per year. Currently there are less than 200 graves left to sell in the original cemetery. The relocation of some existing improvements (fencing, material storage yard) and small infill areas can potentially expand the inventory to approximately 350 graves.

Recognizing the need for cemetery expansion, the City of Casper recently acquired a +/- 15-acre parcel adjoining the southern boundary of Highland. This is the property which is the focus of this Site Master Plan process.

3. PLANNING PROCESS

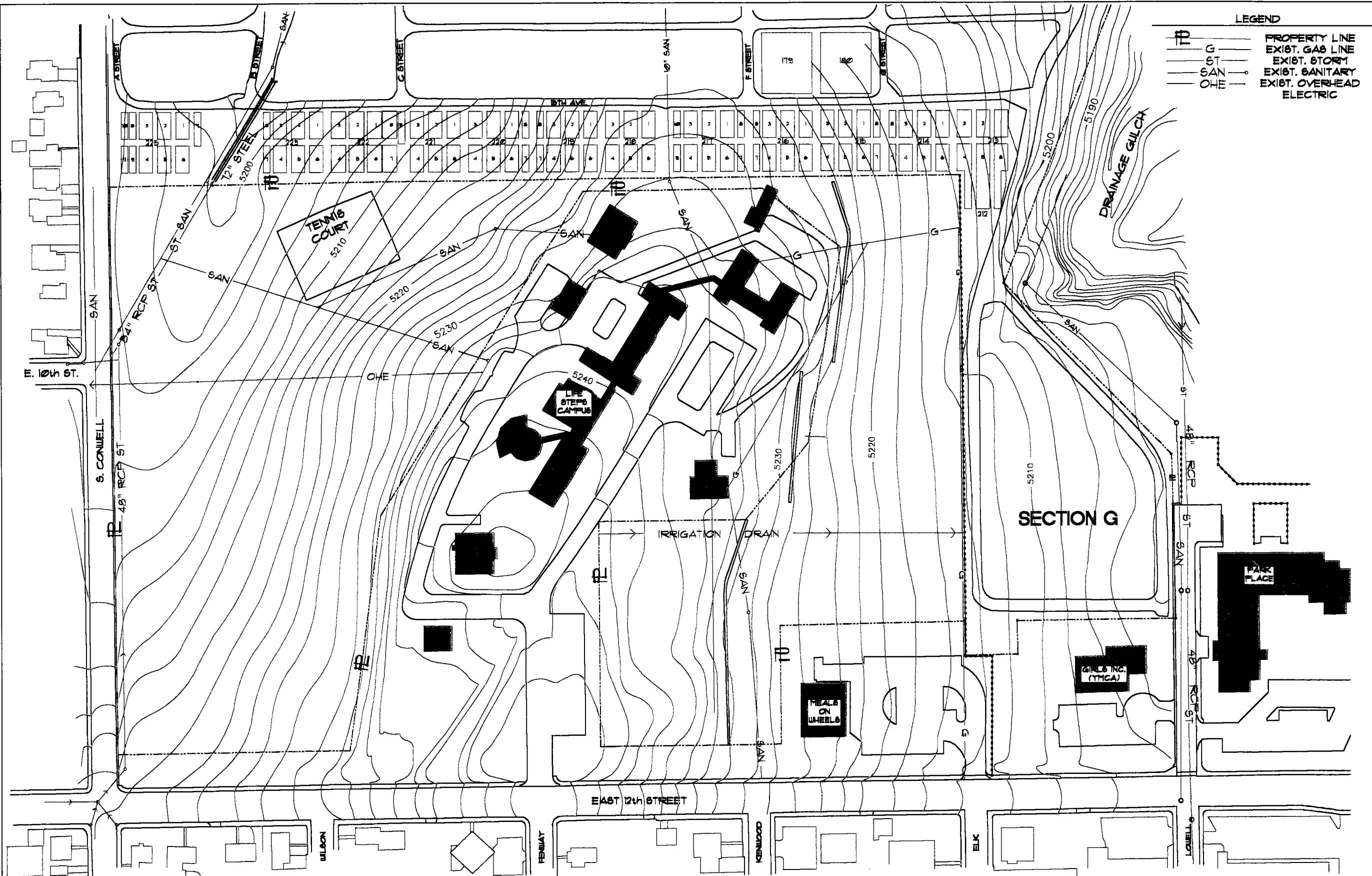
The process utilized for defensible planning and design of the cemetery expansion is one commonly used by landplanning professionals throughout the industry. The initial step involves data collection of all pertinent documentation and mapping related to the property. A site reconnaissance inventory of existing conditions is followed by a summary analysis of important opportunities and constraints including physical, behavioral and geopolitical issues. A review of the analysis with the Owner/Client verifies the general parameters for concept design development. For Highland, a design review panel of City Parks and Engineering Division staff was established to provide valuable input, review and critique of the planning products throughout the process. The planning participants helped formulate the site program which defines the site elements and parameters to be incorporated in the design. Establishing a program, site analysis and a thorough knowledge of the site enables the planner to develop alternative site concepts that illustrate various design schemes, each with its particular pros, cons and overall theme. Presentation of the concept plans followed by discussion of design issues, results in the selection of a preferred concept and site use choices for incorporation into the Preliminary Master Plan. Review and comment on this Preliminary Plan by the planning participants results in the Final Site Master Plan, achieved by group consensus.

4. EXISTING CONDITIONS

The site is located on the southern boundary of the existing cemetery, generally extending southward to the 12th St. right-of-way. It is bisected by the 8.5-acre *Life Steps Campus* (formerly the *State of Wyoming Youth Treatment Center*) which occupies the ridgeline of the parcel (*figure 1*). A narrow 35' wide strip of land at the north boundary was retained by the City to provide access between the eastern and the larger western parcel. The eastern parcel is bounded by various land uses and features. The eastern boundary of the newly acquired parcel is undeveloped cemetery property designated as Section G. At the concept design stage it was decided to include this 2-acre section into the Expansion Master Plan. East/southeast of Section G is *Park Place*, a high-rise retirement living center. Adjacent to Section G to the east/northeast a major unnamed urban drainageway runs northward and forms the eastern boundary of the remainder of the existing cemetery. The 12th St. frontage of the eastern parcel is primarily occupied by two public facilities: *Meals on Wheels* and *Girls, Inc.* (YMCA). The east parcel exhibits approximately +/- 250 linear feet of 12th St. frontage.

The eastern parcel slopes moderately to the east where a sparse row of Russian Olive trees and chain-link fencing define the Section G/east parcel boundary. At Section G the slope becomes gentler draining toward the gulch. The east parcel was formerly utilized by the *Youth Treatment Center* program for playfields. The western peninsula of the east parcel fronting 12th St. mat contain a functional irrigation system (Patceg). Other underground utilities of note include a gas service line to *Life Steps* on the Section G/east parcel boundary and a sanitary sewer line from the *Campus* south to 12th St.

The western parcel slopes moderately to the west/northwest and has extensive frontage with both the existing cemetery and public roadways. The western boundary is Conwell Street. This parcel was also utilized for active recreation by the *Youth Treatment Center* program, exhibiting a softball backstop in the southwest corner and a tennis platform containing 3 courts on the north perimeter. Groundcover grasses consist of native and introduced prairie grasses and no irrigation is evident. The northeast corner of this parcel contains a few scrubby Russian Olives. The south half of the east boundary is lined with semi-mature shade trees which should be preserved for visual delineation and screening between landuses. This parcel contains several utilities, including overhead power, major underground storm and sanitary sewer conduits (*figure 1*). For a long-range Site Master Plan it is in the best interest of the project to avoid relocation of major utilities if possible without seriously affecting the integrity of the planning process.



LEGEND	
—	PROPERTY LINE
G	EXIST. GAS LINE
ST	EXIST. STORM
SAN	EXIST. SANITARY
OHE	EXIST. OVERHEAD ELECTRIC


 NORTH




 0 25 50 100

SITE MASTER PLAN

HIGHLAND CEMETERY • CASPER, WYOMING

SEPTEMBER 1998

FIGURE 1
CEMETERY EXPANSION
EXISTING CONDITIONS PLAN

5. SITE ANALYSIS

Building upon the documentation of existing conditions, a site analysis of opportunities and constraints supports and directs the subsequent phase of Concept Plan development. This section briefly describes some of the important planning characteristics of the property.

East Parcel

The 6-acre eastern parcel exhibits good potential for cemetery development due to its gentle, wind protected slope aspect and foothills views. Shallow groundwater and alkali soils existing on this site may limit ground burials and landscape development in the southeast corner. A visual buffer is needed from adjacent landuses to provide privacy and screening for the cemetery property. Visual identity and presence of the cemetery from 12th St. will be limited due to minimal frontage. Locate activity areas on higher ground to highlight mountain views and public visibility.

Good access from the existing cemetery road system, office and maintenance functions endorse the east parcel for initial development. External access to public roadways, if required for this parcel, is not ideal. Sight-distances due to the steep grade on 12th St. limits access to right-in, right-out movements. Funeral access from Lowell may be a public perception issue with adjacent retirement home.

Protect the sanitary sewer corridor to *Life Steps* to avoid the high costs of relocation. Reroute the *Life Steps* gas service line to coincide with proposed roadway and burial section alignment. Consider moving the property line fence at the north end of Section G eastward for additional developable space and more efficient road and burial section layout.

Western Parcel

The 9-acre western parcel exhibits a relatively open and exposed character due to its size and its exposure to traffic noise and prevailing winds. This parcel is well suited for cemetery development due to a good external access opportunity from Conwell at 10th St., public visibility, developable area, topography and its common boundary with the existing cemetery. High ground water and alkali soils at northwest corner of the site will limit burial section development in the affected area. The noise and visual impacts of the adjacent roadways will require a substantial streetscape buffering treatment. Vehicular pause at the signalized intersection provides an excellent opportunity for a cemetery identity feature. Explore potential for trail connection through the existing cemetery along the drainage corridor, connecting to recreational facilities and schools east of the cemetery.

Protect the major underground utilities including the storm sewer parallel to Conwell, the storm sewer that crosses through northwest corner of the parcel and the sanitary sewer lines from the *Life Steps Campus* (see Figure 1). Consider a design that highlights the storm channel as a landscape feature. Bury overhead electric lines underground to remove visual impact. Recommend sidewalk for Conwell St. frontage for safe pedestrian circulation.

6. CEMETERY EXPANSION PROGRAM

It is important to note the changing face of the industry and market when developing a long-range program for cemetery development. Today's cemetery industry has evolved to meet market demands for a much wider range of products and services relative to ten years ago. Large corporate conglomerates have entered the scene with major impact, acquiring cemeteries and funeral homes on a daily basis. Public perception and preferences for final disposition are rapidly changing in most regions of the country. Cremation rates are escalating as the environmental conscience of the public has risen and people begin to question the traditional norms and costs of ground burial and memorialization. The cemetery corporations have responded by bringing to the market a wide-range of services and products to satisfy most any interment preference.

In Casper it appears that burial preferences have remained relatively unchanged in recent years. It is beyond the scope of this study to determine the rationale or make future projections for the local population. The project requirements indicated two specific program elements for the plan: "*traditional burial sections on a lot-block layout*" and "*plans for a cremains garden*". The planning participants discussed and amended this list to include several additional items:

- A replacement office/garage complex is currently needed to improve working conditions, efficiency, equipment maintenance and storage, public safety and overall facility image at this crucial public contact point. The existing facility is undersized and outdated for modern maintenance and office needs and current use. A new complex will be strategically located to efficiently serve both historic and active cemetery areas.
- A site for an interment shelter of a temporary or permanent nature was included to provide a safe, maintainable space for memorial services. Seasonal winds and inclement weather necessitate the development of a gathering area, ideally enclosed or with an overhead frame for tent support. The plan includes this program element as an 'interment shelter/chapel'.
- One additional item included in the cemetery program is a mausoleum site. Above ground interment is a popular and honorable practice that adds architectural interest to a cemetery and can provide a high rate of return on investment to the cemetery Owner.

Miscellaneous design parameters utilized for the Plan include maximum casket carry distance of 150' (road to farthest grave), 8% maximum road grade, 20' drive width, connection(s) to existing cemetery and perimeter security fencing.

7. CONCEPT DESIGN ALTERNATIVES

Following discussion of the site analysis and programming with the Panel, conceptual design alternative plans were developed for presentation and comparative evaluation.

Concept 1 (*figure 2*) illustrates a traditional north-south grid design similar to the existing cemetery. Its strengths include familiarity resulting from the close design relationship to the existing burial area, simplicity of wayfinding, and it readily lends itself to the lot-block grave layout system. Conversely, the traditional grid is somewhat archaic, unimaginative, ignores existing topography and inefficient as it requires a relatively high quantity of roadway development. A second 'grid' option for the east parcel of Concept 1 was provided which included a redesign for the previously approved layout for Section G.

Design Concept 2 (*figure 3*) presents a curvilinear or 'organic' road system, a design common to cemetery and park design. Benefits of this layout include a more variable and interesting drive, less road development and intersections, advantageous use of topography, maximization of burial space and, section design and layout flexibility. Problems with this arrangement include wayfinding, unconventional intersections and lack of conformity with the existing cemetery. A second option for the eastern parcel of Concept 2 was presented to illustrate potential integration of the design with the existing layout of Section G.

Concept plan 3 explores a non-grid, geometric road system also common in cemetery design (*figure 4*). Although it integrates well with the existing plan for Section G, this design is inappropriate for the relatively small and oddly shaped parcels involved. Road development is moderate, relationship to existing cemetery and respect for topography are low.

Following presentation and review by the planning participants, Concept 2 was selected as the preferred alternative for further refinement. The group reiterated the efficiency, flexibility and 'park-like' qualities of the curvilinear plan as rationale for the selection.

Revision and design development of the preferred concept involved the production of two plans exhibiting alternative curvilinear road systems. In addition to basic circulation, Concepts A & B (*figures 5 & 6*) propose use-area locations and illustrate burial section layout. Concept A illustrates the block-lot layout while 'B' shows a more contemporary large section design. All graves lay east-to-west (head west) as is the custom and preference in Casper. During Plan presentation and comment, much of the discussion involved burial section layout and grave size.

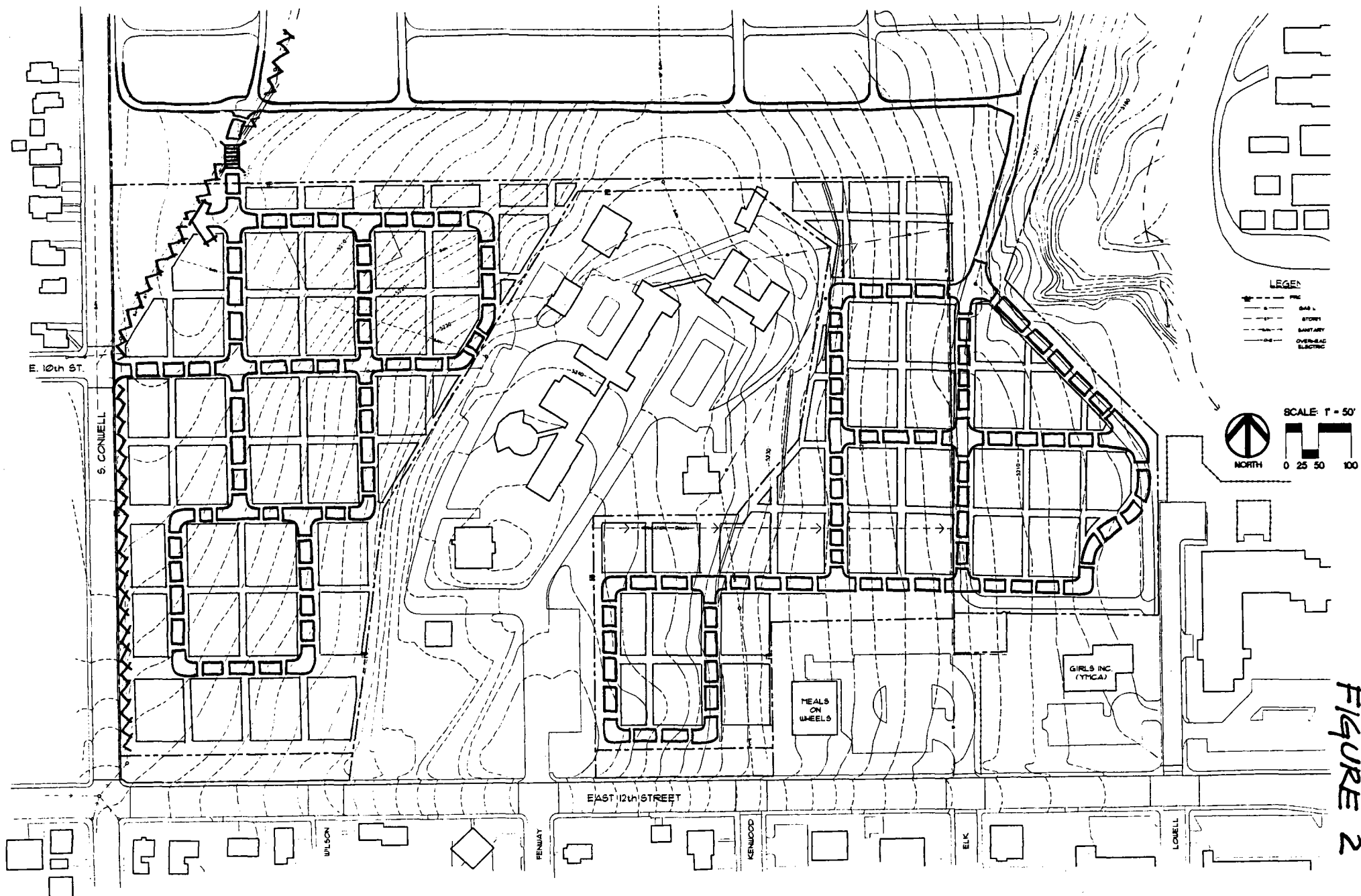


FIGURE 2

CONCEPT 1
TRADITIONAL GRID

CEMETERY EXPANSION • MASTER PLAN
HIGHLAND CEMETERY • CASPER, WYOMING



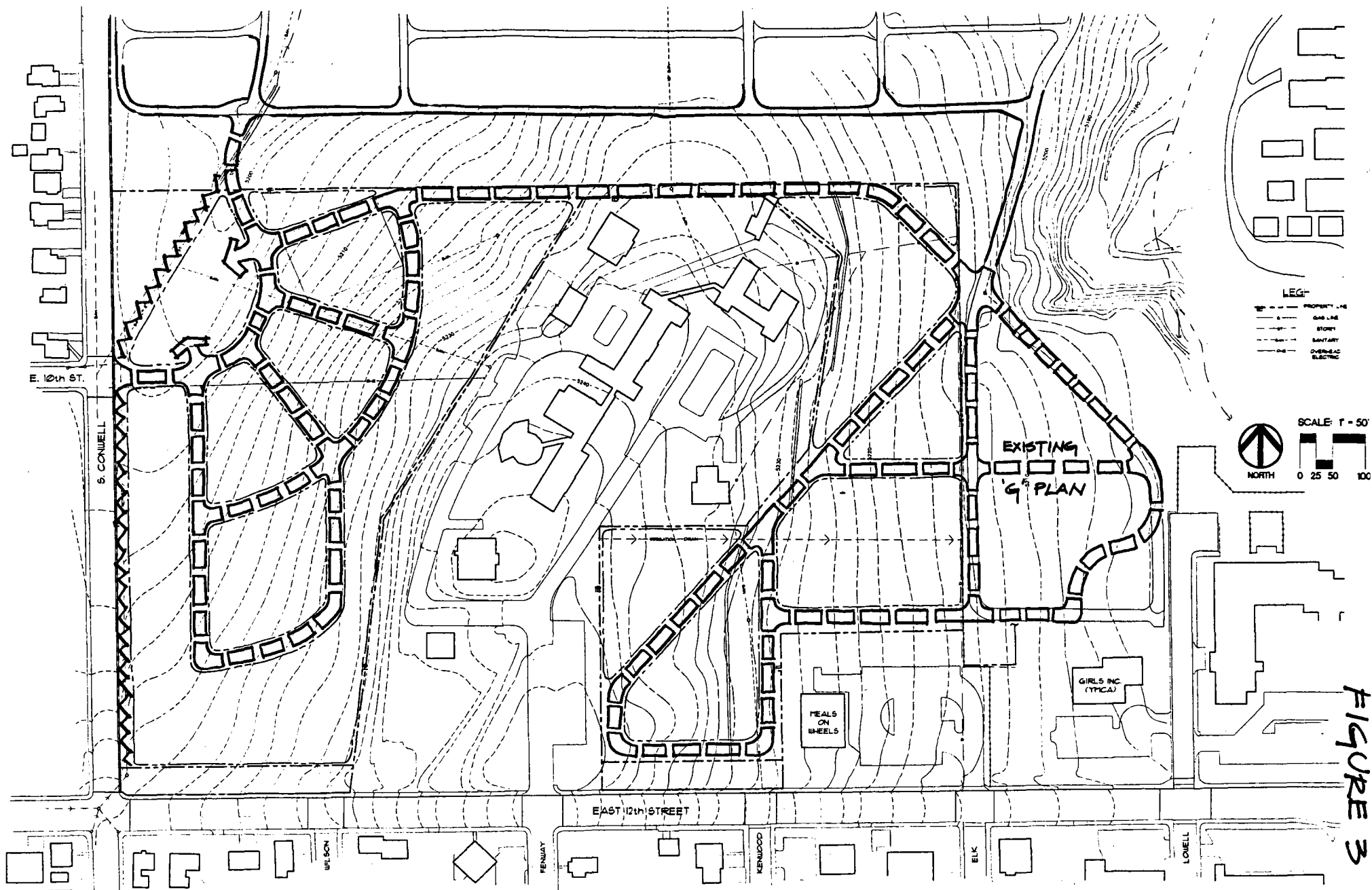


FIGURE 3

CONCEPT 3
GEOMETRIC

CEMETERY EXPANSION • MASTER PLAN
HIGHLAND CEMETERY • CASPER, WYOMING



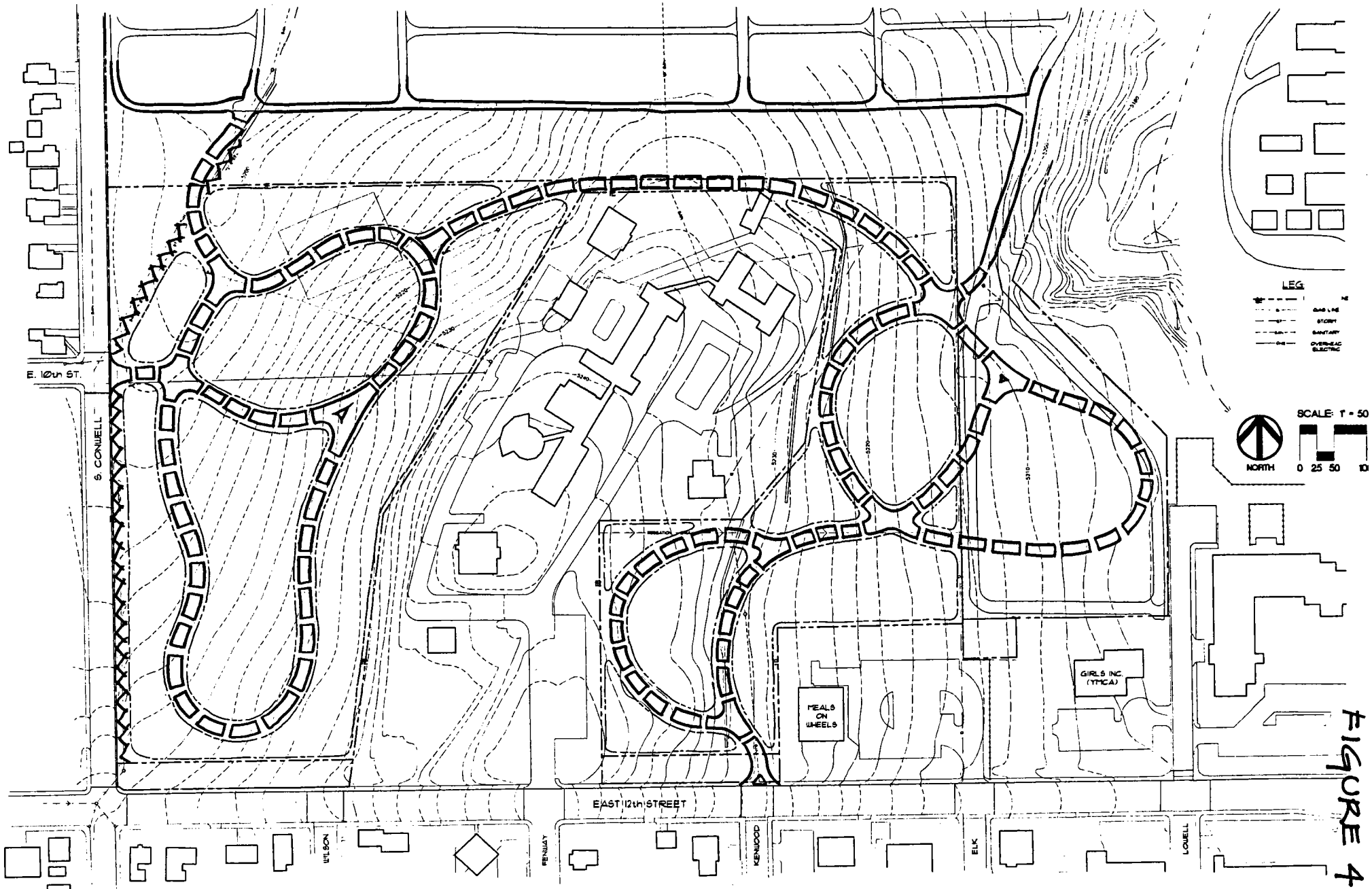
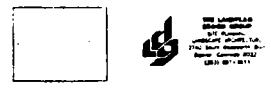
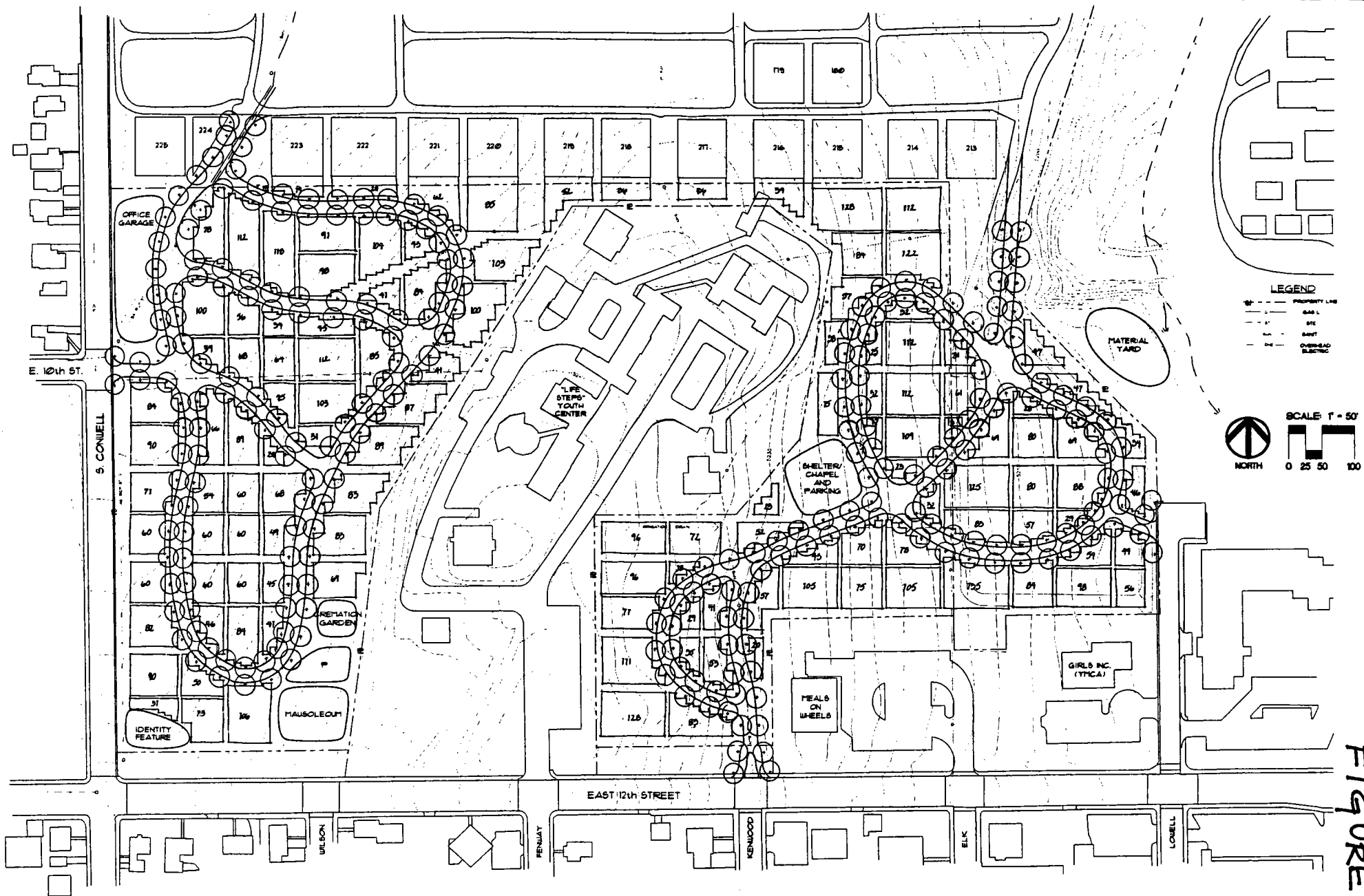


FIGURE 4

CONCEPT 2
CURVILINEAR

CEMETERY EXPANSION • MASTER PLAN
HIGHLAND CEMETERY • CASPER, WYOMING





PRELIMINARY SITE • MASTER PLAN
HIGHLAND CEMETERY • CASPER, WYOMING

CONCEPT A



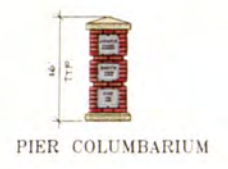
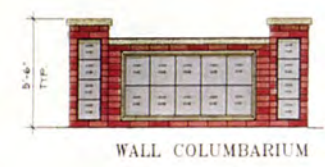
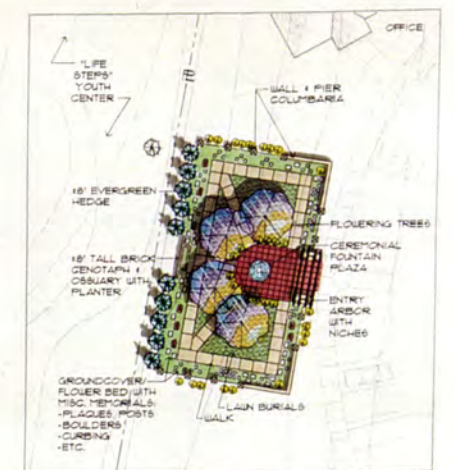
The design program for the Master Plan identifies a lot-block section layout. This format is used throughout the existing cemetery and works well for wayfinding and machinery access within a grid roadway system. Major drawbacks include its inefficiency and lack of adaptability to curved boundaries. Following discussion of this issue, burial practices and equipment requirements the consensus was to utilize the more contemporary and efficient large section format. The large areas can be readily subdivided into sections through the use of signage, landscape design, paths or other visible techniques. It was requested that section size be limited to a maximum size of 500 graves.

Design preference between Concepts A and B were not strong among the participants. After discussing the merits of each, the consensus pick was Concept B. Minor roadway geometry modifications were requested to maintain acceptable slope profiles and reduce overall road length. Preferred use-area locations were selected and property line relocation on the northeast edge of Section G was discussed and approved. With this direction the consultant proceeded into the final design phase of Master Plan Development.

8. MASTER PLAN

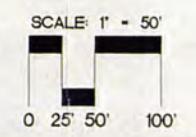
The Final Site Master Plan illustrates the proposed design of site improvements for the Highland Cemetery Expansion area (*figure 7*). The east parcel will be the initial expansion area. The design is unified by a central collector road connecting to the existing cemetery at the northeast, winding through the parcel to a new gate at 12th St. The east property line has been slightly modified to allow development of a material storage yard on an easily concealed area above the gulch. Three loop roads spiral out from the main road providing access throughout the parcel.

The north loop provides access to the office/garage complex tucked into the northwest corner of the parcel. This location provides good office visibility, good screening potential for garage and storage yard, and direct access to old and new burial sections via a new maintenance access drive. The cremation garden and internment shelter are situated south of the office on the west of this loop, taking advantage of views and providing good access and visibility from the office. A second longer loop road swings southeast then west, accessing large, open burial areas and a new gate at Lowell Street. This gate may be designed for public use or as a restricted service access depending on management objectives, traffic volumes and potential access modifications in other areas of the cemetery. A small circular drive loops through the southwest peninsula of this east parcel. The east and west parcels are internally connected by a restricted-access gravel road located in the narrow corridor at the north boundary.



- LEGEND
- PROPERTY LINE
 - GAS LINE (EXIST.)
 - GAS LINE (PROPOSED)
 - STORM SEWER
 - SANITARY SEWER
 - ORNAMENTAL IRON FENCE
 - WOOD PRIVACY FENCE
 - CHAIN LINK FENCE
 - DIRECTORY SIGN
 - OVERHEAD ELEC.
 - 4' X 12' GRAVE
 - LARGE SHADE TREE
 - ORNAMENTAL TREES
 - SHRUB BED
 - EVERGREEN TREES

SITE MASTER PLAN HIGHLAND CEMETERY • CASPER, WYOMING SEPTEMBER 1998



THE LANDPLAN DESIGN GROUP
SITE PLANNING
LANDSCAPE ARCHITECTURE
2740 South Yellowstone Blvd.
Denver, Colorado 80227
(303) 767-2933

FIGURE 7

Perimeter landscape screening provides visual buffering from adjacent landuses along the south property line. Landscape design shall preclude evergreen shading of east-west roadways to avoid icing problems. Section features (statuary, memorials, raised planters, etc.) accessed by tree-lined walkways provide interest in the landscape and also identify and delineate burial sections throughout the cemetery. An ornamental iron fence and row of stately shade trees is defined for the 12th St. and Conwell St. frontages to help develop a positive and respectful public identity for the facility. Opaque wood and chain-link fencing provide visual screening and property line security for the remainder of the boundary.

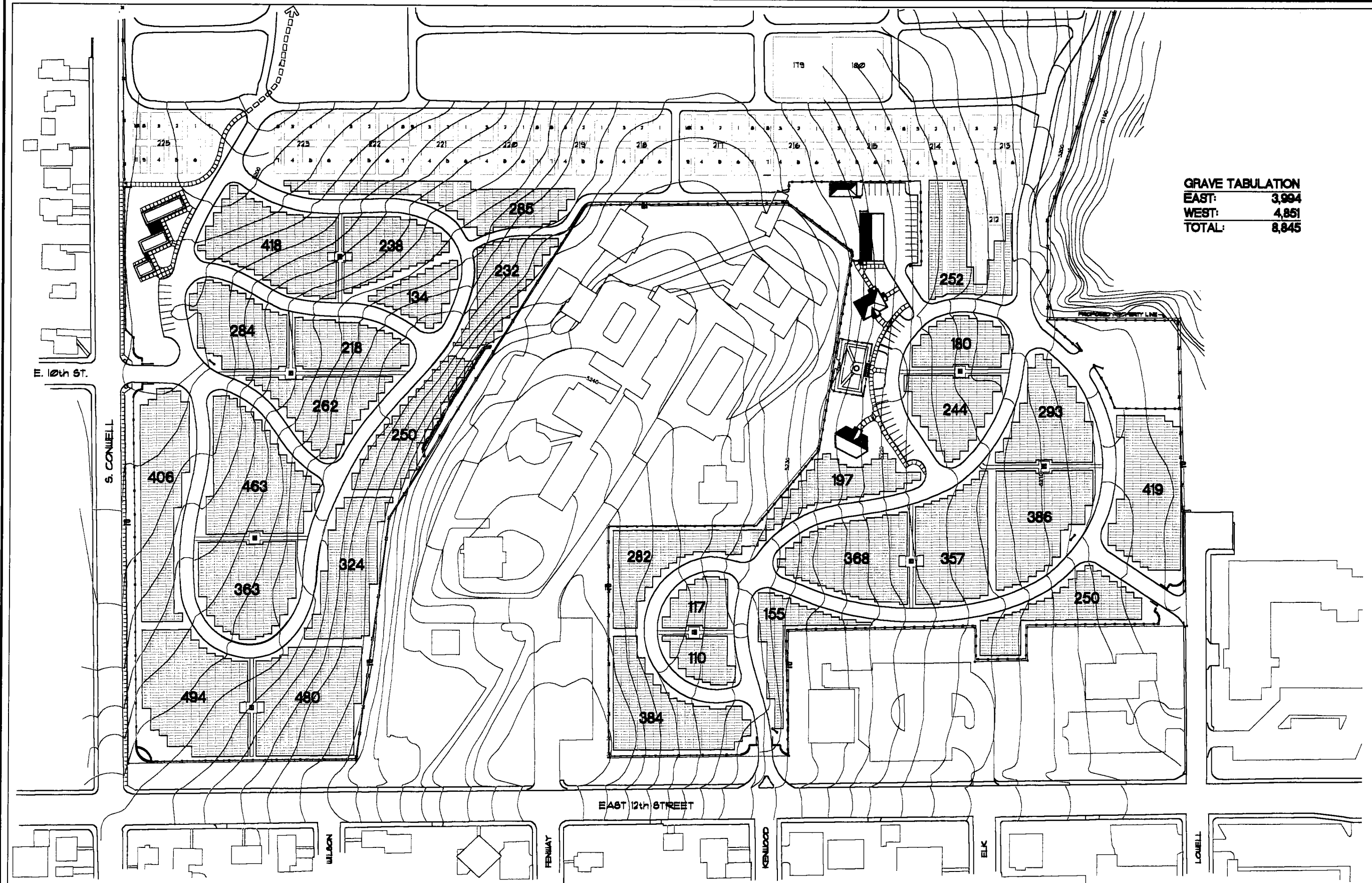
The plan for the western parcel is characterized by a single large, peanut-shaped loop subdivided by two interior connections. A new, full-movement public gate at 10th and Conwell and single connection to the existing cemetery at the northwest corner provide access to the parcel. Again, section features, paths and plantings define burial sections and provide identity for individual burial areas. An identity feature of stone walls, planter and landscape at the 12th & Conwell signal will heighten public awareness and civic pride for the cemetery. Road and section design accommodates major utility corridors, and burial of the *Life Steps Campus* electric service is budgeted. At the northwest corner groundwater, soils, and utility issues preclude ground burial development. This area provides good visibility and access from Conwell for future mausoleum development as illustrated.

Grave yield by section is shown on *figure 8*. The plan is also readily divided into discrete development phases for gradual implementation over the projected 80-year active life of the expansion area. Overall the plan provides the design framework for expansion of Highland Cemetery, smoothly transitioning from, and complementing the traditional while creating a new, contemporary identity.

9. PROJECT PHASING

The plan was subdivided into logical development phases to meet cemetery facility needs while accommodating the realities of municipal budget allocations. As development progresses and cemetery trends, products and management practices evolve, the phasing and design of the Plan will require periodic review and modification to stay attuned with facility needs, public demand and capital availability.

The phasing plan (*figure 9*) diagram illustrates the development scenario with expansion occurring from east to west. Implementation of specific use-areas, features and proposed access gates will be considered on an individual basis when project budgets are defined and actual construction costs can be further defined. Planning-level cost estimates are provided directly following this section, broken down into eight phases as illustrated on *figure 9*.



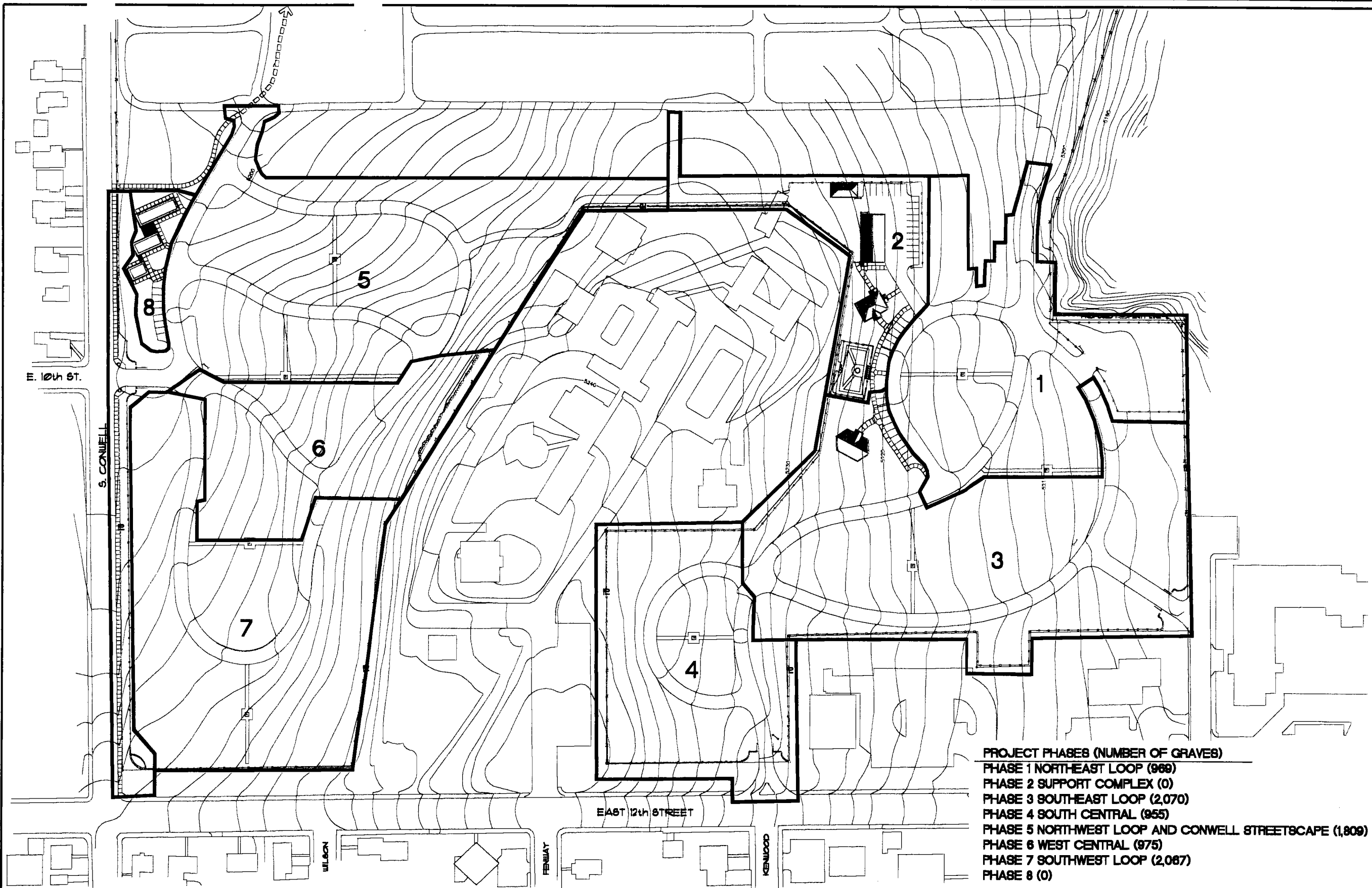
GRAVE TABULATION	
EAST:	3,994
WEST:	4,851
TOTAL:	8,845

SITE MASTER PLAN

HIGHLAND CEMETERY • CASPER, WYOMING

SEPTEMBER 1998

FIGURE 8
CEMETERY EXPANSION
GRAVE YIELD PLAN



SITE MASTER PLAN **HIGHLAND CEMETERY • CASPER, WYOMING** SEPTEMBER 1998

FIGURE 9
CEMETERY EXPANSION
PHASING PLAN

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
DEMOLITION / SITE PREPARATION					
1.1	Mobilization & general conditions (6%)	LS	\$15,000	1	\$ 15,000
1.2	Site clearing (Round up)	SF	\$0.04	105,960	\$ 4,238
1.3	Earthwork, Rough Grade	SF	\$0.20	105,960	\$ 21,192
1.4	Remove Trees	EA	\$100.00	6	\$ 600
1.5	Demo & remove asphalt pavement	SY	\$6.50	1,420	\$ 9,230
1.6	Relocate gas lines	LF	\$4	900	\$ 3,600
1.7	Remove and stockpile fence	LF	\$2.50	1,020	\$ 2,550
	Subtotal Demolition / Site Preparation				\$ 56,410
SITE IMPROVEMENTS					
2.1	Concrete Curb & Gutter	LF	\$12		\$ -
2.2	Aggregate Base Course (4")	SY	\$6	2,400	\$ 14,400
2.3	4" Asphalt drive pavement	SY	\$12	2,400	\$ 28,800
2.4	Concrete Sidewalk (4")	SF	\$3.25	1,570	\$ 5,103
2.5	Wood Privacy fencing (6')	LF	\$20.00	455	\$ 9,100
2.6	Chain link fencing (6')	LF	\$12.00	355	\$ 4,260
2.7	Ornamental fence (6')	LF	\$40	-	\$ -
2.8	Signage allowance	LS	\$2,000	1	\$ 2,000
2.9	Section feature	EA	\$6,000	2	\$ 12,000
2.10	18" R.C.P. (storm)	LF	\$55	140	\$ 7,700
2.11	Manhole/inlet	EA	\$3,500	1	\$ 3,500
	Subtotal Site Improvements				\$ 86,863
LANDSCAPE IMPROVEMENTS					
3.1	Shade trees (3")	EA	\$400	40	\$ 16,000
3.2	Ornamental Trees (2 1/2")	EA	\$350	48	\$ 16,800
3.3	Evergreen trees (5')	EA	\$250	19	\$ 4,750
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	35	\$ 875
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	73,800	\$ 28,044
3.6	Irrigation system	SF	\$0.30	73,800	\$ 22,140
	Subtotal - Landscape & Irrigation				\$ 88,609
	SUBTOTAL- CONSTRUCTION COST				\$ 231,882
	20% CONTINGENCY FACTOR				46,376.38
	TOTAL CONSTRUCTION COST				\$ 278,258
	TESTING				\$ 800
	DESIGN FEES & Construction Admin. (15%)				\$ 41,750
	TOTAL PROJECT COST (1998 Dollars)				\$ 320,808

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
	DEMOLITION / SITE PREPARATION				
1.1	Mobilization & general conditions (6%)	LS	\$12,200	1	\$ 12,200
1.2	Site clearing (Round up)	SF	\$0.04	56,890	\$ 2,276
1.3	Earthwork, Rough Grade	SF	\$0.20	56,890	\$ 11,378
1.4	Remove Trees	EA	\$100.00	3	\$ 300
1.5	Demo & remove asphalt pavement	SY	\$6.50	-	\$ -
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove and stockpile fence	LF	\$2.50	380	\$ 950
	Subtotal Demolition / Site Preparation				\$ 27,104
	SITE IMPROVEMENTS				
2.1	Concrete Curb & Gutter	LF	\$12	-	\$ -
2.2	Aggregate Base Course (4")	SY	\$6	1,786	\$ 10,716
2.3	4" Asphalt drive pavement	SY	\$12	1,786	\$ 21,432
2.4	Concrete Sidewalk	SF	\$3.25	1,300	\$ 4,225
2.5	Wood Privacy fencing (6')	LF	\$20.00	870	\$ 17,400
2.6	Chain link fencing (6')	LF	\$12.00	-	\$ -
2.7	Ornamental fence (6')	LF	\$40	-	\$ -
2.8	Signage allowance	LS	\$1,000	1	\$ 1,000
2.9	Section feature	EA	\$6,000	-	\$ -
2.10	Gravel road	SY	\$6	386	\$ 2,316
2.11	12" R.C.P. (storm)	LF	\$35	180	\$ 6,300
2.12	Manhole/inlet	EA	\$3,500	1	\$ 3,500
	Subtotal Site Improvements				\$ 66,889
	LANDSCAPE IMPROVEMENTS				
3.1	Shade trees (3")	EA	\$400	9	\$ 3,600
3.2	Ornamental Trees (2 1/2")	EA	\$350	4	\$ 1,400
3.3	Evergreen trees (5')	EA	\$250	14	\$ 3,500
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	25	\$ 625
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	21,750	\$ 8,265
3.6	Irrigation system	SF	\$0.30	21,750	\$ 6,525
	Subtotal - Landscape & Irrigation				\$ 23,915

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

CREMATION GARDEN					
4.1	Entry arbor	LS	\$4,000	1	\$ 4,000
4.2	Pier columbarium	EA	\$900	12	\$ 10,800
4.3	Wall columbarium	FF	\$115	266	\$ 30,590
4.4	Ornamental iron fence	LF	\$50	54	\$ 2,700
4.5	Brick cenotaph	LS	\$7,000	1	\$ 7,000
4.6	Unit pavers	SF	\$9.00	240	\$ 2,160
4.7	Concrete walk	SF	\$3.25	645	\$ 2,096
4.8	Evergreen trees (8')	EA	\$350	10	\$ 3,500
4.9	Ornamental trees (2 1/2")	EA	\$350	4	\$ 1,400
4.10	Groundcovers	SF	\$2.50	780	\$ 1,950
4.11	Shrubs (5 gal.)	EA	\$25	35	\$ 875
4.12	Perennials (1 gal.)	EA	\$15	16	\$ 240
4.13	Turf	SF	\$0.65	800	\$ 520
4.14	Irrigation	SF	\$1.25	1,580	\$ 1,975
4.15	Fountain	LS	\$5,600	1	\$ 5,600
4.16	Memorial products (by Owner)	FF	\$0.00	-	\$ -
4.17	Steel edger	LF	\$2.25	54	\$ 122
Subtotal - Cremation garden					\$ 75,528
SUBTOTAL- CONSTRUCTION COST					\$ 193,435
20% CONTINGENCY FACTOR					38,687.07
TOTAL CONSTRUCTION COST					\$ 232,122
TESTING					\$ 500
DESIGN FEES & Construction Admin. (15%)					\$ 34,800
TOTAL PROJECT COST					\$ 267,422

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
	DEMOLITION / SITE PREPARATION				
1.1	Mobilization & general conditions (6%)	LS	\$21,750	1	\$ 21,750
1.2	Site clearing (Round up)	SF	\$0.04	170,588	\$ 6,824
1.3	Earthwork, Rough Grade	SF	\$0.20	170,588	\$ 34,118
1.4	Remove Trees	EA	\$100.00	6	\$ 600
1.5	Demo & remove asphalt pavement	SY	\$6.50	1,291	\$ 8,392
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove and stockpile fence	LF	\$2.5	925	\$ 2,313
	Subtotal Demolition / Site Preparation				\$ 73,995
	SITE IMPROVEMENTS				
2.1	Concrete Curb & Gutter	LF	\$12	100	\$ 1,200
2.2	Aggregate Base Course (4")	SY	\$6	2,975	\$ 17,850
2.3	4" Asphalt drive pavement	SY	\$12	2,975	\$ 35,700
2.4	Concrete Sidewalk	SF	\$3.25	1,775	\$ 5,769
2.5	Wood Privacy fencing (6')	LF	\$20.00	800	\$ 16,000
2.6	Chain link fencing (6')	LF	\$12.00	240	\$ 2,880
2.7	Ornamental fence (6')	LF	\$40	75	\$ 3,000
2.8	Signage allowance	LS	\$3,000	1	\$ 3,000
2.9	Section feature	EA	\$6,000	1	\$ 6,000
2.10	Entrance gate and walls	LS	\$15,000	1	\$ 15,000
2.11	12" R.C.P. (storm)	LF	\$35	480	\$ 16,800
2.12	18" R.C.P. (storm)	LF	\$55	120	\$ 6,600
2.13	Manhole inlet	EA	\$3,500	3	\$ 10,500
	Subtotal Site Improvements				\$ 129,799
	LANDSCAPE IMPROVEMENTS				
3.1	Shade trees (3")	EA	\$400	68	\$ 27,200
3.2	Ornamental Trees (2 1/2")	EA	\$350	34	\$ 11,900
3.3	Evergreen trees (5')	EA	\$250	48	\$ 12,000
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	60	\$ 1,500
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	147,700	\$ 56,126
3.6	Irrigation system	SF	\$0.30	147,700	\$ 44,310
	Subtotal - Landscape & Irrigation				\$ 153,036
	SUBTOTAL- CONSTRUCTION COST				\$ 356,830
	20% CONTINGENCY FACTOR				71,365.97
	TOTAL CONSTRUCTION COST				\$ 428,196
	TESTING				\$ 1,300
	DESIGN FEES & Construction Admin. (15%)				\$ 64,299
	TOTAL PROJECT COST				\$ 493,795

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
DEMOLITION / SITE PREPARATION					
1.1	Mobilization & general conditions (6%)	LS	\$12,650	1	\$ 12,650
1.2	Site clearing (Round up)	SF	\$0.04	100,600	\$ 4,024
1.3	Earthwork, Rough Grade	SF	\$0.20	100,600	\$ 20,120
1.4	Remove Trees	EA	\$100.00	-	\$ -
1.5	Demo & remove asphalt pavement	SY	\$6.50	-	\$ -
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove and stockpile fence	LF	\$2.50	455	\$ 1,138
Subtotal Demolition / Site Preparation					\$ 37,932
SITE IMPROVEMENTS					
2.1	Concrete Curb & Gutter	LF	\$12	215	\$ 2,580
2.2	Aggregate Base Course (4")	SY	\$6	1,666	\$ 9,996
2.3	4" Asphalt drive pavement	SY	\$12	1,666	\$ 19,992
2.4	Concrete Sidewalk	SF	\$3.25	600	\$ 1,950
2.5	Wood Privacy fencing (6')	LF	\$20.00	405	\$ 8,100
2.6	Chain link fencing (6')	LF	\$12.00	340	\$ 4,080
2.7	Ornamental fence (6')	LF	\$40	195	\$ 7,800
2.8	Signage allowance	LS	\$3,000	1	\$ 3,000
2.9	Section feature	EA	\$6,000	1	\$ 6,000
2.10	Entrance gate and walls	LS	\$15,000	1	\$ 15,000
Subtotal Site Improvements					\$ 78,498
LANDSCAPE IMPROVEMENTS					
3.1	Shade trees (3")	EA	\$400	40	\$ 16,000
3.2	Ornamental Trees (2 1/2")	EA	\$350	20	\$ 7,000
3.3	Evergreen trees (5')	EA	\$250	22	\$ 5,500
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	20	\$ 500
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	82,600	\$ 31,388
3.6	Irrigation system	SF	\$0.30	82,600	\$ 24,780
Subtotal - Landscape & Irrigation					\$ 85,168
SUBTOTAL- CONSTRUCTION COST					\$ 201,598
20% CONTINGENCY FACTOR					40,319.50
TOTAL CONSTRUCTION COST					\$ 241,917
TESTING					\$ 600
DESIGN FEES & Construction Admin. (15%)					\$ 36,300
TOTAL PROJECT COST					\$ 278,817

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
DEMOLITION / SITE PREPARATION					
1.1	Mobilization & general conditions (6%)	LS	\$30,000	1	\$ 30,000
1.2	Site clearing (Round up)	SF	\$0.04	202,450	\$ 8,098
1.3	Earthwork, Rough Grade	SF	\$0.20	202,450	\$ 40,490
1.4	Remove Trees	EA	\$100.00	6	\$ 600
1.5	Demo & remove asphalt tennis court	SY	\$6.50	1,833	\$ 11,915
1.6	Underground electric service	LF	\$20	550	\$ 11,000
1.7	Demo and remove retaining walls	LS	\$4,000	1	\$ 4,000
1.8	Remove fence (including tennis)	LF	\$2.50	2,200	\$ 5,500
1.9	Remove 72" steel pipe	LS	\$2,000.00	1	\$ 2,000
Subtotal Demolition / Site Preparation					\$ 113,603
SITE IMPROVEMENTS					
2.1	Concrete Curb & Gutter	LF	\$12	100	\$ 1,200
2.2	Aggregate Base Course (4")	SY	\$6	3,222	\$ 19,332
2.3	4" Asphalt drive pavement	SY	\$12	3,222	\$ 38,664
2.4	Concrete Sidewalk	SF	\$3.25	7,050	\$ 22,913
2.5	Wood Privacy fencing (6')	LF	\$20.00	190	\$ 3,800
2.6	Chain link fencing (6')	LF	\$12.00	170	\$ 2,040
2.7	Ornamental fence (6')	LF	\$40	710	\$ 28,400
2.8	Signage allowance	LS	\$3,000	1	\$ 3,000
2.9	Section feature	EA	\$6,000	2	\$ 12,000
2.10	Entrance gate and walls	LS	\$15,000	1	\$ 15,000
2.11	Gravel road	SY	\$6	433	\$ 2,598
2.12	Identity feature (12th and Conwell)	LS	\$8,000	1	\$ 8,000
2.13	54" R.C.P. (storm)	LF	\$120.00	170	\$ 20,400
2.14	Manhole/inlet	EA	\$3,500	2	\$ 7,000
Subtotal Site Improvements					\$ 184,347
LANDSCAPE IMPROVEMENTS					
3.1	Shade trees (3")	EA	\$400	72	\$ 28,800
3.2	Ornamental Trees (2 1/2")	EA	\$350	80	\$ 28,000
3.3	Evergreen trees (5')	EA	\$250	39	\$ 9,750
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	45	\$ 1,125
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	159,000	\$ 60,420
3.6	Irrigation system	SF	\$0.30	159,000	\$ 47,700
Subtotal - Landscape & Irrigation					\$ 175,795
SUBTOTAL- CONSTRUCTION COST					\$ 473,744
20% CONTINGENCY FACTOR					94,748.80
TOTAL CONSTRUCTION COST					\$ 568,493
TESTING					\$ 1,500
DESIGN FEES & Construction Admin. (15%)					\$ 85,275
TOTAL PROJECT COST					\$ 655,268

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
DEMOLITION / SITE PREPARATION					
1.1	Mobilization & general conditions (6%)	LS	\$7,300	1	\$ 7,300
1.2	Site clearing (Round up)	SF	\$0.04	73,975	\$ 2,959
1.3	Earthwork, Rough Grade	SF	\$0.20	73,975	\$ 14,795
1.4	Remove Trees	EA		-	\$ -
1.5	Demo & remove asphalt pavement	SY	\$6.50	-	\$ -
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove fence	LF	\$2.50	-	\$ -
Subtotal Demolition / Site Preparation					\$ 25,054
SITE IMPROVEMENTS					
2.1	Concrete Curb & Gutter	LF	\$12	-	\$ -
2.2	Aggregate Base Course (4")	SY	\$6	1,111	\$ 6,666
2.3	4" Asphalt drive pavement	SY	\$12	1,111	\$ 13,332
2.4	Concrete Sidewalk	SF	\$3.25	-	\$ -
2.5	Wood Privacy fencing (6')	LF	\$20.00	-	\$ -
2.6	Chain link fencing (6')	LF	\$12.00	310	\$ 3,720
2.7	Ornamental fence (6')	LF	\$40	-	\$ -
2.8	Signage allowance	LS	\$3,000	-	\$ -
2.9	Section feature	EA	\$6,000	-	\$ -
2.10	Retaining wall (3')	SF	\$15	570	\$ 8,550
2.11	Manhole/inlet	EA	\$3,500	1	\$ 3,500
Subtotal Site Improvements					\$ 35,768
LANDSCAPE IMPROVEMENTS					
3.1	Shade trees (3")	EA	\$400	24	\$ 9,600
3.2	Ornamental Trees (2 1/2")	EA	\$350	-	\$ -
3.3	Evergreen trees (5')	EA	\$250	21	\$ 5,250
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	15	\$ 375
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	63,975	\$ 24,311
3.6	Irrigation system	SF	\$0.30	63,975	\$ 19,193
Subtotal - Landscape & Irrigation					\$ 58,728
SUBTOTAL- CONSTRUCTION COST					\$ 119,550
20% CONTINGENCY FACTOR					23,910.00
TOTAL CONSTRUCTION COST					\$ 143,460
TESTING					\$ 500
DESIGN FEES & Construction Admin. (15%)					\$ 21,500
TOTAL PROJECT COST					\$ 165,460

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
	DEMOLITION / SITE PREPARATION				
1.1	Mobilization & general conditions (6%)	LS	\$16,800	1	\$ 16,800
1.2	Site clearing (Round up)	SF	\$0.04	144,319	\$ 5,773
1.3	Earthwork, Rough Grade	SF	\$0.20	144,319	\$ 28,864
1.4	Remove Trees	EA	-	-	\$ -
1.5	Demo & remove asphalt pavement	SY	\$6.50	-	\$ -
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove fence	LF	\$2.50	330	\$ 825
	Subtotal Demolition / Site Preparation				\$ 52,262
	SITE IMPROVEMENTS				
2.1	Concrete Curb & Gutter	LF	\$12	-	\$ -
2.2	Aggregate Base Course (4")	SY	\$6	1,611	\$ 9,666
2.3	4" Asphalt drive pavement	SY	\$12	1,611	\$ 19,332
2.4	Concrete Sidewalk	SF	\$3.25	1,725	\$ 5,606
2.5	Wood Privacy fencing (6')	LF	\$20.00	-	\$ -
2.6	Chain link fencing (6')	LF	\$12.00	355	\$ 4,260
2.7	Ornamental fence (6')	LF	\$40	290	\$ 11,600
2.8	Signage allowance	LS	\$2,000	1	\$ 2,000
2.9	Section feature	EA	\$6,000	2	\$ 12,000
2.10	18" Reinforced concrete pipe (storm)	LF	\$55	380	\$ 20,900
2.11	Storm manhole	EA	\$3,500	1	\$ 3,500
2.12	18" R.C.P. (storm)	LF	\$55	180	\$ 9,900
	Subtotal Site Improvements				\$ 98,764
	LANDSCAPE IMPROVEMENTS				
3.1	Shade trees (3")	EA	\$400	51	\$ 20,400
3.2	Ornamental Trees (2 1/2")	EA	\$350	45	\$ 15,750
3.3	Evergreen trees (5')	EA	\$250	28	\$ 7,000
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	25	\$ 625
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	128,094	\$ 48,676
3.6	Irrigation system	SF	\$0.30	128,094	\$ 38,428
	Subtotal - Landscape & Irrigation				\$ 130,879
	SUBTOTAL- CONSTRUCTION COST				\$ 281,905
	20% CONTINGENCY FACTOR				56,380.95
	TOTAL CONSTRUCTION COST				\$ 338,286
	TESTING				\$ 600
	DESIGN FEES & Construction Admin. (15%)				\$ 50,750
	TOTAL PROJECT COST				\$ 389,636

**Highland Cemetery
Expansion Master Plan**

Conceptual Cost Opinion

	ITEM DESCRIPTION	UNIT	UNIT COST	QUAN.	SUBTOTAL
	DEMOLITION / SITE PREPARATION				
1.1	Mobilization & general conditions (6%)	LS	\$1,500	1	\$ 1,500
1.2	Site clearing (Round up)	SF	\$0.04	12,700	\$ 508
1.3	Earthwork, Rough Grade	SF	\$0.20	12,700	\$ 2,540
1.4	Remove Trees	EA		-	\$ -
1.5	Demo & remove asphalt pavement	SY	\$6.50	-	\$ -
1.6	Relocate gas lines	LF	\$4	-	\$ -
1.7	Remove fence	LF	\$2.50	-	\$ -
	Subtotal Demolition / Site Preparation				\$ 4,548
2.1	Concrete Curb & Gutter	LF	\$12	-	\$ -
2.2	Aggregate Base Course (4")	SY	\$6	164	\$ 984
2.3	4" Asphalt drive pavement	SY	\$12	164	\$ 1,968
2.4	Concrete Sidewalk	SF	\$3.25	2,300	\$ 7,475
2.5	Wood Privacy fencing (6')	LF	\$20.00	-	\$ -
2.6	Chain link fencing (6')	LF	\$12.00	-	\$ -
2.7	Ornamental fence (6')	LF	\$40	-	\$ -
2.8	Signage allowance	LS	\$3,000	-	\$ -
2.9	Section feature	EA	\$6,000	-	\$ -
	Subtotal Site Improvements				\$ 10,427
	LANDSCAPE IMPROVEMENTS				
3.1	Shade trees (3")	EA	\$400	3	\$ 1,200
3.2	Ornamental Trees (2 1/2")	EA	\$350	4	\$ 1,400
3.3	Evergreen trees (5')	EA	\$250	1	\$ 250
3.4	Shrubs (5 gal., mix decid. & evergreen)	EA	\$25	30	\$ 750
3.5	Turf area - (soil ammendment, finish grade and seed)	SF	\$0.38	5,075	\$ 1,929
3.6	Irrigation system	SF	\$0.30	5,075	\$ 1,523
	Subtotal - Landscape & Irrigation				\$ 7,051
	SUBTOTAL- CONSTRUCTION COST				\$ 22,026
	20% CONTINGENCY FACTOR				4,405.20
	TOTAL CONSTRUCTION COST				\$ 26,431
	TESTING				\$ -
	DESIGN FEES & Construction Admin. (15%)				\$ 4,000
	TOTAL PROJECT COST				\$ 30,431



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

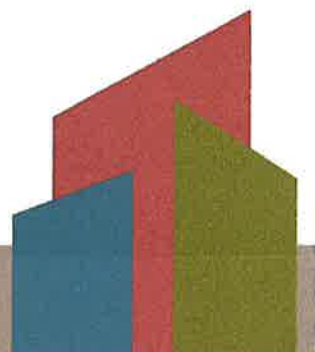
DATE: June 14, 2022

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Severance Tax

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

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



WYOMING STATE TREASURER'S OFFICE
FY22 Q4 MINERAL SEVERANCE DISTRIBUTION

Fund	435
Closing Class	(Multiple Items)
FY	2022
Accounting Line Description	City Mineral Severance WS 39-14-801

Sum of Amount	Vendor Legal Name	Total
Run Date		
06/07/2022	CITY OF BUFFALO	39,731.00
	CITY OF CASPER	531,288.49
	CITY OF CHEYENNE	586,128.99
	CITY OF CODY	90,242.91
	CITY OF DOUGLAS	57,468.21
	CITY OF EVANSTON	105,712.35
	CITY OF GILLETTE	300,596.73
	CITY OF GREEN RIVER	106,414.28
	CITY OF KEMMERER	21,732.81
	CITY OF LANDER	67,907.16
	CITY OF LARAMIE	282,634.55
	CITY OF MEDICINE BOW	2,204.78
	CITY OF NEWCASTLE	30,362.94
	CITY OF POWELL	57,765.18
	CITY OF RAWLINS	73,981.55
	CITY OF RIVERTON	96,128.32
	CITY OF ROCK SPRINGS	211,712.68
	CITY OF SHERIDAN	168,616.02
	CITY OF SUNDANCE	9,287.06
	CITY OF TORRINGTON	55,065.45
	CITY OF WORLAND	42,952.67
	TOWN OF AFTON	19,546.03
	TOWN OF ALBIN	1,520.85
	TOWN OF ALPINE	10,978.89
	TOWN OF BAGGS	3,698.63
	TOWN OF BAIROIL	611.94
	TOWN OF BAR NUNN	26,826.30
	TOWN OF BASIN	11,590.83
	TOWN OF BEAR RIVER	4,697.53
	TOWN OF BIG PINEY	3,554.64
	TOWN OF BURLINGTON	2,825.72
	TOWN OF BURNS	3,203.68
	TOWN OF BYRON	5,057.49
	TOWN OF CHUGWATER	1,574.84
	TOWN OF CLEARMONT	1,043.89
	TOWN OF COKEVILLE	4,517.55
	TOWN OF COWLEY	6,857.31
	TOWN OF DAYTON	7,397.25
	TOWN OF DEAVER	1,385.86
	TOWN OF DIAMONDVILLE	4,679.53
	TOWN OF DIXON	665.93
	TOWN OF DUBOIS	8,198.17
	TOWN OF EAST THERMOPOLIS	2,060.79
	TOWN OF EDGERTON	1,376.86
	TOWN OF ELK MOUNTAIN	1,349.86
	TOWN OF ENCAMPMENT	4,067.59

WYOMING STATE TREASURER'S OFFICE
FY22 Q4 MINERAL SERVERANCE DISTRIBUTION

TOWN OF EVANSVILLE	24,711.51
TOWN OF FORT LARAMIE	1,853.81
TOWN OF FRANNIE	1,304.87
TOWN OF GLENDON	2,132.79
TOWN OF GLENROCK	21,777.81
TOWN OF GRANGER	881.91
TOWN OF GREYBULL	14,857.50
TOWN OF GUERNSEY	10,168.98
TOWN OF HANNA	6,146.38
TOWN OF HARTVILLE	575.94
TOWN OF HUDSON	3,878.61
TOWN OF HULETT	2,780.72
TOWN OF JACKSON	96,830.25
TOWN OF KAYCEE	2,222.78
TOWN OF KIRBY	683.93
TOWN OF LA GRANGE	3,347.66
TOWN OF LABARGE	3,545.64
TOWN OF LINGLE	3,626.63
TOWN OF LOST SPRINGS	53.99
TOWN OF LOVELL	20,184.97
TOWN OF LUSK	13,867.60
TOWN OF LYMAN	19,213.06
TOWN OF MANDERSON	791.92
TOWN OF MANVILLE	827.92
TOWN OF MARBLETON	7,748.22
TOWN OF MEETEETSE	2,780.72
TOWN OF MIDWEST	2,564.74
TOWN OF MILLS	36,302.34
TOWN OF MOORCROFT	8,513.14
TOWN OF MOUNTAIN VIEW	11,500.84
TOWN OF OPAL	575.94
TOWN OF PAVILLION	2,069.79
TOWN OF PINE BLUFFS	10,546.94
TOWN OF PINE HAVEN	4,436.55
TOWN OF PINEDALE	18,043.18
TOWN OF RANCHESTER	9,575.04
TOWN OF RIVERSIDE	593.94
TOWN OF ROCK RIVER	1,898.81
TOWN OF ROLLING HILLS	3,842.61
TOWN OF SARATOGA	15,316.46
TOWN OF SHOSHONI	4,238.57
TOWN OF SINCLAIR	3,365.66
TOWN OF STAR VALLEY RANCH	16,792.31
TOWN OF SUPERIOR	1,655.83
TOWN OF TEN SLEEP	2,213.78
TOWN OF THAYNE	3,419.66
TOWN OF THERMOPOLIS	24,522.53
TOWN OF UPTON	8,081.19
TOWN OF VAN TASSELL	197.98
TOWN OF WAMSUTTER	1,826.82
TOWN OF WHEATLAND	32,288.75
TOWN OF WRIGHT	14,794.51
TOWN OF YODER	1,178.88
Grand Total	3,584,375.00



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: Municipal Treasurers

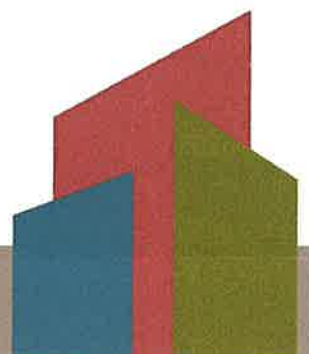
DATE: June 14, 2022

FROM: Earla Checchi

SUBJECT: Quarterly Distribution of Mineral Royalties Tax

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

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



WYOMING STATE TREASURER'S OFFICE
FY22 QTR4 FEDERAL MINERAL ROYALITIES

Fund	428
FY	2022
Closing Class	(Multiple Items)
Accounting Line Description	FMR WS 9-4-601

Sum of Amount		
Run Date	Vendor Legal Name	Total
06/07/2022	CITY OF BUFFALO	55,104.74
	CITY OF CASPER	514,941.62
	CITY OF CHEYENNE	679,932.99
	CITY OF CODY	108,987.04
	CITY OF DOUGLAS	76,968.10
	CITY OF EVANSTON	148,865.48
	CITY OF GILLETTE	387,365.41
	CITY OF GREEN RIVER	120,067.94
	CITY OF KEMMERER	40,913.57
	CITY OF LANDER	114,794.96
	CITY OF LARAMIE	184,626.10
	CITY OF MEDICINE BOW	2,102.70
	CITY OF NEWCASTLE	37,955.14
	CITY OF POWELL	69,763.44
	CITY OF RAWLINS	70,556.30
	CITY OF RIVERTON	162,501.95
	CITY OF ROCK SPRINGS	238,876.81
	CITY OF SHERIDAN	199,558.19
	CITY OF SUNDANCE	20,428.99
	CITY OF TORRINGTON	65,083.93
	CITY OF WORLAND	59,149.66
	TOWN OF AFTON	36,796.80
	TOWN OF ALBIN	1,764.24
	TOWN OF ALPINE	20,668.55
	TOWN OF BAGGS	3,527.39
	TOWN OF BAIROIL	690.45
	TOWN OF BAR NUNN	26,000.90
	TOWN OF BASIN	20,450.75
	TOWN OF BEAR RIVER	6,615.12
	TOWN OF BIG PINEY	9,019.24
	TOWN OF BURLINGTON	4,985.66
	TOWN OF BURNS	3,716.39
	TOWN OF BYRON	8,923.38
	TOWN OF CHUGWATER	1,938.30
	TOWN OF CLEARMONT	1,235.46
	TOWN OF COKEVILLE	8,504.60
	TOWN OF COWLEY	12,098.97
	TOWN OF DAYTON	8,754.70
	TOWN OF DEAVER	2,445.20
	TOWN OF DIAMONDVILLE	8,809.55
	TOWN OF DIXON	635.10
	TOWN OF DUBOIS	13,858.76
	TOWN OF EAST THERMOPOLIS	2,295.57
	TOWN OF EDGERTON	1,334.50
	TOWN OF ELK MOUNTAIN	1,287.37
	TOWN OF ENCAMPMENT	3,879.27
	TOWN OF EVANSVILLE	23,951.18

WYOMING STATE TREASURER'S OFFICE
FY22 QTR4 FEDERAL MINERAL ROYALITIES

TOWN OF FORT LARAMIE	2,191.09
TOWN OF FRANNIE	2,172.05
TOWN OF GLENDON	2,625.02
TOWN OF GLENROCK	29,167.37
TOWN OF GRANGER	995.07
TOWN OF GREYBULL	26,214.43
TOWN OF GUERNSEY	12,515.91
TOWN OF HANNA	5,861.81
TOWN OF HARTVILLE	708.87
TOWN OF HUDSON	6,556.67
TOWN OF HULETT	6,116.82
TOWN OF JACKSON	132,355.62
TOWN OF KAYCEE	3,082.87
TOWN OF KIRBY	761.85
TOWN OF LA GRANGE	3,956.73
TOWN OF LABARGE	6,674.93
TOWN OF LINGLE	4,286.46
TOWN OF LOST SPRINGS	72.32
TOWN OF LOVELL	35,614.15
TOWN OF LUSK	34,568.48
TOWN OF LYMAN	27,056.08
TOWN OF MANDERSON	1,397.26
TOWN OF MANVILLE	2,063.79
TOWN OF MARBLETON	19,659.67
TOWN OF MEETEETSE	3,358.30
TOWN OF MIDWEST	2,485.83
TOWN OF MILLS	35,185.38
TOWN OF MOORCROFT	18,726.57
TOWN OF MOUNTAIN VIEW	16,195.63
TOWN OF OPAL	1,084.25
TOWN OF PAVILLION	3,498.92
TOWN OF PINE BLUFFS	12,234.87
TOWN OF PINE HAVEN	9,759.20
TOWN OF PINEDALE	45,781.22
TOWN OF RANCHESTER	11,332.12
TOWN OF RIVERSIDE	566.44
TOWN OF ROCK RIVER	1,240.36
TOWN OF ROLLING HILLS	5,146.47
TOWN OF SARATOGA	14,607.32
TOWN OF SHOSHONI	7,165.18
TOWN OF SINCLAIR	3,209.84
TOWN OF STAR VALLEY RANCH	31,612.72
TOWN OF SUPERIOR	1,868.29
TOWN OF TEN SLEEP	3,048.57
TOWN OF THAYNE	6,437.75
TOWN OF THERMOPOLIS	27,316.24
TOWN OF UPTON	10,101.87
TOWN OF VAN TASSELL	493.51
TOWN OF WAMSUTTER	2,061.21
TOWN OF WHEATLAND	39,740.78
TOWN OF WRIGHT	19,065.02
TOWN OF YODER	1,393.36

Grand Total	4,294,125.00
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WAM RESOLUTION NO. 21 - 02

A RESOLUTION SUPPORTING AND RECOMMENDING THE UNITED STATES CONGRESS PROPOSE AND SEND TO THE STATES FOR RATIFICATION, AN AMENDMENT TO THE US CONSTITUTION CLARIFYING THE DISTINCTION BETWEEN THE RIGHTS OF NATURAL PERSONS AND THE RIGHTS OF CORPORATIONS, UNIONS, AND OTHER LEGAL ENTITIES, AND PROVIDING CONGRESS AND THE STATE LEGISLATURES THE RIGHT TO REGULATE MONIES RAISED AND SPENT FOR POLITICAL PURPOSES

WHEREAS, In the past ten years, unlimited campaign spending by corporations, unions, and special interest groups (often with anonymous donors) have had an outsized impact on elections; and

WHEREAS, Corporations, unions and special interest groups are non-human entities which exist to promote their products and the financial interests of only their stockholders or stakeholders. These entities are not people, not voters, and should not be afforded the privileges reserved in the Constitution for “We the People”; and

WHEREAS, Local and state elections, are now being overly influenced by corporations and entities that can accept anonymous and unlimited donations and that have no limits on political expenditures; and

WHEREAS, States should have the right to legislate campaign reform for their own constituents; and

WHEREAS, Free and fair elections and robust democratic participation are essential for the wellbeing of our community;

NOW THEREFORE, I Monte Richardson, Mayor of Lander, respectfully urge the Congress of the United States to propose and send to the states for ratification, an amendment to the US Constitution clarifying the distinction between the rights of natural persons and the rights of corporations, unions, and other legal entities, and providing Congress and the state legislatures the right to regulate monies raised and spent for political purposes.

PASSED, APPROVED AND ADOPTED the 16th day of July, 2021

Wyoming Association of Municipalities

By: _____

WAM President, Matt Hall

WAM RESOLUTION NO. 22-01

A RESOLUTION OF THE WYOMING ASSOCIATION OF MUNICIPALITIES RELATING TO THE 66th ANNUAL CONVENTION IN LARAMIE, WYOMING, JUNE 2022

WHEREAS, the 2022 Annual Convention of the Wyoming Association of Municipalities (WAM) on June 8-10, 2022, in Laramie, Wyoming has proven to be an outstanding session focusing on the education of elected officials and municipal staff members and enhancing the tools available to them in order to provide the best service to their communities; and

WHEREAS, the success of this Convention is due in large measure to the generous contribution of time, effort and resources on the part of the staff and the City of Laramie and sponsors who hosted, planned, and arranged logistics and activities of the 2022 WAM Annual Convention.

NOW, THEREFORE, BE IT RESOLVED by the Wyoming Association of Municipalities on this 10th day of June 2022, in Laramie, Wyoming that the Association gratefully extends its appreciation to every person and organization in Laramie and the WAM Staff who devoted time, effort and resources in the planning, arranging, providing and presenting of the programs and activities of the 66th Annual WAM Convention.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

WAM RESOLUTION NO. 22-02

A RESOLUTION TO CREATE UTILITY AND OTHER MUNICIPAL SERVICES LIEN AUTHORITY FOR MUNICIPALITIES AND JOINT POWERS BOARDS

WHEREAS, municipalities in Wyoming have become aware of problems relating to the ability of the municipalities and joint powers boards to collect past due utility and other service bills; and

WHEREAS, the current law of the State of Wyoming allows irrigation districts, water and other improvement districts to create liens under the right circumstances or have statutorily been granted automatic and perpetual liens under certain circumstances; and

WHEREAS, there is nothing similar to the creation of a lien found in zoning regulations or any other powers granted to a municipality or joint powers board in current state laws of the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to provide authority to a municipality or joint powers board to create a lien arising from past due bills for public utilities and other services necessary to correct hazardous conditions.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-03

**A RESOLUTION TO AMEND AND CREATE STATE STATUTES TO ENHANCE
SENTENCING PENALTIES AND DETER AND PREVENT CRIMES AGAINST
VULNERABLE PERSONS AND PROFESSIONS**

WHEREAS, some professions and volunteers such as healthcare workers, teachers, police officers, and umpires or referees handle some of society's difficult assignments; and

WHEREAS, other professionals such as therapists, coaches, clergy, doctors, and teachers have the opportunity to victimize persons under their care; and

WHEREAS, current law of the State of Wyoming does not provide a provision for enhanced penalties for crimes committed against vulnerable professions and volunteers; and

WHEREAS, current law of the State of Wyoming does not provide criminal statutes to protect vulnerable persons from victimization by people in positions of authority.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to enhance sentencing penalties and deter and prevent crimes against vulnerable persons and professions.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-04

A RESOLUTION TO AMEND STATE STATUE TO CHANGE DISTRIBUTION OF GAMING REVENUE BETWEEN MUNICIPALITIES AND COUNTIES

WHEREAS, Wyoming municipalities do not license gambling establishments; and

WHEREAS, authorized/legal gambling has become much more prevalent in Wyoming with skill-based amusement games and pari-mutuel wagering; and

WHEREAS, 20% of the net proceeds earned the prior week on skills-based games are collected weekly by the Wyoming Gaming Commission with 45% of the 20% split with the municipality and county in which the skill-based games is located in equal shares or to the county alone if not in a municipal boundary; and

WHEREAS, 1% of the total amount wagered on historic pari-mutuel events is transferred to the county and municipality in which the permittee is located, in equal shares, or to the county alone if the permittee is not located within a municipal boundary.

WHEREAS, the municipality is providing almost all the law enforcement and other services for the permittees within municipal boundaries.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports a system of fair revenue sharing between municipalities and counties for gaming revenue; such system to be based on the proportion of services provided to gaming establishments by those governmental entities.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-05

A RESOLUTION TO AMEND STATE STATUE TO CREATE A PROCESS TO SET RETAIL LIQUOR LICENSE FEES WITHIN A MUNICIPALITY AT A FAIR MARKET VALUE

WHEREAS, the current retail liquor licenses sold by municipalities are set at a fee of \$1,500; and

WHEREAS, once they are purchased from a municipality they can be sold directly to other owners and be transferred without reverting back to local government; and

WHEREAS, retail liquor licenses are limited by population and owners sell their licenses at a premium; and

WHEREAS, because some retail liquor licenses are sold for hundreds of thousands of dollars, the current system is inequitable to buyers who are not able to buy directly from local government and inequitable to local government that misses out on the \$1,500 fee.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to develop a system based on fair market value that is fair to buyers and enhances revenue for municipalities.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-06

**A RESOLUTION TO AMEND STATE STATUTE TO INCREASE MUNICIPAL REVENUE
CAPACITY**

WHEREAS, Wyoming Association of Municipalities has completed two studies on municipal finance and has developed recommendations for increasing municipal revenue; and

WHEREAS, a diversified economy requires giving municipalities the ability to provide services and quality of life that new businesses expect; and

WHEREAS, Wyoming tax laws must be revised to increase revenue capacity for municipalities; and

WHEREAS, municipalities through Wyoming Association of Municipalities must agree on and fully advocate for a strategy to improve municipal funding options.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports developing a strategy and advocacy plan for amending state statutes to increase municipal revenue capacity.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-07

A RESOLUTION TO AMEND STATE STATUTE TO A STANDARDIZED SYSTEM FOR RESPONDING TO REPORTS OF MISSING PERSONS, MINIMUM STANDARDS FOR INVESTIGATING INCIDENTS OF MISSING PERSONS, AND FOR THE GATHERING, MAINTENANCE, AND DISSEMINATION OF INFORMATION ON MISSING PERSONS.

WHEREAS, law enforcement in Wyoming has no standardized or coordinated system of taking reports and investigating missing persons; and

WHEREAS, the frequency and volume of missing persons reports which turn out later to be unfounded tends to falsely lull investigators into a false sense of assurance which can unduly adversely impact the investigation of missing persons and the timely recovery of the same; and

WHEREAS, a professional, timely, and thorough investigation into missing persons reports greatly improves the chances of a good outcome in the investigation; and

WHEREAS, too many families in Wyoming live every day with the pain, uncertainty, and fear surrounding the unsolved case of their missing loved one; and,

WHEREAS, citizens throughout Wyoming have called for improvements in addressing missing persons cases; and

WHEREAS, in response, the Wyoming Department of Criminal Investigations has implemented website improvements to address missing persons in Wyoming; and

WHEREAS, despite the recent improvements, there yet remains greater efficiencies to be achieved in the standardization of missing persons investigations across our State,

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to create a standardized system for responding to reports of, investigations into, and the gathering, maintaining, and dissemination of information related to missing persons .

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-08

**A RESOLUTION TO AMEND STATE STATUTE TO CREATE A FAIR PRICING SYSTEM
FOR PRESCRIPTION DRUGS THAT ENABLE LOCALLY-OWNED PHARMACIES TO
SURVIVE AS PART OF A VIBRANT COMMUNITY BUSINESS ENVIRONMENT**

WHEREAS, locally-owned pharmacies provide essential services to community citizens; and

WHEREAS, the current system of utilizing pharmacy benefit managers creates a disadvantage to locally-owned pharmacies; and

WHEREAS, the 2022 Senate File 0036 not enacted in the 2022 Budget Session was developed to regulate pharmacy benefit manager and other national pharmacy practices; and

WHEREAS, the 2022 Senate File 0036 would have created significant increased costs for nearly all health plans in Wyoming.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to create a fair and focused pricing system for prescription drugs that enable locally-owned pharmacies to survive as part of a vibrant community business environment without unduly increasing costs to employers and consumers.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

WAM RESOLUTION NO. 22-09

A RESOLUTION TO REPEAL WYOMING STATE STATUTES THAT REQUIRE MUNICIPALITIES TO PUBLISH MINUTES, TITLES, DISPOSAL OF MUNICIPAL PROPERTY, CONTRACTS FOR PUBLIC IMPROVEMENTS, ELECTIONS, AND ORDINANCES IN LOCAL NEWSPAPERS

WHEREAS, municipalities in Wyoming have become burdened by rising publication costs which are mandated by Wyoming State Statute and put under strain on local budgets; and

WHEREAS, there exists other mediums to advertise such as: town websites, social media websites and various other outlets; and

WHEREAS, the municipalities feel that is an unfunded mandate required by Wyoming State Statute that goes to the support of private business and entities;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports and approves the resolution to remove these Wyoming State Statutes that require publication in in local newspapers.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

WAM RESOLUTION NO. 22-10

A RESOLUTION DECLARING THAT CURRENT STATE STATUTES REGARDING THE DESIGNATION OF LIQUOR LICENSES ISSUED BY THE GOVERNING BODIES OF MUNICIPALITIES ARE STIFLING ECONOMIC GROWTH, AND ARE REQUESTING THE STATE LEGISLATIVE COMMITTEES AND STATE LEGISLATURE REVIEW, CONSIDER, AND ADOPT MODIFICATIONS TO STATE STATUTES REGARDING SAID LICENSES.

WHEREAS, the municipalities recognize the need for improvement for quality of life for existing residents as well as prospective new residents. This would include but not be limited to workforce development strategy to encourage the residents to stay here for quality of life and not seek entertainment in other locales, and

WHEREAS, due to recent census data and the current structure of State Statutes on Liquor Licenses it has been determined that the State Statutes are stifling economic growth in not only large but smaller communities, and

WHEREAS, tourism is the number two industry in Wyoming. The modifications to State Statutes on issuance of liquor licenses for new development will create an atmosphere of community and not as a pass through to other locales, and

WHEREAS, the municipalities recognize the entrepreneurial spirit of license applicants, causing the governing bodies to be placed in a precarious situation of picking “winners and losers” amongst a variety of qualified candidates, which is detrimental to a free market economy, and

WHEREAS, municipalities recognize the necessity of local control regarding liquor licenses as it is the municipality that administers the emergency services and law enforcement, and

WHEREAS, municipalities have recognize the nationwide trend that most new liquor establishments are locating to former industrial, historical, and warehouse districts in dilapidated areas, revitalizing many blighted areas throughout the municipalities, and

WHEREAS, upon passage of the modifications to State Statutes that they become effective immediately and not July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED BY that the Wyoming Association of Municipalities hereby request the state legislative committees and state legislature review, consider, and adopt modifications to current State Statutes regarding the issuance of liquor licenses in the municipalities of all Wyoming communities.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-11

A RESOLUTION SUPPORTING EFFORTS TO BROADEN OPTIONS TO GENERATE REVENUE AT THE LOCAL LEVEL

WHEREAS, many municipalities in Wyoming are struggling to address the operating needs of their communities through existing taxing methods; and

WHEREAS, citizens of municipalities are more comfortable if they can be assured that additional tax revenues will be used to fund priorities and needs identified by their communities, which may include core services such as protecting the health, safety, and welfare of residents, workforce housing, and the maintenance of infrastructure among other things; and

WHEREAS, citizens of Wyoming value self-sufficiency and self-reliance so resources available in areas of the state such as in tourist economies, should be able to be levied and utilized to support the government and citizens in that locality; and

WHEREAS, localities levying such taxes specific to their communities would create healthy diversification of revenue streams; and

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports more flexibility for localities to levy taxes that make sense within their jurisdictions, given their specific circumstances, to be utilized for community priorities.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-12

A RESOLUTION SUPPORTING COUNTY-SPECIFIC COST OF LIVING INDICES FOR WYOMING'S 23 COUNTIES

WHEREAS, the Administration and Information department of Wyoming's Economic Analysis Division issues a semi-annual Cost of Living Index; and

WHEREAS, there is great discrepancy between different counties in Wyoming and the annual cost of living varies quite dramatically between localities; and

WHEREAS, the Economic Analysis Division's current process aggregates Wyoming's counties into five regions, which have very different economic profiles; and

WHEREAS, a consumer price index that shows the annual change in cost of living for each county individually would be a significant tool; and

WHEREAS, the data is already available but not made public but in the aggregated form, grouping neighboring counties with different profiles; and

WHEREAS, this county-specific information would be a tool for government budgeting and any and all business entities affected by inflation;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities support a County-Specific Cost-of-Living Index for each of Wyoming's 23 Counties in A & I's semi-annual report.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-13

**A RESOLUTION SUPPORTING A LIMIT ON ANNUAL INCREASES IN
PROPERTY TAX GROWTH**

WHEREAS, property valuations have been increasing exponentially in recent years; and

WHEREAS, incomes in our state are not keeping pace with the escalation in property values; and

WHEREAS, for example the Department of Housing and Urban Development states that family income in Teton County, Wyoming rose 6% in 2021 and property taxes are expected to increase 30-50%; and

WHEREAS, such dramatic escalation year over year drives out long-time families and residents that cannot keep up with costs; and

WHEREAS, by way of example a homestead exemption could provide significant relief to Wyoming's long-term residents; and

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports responsible tools for managing property tax volatility in a given year in our state.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
President Matt Hall

2022 WAM RESOLUTION NO. 22-14

**A RESOLUTION SUPPORTING OPTIONS FOR PROVIDING
OUTDOOR FOOD & BEVERAGE SERVICE**

WHEREAS, outdoor eating areas or "parklets" were activated by restaurants throughout the Town of Jackson to provide space and capacity for eateries during the COVID-19 pandemic; and

WHEREAS, parklets provided benefits for businesses, visitors, and the community overall; and

WHEREAS, citizens felt parklets added to the spirit of town, enhanced the atmosphere overall; and

WHEREAS, parklets are viewed as one of the most positive outcomes of the pandemic and restaurants view them as something that transformed the vitality in the downtown corridor and provided a positive economic impact.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports more flexibility with health and liquor codes and the ability to rent public right of way to restaurants for the purpose of outdoor dining.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

2022 WAM RESOLUTION NO. 22-15

A RESOLUTION SUPPORTING THE AMENDMENT OF WYOMING STATUTE §12-4-413 REGARDING THE FORMULA FOR DETERMINING THE NUMBER OF BAR AND GRILL LICENSES AVAILABLE

WHEREAS, the Wyoming Statute §12-4-413(a)(b) provides:

The number of bar and grill liquor licenses for cities and towns shall be based on the following population formula:

Not more than two (2) licenses in incorporated cities or towns of seven thousand five hundred (7,500) or less; and

Not more than six (6) licenses for population in incorporated cities between seven thousand five hundred one (7,501) and twenty thousand (20,000); and

Not more than ten (10) licenses for population in incorporated cities between twenty thousand one (20,001) and thirty thousand (30,000); and

Not more than one (1) additional license for each additional seven thousand five hundred (7,500) population in incorporated cities over thirty thousand (30,000).

WHEREAS, the above formula requires the City to reach 20,000 people before it gains an additional 4 licenses;

WHEREAS, the statutory formula fails to use an equitable formula for determining the number of licenses a municipality should have.

NOW THEREFORE BE IT RESOLVED By the Wyoming Association of Municipalities believes that the formula should allow for additional bar and grill licenses by other reasonable means of distribution.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

WAM RESOLUTION NO. 22-16

A RESOLUTION SUPPORTING AN AMENDMENT TO THE STATUTES RELATING TO THE DISTRIBUTION OF SALES TAX

WHEREAS, Wyoming law, at W.S. 39-15-111(b) currently provides for the distribution of the sales tax revenues received by the State of Wyoming under W.S. 39-15-103 and W.S. 39-15-104; and

WHEREAS, 39-15-111(b) requires 69% of the sales tax revenues be credited to the State general fund, and that an additional 1% shall be deducted to cover administrative expenses; and

WHEREAS, the remaining balance of 30% is distributed to the counties, cities and towns in Wyoming pursuant to W.S. 39-15-111(b)(iii); and

WHEREAS, local government revenue generated from Sales, Use, and Property Tax, funding from the State of Wyoming and Direct Distribution Appropriation, and other miscellaneous sources of income have been insufficient to meet the increasing demands of continuing essential services and are anticipated to decrease in the foreseeable future; and

WHEREAS, the costs of providing essential services and capital expenditure requirements are expected to increase; and

WHEREAS, municipalities in Wyoming seek a more equitable distribution of the sales tax revenues collected by the state;

WAM RESOLUTION NO. 22-16 (Continued)

NOW, THEREFORE BE IT RESOLVED, the Wyoming Association of Municipalities supports legislation to request that the State of Wyoming amend W.S. 39-15-111 to provide for a distribution of sales tax revenue so that 50% is distributed to the state, and 50% is distributed to counties and municipalities.

Approved on this 10th day of June, 2022.

Wyoming Association of Municipalities

By _____
WAM President Matt Hall

WAM RESOLUTION NO. 22-17

A RESOLUTION ADVOCATING FOR LEGISLATION TO CLARIFY THE LIEN AND ASSESSMENT PROCESS BY WHICH MUNICIPAL EXPENSES FOR ABATING NUISANCES, DANGEROUS CONDITIONS AND DANGEROUS BUILDINGS MAY BE RECOVERED.

WHEREAS, Wyoming State Statute §15-1-103 permits cities to abate dangerous buildings; and

WHEREAS, Wyoming Statute §15-1-119 permits Municipalities to adopt any national building codes which include but is not limited to the Uniform Code for the Abatement of Dangerous Buildings; and

WHEREAS, the Uniform Code for the Abatement of Dangerous Buildings provides authority for the legislative body of a municipality to thereupon order that said costs shall be made a personal obligation of the property owner or assess said costs against the property involved; and

WHEREAS, the Uniform Code for the Abatement of Dangerous Buildings provides that municipalities order that costs shall be assessed against the property, shall confirm the assessment roll, and thereafter said assessment shall constitute a special assessment against and a lien upon the property; and

WHEREAS, many municipalities across the state are facing another economic downturn and reduction in direct and indirect funding streams, the need to recoup these abatement costs is more vital than ever before; and

WHEREAS, the property owner is enriched by the removal and abatement of the nuisance, dangerous conditions and/or dangerous buildings; and

WHEREAS, this abatement should not be funded by public funds without a clear process in place for municipalities to recoup these abatement costs; and

WHEREAS, Wyoming State Statutes are silent regarding this special lien assessment relief; and

WHEREAS, Wyoming Statutes do not succinctly provide either a lien procedure or an assessment process on the real property involved thus hindering municipalities ability to recoup expenses incurred by municipalities as a result of abating nuisances and dangerous buildings; and

NOW, THEREFORE, BE IT RESOLVED THE WYOMING ASSOCIATION OF MUNICIPALITIES supports and advocates for legislation to clarify the lien and assessment process by which municipal expenses for abating nuisances, dangerous conditions and dangerous buildings may be recovered by municipalities.

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF JUNE, 2022.

Wyoming Association of Municipalities

WAM President Matt Hall

WAM RESOLUTION NO. 22-18

**A RESOLUTION TO AMEND STATE STATUE TO CREATE A TAVERN
LIQUOR LICENSE**

WHEREAS, the Wyoming Association of Municipalities recognizes the need for improvement for quality of life of existing residents as well as prospective new residents, and

WHEREAS, due to recent census data and the current structure of State Statutes on Liquor Licenses it has been determined that the State Statutes are stifling economic growth, and

WHEREAS, tourism is the number two industry in Wyoming, and

WHEREAS, a “Tavern” liquor license would allow municipalities to award a license for an establishment to have a bar, but not be required to serve food, however it would not allow for offsite consumption or package liquor sales; and

WHEREAS, the “Tavern” license would be non-transferable and a city or town would have an unlimited number to award; and

WHEREAS, the “Tavern” license which is neither a Bar and Grill license nor Retail Liquor license and would cost more than a bar and grill license, but less than the fair market value of a retail liquor license.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to develop a new Tavern liquor license to help support economic growth and development.

Adopted this 10th day of June 2022

Wyoming Association of Municipalities

By _____
WAM President Matt Hall



FY 2022 Community Promotions Final Report

Please file this form within **30 days** of the conclusion of your event. Submit this form along with any bills for reimbursement to the City Manager's Office, 200 N. David, Casper, WY 82601. **Failure to complete and send in this form could result in a denial of payment for in-kind, facilities, AND cash funding, as well as a disqualification from any future funding grants.**

Organization: Casper Soccer Club, Inc Program/ Event: Spring Jamboree 2022

Contact Person: Wendy Brown Phone Number: 307-473-2617 Date: April 9-10, 2022

Email Address: wendyb@caspersoccerclub.com

1. Mission

Please state the agency's mission/vision:

2. Written Account of your Event

Please attach a written account of your event. Was the event successful? Did it go off as expected? Were there any problems? **Please limit your written account to one (1) page of written material.**

3. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from community promotions funding and whether it was for cash, in-kind, facilities, or any combination of the three.**

4. Program Significance

- Using bullets describe the individuals who are the focus of your work and are influenced by your activities.
- What impact did the program have on the specified target population and community?
- Have there been significant trends over the past months regarding your target population?

5. Results

- Please describe the outcomes/outputs
- Please describe the method of measurement
- Please describe the performance results

6. Program Results/Impacts (use bullets)

- Explain how much (quantity) service the program delivered
- How well (quality) the services were delivered. For example, describe how individuals were better because of the event

1. Vision: The Casper Soccer Club, Central Wyoming's premier soccer organization, provides lifelong opportunities for challenge and growth - both on and off the pitch.
Mission: The Casper Soccer Club provides soccer programming and opportunities for all ages and abilities to enhance soccer skills, promote a healthy lifestyle and help teach valuable life lessons.
2. The Casper Soccer Club encountered some challenges for the 2022 Spring Jamboree. The event is a 2-day event of half games with the girls' teams playing on Saturday and the boys teams playing on Sunday. Saturday started off as a nice day. The games were played as schedule in good weather. Sunday's forecast was calling for cold and wind. As the day progress on Saturday, it got a little colder and the forecast for Sunday degraded a bit from rain to possible snow. Around 2pm we cancelled the 2nd day of the event. The girls' teams finished out the games on Saturday. The boys' teams were notified, and their games were cancelled. A refunded of most of the fees was returned to the boys' teams. A couple of inches of snow were on the fields Sunday morning. The event went as planned other than the weather. We had a total of 91 teams registered for the event but only 40 girls' teams were able to compete in games
3. See budget
4. Program Significance
 - a. Focus is on the youth ages 8U-14U in a competitive team atmosphere.
 - b. Teams came together in Casper to compete in a soccer event.
5. Results
 - a. 91 teams entered by only 40 teams were able to participate due to weather.
 - b. The format of the events was jamboree style, no finals just games.
6. Program Results/Impact
 - a. 1 day of soccer games, each team played in 4 half games.
 - b. The event was well organized and scheduled based on available referees and team schedules.
 - c. Referees are in short supply throughout the state & region.
 - d. We scheduled around the HS games in the morning in order to have referees for the games in the afternoon.
 - e. We will continue to recruit referees of all ages to cover the games.

- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- d. How could the event have worked better?
- e. How will you address this?

7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people attended and/or participated in your event.

- a. **Please fill out the information in one of the three boxes below.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.
- b. Please provide information as to number of participant/spectators who are from Casper and those that are from outside of Casper, as well as what method you used to count.

Attendance and Participation

Please fill out one of these three sections as instructed on the opposite side of this page.

<i>I can <u>Accurately Count</u> the number of people who attended my event because:</i>	
<input type="checkbox"/> We sold tickets <input type="checkbox"/> We took a turnstile count or counted people as they came in <input type="checkbox"/> We conducted an organized head count <input checked="" type="checkbox"/> All participants were registered <input type="checkbox"/> We used sign-in sheets <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	<input type="text" value="813"/>
Number who attended as Spectators:	<input type="text" value="2300"/>

<i>I can only make a <u>Rough Estimate</u> of the number of people who attended my event.</i>	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

<i>I can make an <u>Educated Guess</u> at the number of people who attended my event because:</i>	
<input type="checkbox"/> We counted cars <input type="checkbox"/> We filled a certain amount of space <i>For example: "We filled fifteen rows of 20 seats each" or "We filled two 20 x30 foot rooms with people"</i> <input type="checkbox"/> We used another method that was pre-approved by the City Manager's Office	
Number who Actively Participated:	<input type="text"/>
Number who attended as Spectators:	<input type="text"/>

What's the difference between a participant and a spectator?

A **participant** is someone who is actively involved in the activity; a **Spectator** is someone who passively enjoyed it. Please don't count people twice – one person can't be both a Participant and a Spectator! For example:

If your event was....	Then your count of <u>Participants</u> would include...	And your count of <u>Spectators</u> would include...
<i>.... a Baseball Tournament</i>	<i>Players, coaches, volunteers, and other people who helped out with the tournament</i>	<i>The people who were sitting in the bleachers.</i>
<i>.... a Bake Sale fundraiser</i>	<i>People who cooked, set up tables, handed out flyers, etc.</i>	<i>The people who came to shop at the bake sale, even if they didn't buy anything</i>
<i>... a class for teens about alcohol abuse</i>	<i>The teachers, the people who organized and hosted the event</i>	<i>The students who attended the class.</i>
<i>.... a soup kitchen that gave food to the homeless</i>	<i>People who worked in the kitchen, advertised the program, etc.</i>	<i>The people who received the food.</i>

ADDITIONAL NOTES (IF NEEDED): _____

2022 Spring Jamboree

April 9-10, 2022 Casper WY - North Casper Soccer Complex

	Estimated Budget		Cancelled	
	Income	expenses	1st Day	2nd Day
Income				
Registration Fees-avg \$325 x 95 teams		\$30,895.00	\$ 13,030.00	\$ 3,603.00
Concession/Vendor	\$ 2,300.00			
Sponsorship/In Kind Services	\$2,500.00			
Total Income		\$35,695.00		
Expenses				
Processing fees 5% of fees		1,544.75	\$ 651.50	\$ 746.50
Application to host fee		350.00	\$ 125.00	\$ 125.00
Lease City of Casper		1,000.00	\$ 268.75	\$ 268.75
WYS Tournament Fees 95 teams x \$30		2,850.00	\$ 1,120.00	
Referee Expenses				
Assignor/asst assignor		1,875.00	\$ 550.00	
Referee Compensation		8,500.00	\$ 3,196.00	
Lodging for assignor/refs \$98 x 11 rooms x2 nights		2,156.00	\$ -	
Snacks/meals/drinks		900.00	\$ 300.00	
Tent/table/chair rental		871.00	\$ 435.50	\$ 435.50
Field prep/paint/supplies etc \$100x16 field+ 45hrsx \$19.50		2,477.50	\$ 900.00	
Misc Expenses -		\$600.00		
Medical - 24hr x \$35 x 2 persons		1,680.00	\$ 385.00	
R&R Services \$25x 11 units x2/day x 2 days		990.00	\$ 192.50	\$ -
Got Soccer Management 95 teams x \$15		1,425.00	\$ 600.00	\$ 750.00
Concession Employees 5x 26hrs x \$10 +\$150tax		1,450.00		
Trash Service		369.00	\$ 140.00	\$ -
Utilities/building/office cost for event		400.00	\$ 100.00	\$ 100.00
Tournament director/event staff		3,000.00	\$ 1,000.00	\$ 1,000.00
Total Expenses		32,338.25	\$ 9,964.25	\$ 3,425.75
Net Income or Loss		3,356.75	\$ 3,065.75	

70% refund

Community promo already applied
40 teams - girls only

Sat 150 assignments @3.25-487.50

Short on referees only needed 5 rooms -comp'd by Rankota

100/field x 9 fields

11 hours

nonrefundable fee/team

-Community promo grant

Refund of 70% provided to the Boys teams due to the event being cancelled on Sunday
Split the actual expenses & income between the 2 days according to

Total Income \$ 16,633.00
Total Expenses \$ 13,390.00



**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

Paul Bertoglio,
Vice-Chairman

Ken Waters,
Secretary

Steve Freel,
Treasurer

Steve Cathey

Bruce Knell

Dan Sabrosky

Jai-Ayla
Sutherland

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

June 21, 2022

11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) May 17, 2022 Regular Meeting *
 - b) May 17, 2022 Executive Session – Property Acquisition and Litigation
3. Approve Vouchers – June 2022 *
4. Approve Financial Report – May 2022 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider Change Order No. 1 with Pope Construction, Inc. for the WTP Filter Hoist System Project No. 21-061 in the amount of \$901 and a Time Extension of 10 Days *
 - b) Consider Purchase of a 2022 Ford F-350 Super Cab with Service Body and Crane in the amount of \$95,131 with the Trade-in of the 2001 Ford F-450 with Service Body and Crane in the amount of \$8,150, for a Net Cost of \$86,981 *
 - c) Consider FY22 Budget Amendments *
 - i) WTP Operations Budget *
 - ii) RWS Agency Budget *
 - d) Consider FY2023 Wholesale Water Rate *
 - e) Consider FY2023 Budgets *
 - i) WTP Operations Budget *
 - ii) RWS Agency Budget *
 - f) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – July 19, 2022

****Indicates Attachment***



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

MEETING PROCEEDINGS

May 17, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, May 17, 2022 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 Bertoglio, Secretary Waters, Treasurer Freel, and Board Members Cathey, Sabrosky and Sutherland. Board Member Knell was absent.

City of Casper – Cathey, Freel, Sutherland, Andrew Beamer, Bruce Martin, Tom Edwards, Clint Conner, Janette Brown

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Sabrosky

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates – Tim Mischel

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.

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the April 19, 2022 Regular meeting. A motion was made by Secretary Waters and seconded by Treasurer

Freel to approve the minutes from the April 19, 2022 Regular meeting. Motion put and carried with Board Member Cathey abstaining from the vote.

3. Mr. Martin informed the Board that three additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8461 for Norco, Inc. in the amount of \$2,157.06 for a Ladder Gate for the Alternate Backwash Tank; voucher 8462 for Modern Electric in the amount of \$17,192.00 for Surface Water Valve Actuator Wiring; and voucher 8463 for Salt Creek Welding, Inc. in the amount of \$3,076.86 for Actiflo Scraper Arm Welding Repairs were all added to the voucher listing. Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the May 2022 vouchers. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the May 2022 voucher listing to include voucher numbers 8447 through 8463 in the amount of \$667,198.27. 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 April 2022 was 151 MG, which is 18 MG less than the five-year average. Mr. Martin stated that usually around the end of April production increases, but there was unusually higher precipitation at the end of April. Mr. Martin stated that the year to date production total is 2.8 BG, which is 109 MG less than the five-year average. Mr. Martin stated that this is due to the water conservation efforts that took place last summer.

Mr. Martin asked the Board to reference page 1 of the Financial Report. Mr. Martin stated that the WyoStar I and II accounts are not seeing much interest yet due to the timing of the statements. Mr. Martin stated that the WyoStar and WyoStar 2 line items should show the interest earned next month.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Water Utility Charges is \$5,992,428, which is \$189,134 less than the same time last year. Mr. Martin stated that this is due to decreased water sales.

Mr. Martin stated that Reimbursable Contract Expense is \$2,521,870, which is \$1,034 more than the previous year. Mr. Martin stated that this is due to timing of chemical purchases and is right where expected.

Mr. Martin offered to answer any questions the Board may have on the Financial Report.

Chairman King asked for a motion to approve the April 2022 Financial Report as presented. A motion was made by Board Member Cathey and seconded by Treasurer Freel to approve the April 2022 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that the Surface Water Plant was started on Friday, putting out approximately 5 MGD to keep up with demand. Mr. Edwards stated that all the wells are running, with the exception of Casper Well 12 and Caisson 2, and are producing

approximately 5MGD, for a total production of approximately 10 MGD.

Mr. Edwards stated that the new scraper arms have been installed on Actiflo.

Mr. Edwards stated that staff has been out greasing all the well pumps to get ready for the summer season.

Mr. Edwards stated that the Surface Water Ammonia pumps were repaired.

Mr. Edwards stated that repairs were made to a couple of turbidimeters.

Mr. Edwards stated that HOA came and worked on the SCADA system with the new Instrumentation Technician. Mr. Edwards stated that Matt Burgardt was promoted from Plant Mechanic to Instrumentation Technician.

Mr. Edwards stated Pope Construction is still working on the Hoist Project which should be completed next week.

Mr. Edwards stated that a new Plant Mechanic was hired from Distribution staff and will start next Monday.

Mr. Edwards stated that the open WTP Operator position has been advertised.

Chairman King turned the time over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that staff has been spraying the weeds at the tank and booster sites for the last couple of weeks.

Mr. Conner stated that staff has begun de-winterizing the pump stations this week.

Mr. Conner stated that there have been some issues with overloads with Pioneer Booster Pump #2. Mr. Conner stated that staff is troubleshooting the issue.

Mr. Conner stated that the fence at the Wardwell tank north of town had to be repaired. Mr. Conner stated that there are bulls in the field next to it and they like to rub themselves on the fence. Mr. Conner stated that the fence is going to be shortened up a bit and large rocks placed outside of it to make a barrier from the bulls.

Mr. Conner stated that the Lock-Out Tag-Out for Salt Creek Booster has been completed. Mr. Conner stated that some devices had to be built to lock-out some of the equipment in the booster. Mr. Conner stated that staff is finalizing standard operating procedures for the boosters.

Mr. Conner stated that Distribution staff assisted WTP staff this morning in pulling Well 12 pump.

Mr. Conner stated that a shutoff will be done on Salt Creek Highway in the next week or two for Treto Construction to replace the waterline on Blair Lane in Wardwell.

Mr. Conner stated that if it stays dry in the next month or so, staff will haul the Actiflo sludge to the Balefill.

Chairman King asked for clarification on the Salt Creek Booster. Mr. Conner stated that lock-out devices had to be made because OSHA requires specific lock-out procedures for each piece of equipment. Mr. Conner stated that staff is going through all the RWS and City boosters and creating lock-out procedures. Chairman King asked if there was anything wrong with the booster. Mr. Conner stated that there is not anything wrong, it is just how the booster was designed and how the valves are, a device had to be built to go over the isolation valves.

6. There was no Public Comment.

7. In Old Business:

a. Ms. Brown handed out the Financial Disclosure letters to Board Members Cathey and Sabrosky and explained the letters to them.

Both letters were signed during open session.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the Board reviewed the Preliminary FY23 budget last month, and this month the FY23 Wholesale Water Rate will be reviewed and discussed.

Mr. Martin stated that the RWS Wholesale Water Rate Model is intended to show fund performance and guide wholesale water rate setting for FY23. Mr. Martin stated that the Board sets and approves the wholesale water rate each June to go into effect July 1 of each year. Mr. Martin stated that the FY23 Operations budget is 10% higher than the FY22 Operations budget. Mr. Martin stated that the increases are attributable to increases in personnel costs, a significant increase in chemical costs, natural gas costs, non-contract maintenance repair services, and in machinery repair supplies. Mr. Martin stated that the FY23 RWS Agency budget is 7.2% greater than the FY22 Agency budget.

Assumptions made in the development of the wholesale water rate model is as follows:

- 1) Starting fund balance information obtained from the FY21 audit.
- 2) The model assumes a 6% rate increase effective July 1, 2022.
- 3) The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.

- 4) The model assumes a 6% rate of inflation.
- 5) The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
- 6) The recommended minimum RWS fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February 2021. That policy recommends the reserves be the sum of: a) Operating Reserves – 90 days of budgeted operating expense as calculated from most recent Board approved annual budget; b) Debt Service Reserves – the greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements; and c) Capital Reserves – one-year annual depreciation expense as taken from most recent annual audit.
- 7) Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants and loans. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan (CIP) with assumed expenses and revenues for new and replacement capital projects. The capital items on the CIP represent the best projections of needed improvements and/or studies. The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.
- 8) The model assumes that grant/loan funding will be secured in FY25 for the Disinfection Upgrade Project.

The results for the model presented are as follows:

- Wholesale water rate increase from \$2.13/1,000 gallons to \$2.26/1,000 gallons.
- FY23 minimum required reserve is \$5.21 M.
- FY23 target fund balance is \$5.87 M.
- FY23 projected fund balance is \$5.82 M.

It needs to be emphasized that the assumptions and budget information used for the wholesale water rate models are suitable for one year only. The assumptions and budget information will have to be changed and/or adjusted for next year's wholesale water rate models incorporating the best information available at that time.

Mr. Martin asked the Board to reference the water rate model on the screen. Mr. Martin stated that the black line is the required minimum Reserve Fund amount; the green line is 10% above the minimum amount as a buffer; and the blue line is

the Reserve Fund balance. Mr. Martin stated that the Board can change the inflation and growth percentages in the model. Mr. Martin stated that inflation has grown to 8% recently.

Mr. Martin showed the Board the effect on the Reserve Fund if there is no rate increase for FY23, the Reserves drop below the minimum required amount.

Mr. Martin put the rate increase back to 6% and explained that the drop off in minimum reserves is due to the payoff of the City of Casper loan in FY24. Mr. Martin stated that the wholesale rate is reviewed every year.

Mr. Martin stated that he can show the Board how the model reacts for different rate increases.

Mr. Martin stated that the inflation rate is over 8%, but the model has a 6% increase per year for inflation.

Mr. Martin stated that with a 6% increase, the wholesale water rate would increase from \$2.13/1,000 gallons to \$2.26/1,000 gallons.

Secretary Waters asked for Mr. Martin to show a 5% rate increase for FY23 in the model. Mr. Martin changed the model to a 5% increase, and informed the Board that the balance dips below the buffer by the end of FY23 and drops more in the out years.

Board Member Cathey asked if the UV Project cost and loan repayment is included in the rate model. Mr. Martin stated that it is included in the model. Mr. Martin stated that the Board could use ARPA funding, but the draw requests on the funding have to be completed by 2026, so it may make sense to move the project ahead a bit.

Vice-Chairman Bertoglio asked if it is anticipated to use ARPA funding for the entire amount for the UV Project. Mr. Martin stated that right now it is looking like the maximum ARPA funding will be \$7.5 M in grant funding. Mr. Martin stated that it is anticipated that this project will be \$16 M. Mr. Martin stated that the Board would have to match the grant funding. Mr. Martin stated that it is better than going after a \$16 M SRF Loan. Mr. Martin stated that he thinks it would be worth it to pursue the ARPA funding. Mr. Martin stated that it would move the project up a couple of years on the timeline if the Board is successful in getting the funding.

Vice-Chairman Bertoglio stated that goes back to when he was asking about phasing of the project at the last meeting.

Chairman King asked what the rate changed to with the 5% increase. Mr. Martin stated that the rate changes to \$2.24/1,000 gallons with a 5% increase. Mr. Martin stated that the lower the rate is in FY23, the higher it will be in the out years. Mr. Martin stated that he agrees with trying to smooth out the rate so there is a

consistent rate increase each year. Mr. Martin stated that one concern he has is the 6% rate of inflation, when it is already over 8%.

Vice-Chairman Bertoglio asked if the anticipated price increases are built in the model. Mr. Martin stated that they are.

Chairman King asked for a 7% increase to be shown in the rate model for FY23, and 1% for the out years. Mr. Martin stated that the last year shows that it will dip below the buffer. Mr. Martin stated that the rate would be \$2.28/1,000 gallons.

Board Member Sutherland asked Mr. Martin to show a 4% increase for each year. Board Member Sutherland stated that she has a problem with the black and the green line in the model. Board Member Sutherland stated that she does not understand the purpose of the green line as a reference point, and asked if it is worth having the buffer as long as reserves stay above the minimum reserve line. Mr. Martin stated that the green line just shows the Board that they are getting close to minimum reserves and they need to be cautious. Mr. Martin stated that one thought was that if the green line wasn't there, the Board would have a tendency to operate closer to the minimum reserve and have more of a chance of dipping into the reserves. Mr. Martin stated that with the 4% rate increase, it does show that the Board would be operating over the minimum reserves.

Secretary Waters asked Mr. Martin to put 6% in FY23, and 2% for the out years. Mr. Martin put in the requested figures and stated that the lower the rate increase for FY23, the higher the rate increase will need to be for the out years.

Vice-Chairman Bertoglio stated that the rate model on the expense side has all the expected increases, and asked if 6% is added on top of that in the out years. Mr. Martin stated that was correct, the 6% rate of inflation carries out over every year. Vice-Chairman Bertoglio asked if Mr. Martin anticipated any of the increased costs going down. Mr. Martin stated that he does not anticipate any costs going down; prices just keep climbing. Mr. Martin stated that he doesn't see the costs going down unless production from the wellfield is increased, and less chemicals are used for the Surface Water Plant.

Board Member Cathey stated that he believes the report stated that there should be a reduction in chemicals when the UV system is installed. Mr. Martin stated that with the addition of UV, less Ozone will be used, so there will be a little bit of savings there.

Vice-Chairman Bertoglio stated that ideally, the Board wants to be on the green line, and asked if that was correct. Mr. Martin stated that it would be ideal to track with the green line as it keeps reserves above the minimum and gives a buffer.

Vice-Chairman Bertoglio stated that he likes 5% for FY23 as it gets it pretty close to the buffer, and anything with the out years still has plenty of play in it.

Secretary Waters agreed that 5% for FY23 is right, and the out years can be figured out then.

Chairman King stated that 5% or 6% would do well.

Vice-Chairman Bertoglio asked if the Board is picking the rate right now. Mr. Martin stated that he would just like good direction from the Board as to what they would like brought back for approval at the June meeting. Mr. Martin stated that the budget will have to be adjusted depending on what direction the Board gives.

Secretary Waters stated that the Board doesn't really know what the prices will be for FY23-24, or where inflation will end up. Secretary Waters stated that he is hopeful that costs will start trending down.

Board Member Sabrosky asked if there is a really good year and the reserves increase dramatically, will the Board look at doing a rate reduction. Mr. Martin stated that could be considered, but he is not advocating for it.

Board Member Sabrosky asked Mr. Martin to change the rate model to 4% in FY23, and 0% in the out years. Board Member Sabrosky stated that it pretty much follows the buffer line. Mr. Martin stated that one of the concerns that the Board tries to avoid is that if they do go a few years with no rate increase, they will end up with a high rate increase, over 10%. Board Member Sabrosky asked if the rate that will be approved will just be for next year, and the rates for the out years is just a projection. Mr. Martin stated that was correct. Vice-Chairman Bertoglio stated that the City of Casper did no increase for a couple of years back in the 1990's and ended up having to do an increase of 34%.

Board Member Cathey stated that Mr. Martin told the Board that he was hoping the Board would be able to get \$7.5 M from ARPA for the UV System Project. Mr. Martin stated that would be grant funding. Board Member Cathey stated that the Board would then need to come up with another \$8 M. Mr. Martin stated that the most likely option would be a SLIB loan. Board Member Cathey asked how much cash the Board would need to come up with for the funding. Mr. Martin stated that the Board could get a loan from SRF to cover all the matching funding for the grant, or the Board could get \$7.5 M in grant, \$6 M from SRF, and the rest from reserves. Board Member Cathey stated that he was wondering if the Board needed to build up extra reserves to cover an upcoming expense, but if it's possible to get funding to cover the whole project, then the Board would just need to worry about covering operations. Mr. Martin stated that if the Board wanted to build up reserves to cover an upcoming project they would need to have a higher rate increase over a few years. Mr. Martin stated that this was discussed with Ms. Johnson when the reserves weren't making much interest and it would make a big hit on the rates, and it was determined that it would be better to go out for funding. Mr. Martin stated that if there was a project the Board wanted to fund themselves, that is an option.

Mr. Mischel from Sandy Lake Water asked what the difference is in dollar value between the reserve minimum and the buffer. Board Member Cathey stated that it is approximately \$750,000. Mr. Mischel stated that is a pretty minimum buffer.

Board Member Sutherland asked Mr. Martin to put 4% back in the rate model. Board Member Sutherland stated that she feels that if there is a buffer there for a reason, she is not sure that it's bad to go slightly below the buffer, but still be in the buffer zone. Board Member Sutherland stated that she feels that a 4% increase would be fine if it helps even out increases over time.

Secretary Waters stated that with the price increases that are going on right now, it makes him nervous to go below minimum reserves with not knowing where things are going to end up. Board Member Sutherland stated that a 4% increase wouldn't go below the minimum reserve, just dip down into the buffer zone.

Board Member Sabrosky asked what the average residential water bill amount is for Casper. Mr. Martin stated that he thinks it is around \$40 a month for just water, but every entity is different, and the RWS wholesale water rate is passed on to all the entities. Board Member Sabrosky stated that then it will be about another \$2 on the resident's bill. Mr. Martin stated that is just the RWS increase as each entity has their own cost increase that is added. Board Member Sabrosky stated that he agrees with Board Member Sutherland with the 4% increase because people are getting hit with increases from everywhere.

Mr. Martin asked what the Board would like prepared for next month.

Treasurer Freel asked what staff recommended for a rate increase. Mr. Martin stated that staff recommends a 6% rate increase. Chairman King stated that he recommends a 6% rate increase as well. Secretary Waters stated that he would be comfortable with a 5% or 6% rate increase. Board Member Cathey stated that with all the uncertainty he doesn't want reserves to go below the buffer because inflation continues to increase, and when there is only a \$750,000 buffer, it doesn't take much to use it up. Board Member Cathey stated that he would agree with the compromise of a 5% rate increase, which is between the 4% and 6% increase. Mr. Martin stated that the uncertainty of cost increases is what is most concerning to staff.

Secretary Waters stated that he is usually the one that roots for the low income and fixed income residents, but the inflation increases have him concerned.

It was the consensus of the Board to move forward with a 5% rate increase to be considered at the June 2022 meeting.

- b. Mr. Martin stated that a letter has been prepared to Wyoming DEQ for the Chairman's signature. Mr. Martin stated that RWS has a discharge permit with DEQ for over at the Raw Water Building. Mr. Martin stated that when the Surface Water and Groundwater are running, discharge goes into the lagoons, and is then pumped back to Raw Water. Mr. Martin stated that when the Surface

Water Plant is running, the discharged water is recycled and treated through the Surface Water Plant. Mr. Martin stated that in the off months when the Surface Water Plant is not operating, the water can't be recycled to be treated. Mr. Martin stated that if something should happen, such as a high turbidity event, the water cannot be sent out to the system, and it must be sent to the lagoons and then is discharged into the river.

Mr. Martin stated that this permit is renewed every five years. Mr. Martin stated that last time the permit was renewed, a change was made in the screen wash water which required a change to the permit. Mr. Martin stated that during that communication the fact that water could be discharged in the off months somehow fell through the cracks. Mr. Martin stated that the permit does not include discharging in the off season when the Surface Water Plant is not operating. Mr. Martin stated that he and Mr. Edwards have been reviewing this and want to make sure that the discharge is covered by the permit with DEQ. Mr. Martin stated that the letter is requesting DEQ include an emergency discharge so if something happens during the off months when the Surface Water Plant is not running, and Groundwater has to be diverted to the lagoons and back to the river discharge that it is covered in the permit. Mr. Martin that the letter is requesting that emergency discharge is included in the discharge permit.

Board Member Sabrosky asked if there is a fee associated with the permit and discharge. Mr. Martin stated that there is not a fee associated with the permit or discharge.

Vice-Chairman Bertoglio asked when this happens, is the water that is discharged raw water, or does it have chemicals in it. Mr. Martin stated that there is a possibility that it could have chemicals in it. Secretary Waters stated that if it goes through the water plant, it could have a residual. Mr. Martin stated that the Actiflo lagoon has residual ferric in it. Mr. Martin stated that how this is operated, is at the end of the summer season when the Surface Water Plant is shut down, the lagoons will be drained down to empty, and then there should be enough room to hold the process water until the next season. Mr. Martin stated that in the case of a high turbidity event, or off spec water that can't be put into the system, it has to go somewhere.

A motion was made by Secretary Waters and seconded by Treasurer Freel to authorize the Chairman to sign the letter to DEQ and send it to them. Motion put and carried.

- c. In Other New Business, Mr. Martin stated that Budget Reallocation No. 2022-05 in the amount of \$33,000 is to move funds that were budgeted for a cooling water pump for the Ozone system to purchase a mag meter replacement for the Decant Pump Station. Mr. Martin stated that since the Ozone system will be replaced, a spare pump is not needed, and the Decant Pump Station mag meter has failed. Mr. Martin stated that this is capital funding that has been approved by the Board, and is just being reallocated from one project to another. Mr. Martin stated that this reallocation is to satisfy auditing and State reporting requirements.

A motion was made by Secretary Waters and seconded by Board Member Sutherland to approve Budget Reallocation No. 2022-05 in the amount of \$33,000. Motion put and carried.

9. A motion was made by Secretary Waters and seconded by Board Member Sutherland to move into Executive Session at 12:23 p.m. Motion put and carried.

A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to adjourn Executive Session and move back into Regular Session at 12:37 p.m. Motion put and carried.

Chairman King called the Regular Session to order at 12:37 p.m.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Bertoglio as follows: I hereby move this Board ratify and reaffirm the authority granted the Board's counsel, Charles S. Chapin, at the board meeting conducted March 23, 2021, to undertake any and all actions he deems appropriate, including the filing and prosecution of litigation to conclusion, which includes all actions taken during the litigation, to challenge the imposition by the City of Mills of a franchise tax/fee upon the Central Wyoming Regional Water System, pertaining to the insitu water lines located under property located within the City. Further, this motion shall act as a direct response to the City of Mills' argument that the lawsuit initiated by Central Wyoming Regional Water has not been properly approved in a public meeting, and to effectuate a cure or remedy for the stated allegation, pursuant to Wyoming law. Motion put and carried with Board Members Sabrosky and Sutherland abstaining from the vote.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on June 21, 2022.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Bertoglio to adjourn the meeting at 12:41 p.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
June 15, 2022**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8464	Veolia Water Technologies, Inc.	Capital Expense – Actiflo Scraper Arms	\$72,836.96
8465	City of Casper	Operations Reimbursement – May 2022	\$222,686.45
8466	Pope Construction	Capital Expense – WTP Confined Space Evacuation Hoistway Project No. 21-061	\$67,374.00
8467	Lower & Co., P.C.	Capital Expense – Engineering for WTP Confined Space Evacuation Hoistway, Project No. 21-061	\$250.00
8468	City of Casper	Loan Payment	\$127,960.40
8469	DXP Enterprises, Inc.	Capital Expense – Sand Pumps	\$42,651.00
8470	Williams, Porter, Day & Neville, P.C.	Legal Expense – May 2022	\$1,983.25
8471	HDR Engineering, Inc.	Capital Expense – WTP Disinfection System Upgrade Project No. 21-039	\$2,283.14
8472	AUMA Actuators, Inc.	Capital Expense – Surface Water High Service Actuator Replacements	\$25,192.69
8473	Williams, Porter, Day & Neville, P.C.	Legal Expense – May 2022 – A. Scott	\$1,053.50
		Total	\$564,271.39

*

**Agenda Item
3**



City of Casper
200 North David Street
Casper, WY 82601

8465
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....	05/31/2022	3032	\$0.00	06/30/2022	\$222,686.45
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$0.00				\$222,686.45	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$222686.450000	EACH	\$222,686.45	\$0.00	\$0.00	\$222,686.45
Invoice Total:						\$222,686.45	

May 2022 Operations Reimbursement

May 2022 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$115,506.96
9020.00	Chemical Charge - O&M	\$47,902.50
9030.00	Utilities - O&M	\$43,390.19
9040.00	Supplies - O&M	\$10,881.40
9060.00	Training - O&M	\$125.00
9070.00	Major Maint, Repair, Replc - O&M	\$2,701.12
9080.00	Testing & Lab Services - O&M	\$1,720.13
9090.00	Other Reimbursable Costs - O&M	\$459.15
6040.10	Consulting	
	300-6257 - Ops Reimb	\$222,686.45
	300-6214 - Consulting	\$0.00
	Invoice Total	\$222,686.45

✂ 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	05/31/2022
Invoice Number	3032
Customer Number	2784
Amount Paid	\$222,686.45
Due Date	06/30/2022
Invoice Total Due	\$222,686.45

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

000001&2022200003032000222686453

City of Casper Wyoming
Expenditure Reimbursement Request
May 31, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	05/16/2022	LCAS1479054	79.64	Professional Laundry Services
ALSCO	Laundry/Towel	05/16/2022	LCAS1478959	20.24	Professional Laundry Services
Amazon	General Supplies & Materials	05/10/2022	5478743366913	179.00	Amazon Prime Business Membership
Amazon	General Supplies & Materials	05/12/2022	5483041865473	(179.00)	Amazon Prime Business Membership
AMERICAN EQUIPMENT L	General Supplies & Materials	05/11/2022	0161859-IN	2,140.50	Crane Inspection
Arby's	General Supplies & Materials	05/19/2022	RIN#0030903	52.10	JPB Meeting Lunch - Other Materials
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/18/2022	74943-0	1,469.99	Office Supplies: Ink Pads, Kleenex
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/19/2022	74969-0	27.83	Office Supplies; New Stapler
ATLAS REPRODUCTION	Postage & Printing	04/27/2022	136236	147.75	Copy / Printing Services
BLACK HILLS ENERGY	Natural Gas	05/06/2022	RIN0030880	5,347.95	Acct #7513 1659 94
BRENNTAG PACIFIC, IN	Chemicals	04/27/2022	BPI237904	13,296.00	Ferric Chloride - Bulk Chemicals
BRENNTAG PACIFIC, IN	Chemicals	05/06/2022	BPI237422	15,935.20	Ammonium Hydroxide - Brenntag
CASPER COLLEGE	Travel/Training	04/27/2022	21899	125.00	Administrative Professionals Day Training
CASPER STAR-TRIBUNE,	Advertising	05/11/2022	80408	49.86	Advertising - CWRWS
CENTURYLINK	Communication	05/11/2022	61733	20.86	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	05/11/2022	561813	84.00	Acct #519101 - Sewer / Refuse
CITY OF CASPER	Sewer	05/11/2022	561813	28.63	Acct #519101 - Sewer / Refuse
COASTAL CHEMICAL CO	Gas/Fuel	04/27/2022	0124549	102.44	Fuel
COASTAL CHEMICAL CO	Gas/Fuel	05/03/2022	124001,058,091	195.02	Gas and Fuel - Multiple Invoice
COASTAL CHEMICAL CO	Gas/Fuel	05/11/2022	0124573	151.05	Fuel
DIAMOND VOGEL PAINTS	General Supplies & Materials	05/02/2022	726298037	266.33	Coating for Sludge Scrapers
DPC INDUSTRIES, INC.	Chemicals	05/16/2022	737001588-22	10,477.17	Bulk Chemicals - Sodium Hypoch
ebay	General Supplies & Materials	05/11/2022	RIN0030883	43.96	Water Pump Mechanical Seal
ENERGY LABRATORIES I	Testing	04/27/2022	469418	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	05/11/2022	470393	52.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	05/16/2022	473209	67.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	05/16/2022	473211	52.00	Bacteria, SDWA testing
ENERGY LABRATORIES I	Testing	05/16/2022	473210	306.00	Aerobic endospores testing
Eurofins Eaton Analytical	Testing	05/02/2022	L0627464	100.00	Bromate Testing
Fastenal	General Supplies & Materials	04/27/2022	WYCAS159800	145.46	Sludge scraper hardware
Fastenal	General Supplies & Materials	04/28/2022	WYCAS159847	46.53	Actiflo Parts
Fastenal	General Supplies & Materials	04/27/2022	WYCAS159822	54.42	Actiflo Parts Purchase Includ
Fastenal	General Supplies & Materials	05/03/2022	WYCAS159906	54.12	Actiflo Parts - New Charge (N
Fastenal	General Supplies & Materials	05/03/2022	WYCAS159822C	(54.42)	Actiflo Parts Return - Credit
FERGUSON ENTERPRISES	General Supplies & Materials	05/11/2022	CC806316	74.34	Polymer Line PVC Parts - Machinery Supplies
FERGUSON ENTERPRISES	General Supplies & Materials	05/20/2022	CC803582	66.40	Turbid Meters - Machinery Supp
FERGUSON ENTERPRISES	General Supplies & Materials	05/20/2022	CC809430	626.04	Screen Wash Replacement Line
FirstNet	General Supplies & Materials	04/28/2022	X04202022	40.04	Service to Tablet - First Net
FY22 INS	Insurance/Bonds	04/29/2022	FY22 INS	2,282.48	FY22 INS
GRAINGER, INC.	General Supplies & Materials	04/27/2022	9153462289	211.46	Wrench combo, socket set, cuto

City of Casper Wyoming
Expenditure Reimbursement Request
May 31, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
GRAINGER, INC.	General Supplies & Materials	04/27/2022	9156702871	1,345.29	Mobile crane parts/materials
HACH CO., CORP.	Lab Supplies	05/04/2022	13010165	288.17	Lab Supplies
HACH CO., CORP.	Lab Supplies	05/10/2022	13020511	230.22	Lab Supplies; Chlorine & Compo
HACH CO., CORP.	Lab Supplies	05/17/2022	13032475	94.26	Ammonia & Chlorine - Lab Supplies
HACH CO., CORP.	Lab Supplies	05/20/2022	13038055	224.48	Lab Supplies - Ammonia Chloramine Reagents
HYDRO OPTIMIZATION &	Professional Services	05/16/2022	10309	1,300.00	HOA Services
HYDRO OPTIMIZATION &	Professional Services	05/11/2022	10329	100.00	Remote service
Jimmy Johns	General Supplies & Materials	04/21/2022	RIN0030844	68.95	Lunch for JPB Meeting
KONE, INC.	Maintenance Agreements	05/11/2022	1158332390	459.15	Freight elevator repair
LONG BUILDING TECHNO	Maintenance/Repair	04/27/2022	SRVCE0128289	1,060.12	Pressure relief valve replacement
NORCO, INC.	General Supplies & Materials	05/17/2022	37231798352	1,537.45	Safety Supplies - Respirators
Payroll	Personnel	4/28/2022		37,690.31	4/28/2022 Payroll
Payroll	Personnel	5/12/2022		37,743.81	5/12/2022 Payroll
Payroll	Personnel	5/26/2022		37,790.36	5/26/2022 Payroll
RMI Casper	General Supplies & Materials	05/06/2022	61442 / 280675	69.75	Booster Lock-Out/Tag-Out
Rocky Mountain Air	Chemicals	05/11/2022	30360963	4,082.68	Oxygen - Chemicals
Rocky Mountain Air	Chemicals	05/11/2022	30360761	4,111.45	Oxygen - Bulk Chemicals
Rocky Mountain Air	General Supplies & Materials	05/11/2022	30361334	166.00	Cryogenic labor
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030869	3,336.35	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030870	1,045.65	Acct #60931133-012 8
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030868	149.52	Acct #60931133-006 0
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030867	382.22	Acct #60931133-005 2
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030874	591.41	Acct #60931133-017 7
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030889	89.57	Acct #60931133-002 9
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030892	63.17	Acct #60931133-013 6
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030891	23,261.60	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030893	2,711.40	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030865	2,443.78	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030873	1,521.39	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030872	45.60	Acct #60931133-015 1
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030871	26.08	Acct #60931133-014 4
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030876	24.20	Acct #60931133-021 9
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030877	24.80	Acct #60931133-024 3
ROCKY MOUNTAIN POWER	Electricity	05/06/2022	RIN0030875	24.57	Acct #60931133-019 3
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030890	197.08	Acct #Acct #60931133-008 6
ROCKY MOUNTAIN POWER	Electricity	05/11/2022	RIN0030891	1,896.02	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	05/16/2022	RIN0030904	25.24	Acct #60931133-002 7
Sutherlands	General Supplies & Materials	05/10/2022	4388221251554	17.96	Vinyl Tubing for Well Meters
Sutherlands	General Supplies & Materials	05/19/2022	RIN#0030902	63.98	Shop Brooms - Other Materials
Tractor Supply	General Supplies & Materials	05/13/2022	62195	522.96	Veg killer, spray indicator

City of Casper Wyoming
Expenditure Reimbursement Request
May 31, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Tractor Supply	General Supplies & Materials	05/16/2022	62199	494.97	Vegetation killer
Tractor Supply	General Supplies & Materials	05/19/2022	62342	239.98	Glyphosate weed spray
Verizon	Communication	05/18/2022	9905500959	49.10	WTP Operator Cell Phone
Walmart	General Supplies & Materials	04/20/2022	RIN0030842	24.85	Office Supplies; JPB Meeting D
Walmart	General Supplies & Materials	05/06/2022	RIN:0030862	25.53	Office Supplies - Binders & Lens wipes
Walmart	General Supplies & Materials	05/17/2022	RIN#0030895	0.98	Office Supplies
Walmart	General Supplies & Materials	05/18/2022	RIN#0030896	24.42	JPB Meeting Lunch - Other Materials
WARDWELL WATER & SEW	General Supplies & Materials	04/27/2022	RIN0030860	31.17	Monthly water usage
WYOMING LOCK & SAFE	Maintenance/Repair	04/27/2022	30130	241.00	Replace lockset
XEROX CORPORATION	General Supplies & Materials	05/06/2022	016133037	236.06	Copier usage
			Total	<u>\$222,686.45</u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2021-2022

Entity	Gallons of Water Produced											
	5/31/2022	4/30/2022	3/31/2022	2/28/2022	1/31/2022	12/31/2021	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	1,833,069.388	1,311,420.408	1,456,438.776	1,397,675.510	1,759,036.735	1,820,156.122	1,487,694.898	2,443,244.898	3,804,904.082	4,458,112.245	5,338,653.061	27,110,406.122
Wardwell W&S	12,439,170.408	7,299,552.041	7,719,147.959	7,775,840.816	8,499,330.612	7,296,001.020	7,729,600.000	12,759,576.531	26,450,546.939	28,590,289.796	35,380,465.306	161,939,521.429
Pioneer	3,609,083.673	2,382,135.714	2,602,547.959	2,443,464.286	2,840,027.551	2,596,767.347	3,550,436.735	3,067,218.367	6,349,687.755	7,745,114.286	8,581,059.184	45,767,542.857
Poison Spider	659,132.653	531,020.408	516,632.653	498,622.449	540,102.041	550,204.082	582,653.061	602,295.918	763,724.490	819,132.653	810,255.102	6,873,775.510
33 Mile Road	907,346.939	709,132.653	706,071.429	743,877.551	1,137,959.184	1,054,336.735	814,591.837	821,989.796	1,228,418.367	1,369,336.735	1,191,938.776	10,685,000.000
Sandy Lake	1,118,234.694	639,422.449	507,235.714	473,248.980	539,345.918	537,891.837	981,125.510	984,592.857	1,811,029.592	1,945,990.816	2,350,780.612	11,888,898.980
Lakeview	238,365.306	101,251.020	105,977.551	151,866.327	127,621.429	142,153.061	148,913.265	209,553.061	647,838.776	813,420.408	807,265.306	3,494,225.510
Mile-Hi	273,458.163	202,297.959	204,252.041	209,979.592	208,983.673	178,100.000	200,760.204	211,552.041	541,597.959	595,862.245	693,764.286	3,520,608.163
City of Casper	231,602,432.776	138,012,453.347	151,176,539.918	140,002,333.490	158,342,329.857	143,199,076.796	148,355,741.490	184,337,610.531	447,060,252.041	495,137,094.816	571,684,899.367	2,808,910,764.429
Regional Water	(69,000.00)	0.00	(282,000.000)	0.000	(2,000.000)	(16,500.000)	(1,039,979.000)	(111,822.000)	0.000	(96,000.000)	(12,554,832.000)	(14,172,133.000)
TOTAL	252,611,294.000	151,188,686.000	164,712,844.000	153,696,909.000	173,992,737.000	157,358,187.000	162,811,538.000	205,325,812.000	488,658,000.000	541,378,354.000	614,284,249.000	3,066,018,610.000

TOTAL PRIOR YEAR (FY2021) GALLONS PRODUCED:

3,978,940,625.000

Central Wyoming Regional Water System

Rates Billed

Fiscal Year 2021-2022

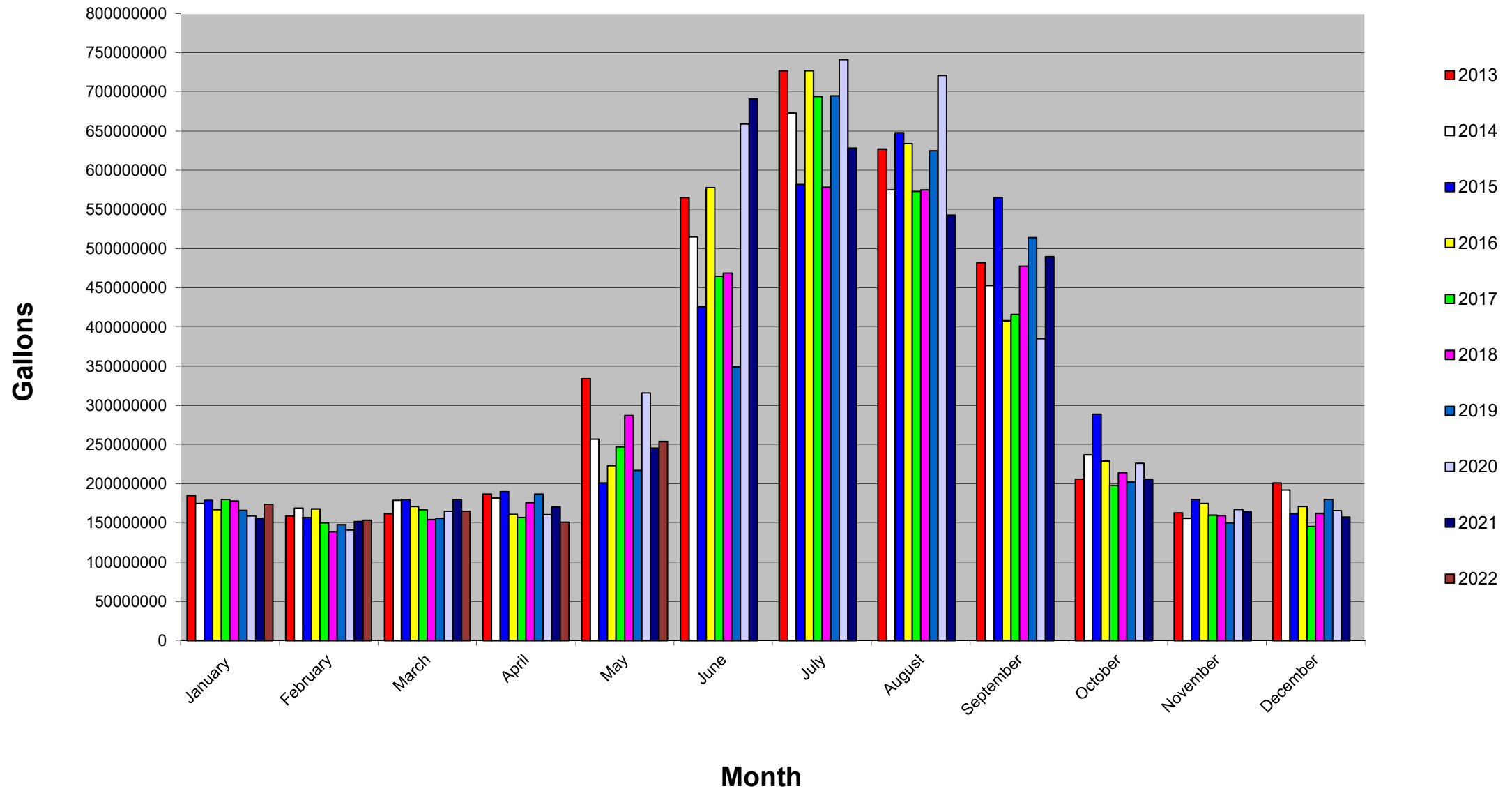
Entity	Water Rates Billed											
	5/31/2022	4/30/2022	3/31/2022	2/28/2022	1/31/2022	12/31/2021	11/30/2021	10/31/2021	9/30/2021	8/31/2021	7/31/2021	Year-to-Date
Salt Creek JPB	\$ 3,904.44	\$ 2,793.33	\$ 3,102.21	\$ 2,977.05	\$ 3,746.75	\$ 3,876.93	\$ 3,168.79	\$ 5,204.11	\$ 8,104.45	\$ 9,495.78	\$ 11,371.33	\$ 57,745.17
Wardwell W&S	\$ 26,495.43	\$ 15,548.05	\$ 16,441.79	\$ 16,562.54	\$ 18,103.57	\$ 15,540.48	\$ 16,464.05	\$ 27,177.90	\$ 56,339.66	\$ 60,897.32	\$ 75,360.39	\$ 344,931.18
Pioneer	\$ 7,687.35	\$ 5,073.95	\$ 5,543.43	\$ 5,204.58	\$ 6,049.26	\$ 5,531.11	\$ 7,562.43	\$ 6,533.18	\$ 13,524.83	\$ 16,497.09	\$ 18,277.66	\$ 97,484.87
Poison Spider	\$ 1,403.95	\$ 1,131.07	\$ 1,100.43	\$ 1,062.07	\$ 1,150.42	\$ 1,171.93	\$ 1,241.05	\$ 1,282.89	\$ 1,626.73	\$ 1,744.75	\$ 1,725.84	\$ 14,641.14
33 Mile Road	\$ 1,932.65	\$ 1,510.45	\$ 1,503.93	\$ 1,584.46	\$ 2,423.85	\$ 2,245.74	\$ 1,735.08	\$ 1,750.84	\$ 2,616.53	\$ 2,916.69	\$ 2,538.83	\$ 22,759.05
Sandy Lake	\$ 2,381.84	\$ 1,361.97	\$ 1,080.41	\$ 1,008.02	\$ 1,148.81	\$ 1,145.71	\$ 2,089.80	\$ 2,097.18	\$ 3,857.49	\$ 4,144.96	\$ 5,007.16	\$ 25,323.35
Lakeview	\$ 507.72	\$ 215.66	\$ 225.73	\$ 323.48	\$ 271.83	\$ 302.79	\$ 317.19	\$ 446.35	\$ 1,379.90	\$ 1,732.59	\$ 1,719.48	\$ 7,442.70
Mile-Hi	\$ 582.47	\$ 430.89	\$ 435.06	\$ 447.26	\$ 445.14	\$ 379.35	\$ 427.62	\$ 450.61	\$ 1,153.60	\$ 1,269.19	\$ 1,477.72	\$ 7,498.90
City of Casper	\$ 493,313.18	\$ 293,966.53	\$ 322,006.03	\$ 298,204.97	\$ 337,269.16	\$ 305,014.03	\$ 315,997.73	\$ 392,639.11	\$ 952,238.34	\$ 1,054,642.01	\$ 1,217,688.84	\$ 5,982,979.93
Regional Water	\$ (146.97)	\$ -	\$ (600.66)	\$ -	\$ (4.26)	\$ (35.15)	\$ (2,215.16)	\$ (238.18)	\$ -	\$ (204.48)	\$ (26,741.79)	\$ (30,186.65)
TOTAL	\$538,062.06	\$322,031.90	\$350,838.36	\$327,374.42	\$370,604.53	\$335,172.93	\$346,788.57	\$437,343.98	\$1,040,841.54	\$1,153,135.89	\$1,308,425.45	\$6,530,619.63

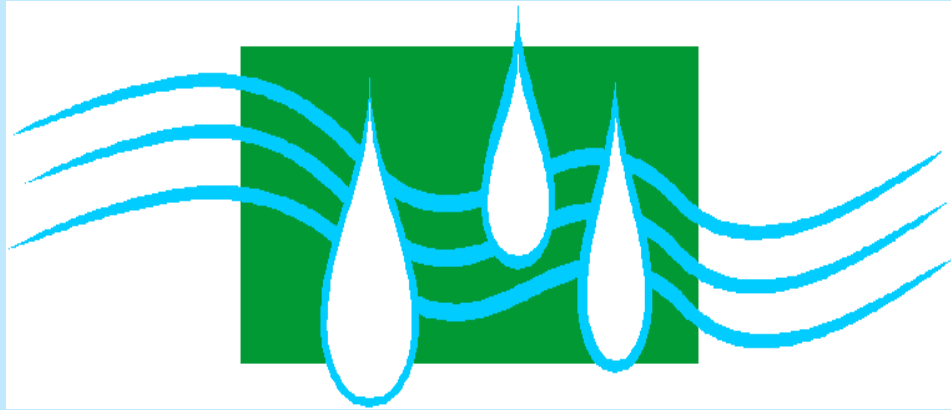
TOTAL PRIOR YEAR (FY2021) BILLING:

\$ 8,077,249.47

*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

May 31, 2022

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2022 Period 11 (as of May 31, 2022)

Account	Description	Account Balance
Consolidated		
Assets	Total Assets	51,956,546
1000	Cash	583,591
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	4,260
1200	Accounts Receivable	561,613
1400	Inventory	483,921
1521	WYO Star Investment - Allocation	2,001,642
1522	WYO Star 2 Investment - Allocation	3,462,411
1600	Prepaid Expense	32,345
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,105,467)
1730	Improvements Other Than Bldgs	42,616,524
1735	AD Improve. Non Bldg	(11,234,944)
1740	Machinery & Equip - Light	1,107,966
1745	AD Machinery & Equip. - Light	(855,169)
1780	Construction In Progress	1,231,306
Liabilities	Total Liabilities	(11,737,159)
2010	Vouchers/Account Payable	(222,686)
2020	Retainage Payable	(4,260)
2030	Accrued Wages Payable	(22,382)
2040	Leaves Payable	(42,037)
2070	Interest Payable	(98,617)
2080	Notes Payable - Current	(2,108,703)
2510	Notes/Loans Payable - Non Cur	(9,238,472)
Fund	Total Fund Balance	(40,219,388)
3000	Net Investment in Capital Assets	(32,479,587)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(6,739,801)
Total Liabilities + Fund Balance		(51,956,546)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Eleven Months YTD as of May 31, 2022

	2020	2021	2022
Revenue	\$6,710,573	\$6,928,678	\$6,815,233
4501 - Interest Earned	\$76,338	\$2,092	\$3,450
4505 - Misc. Revenue	\$50,637	\$37,378	\$14,127
4601 - Water Utility Charges	\$6,333,498	\$6,678,001	\$6,530,490
4650 - System Development Charges	\$250,100	\$211,207	\$267,166
Expense	\$8,272,405	\$6,810,293	\$7,042,582
6212 - Legal Services	\$53,301	\$11,488	\$16,880
6213 - Investment Services	\$216	\$363	\$281
6214 - Consulting Services	\$4,232	\$4,905	\$7,025
6215 - Acctg/Audit Services	\$30,990	\$31,040	\$27,281
6255 - Other Contractual	\$750	\$750	\$750
6257 - Reimbursable Contract Exp.	\$3,099,547	\$2,799,245	\$2,744,556
6303 - Buildings	\$78,781	\$69,852	\$118,743
6305 - Improvements Other Than Bldgs	\$2,618,028	\$967,518	\$1,157,219
6307 - Intangibles	\$0	\$0	\$96,060
6311 - Light Equipment	\$1,717	\$6,273	\$9,268
6312 - Light Equipment - Replacement	\$0	\$0	\$155
6321 - Technology - Replacement	\$3,051	\$3,123	\$0
6501 - Principal	\$1,938,537	\$2,434,545	\$2,434,924
6510 - Interest	\$359,849	\$395,286	\$339,679
6780 - Insurance/Bonds	\$83,405	\$85,906	\$89,761
Net Income:	(\$1,561,833)	\$118,385	(\$227,349)

BUDGET COMPARISON
As of May 31, 2022
92% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4501	Interest Earned	(20,000)	-	(20,000)	(3,450)	-	(16,550)	17.25%
4505	Misc. Revenue	(100)	-	(100)	(14,127)	-	14,027	14126.74%
4601	Water Utility Charges	(7,763,361)	-	(7,763,361)	(6,530,490)	-	(1,232,871)	84.12%
4650	System Development Charges	(245,000)	-	(245,000)	(267,166)	-	22,166	109.05%
TOTAL REVENUES		(8,028,461)	-	(8,028,461)	(6,815,233)	-	(1,213,228)	84.89%

		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	16,880	-	13,120	56.27%
6213	Investment Services	1,500	-	1,500	281	-	1,219	18.77%
6214	Consulting Services	15,000	-	15,000	7,025	-	7,975	46.83%
6215	Acctg/Audit Services	32,000	-	32,000	27,281	-	4,719	85.25%
6255	Other Contractual	3,000	-	3,000	750	-	2,250	25.00%
6257	Reimbursable Contract Exp.	3,480,989	-	3,480,989	2,744,556	-	736,433	78.84%
6303	Buildings - New	485,000	128,744	613,744	118,743	202,386	292,615	52.32%
6305	Improvements Other Than Bldgs	1,022,000	3,036,006	4,058,006	1,157,219	575,351	2,325,436	42.70%
6307	Intanibles - New	80,000	79,538	159,538	96,060	15,444	48,034	69.89%
6311	Light Equipment - New	10,000	-	10,000	9,268	-	732	92.68%
6312	Light Equipment - Replacement	100,000	-	100,000	155	-	99,845	0.15%
6501	Principal	2,150,648	-	2,150,648	2,434,924	-	(284,276)	113.22%
6510	Interest	436,648	-	436,648	339,679	-	96,969	77.79%
6720	Travel/Training	2,000	-	2,000	0	-	2,000	0.00%
6780	Insurance/Bonds	106,000	-	106,000	89,761	-	16,239	84.68%
TOTAL EXPENDITURES		\$ 7,954,785	\$ 3,244,288	\$ 11,199,073	7,042,582	\$ 793,181	\$ 3,363,310	69.97%

TOTAL REVENUE OVER/(UNDER) EXPENSE \$ 73,676 \$ (3,244,288) \$ (3,170,612) (227,349) \$ (793,181) \$ (2,150,082)

Board Officers:

H.H. King, Jr., Chairman
Paul Bertoglio, Vice-Chairman
Kenneth Waters, Secretary
Steve Freel, Treasurer



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

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

Board Members:

Steve Cathey
Bruce Knell
Dan Sabrosky
Jai-Ayla Sutherland

May 27th, 2022

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

FROM: Andrew B. Beamer, P.E., Public Services Director, City of Casper
Bruce Martin, Public Utilities Manager, City of Casper
Alex Sveda, P.E. City Engineer, City of Casper
Steven Stolte, E.I.T., Associate Engineer I

SUBJECT: Authorizing Change Order No.1 with Pope Construction, Inc., for an increase of \$901.00 and a time extension of 10 days, for the WTP Filter Hoist System Project No. 21-061.

Recommendation:

That the Central Wyoming Regional Water System (CWRWS) Joint Powers Board authorize Change Order No.1 with Pope Construction, Inc. (Pope), for the WTP Filter Hoist System Project No. 21-061, for an increase of \$901.00 and a time extension of 10 days.

Summary:

Pope is under contract with the City of Casper for the WTP Filter Hoist System Project No. 21-061. The project includes the installation of a hoist system for fall protection over the WTP filters as required by the Occupational Safety and Health Administration (OSHA).

Change Order No. 1 (CO1) identifies a change in the end detail for one of the hoist beam's end anchorage due to a conflict with overhead piping and an air louver, in the amount of \$901.00. A ten (10) day time extension is also being requested for fabrication of material required for the work. The total increase for CO1 will be in the amount of \$901 and ten (10) calendar days. City staff has reviewed and recommend that CO1 be authorized.

Financial Considerations

There was \$5000.00 placed into a contingency account for this project. CO1 will utilize \$901.00 of the funds resulting in \$4099.00 being left in the contingency account.

Oversight/Project Responsibility

Steven Stolte, E.I.T. Associate Engineer I

Attachments

Memo, Change Order No. 1

CHANGE ORDER

NO. One (1)PROJECT: WTP Filter Hoist System
Project No. 21-061

DATE OF ISSUANCE: May 27, 2022

OWNER: Central Wyoming Regional Water System

CONTRACTOR: Pope Construction, Inc.

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

Description: The length of hoist beam and end anchorage had to be modified due to conflict with piping and louver per RFI, TIME EXTENSION REQUIRED – The original fabrication drawings approved 3/18, on that day the issue with the two ends was discovered, 3/22 Lower responded with a solution, 3/28 revised fabrication drawings received and approved. Net impact was 3/18 to 3/28 on fabrication of material or a ten (10) day time extension required

Attachments: Change order request dated April 27, 2022

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>70,920.00</u>	Original Contract Time: (days or date) <u>Substantial completion: May 11, 2022</u> <u>Final completion: May 13, 2022</u>
Previous Change Orders No. <u>---</u> to <u>---</u> \$ <u>0.00</u>	Net change from previous Change Orders (days). <u>-- 0 --</u>
Contract Price prior to this Change Order: \$ <u>70,920.00</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: May 11, 2022</u> <u>Final completion: May 13, 2022</u>
Net Increase/ Decrease of this Change Order: \$ <u>901.00</u>	Net Increase/ Decrease of this Change Order: (days) <u>-- 10 --</u>
Contract Price with all approved Change Orders: \$ <u>71,821.00</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: May 21, 2022</u> <u>Final completion: May 23, 2022</u>

ACCEPTED:

RECOMMENDED:

APPROVED:

BY: Greg PopeBY: Bob Lower

BY: _____

Greg Pope
Contractor – Pope ConstructionBob Lower
EngineerH.H. King, Jr.
Chairman



Pope Construction Inc.
P.O. Box 536
Mills, WY 82644
Off: (307) 473-3241
Fax: (307) 472-3240

CHANGE ORDER
REQUEST NO: 1

Project: Casper Water Treatment Plant Hoistway

DATE: 04/27/22

Brief Description of Proposal Request: _____

length of hoist beam and end anchorage had to be modified due to conflict with piping and louver per RFI
Welded connections take longer than bolted. Plus a welded connection has to be cleaned, primed, wait one day, and then finish coated.
TIME EXTENSION REQUIRED - original fabrication drawings approved 3/18, on that day the issue with the two ends was discovered, 3/22 Lower responded with a solution, 3/28 revised fabrication drawings received and approved. Net impact was 3/18 to 3/28 on fabrication of material or a ten (10) day time extension required

Subcontractors

Company	Description of work	Bid
Subcontractor Total		0.00

PayApp Code

Materials

Quantity	Description	Unit	Unit \$	Total
1	Kustom Koncepts - pricing change per attached	ls	333.33	333.33
		lf		0.00
		lf		0.00
		sf		0.00
		ls		0.00
				0.00
				0.00
Subtotal				333.33
Sales tax		5%		16.67
Materials Total				350.00

5500

Labor

Quantity	Description	Unit	Unit \$	Total
	project manager - coordination of changes	hr	82.00	0.00
	general superintendent - Wade	hr	82.00	0.00
3	project superintendent - weld instead of bolt detail 2 end, incl paint	hr	66.00	198.00
3	project superintendent - weld instead of bolt detail 1 end, incl paint	hr	66.00	198.00
	carpenter	hr	49.00	0.00
	laborer	hr	30.00	0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
Subtotal				396.00
Payroll Tax		0%		0.00
Labor Total				396.00

5500

5500

Project: Casper Water Treatment Plant Hoistway

DATE: 04/27/22

Equipment

Quantity	Description	Unit	Unit \$	Total
		day		0.00
		tips		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
		hr		0.00
Equipment Total				0.00

Subtotal of costs		746.00	
General Conditions	5.00%	37.30	01-1 1100
Contractor Fee	15.00%	117.49	distrib 1450
GL & Other Insurance	0.00%	0.00	
P&P Bond	0.00%	0.00	
Total Cost of Change (rounded)		901.00	
Total Time Extension required (working days)		TEN (10)	

NOTES: _____

Greg Pope

From: Cameron Wagner <cameron@kustommfg.com>
Sent: Wednesday, April 6, 2022 11:27 AM
To: Greg Pope
Cc: Wade Crotteau
Subject: RE: Water Plant hoistway

Greg,

Additional mounting brackets and change in length will be \$350 (tax included).

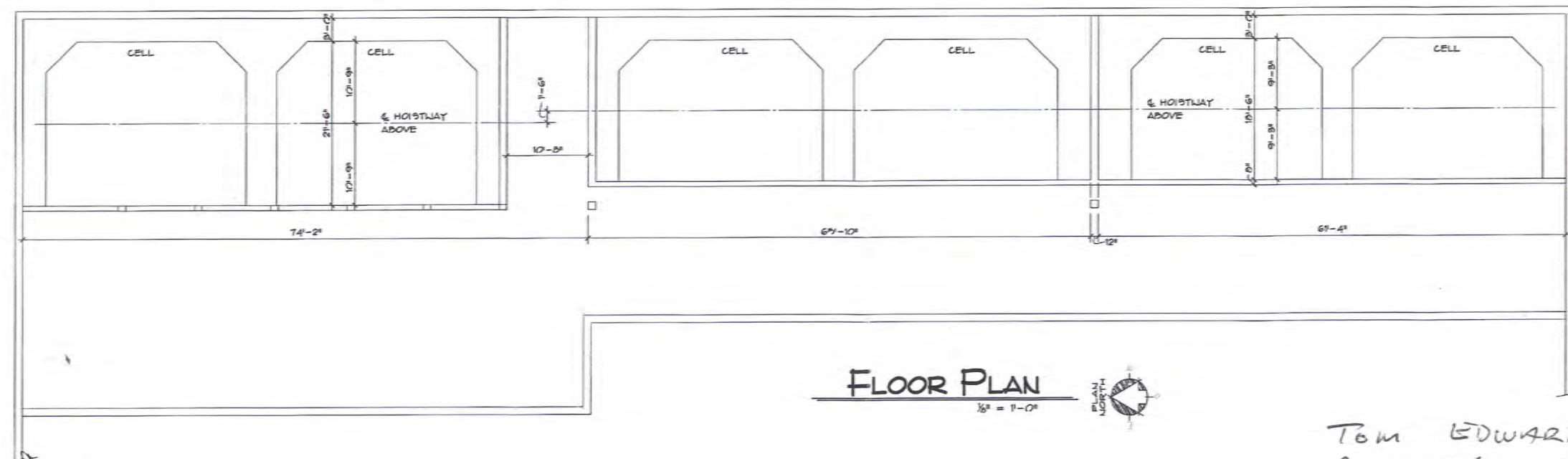
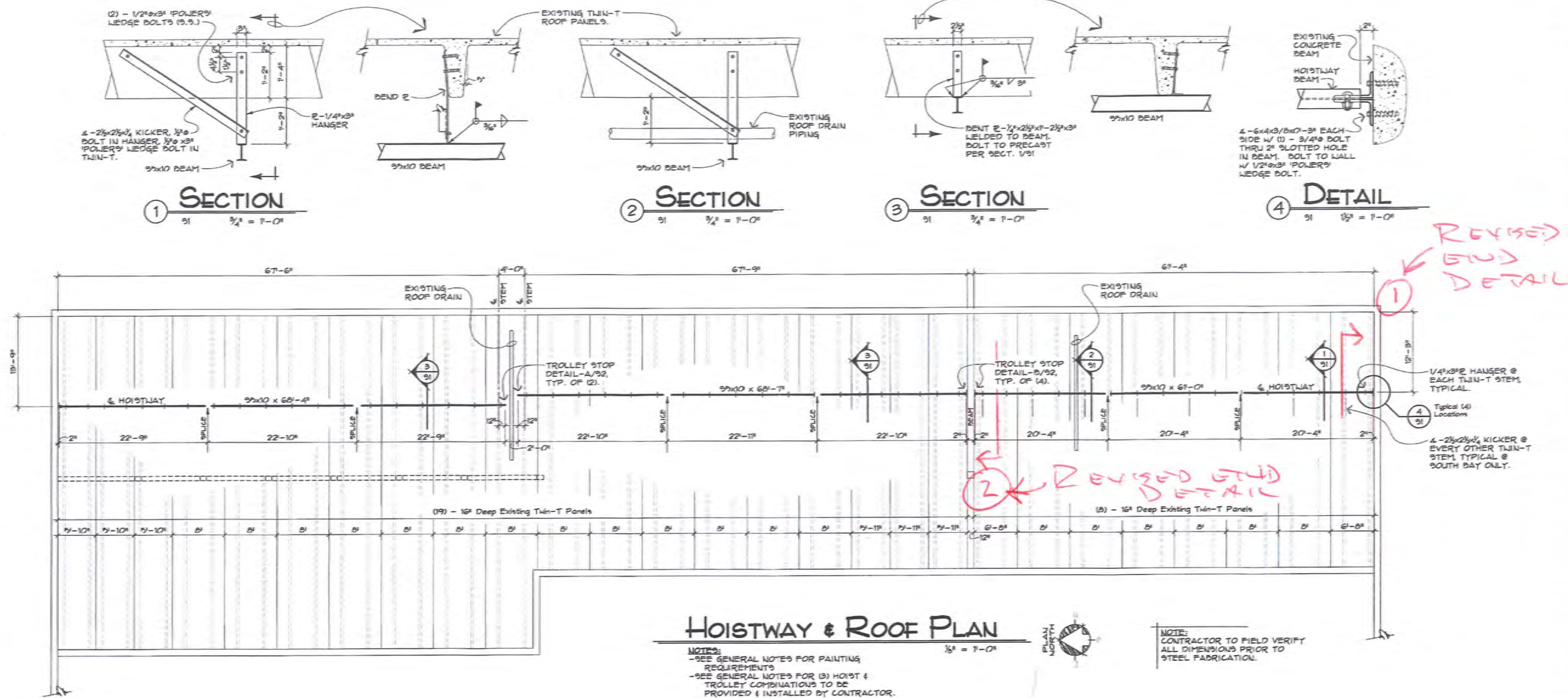
Thank you,

Cameron Wagner
Kustom Concepts, Inc.
307-472-0818

From: Greg Pope <greg@popeconstruction.com>
Sent: Tuesday, April 5, 2022 5:50 PM
To: Cameron Wagner <cameron@kustommfg.com>
Cc: Wade Crotteau <wcrotteau@popeconstruction.com>
Subject: Water Plant hoistway

Cameron – will you have a change order request for the modifications to length and end anchorage? If so I need it as soon as possible.

Greg L. Pope
Pope Construction, Inc.
P.O. Box 536
Mills, WY 82644
ph 307-472-3241
fx 307-472-3240
greg@popeconstruction.com
Quality is our First Priority



TOM EDWARDS
 ALEX SVEDA P.E.
 STEVEN STOLTE

STRUCTURAL ENGINEERS
 1607 C.Y. AVENUE, SUITE 201
 CASPER, WYOMING 82604
 307-234-6984

LOWER
 O., P.C.

Professional Engineer
 Robert E. Lower
 5593
 12/02/21
 WYOMING

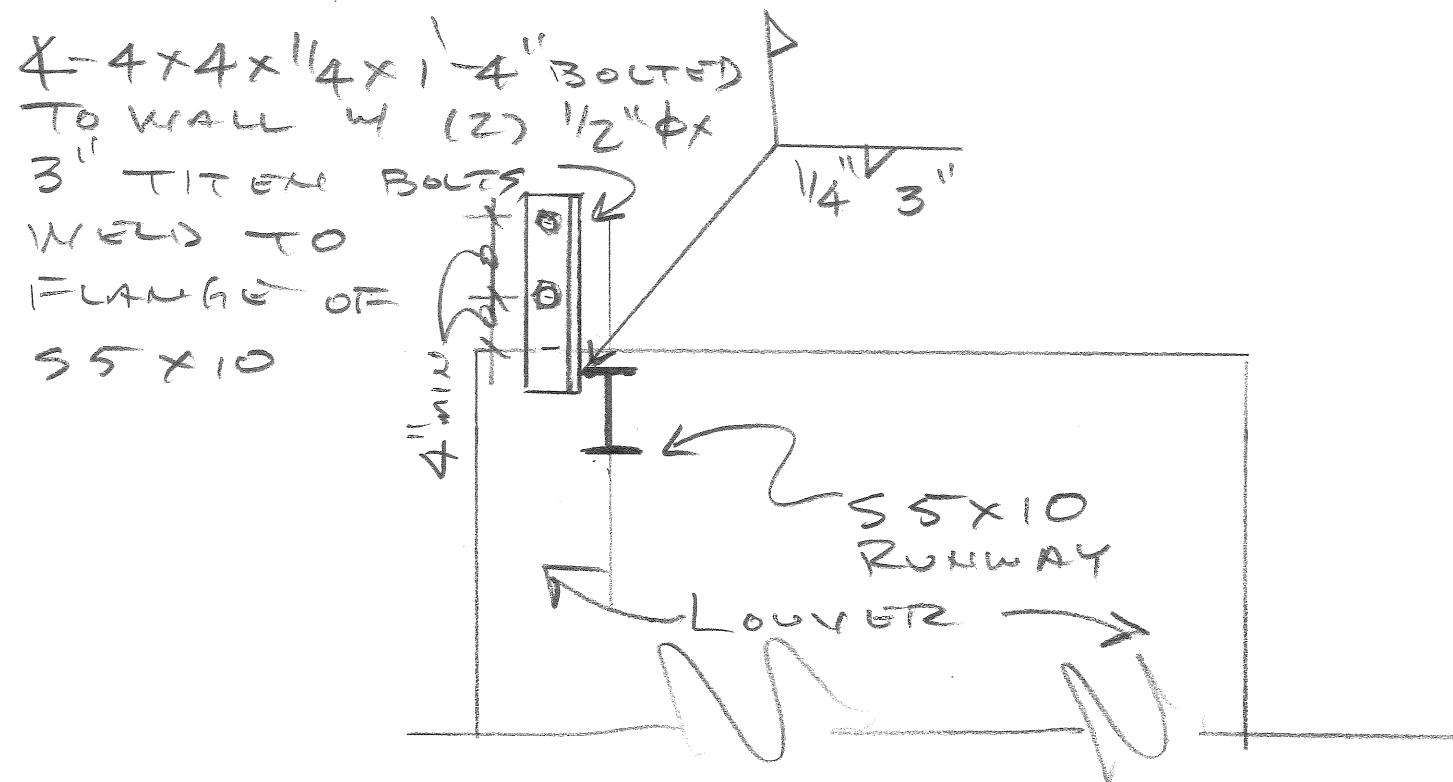
Central Wyoming Regional Water Treatment Plant
 1500 SW Wyoming Blvd
 Casper, Wyoming

Confined Space Evacuation Hoistway

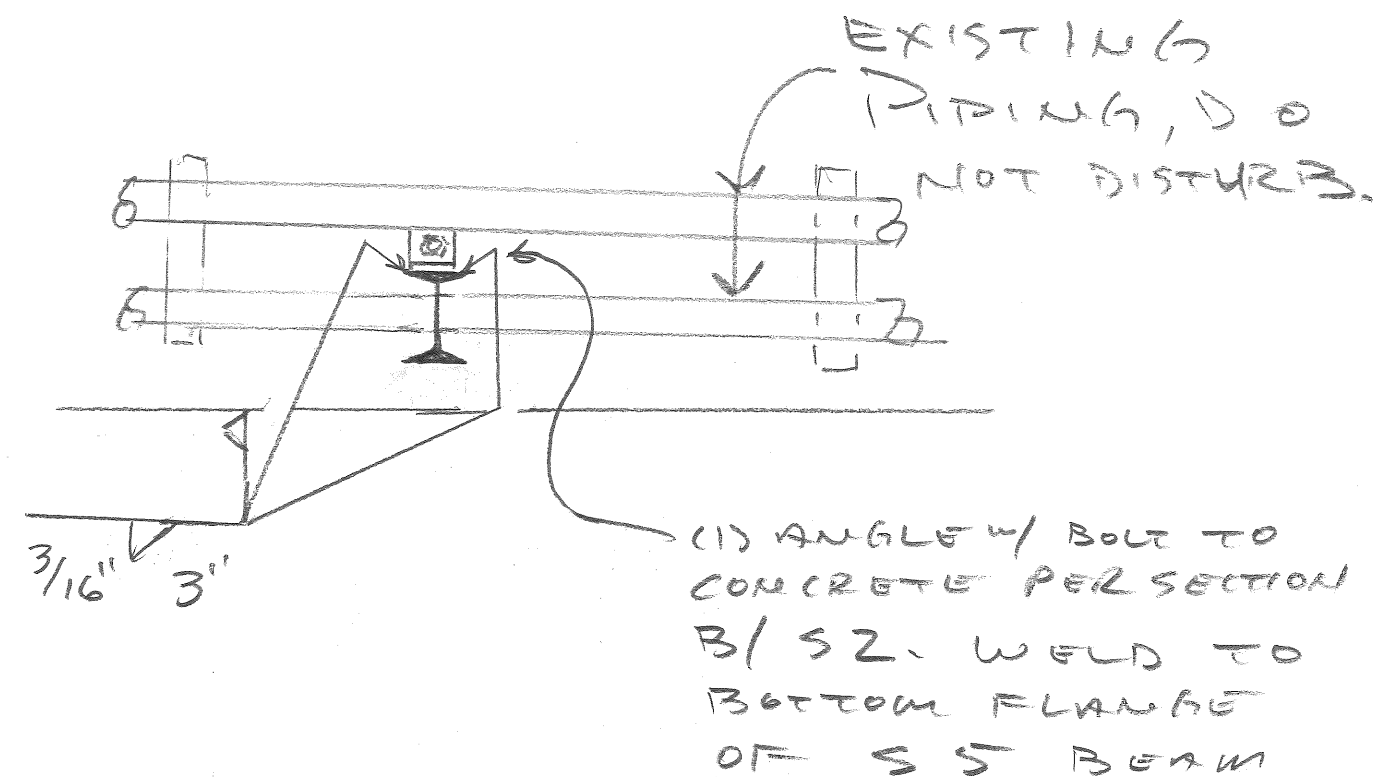
Job No: 21-004
 Date: 12/02/2021
 Drawn By: SML

Title:
 -HOISTWAY PLAN & DETAILS

SHEET
S1
 OF 2



① DETAIL
1" = 1'-0"



② DETAIL
1" = 1'-0"

Alex Sveda

From: Bob Lower <rlower@lowerco.com>
Sent: Wednesday, April 27, 2022 4:39 PM
To: Alex Sveda
Subject: Re: Water Plant Confined Entry

Categories: Steven Stolte Projects

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Alex:
That looks reasonable to me.

Thanks

Bob Lower

From: [Alex Sveda](#)
Sent: Wednesday, April 27, 2022 4:16 PM
To: <mailto:rlower@lowerco.com>
Cc: [Steven Stolte](#)
Subject: FW: Water Plant Confined Entry

Bob – Please review and let us know your recommendation.

Thanks,

Alex Sveda, P.E., L.S.I.
City Engineer
City of Casper
200 N. David St.
Casper, WY 82601
P 307 235-8341
F 307 235-7548
asveda@casperwy.gov

From: Greg Pope <greg@popeconstruction.com>
Sent: Wednesday, April 27, 2022 4:04 PM
To: Alex Sveda <asveda@casperwy.gov>; Steven Stolte <sstolte@casperwy.gov>; Bob Lower <rlower@lowerco.com>
Cc: Wade Crotteau <wcrotteau@popeconstruction.com>
Subject: Water Plant Confined Entry

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To all – attached is COR 2 for the revisions made to beam end connections in the south bay due to conflict with louvers and piping. Note time extension request due to delay in fabrication time caused by this issue.

Greg L. Pope
Pope Construction, Inc.
P.O. Box 536
Mills, WY 82644
ph 307-472-3241
fx 307-472-3240
greg@popeconstruction.com
Quality is our First Priority

All City of Casper e-mails and attachments, except those defined as attorney/client communications or confidential/privileged information, may qualify as public records under the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, and are subject to public disclosure pursuant to this Act.

June 15, 2022

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

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

SUBJECT: Authorizing the Purchase of One (1) New One-Ton Pickup Truck, Extended Cab with Service Body and Crane in the Amount of \$95,131.00, Before Trade, from Greiner Ford of Casper

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for June 21, 2022.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize the purchase of one new one-ton pickup truck, extended cab with service body and crane in the total amount of \$95,131.00, before trade, from Greiner Ford of Casper.

Summary

Staff included the replacement of a 2001 Ford F-450 with service body and crane in the FY22 RWS Capital Budget. While it has low mileage for its age, the truck and crane are in poor condition. The truck is utilized around the water plant facility, well fields, and remote booster stations for performing repair and preventative maintenance.

The JPB is able to “piggy back” off the City of Casper’s state bid process. The bid opening took place on May 24, 2022. Two bids were received as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Greiner Ford of Casper (w/Able upfit)	Casper, WY	\$95,131.00
Greiner Ford of Casper (w/ATEC upfit)	Casper, WY	\$101,222.00

Greiner Ford of Casper w/Able upfit submitted the lowest bid of \$95,131 for a Ford F-350 Super Cab with service body and crane. Trade-in allowance for the 2001 F-450 is \$8,150, for a net cost to the CWRWS of \$86,981.

Financial Considerations

Funding for this project, \$86,981, is included in the FY22 RWS Capital Budget.

Oversight/Project Responsibility

Thomas Edwards, Water Treatment Plant Manager

Attachments

Exhibit “A” City of Casper Bid Specification Sheet and Bids

CITY OF CASPER
FLEET MAINTENANCE DIVISION
CITY OF CASPER
May 6, 2022

Notice is hereby given that the City of Casper, Wyoming will receive sealed bids at the Casper Service Center, 1800 E. K Street, Casper, Wyoming, until 11:00 a.m., May 24, 2022 for the following:

One (1) new **1 Ton Extended Cab Pickup Truck with Service Body and Crane**, to be used in the Water Treatment Plant Department of the Public Services Department.

General Specifications:

It is the intent of these specifications to specify the minimum requirement for the furnishing and delivery of One (1) new **One 1 Ton Extended Cab Pickup Truck with Service Body and Crane**, to be used in the Waste Water Collections Division of the Public Services Department. This unit shall be new with less than One Thousand Five hundred (1500) miles and be less than six months old. Unit shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment, as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

MINIMUM SPECIFICATIONS

Cab and Chassis:

American Manufacturer	✓
Three sets of keys	✓
Mileage: 1500 Miles or Less (New)	✓
GVWR 14,000 Minimum	✓
Wheelbase – 180" Minimum	168"
Dual Rear Wheels	✓
Cab to axle – 60"	✓
Cab – Extended	✓
Four Wheel Drive	✓
Automatic Transmission	✓
Minimum 6.2 L V-8 Gasoline Engine	✓
Minimum 175 amp alternator	✓
Permanent anti-freeze protection to minus 30 degrees F.	✓

Tires/wheels – Radial ply tires as required for GVWR, 5 Tires and wheels, all season, all terrain tread	✓
Manufacturer's standard single color, white	✓
Power Steering	✓
Tilt Steering Wheel	✓
Four wheel anti-lock braking system	✓
Power Windows	✓
Power Door Locks	✓
Power Mirrors	✓
Back up camera system installed, camera and lead Provided by truck manufacturer for installation with body	✓
Backup Alarm	✓
Heavy Duty Vinyl Flooring throughout	✓
OEM heavy duty rubber floor mats	✓
Vinyl seats, matching trim throughout in standard Color, Steel or equivalent	✓
Factory Air Conditioning	✓
Heater/Defroster	✓
Upfitter Switches for Accessories	✓
AM/FM Radio with Bluetooth factory installed	✓
Trailer/tow package	✓
Factory installed trailer brake controller	✓
7 Wire Trailer Plug Installed	✓
Running boards	✓
Jack and lug wrench	✓
5 Year 60,000 Mile Power Train Warranty	✓

Body and Accessories:

To be comparable or equal to 108"
Reading Classic II or Knapeide 6108-2

Reading Classic II

Standard 40" service body boxes with adjustable
Shelving

✓

Work bench bumper (bumper to have a 10"h x 12"w
Step, access door on each side of bumper, 3 point
Access, strobe lights, and work area flood lights.)

Reading WB24

Drivers side front compartment to be set up with 3"
Tool drawers with vertical dividers including locking
Mechanism.

✓

All cabinets to include LED strip lighting.

✓

1 3-4 shovel/tool holder to be installed on inside
Of body.

✓

Manual outriggers

✓

Low profile beacon light, Federal Signal part number
454201HL-25, mounted on the cab protector
of bed & wired to a spare upfitter switch

✓

Mud flaps mounted behind rear wheels

✓

Four Maxxima 6 LED Surface Mount Emergency
Warning Lights, white/amber clear lens or approved equal.
(2) mounted in the front grill and (2) mounted at rear of
service body. All (4) attached to lighted switch in cab

✓

Rear receiver hitch & 7 prong plug

✓

4000 LBS. Electric/ Hydraulic Crane with 20' boom length & Installation

Electric over hydraulic controls

Palfinger PSC4025E

Reinforced body in right rear corner
to support 4000Lbs crane tied to
substructure.

✓

Handheld FM wireless controller

✓

Manual in/out up/down outrigger assembly
tied into sub structure of bed and chassis
Installation included

✓

Springs to be upgrade as required for

4000 Lbs. Crane installation.

✓ _____

General:

Selling Dealer Must be able to pick up and warranty repairs within 48hrs NO EXCEPTIONS

Within City Limits

Fuel Tank to be full at delivery with
Unleaded at minimum 85% Octane

✓ _____

Copy of Order Confirmation to be provided
upon completion of order, full copy of specifications
delivered with the completed unit

✓ _____

City of Casper shall be granted 10 business days from
delivery to inspect/verify specification compliance
prior to full acceptance

✓ _____

All warranties to begin upon delivery of fully assembled
vehicle

✓ _____

Original titles to be delivered to 1800 E. "K"
Street, Casper, WY 82601, within 30 days
of Vehicle Delivery
Title to be made out as: City of Casper,
200 N. David, Casper, WY 82601.

✓ _____

NOTE: This form may be duplicated.

Exceptions to any of the provisions of these specifications may be waived provided they are clearly stated in the Bid, and if in the opinion of the City of Casper, the Bid complied with the intent of the specification.

Should funding be inadequate to cover the items bid, all bids may be rejected or quantities adjusted to fit budget amount.

All contacts should be made through Dan Coryell, Casper Service Center, Casper, Wyoming, 82601. Phone 307-235-8410.

PROPOSAL FOR FURNISHING
One (1) ONE TON EXTENDED CAB PICKUP TRUCK WITH SERVICE BODY & CRANE,
FOR THE
Water Treatment Plant **DIVISION OF THE PUBLIC SERVICES DEPARTMENT**

Proposal of (Company Name) Greiner Ford of Casper
(Address) 3333 CY Ave Casper, WY

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated May 6, 2022.

BID ITEM: _____
Description: _____

Make and Model: 2023 F-350 Super Cab w/ Service Body and Crane
Federal Certified GVW: 14,000

- I. Price bid for one new One-Ton Pickup, including Additional Features and Accessories, as specified \$95,131
- II. Trade in allowance for ~~unit 660230. Contact David at wastewater for viewing~~ \$8150
- III. NET COST TO THE CITY:
(Total Price) \$86,891
- IV. Delivery: F.O.B. manufacturer of the City of Casper's choice within 500 calendar days after award of contract by City Council.
- V. Any trade-in units will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.

In addition to this proposal, the undersigned herewith submits complete information including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, certified check, or cashier's check made payable to the City of Casper, Wyoming, in an amount of five percent (5%) of the total amount of this bid is enclosed. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day _____%; 20 Days _____%; 30 Days _____%.

Submitted By: Eric Suppes Title: Fleet Manager Date: 5-20-22



Central Wyoming Regional Water System
Joint Powers Board
Operations Budget Amendment No. 1
Fiscal Year 2022

Date: June 21, 2022

It is necessary to increase the FY2022 Operations Budget to cover additional funding for chemicals, natural gas, and maintenance due to significant increased pricing and to cover encumbered contracts and personnel one-time payments.

Revenue:

Intergovernmental Reimb. 202-4242	(\$303,037.00)
-----------------------------------	----------------

Expenses:

Chemicals	\$250,000.00
Natural Gas	\$10,000.00
Maint / Repair (non-contract)	\$10,000.00
Encumbered Contracts	\$17,202.00
Personnel	\$15,835.00

Original FY22 Operations Budget Amount	\$3,480,989.00
Amendment No. 1 Amount	\$303,037.00
Amended FY22 Operations Budget Amount	\$3,784,026.00

Approved by Joint Powers Board:

Date: June 21, 2022

Chairman

Treasurer



CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD
BUDGET AMENDMENT NO. 2 TO THE ORIGINAL ADOPTED FY2022 BUDGET

		Original Approved Budget	Budget Amend No. 1	Budget Amend No. 2	Total Budget As Amended	Comments
300-4220	STATE GRANTS	\$0			\$0	
300-4650	SYSTEM DEVELOPMENT CHARGES	\$245,000			\$245,000	
300-4601	WATER RATE REVENUE	\$7,763,361			\$7,763,361	
300-4501	INTEREST ON INVESTMENTS	\$20,000			\$20,000	
300-4505	MISCELLANEOUS REVENUE	\$100			\$100	
	TOTAL REVENUES	\$8,028,461			\$8,028,461	
300-6212	LEGAL	\$30,000			\$30,000	
300-6213	INVESTMENT FEES	\$1,500			\$1,500	
300-6214	CONSULTING	\$15,000			\$15,000	
300-6215	ACCOUNTING	\$32,000			\$32,000	
300-6255	OTHER CONTRACTUAL-WATER	\$3,000			\$3,000	
300-6257	REIMBURSABLE CONTRACT EXPENSES	\$3,480,989		\$303,037	\$3,784,026	Significant increases in Chemicals, Natural Gas, and Maintenance Costs; Roll-over Encumbrances and Personnel
300-6720	TRAVEL/TRAINING	\$2,000			\$2,000	
300-6780	INSURANCE & BONDS	\$106,000			\$106,000	
300-6501	PRINCIPAL PAYMENTS	\$2,150,648			\$2,150,648	
300-6510	INTEREST EXPENSE	\$436,648			\$436,648	
300-6303	BUILDINGS	\$485,000	\$6,000		\$491,000	
300-6305	IMPROVEMENTS OTHER THAN BUILDINGS	\$1,022,000	\$1,617,533		\$2,639,533	
300-6307	INTANGIBLES	\$80,000	\$39,769		\$119,769	
300-6311	LIGHT EQUIPMENT	\$10,000			\$10,000	
300-6312	LIGHT EQUIPMENT	\$100,000			\$100,000	
	TOTAL EXPENSES	\$7,954,785	\$1,663,302	\$303,037	\$9,921,124	


Approved this 21st day of June, 2022

Steve Freel, Treasurer

H.H. King, Jr., Chairman

June 13, 2022

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

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

SUBJECT: Fiscal Year 2022-23 CWRWS Wholesale Water Rate

Wholesale Water Rate Narrative

The attached RWS Wholesale Rate Model is intended to show fund performance and guide wholesale water rate setting for FY23. The Joint Powers Board (JPB) sets and approves the wholesale water rate each June to go into effect July 1 of each year. The JPB discussed the preliminary FY23 Water Treatment Plant Operations and JPB Agency budgets at its April meeting. The FY23 Operations budget is 10% higher than the FY22 Operations budget. In large part, the increases are attributable to increases in personnel costs, a significant increase in chemical costs, a significant increase in natural gas costs, an increase to non-contract maintenance repair services, and an increase in machinery repair supplies. The FY23 RWS Agency budget is 7.2% greater than the FY22 budget. The Agency budget is primarily driven by capital costs.

Assumptions made in the development of the wholesale water rate model is as follows:

1. Starting fund balance information obtained from the FY21 audit.
2. The model assumes a 5% rate increase effective July 1, 2022.
3. The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.
4. The model assumes a 6% rate of inflation.
5. The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
6. The recommended minimum RWS fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February of 2021. That policy recommends the reserves be the sum of: a) Operating Reserves - 90 days of budgeted operating expense as calculated from most recent Board approved annual budget; b) Debt Service Reserves - the greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements; and c) Capital Reserves - one-year annual depreciation expense as taken from most recent annual.

7. Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants, and loans. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan with assumed expenses and revenues for new and replacement capital projects. The capital items on the Capital Improvement Plan (CIP) represent the best projections of needed improvements and/or studies. The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.
8. The model assumes that grant/loan funding will be secured in FY25 for the Disinfection Upgrade Project.

The results for the model presented are as follows:

- Wholesale water rate increase from \$2.13/1,000 gallons to \$2.24/1,000 gallons.
- FY23 minimum required reserve is \$5.21 M
- FY23 target fund balance is \$5.87 M
- FY23 projected fund balance is \$5.73 M

It needs to be emphasized that the assumptions and budget information used for the wholesale water rate models are suitable for one year only. The assumptions and budget information will have to be changed and/or adjusted for next year's wholesale water rate models incorporating the best information available at that time.

June 13, 2022

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

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

SUBJECT: Fiscal Year 2022-23 Budgets – Water Treatment Plant Operations Budget and
Regional Water System Agency Budget

Budget Narrative

Below is the narrative regarding the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget (Agency Budget). The Operations Budget is used for day to day operations of the regional water system including personnel costs. This break-even budget is approved by both the Joint Powers Board (JPB) and City Council and is reimbursed from the Agency budget. The Agency budget, approved by the JPB, includes direct JPB expenses, debt service, reimbursable contract expense, and capital expense. The Agency budget receives revenue primarily from water sales, interest earnings, and system investment charges. The expenditures in this budget are largely driven by new and replacement capital projects.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,162,883 – This represents an increase of \$49,204 over the FY22 budget. The increase is due to adding a new Water Plant Operator position. The position has enabled a reduction in overtime expense.

Materials and Supplies

- a) General Supplies and Materials - \$147,500 – This is an increase of \$22,000 from the FY22 budget. The General Supplies and Materials line includes office supplies, safety equipment, machinery supplies, booster station supplies, well field supplies, and laboratory supplies. The increase is due to adding small tools and equipment (\$10,000) to this line from the capital budget, a \$10,000 increase to machinery supplies, and \$1,000 increases to lubricants and misc. supplies.
- b) Chemicals - \$1,000,000 – This is an increase of \$200,000 from the FY22 budget. The increase covers an increase in material cost as well as fuel and trucking charges.

- c) Postage and Printing - \$2,000 – This amount is an increase of \$50 from the FY22 budget.
- d) Electricity - \$855,500 – This amount is unchanged from the FY22 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$80,000 – This amount is an increase of \$30,000 from the FY22 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY22 budget.
- g) Technology Supplies - \$6,000 – This amount is unchanged from the FY22 budget and accounts for computer replacements and minor ancillary equipment.
- h) Maintenance/Repair (non-contract) - \$70,000 – This is an increase of \$20,000 from the FY22 budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$3,000 – This is an increase of \$2,000 from the FY22 budget. In the past, some of this expense was accounted for under the personnel budget. Additionally, City policy and increased use of the benefit are driving the increase.

Contractual Services

- a) Professional Services - \$12,000 – This is an increase of \$4,000 from the FY22 budget. This line is used for instrumentation and controls maintenance and repairs. The increase is a result of continuing SCADA/PLC modifications and increasing vendor costs.
- b) Maintenance Agreements - \$42,000 – This represents an overall decrease of \$1,400 from the FY22 budget. This line item covers agreements with outside service providers for such items as HVAC, instrumentation, elevator, chiller, chloramine analyzers, fire sprinkler system, crane inspection, and work order system that are beyond the expertise and/or certification of the Water Treatment Plant staff. There has been slight across the board increases in these agreements; however, the HVAC maintenance agreement amount is reduced by \$10,000 as it is anticipated that the in-house maintenance staff will be completing some of that maintenance with the addition of another Operator in FY23.
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY22 budget.
- d) Laundry and Towel Service - \$2,000 – This amount is unchanged from the FY22 budget.
- e) Interdepartmental Services - \$285,075 – This is a decrease of \$2,130 from the FY22 budget. This line item covers the following:

- \$ 21,987 – Information Technology – No Change
- \$ 19,480 – Finance – Decrease of \$1,986
- \$ 15,225 – Human Resources – Increase of \$3,224
- \$ 6,991 – City Council – Increase of \$1,512
- \$ 22,524 – City Manager – Increase of \$1,208
- \$ 14,255 – City Attorney – Increase of \$2,401
- \$184,613 – WDG Personnel – Decrease of \$10,452

Other Costs

- a) Travel/Training - \$4,000 – This amount is unchanged from the FY22 budget.
- b) Insurance & Bonds - \$36,831 – This is an increase of \$9,441 from the FY22 budget. This line item covers liability insurance, etc. for the eleven WTP employees who are City of Casper employees.
- c) Advertising - \$1,700 – This is an increase of \$800 from the FY22 budget. This line is for advertising Board meetings, annual budget, etc.
- d) Dues and Subscriptions - \$1,200 – This amount is unchanged from the FY22 budget.

Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY22 budget.
- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY22 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Activflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant. This line item budget was increased by \$20,000 in FY22.
- c) Sewer - \$400 – This amount is unchanged from the FY22 budget.

Summary

The FY23 Operations Budget is 10% greater than the FY22 Operations Budget. In large part, the increases are attributable to increases in personnel costs, a significant increase in chemical costs, an increase to non-contract maintenance repair services, and an increase in machinery repair supplies.

Central Wyoming Regional Water System Agency Budget

Revenue

- a) Water Rate Revenue - \$8,240,740 – This reflects an increase of \$477,379 over the FY22 budget. These revenues are proportioned to each wholesale entity based on the

July 2020 – June 2021 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 5% rate increase effective July 1, 2022.

- b) Interest on Investments - \$70,000 – This is an increase of \$50,000 from FY22 budget based on placing funds in the WyoStar accounts.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY22 budget. The SIC rates recommended from the recent cost of services and SIC study went into effect January 1, 2019.

Personnel Services

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

Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY22 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY22 budget.
- c) Accounting & Auditing - \$32,000 – This amount is unchanged from the FY22 budget and is based on the Audit Engagement Agreement with Skogen, Cometto & Associates P.C. for Auditing Services for FY2021 and FY2022.
- d) Insurance & Bonds - \$112,000 – This is an increase of \$6,000 from the FY22 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY22 budget. This is for RWS Board travel and training.

Debt Service

- a) Principal Payments - \$2,244,084 – 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 - \$1,502,373
 - WWDC (New Construction) - \$ 376,866
 - WWDC (Rehabilitation) - \$ 120,361
 - DWSRF Loan #115 (Emergency Power) - \$ 103,505
 - DWSRF Loan #129 (Zone IIB Imp.) - \$ 24,831
 - DWSRF Loan #153 (Backwash Tank) - \$ 71,780
 - DWSRF Loan #213 (PLC/SCADA) - \$ 44,368

- b) Interest Expense - \$307,574 – 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	- \$ 33,152
• WWDC (New Const.)	- \$119,064
• WWDC (Rehab.)	- \$ 38,026
• DWSRF Loan #115 (Emergency Power)	- \$ 49,020
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 10,040
• DWSRF Loan #153 (Backwash Tank)	- \$ 33,995
• DWSRF Loan #213 (PLC/SCADA)	- \$ 24,277

Capital – New

- a) Buildings - No new buildings expenditures for FY23.
- b) Improvements Other Than Buildings - No new expenditures for FY23.
- c) Light Equipment - No new light equipment expenditures for FY23.
- d) Technologies - No new technology equipment expenditures for FY23.

Capital – Replacement

- a) Buildings - \$375,000 – This is for the following:
- Security - \$75,000 – This is an on-going project that includes the installation of security equipment including entrance gate upgrades, door-card access system, and several fixed, PTZ, and long-range cameras, external light replacements, and fire alarm installations.
 - Roof Replacement - \$300,000 – This is to replace the roofing systems over the Actiflo area.
- b) Improvements Other Than Buildings - \$1,597,000 – This includes:
- Major Equipment and Valve Replacements - \$150,000 – This is for unanticipated equipment and valve replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
 - Turbidimeter Replacements - \$30,000 – The RWS has 43 turbidimeters that are required to meet regulatory requirements. The meters require periodic replacement as they fail and/or become unsupported by the vendor.
 - Well Rehabilitation - \$500,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. FY23 funding will be combined with encumbered FY22 funding to complete the rehab of Caisson #2 and two vertical wells.

- Raw Water Pump Replacement - \$75,000 – This project is to replace Raw Water Pump #3 which is 20 plus years old and at the end of its useful life.
- GW Vault and Yard Piping Replacement - \$125,000 – This project is to replace yard piping downstream of the de-gas tower.
- Filter Media Replacement - \$100,000 – This project is to rehabilitate one of six filters.
- Chemical Line Replacement - \$12,000 – This project is to upgrade leaking PVC chemical lines to HDPE fused chemical line.
- Raw Water & High Service Piping Recoating - \$200,000 – Sandblasting and recoating of corroded piping.
- Pioneer Booster Pump Replacement - \$30,000 – Replacement of pump that has reached end of life.
- Sunrise III Repeater Building - \$15,000 – Concrete building to house the radio equipment at the Sun III Site.
- Chiller Replacement - \$285,000 – Additional funding for the chiller replacement project.
- HS Pump Valve Replacements - \$75,000 – Replacement of failed valves on the high service pumping system.

c) Intangibles - No intangible expenditures for FY23.

d) Light Equipment - No light equipment expenditures for FY23.

Summary

The FY23 Agency Budget is 7.2% greater than the FY22 budget. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5% and an increase in earned interest on investments. The total amount budgeted for FY23 capital expenditures is \$1,972,000, an increase of \$270,000 from FY22. This amount is in line with what was presented to the JPB in the FY22 rate model.

Staff considers the budgeted requests for both operational and capital to be responsible expenses for meeting the Regional Water System's public health and regulatory responsibilities to its customers for the present and for the future while minimizing the amount of wholesale rate increases. In the coming years, disinfection system improvements needed to meet regulatory requirements and/or equipment replacement needs will be of concern.

Proposed Budget - FY 2023

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	\$133,375	(\$113,042)	\$1,707	\$33,379	\$39,043	\$63,535	\$0	-100%
All Revenue	(\$3,084,426)	(\$3,824,223)	(\$3,480,989)	(\$3,480,989)	(\$2,524,696)	(\$3,480,989)	(\$3,830,789)	10%
202 - Regional Water	(\$3,084,426)	(\$3,824,223)	(\$3,480,989)	(\$3,480,989)	(\$2,524,696)	(\$3,480,989)	(\$3,830,789)	10%
42 - Intergovernmental	(\$3,084,426)	(\$3,811,355)	(\$3,480,989)	(\$3,480,989)	(\$2,524,696)	(\$3,480,989)	(\$3,830,789)	10%
4242 - Intergovernmental Reimb.	(\$3,084,426)	(\$3,811,355)	(\$3,480,989)	(\$3,480,989)	(\$2,524,696)	(\$3,480,989)	(\$3,830,789)	10%
43 - Goods and Svcs Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
47 - Other Sources	\$0	(\$12,868)	\$0	\$0	\$0	\$0	\$0	0%
4702 - Transfers In	\$0	(\$12,868)	\$0	\$0	\$0	\$0	\$0	0%

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
Expense	\$3,217,801	\$3,711,181	\$3,482,696	\$3,514,368	\$2,563,739	\$3,544,524	\$3,830,789	9%
202 - Regional Water	\$0	\$1,794	\$0	\$0	\$0	\$0	\$0	0%
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
61 - Materials & Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6103 - Postage and Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
62 - Contractual Services	\$0	\$1,794	\$0	\$0	\$0	\$0	\$0	0%
6250 - Miscellaneous	\$0	\$1,794	\$0	\$0	\$0	\$0	\$0	0%
64 - Depreciation / Amort	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
2020002 - Regional Water Operations	\$2,949,368	\$3,572,293	\$3,312,896	\$3,344,568	\$2,462,292	\$3,372,924	\$3,658,989	9%
60 - Personnel Services	\$1,096,245	\$1,060,807	\$1,099,551	\$1,113,679	\$808,526	\$1,113,679	\$1,162,883	4%
6001 - Salaries and Wages - FT	\$711,340	\$677,647	\$678,314	\$686,107	\$511,180	\$686,107	\$727,621	6%
6002 - Salaries and Wages - PT/Season	\$16,379	\$12,703	\$20,300	\$20,300	\$8,581	\$20,300	\$20,000	-1%
6004 - Overtime	\$7,332	\$6,516	\$12,000	\$12,000	\$3,043	\$12,000	\$7,000	-42%
6005 - Standby Pay	\$7,613	\$9,456	\$12,000	\$12,000	\$5,982	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$85	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$15,896	\$0	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$2,971	\$0	\$0	\$0	\$0	\$0	\$0	0%
6020 - FICA/MC Contributions	\$55,426	\$52,199	\$55,280	\$56,259	\$38,457	\$56,259	\$58,647	4%
6030 - Retirement Contributions	\$62,472	\$60,720	\$65,807	\$65,807	\$47,532	\$65,807	\$68,176	4%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$15,599	\$16,094	\$20,378	\$20,734	\$14,028	\$20,734	\$21,312	3%
6051 - Health Insurance	\$191,582	\$214,012	\$223,469	\$223,469	\$168,473	\$223,469	\$237,091	6%
6054 - Other Insurance	\$4,283	\$5,438	\$5,703	\$5,703	\$1,804	\$5,703	\$4,240	-26%
6080 - Other Employee Compensation	\$5,265	\$6,022	\$6,300	\$11,300	\$9,447	\$11,300	\$6,796	-40%
61 - Materials & Supplies	\$1,641,359	\$2,073,090	\$1,736,750	\$1,758,952	\$1,386,828	\$1,782,250	\$2,010,800	14%
6101 - General Supplies and Materials	\$872,469	\$1,162,675	\$886,000	\$897,202	\$825,655	\$910,000	\$108,000	-88%
6103 - Postage and Printing	\$236	\$36	\$1,750	\$1,750	\$1,159	\$1,750	\$1,800	3%
6111 - Electricity	\$662,313	\$809,325	\$732,000	\$732,000	\$452,526	\$732,000	\$732,000	0%
6112 - Natural Gas	\$43,450	\$46,866	\$50,000	\$50,000	\$48,039	\$50,000	\$80,000	60%
6113 - Gas/Fuel	\$4,161	\$5,692	\$10,000	\$9,000	\$1,787	\$10,000	\$10,000	11%

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
6117 - Chemicals	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	999%
6140 - Technology Supplies	\$0	\$0	\$6,000	\$6,000	\$4,080	\$6,000	\$6,000	0%
6150 - Maint/Repair (non contract)	\$57,917	\$47,601	\$50,000	\$61,000	\$52,087	\$70,000	\$70,000	15%
6160 - Uniform Expense	\$813	\$895	\$1,000	\$2,000	\$1,495	\$2,500	\$3,000	50%
62 - Contractual Services	\$165,311	\$358,215	\$380,605	\$374,948	\$217,116	\$380,205	\$379,075	1%
6210 - Professional Services	\$693	\$4,199	\$6,000	\$6,343	\$6,287	\$8,000	\$8,000	26%
6230 - Maintenance Agreements	\$27,034	\$28,881	\$43,400	\$37,400	\$35,298	\$45,000	\$42,000	12%
6240 - Testing	\$30,440	\$36,851	\$42,000	\$42,000	\$30,468	\$38,000	\$42,000	0%
6251 - Laundry/Towel	\$1,630	\$1,933	\$2,000	\$2,000	\$1,461	\$2,000	\$2,000	0%
6256 - Internal Services	\$105,514	\$286,351	\$287,205	\$287,205	\$143,603	\$287,205	\$285,075	-1%
66 - Transfers Out	\$10,714	\$311	\$0	\$0	\$0	\$0	\$0	0%
6601 - Transfers Out	\$10,714	\$311	\$0	\$0	\$0	\$0	\$0	0%
67 - Other Costs	\$26,958	\$31,967	\$33,390	\$34,390	\$26,658	\$34,190	\$43,631	27%
6720 - Travel/Training	\$2,985	\$206	\$4,000	\$4,000	\$2,290	\$4,000	\$4,000	0%
6780 - Insurance/Bonds	\$22,099	\$29,334	\$27,390	\$27,390	\$22,825	\$27,390	\$36,831	34%
6791 - Advertising/Promotion	\$760	\$1,271	\$800	\$1,800	\$903	\$1,600	\$1,600	-11%
6792 - Over/Short	(\$30)	\$0	\$0	\$0	\$0	\$0	\$0	0%
6793 - Dues and Subscriptions	\$1,144	\$1,156	\$1,200	\$1,200	\$640	\$1,200	\$1,200	0%
68 - Utility Expense	\$8,781	\$47,903	\$62,600	\$62,600	\$23,165	\$62,600	\$62,600	0%
6731 - Communication	\$508	\$623	\$2,200	\$2,200	\$990	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$7,979	\$47,006	\$60,000	\$60,000	\$21,882	\$60,000	\$60,000	0%
6734 - Sewer	\$294	\$274	\$400	\$400	\$292	\$400	\$400	0%

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
2020033 - RWS - Booster Stations	\$265,579	\$133,285	\$164,500	\$164,500	\$99,927	\$166,300	\$166,500	1%
61 - Materials & Supplies	\$124,665	\$133,285	\$162,500	\$162,500	\$99,927	\$162,500	\$162,500	0%
6101 - General Supplies and Materials	\$12,485	\$14,504	\$39,000	\$39,000	\$8,330	\$39,000	\$39,000	0%
6111 - Electricity	\$112,180	\$118,781	\$123,500	\$123,500	\$91,596	\$123,500	\$123,500	0%
62 - Contractual Services	\$140,914	\$0	\$2,000	\$2,000	\$0	\$3,800	\$4,000	100%
6210 - Professional Services	\$0	\$0	\$2,000	\$2,000	\$0	\$3,800	\$4,000	100%
6256 - Internal Services	\$140,914	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2020 Actual	2021 Actual	2022 Original	2022 Revised	2022 Actual YTD	2022 Projected	2023 Proposed	Change Vs. Rev
2020034 - RWS - Guardian	\$2,853	\$3,808	\$5,300	\$5,300	\$1,520	\$5,300	\$5,300	0%
61 - Materials & Supplies	\$52	\$39	\$700	\$700	\$122	\$700	\$700	0%
6101 - General Supplies and Materials	\$30	\$39	\$500	\$500	\$122	\$500	\$500	0%
6103 - Postage and Printing	\$22	\$0	\$200	\$200	\$0	\$200	\$200	0%
62 - Contractual Services	\$2,801	\$3,770	\$4,500	\$4,500	\$1,398	\$4,500	\$4,500	0%
6240 - Testing	\$2,801	\$3,770	\$4,500	\$4,500	\$1,398	\$4,500	\$4,500	0%
67 - Other Costs	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%
6791 - Advertising/Promotion	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%
Report Total	\$133,375	(\$113,042)	\$1,707	\$33,379	\$39,043	\$63,535	\$0	-100%

Regional Water Agency Fund

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

Regional Water Budget Summary						
	FY 2021 ACTUAL	FY 2022 ORIGINAL	FY 2022 REVISED	FY 2022 ESTIMATE	FY 2023 PROPOSED	% ▲
Revenues						
Charges for Service	\$ 8,077,249	\$ 7,763,361	\$ 7,763,361	\$ 7,763,361	\$ 8,240,740	6%
Miscellaneous	396,326	20,100	20,100	19,200	70,100	265%
Transfers In	-	-	-	-	-	0%
System Development Charges	271,399	245,000	245,000	245,000	245,000	0%
Grants	-	-	-	-	-	0%
Total Revenues	\$ 8,744,974	\$ 8,028,461	\$ 8,028,461	\$ 8,027,561	\$ 8,555,840	7%
Expenditures						
Contractual Services	3,788,607	3,670,489	3,670,489	3,646,770	4,026,289	10%
Other	2,560,174	2,587,296	2,587,296	2,587,296	2,551,658	-1%
Capital	1,278,385	1,697,000	4,941,288	2,852,500	1,972,000	-31%
Total Expenditures	\$ 7,627,167	\$ 7,954,785	\$ 11,199,073	\$ 9,086,566	\$ 8,549,947	-6%
Net Agency Fund	\$ 1,117,808	\$ 73,676	\$ (3,170,612)	\$ (1,059,005)	\$ 5,893	101%
Actual Reserves on June 30, 2020					\$ 2,585,360	
Actual Reserves on June 30, 2021					\$ 5,047,718	
Projected Reserves on June 30, 2022					\$ 5,113,053	
Regional Water FY 2023 Capital Summary						
Capital Projects						
Security Improvements	\$75,000					
Roof Replacements	\$300,000					
Major Equipment Replacements	\$150,000					
Groundwater Well Turbimeters	\$30,000					
Raw Water Pump Repl	\$75,000					
Groundwater Vault & Yard Piping Repl	\$125,000					
Filter Media Repl	\$100,000					
Chemical Line Repl	\$12,000					
Well Rehabilitation	\$500,000					
Raw Water & HS Piping Recoating	\$200,000					
Pioneer Booster Pump Repl	\$30,000					
Sun III Repeater Building	\$15,000					
HVAC System Chiller Repl	\$285,000					
HS Pump Valve Accuator Repl	\$75,000					
Total	\$1,972,000					

Regional Water Agency Fund

	FY 2021 ACTUAL	FY 2022 ORIGINAL	FY 2022 REVISED	FY 2022 ESTIMATE	FY 2023 PROPOSED	% ▲
Operations						
Charges For Services						
Water Rate Revenue	\$ 8,077,249	\$ 7,763,361	\$ 7,763,361	\$ 7,763,361	\$ 8,240,740	6%
Total Charges For Services	\$ 8,077,249	\$ 7,763,361	\$ 7,763,361	\$ 7,763,361	\$ 8,240,740	6%
Miscellaneous Revenue						
Interest On Investments	\$ 2,238	\$ 20,000	\$ 20,000	\$ 5,000	\$ 70,000	1300%
Miscellaneous Revenue	394,088	100	100	14,200	100	-99%
Total Miscellaneous Revenue	\$ 396,326	\$ 20,100	\$ 20,100	\$ 19,200	\$ 70,100	265%
Total Operating Revenue	\$ 8,473,575	\$ 7,783,461	\$ 7,783,461	\$ 7,782,561	\$ 8,310,840	7%
Expenses						
Contractual Services						
Reimbursable Contract Expenses	\$ 3,642,145	\$ 3,480,989	\$ 3,480,989	\$ 3,480,989	\$ 3,830,789	10%
Consulting Fees	5,614	15,000	15,000	8,000	15,000	88%
Investment Fees	389	1,500	1,500	500	1,500	200%
Legal	14,963	30,000	30,000	30,000	30,000	0%
Accounting & Auditing	31,040	32,000	32,000	27,281	32,000	17%
Insurance & Bonds	93,705	106,000	106,000	99,000	112,000	13%
Travel & Training	-	2,000	2,000	-	2,000	100%
Other Contractual - Water Purchases	750	3,000	3,000	1,000	3,000	200%
Total Contractual Services	\$ 3,788,607	\$ 3,670,489	\$ 3,670,489	\$ 3,646,770	\$ 4,026,289	10%
Other Expenses						
Debt Service	\$ 2,144,286	\$ 2,150,648	\$ 2,150,648	\$ 2,150,648	\$ 2,244,084	4%
Interest	415,888	436,648	436,648	436,648	307,574	-30%
Depreciation	-	-	-	-	-	0%
Total Other Expenses	\$ 2,560,174	\$ 2,587,296	\$ 2,587,296	\$ 2,587,296	\$ 2,551,658	-1%
Total Operating Expenses	\$ 6,348,782	\$ 6,257,785	\$ 6,257,785	\$ 6,234,066	\$ 6,577,947	6%
Operating Income (Loss)	\$ 2,124,794	\$ 1,525,676	\$ 1,525,676	\$ 1,548,495	\$ 1,732,893	12%
Capital Revenue						
Grants						
State Grants/Loans	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Grants	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers						
System Investment Charges	\$ 271,399	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	0%
Transfers In	-	-	-	-	-	0%
Total Operating Transfers	\$ 271,399	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	0%
Total Capital Revenue	\$ 271,399	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	0%
Capital Expenses						
Capital						
Buildings	\$ 69,852	\$ 485,000	\$ 613,744	\$ 331,000	\$ -	-100%
Improve Other Than Buildings	1,202,260	1,022,000	4,058,006	2,400,000	1,972,000	-18%
Light Equipment	6,273	110,000	110,000	10,000	-	-100%
Intangibles	-	80,000	159,538	111,500	-	-100%
Technologies	-	-	-	-	-	0%
Total Capital	\$ 1,278,385	\$ 1,697,000	\$ 4,941,288	\$ 2,852,500	\$ 1,972,000	-31%
Total Capital Expenses	\$ 1,278,385	\$ 1,697,000	\$ 4,941,288	\$ 2,852,500	\$ 1,972,000	-31%
Net Capital	\$ (1,006,986)	\$ (1,452,000)	\$ (4,696,288)	\$ (2,607,500)	\$ (1,727,000)	34%
Net Fund	\$ 1,117,808	\$ 73,676	\$ (3,170,612)	\$ (1,059,005)	\$ 5,893	101%

Leisure Services Advisory Board (LSAB)

Minutes of Thursday, April 14, 2022

Meeting Called to Order: **Date:** April 14, 2022
 Time: 4:35 pm
 By: Amy Crawford
 Location: Casper Aquatic Center Conference Room & via Microsoft Teams

- I. **Board Members Present:** Amy Crawford, Olivia Cole, Doug Follick, Jim DeGolia
 Council Liaison: Not in Attendance
 Staff Present: Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager),
 Phil Moya (Recreation Manager)
 Guests: None

- II. **Approval of Minutes:**
 Minutes Date: March 10, 2022
 Motion By: Doug Follick
 Second: Olivia Cole
 Board: Approved by Jim DeGolia and Amy Crawford

III. **User Groups**

A. **Fort Casper Museum Association**

Pre-Covid times, things were not looking great for the Museum. They were looking at possibly closing. Happy with the way things are going now. Communication between the City and the Association has improved tremendously.

Were able to do most of our events last year. We are kicking it up this year with even bigger events.

Next month we have a psychic medium featured on the Travel Channel coming to the museum free of charge. Bringing the lecture series back.

Volunteers are coming back. With more events, we need more help.

Concerns listed in the report are the condition of the Fort Buildings. Going to be writing up a State of America's Treasure Grant to get some work done on the buildings.

Association is the financial agent for the expansion project. Just received the plans. Ready to start the public fundraising. Already have about \$400K in the bank for the project.

Still working on the truck restoration project, 1930s Dodge.

Capital planning has \$3M worth of projects broken out over several years.

Ghost Tours is going to be a joint partnership between the Museum and the Association going forward.

Changing up the way it is done to increase participation.

B. **Fort Casper Museum**

3 full-time employees + 2 part-time employees. Have 1 full-time vacancy and 1 part-time vacancy. Down to a skeleton crew.

78% of visitors were from out-of-state, 6% were from other towns in Wyoming, and 16% were from Casper.

Overseas visitors have dropped dramatically due to Covid.

Did over 1000 local students, 243 from out-of-town.

Volunteers guide the tours.

Fees match what state historic sites are. The trend is going toward free.

Have 3 capital projects that will be finished before the end of the fiscal year.

Full-color sign to be installed, upgrade AV equipment, and install more cabinets for displays.

Museum expansion plans are in. Raised \$451K in pledges or donations so far. Launching a website describing the expansion and a place for donations. Target is \$1.5M for construction. Another \$300k in exhibit design.

Working with traveling exhibits.

Partnered with the VFW with previous exhibits. Will do the same with future exhibits.

Will be doing Candlelight in person and virtually if everything goes well.

Always looking for volunteers.

ACTION: Get business information for Fort Casper Museum. Such as ROI, data on how no fee would impact the residents of Casper and the Museum itself, etc.

IV. Parks Repurposing

Demographic data from the 2020 census is unfortunately not helpful for this project. Unfortunately, there is no "block data" to use to help with demographics per city block.

1. CY Islands: CY Islands will be a journey with public art displays, etc. Have contact with the Director of Special Projects with WYDOT. Zulima will be working with her to see how much coordination will be needed with the state. WYDOT has gotten guidance that any art in the islands would need to be not distracting to drivers. So, it is doable. Boulders are not a very good option as they do get hit and then moved into the roadway.
2. Green Meadows Park (1600 W. 39th St., down the street from Sunrise Mall):
 - a) Small Dog Park: 3,000 square feet, fenced, with dog turf, no irrigation other than a spigot to water the dogs or rinse them off. The cost would be around \$50,000.
 - b) Turn a large portion to native, keeping an area around the trail and the playground turf.

V. Other Business

1. *Public:* None

2. *Staff:*

- a) Name change from Leisure Services Advisory Board: Need to change Resolution 94-35.

- b) Resolution Changes

Terms: Right now there are 4 vacancies which make it hard to fill all at once.

Modify language in Section 2 of the Resolution to be able to stagger terms so we don't have the issue we have now with 4 vacancies at the same time or terms expiring at the same time.

Take out the section where it says, "...and shall hold office until their successors are appointed and qualified."

- c) Policies and Procedures Changes:

Change all references to Leisure Services Advisory Board to Parks, Recreation, & Public Facilities.

Change all references to Leisure Service Facilities to just Parks and Recreation Facilities.

Casper Event Center will not be considered a facility to report on.

Meetings will be at user facilities as scheduled by the Board.

Section II G: Add Parks, Recreation, & Public Facilities Director.

Zulima to put together a list of all the User Groups and Facilities to provide to the Board.

Recommend that the Board be liaisons to city-operated facilities and then just hear reports on city-owned facilities that have user groups running them.

Section IX C: Change wording from "Adopt" to "Review" and "4- year capital plan" to "2-5 year capital plan".

ACTION: Zulima to update the Resolution and send it to the Board for review.

ACTION: Zulima to update/modify the Policies and Procedures and send them to the Board for review.

ACTION: Zulima to provide a list of all of the facilities we own and the user groups for your information.

3. *Board:*

- a) New Board Members: Approve three (3) people to request Council to make the formal appointment of: Kristen Galles, Ian Walker, and Randy Hein to the Board

Motion By: Doug Follick

Second: Olivia Cole

Board: Approved by Jim DeGolia and Amy Crawford

ACTION: JJ to send an email asking for the other members (Doug Hall and Jason Magnuson) to vote on the motion.

- b) Liaison Assignments: Olivia Cole would like to be the liaison for Golf Course. Re-do the assignments in May when new Board Members are active.

ACTION: JJ to send out most current liaison assignments, members, and terms.

4. *Tracking Progress of Maintenance Requests*

ACTION: Board to review the Maintenance Request document provided for the next meeting.

The next scheduled meeting will be **Thursday, May 12, 2022, at 4:30 pm both in person at Hogadon and via Microsoft Teams.**

Meeting Adjourned: The meeting was adjourned at 6:28 pm.

Leisure Services Advisory Board (LSAB) Minutes of Thursday, May 12, 2022

Meeting Called to Order: **Date:** May 12, 2022
 Time: 4:35 pm
 By: Amy Crawford
 Location: Hogadon Lodge & via Microsoft Teams

- I. **Board Members Present:** Amy Crawford, Jason Magnuson, Doug Follick, Jim DeGolia
 Council Liaison: Lisa Engebretson
 Staff Present: Zulima Lopez (Director Parks, Rec & Public Facilities), Randy Norvelle (Parks Manager),
 Chris Smith (Hogadon Superintendent), Ryan Butler (P&R Worker IV), Kristen Hazelton
 (P&W Worker II)
 Guests: None

- II. **Approval of Minutes:** Unable to do, no quorum present
 Minutes Date: April 14, 2022
 Motion By: N/A
 Second: N/A
 Board: N/A

III. **User Groups**

A. **Mountain Sports Rentals**

It was a great season. Late start, but once it opened it was great.
Walk-in rental customers up 26%. Raised prices and increase in numbers.
Ski school up 20%. Price did not change, just had more ski school participation.
No change in concession and equipment sales.
All together up 20%.
Staffing issues remain.
Opening day is a game-changer. Anything and everything we can do to open earlier in December is huge financially. When we opened 13 days earlier in 2020, we made another \$9k in revenue.
Covid was good for us since we didn't restrict times, parking, etc. People took notice of Hogadon.
Night skiing was well-attended on those nights.
Interesting, during the week it is usually 70% skiers and 30% snowboarders. Night skiing was 70% snowboarders and 30% skiers.

B. **Hogadon Basin Snowsports School**

Learn to ski/snowboard lessons, down 60 lessons from last year.
Hogadon Minors program (age 5 and under, 4-week, multi-day package) down 5 participants from last year.
Hogadon Explorers (ages 6-8, 8-week program) up 5 participants from last year.
Elementary Ski PE Program (5th grade) up 307 lessons from last year.
 Amazing considering we are limited on days and mornings only.
Up \$12k this year over last year.
Expenses were consistent, year over year.
This is our first year showing a profit.
Good year even with the late start.
There are other schools that would like to use Hogadon, but we just don't have the room for them.

C. **Casper Mountain Racers**

All very thankful for all the support we get from everyone. We had an outstanding year.

Trying to continue growing the program. Biggest challenge is staffing. Want to be able to pay more full-time employees to help keep people in the program. Currently at a maximum coach to athlete ratio. Working with GIS to put on the map which area is closed due to races or training. Also, working on posting on social media when races or training in progress.

D. Casper Mountain Ski Patrol

Overall, everything went really well this winter.

Similar number of accidents from previous year.

Possibility of getting injured is 0.6% at Hogadon. Could be due to Ski Patrol on the hill, and/or quality of grooming and maintenance of the hills, and/or culture of family-friendly makes it less rogue.

63 total injuries this year (60 last year). We were open 2 more days this year.

Snowfall was 180.5 inches in 2020/2021. We had 161 total inches for this year 2021/2022.

Skiers total that attended this year was 10,413. 433 fewer skiers than last year.

Last year we did not have a reservation system during Covid, which helped raise our numbers.

Most common injury this year was head injury, with right knee injury right behind.

67% of the injuries happened to people with a helmet on.

56% of injuries occurred between Noon and 4 pm. 18% in the morning, the rest in the evening.

Thought we might see more injuries with night skiing, but it didn't turn out that way.

33 males and 30 females were injured. Youngest was 6 years old and the oldest was 51 years old.

Saw some significant injuries. Had 6 patients taken away by ambulance. Although 2 of those were more of a taxi service as they were minors and the parents found it easier to not have to drive up the hill to get their child.

Ski patrol does hear a lot of compliments about the area and very few complaints.

Recruitment is always an issue for us. Weekdays are always a challenge due to most of them have full-time jobs outside of Patrol. Always stretched on weekdays. Night skiing added another coverage issue. None of us expected it to be the success it was. Friday nights were the most difficult to get coverage.

Would like to see better signage at the building. Hard for people to find the patrol building.

The parking lot in front of the patrol building gets to be quite a mess in the spring. Would be nice to have concrete or pavement extended over to the patrol building.

Small concrete pads on side entrances are sliding away from the building.

I've seen continued improvement with our relationship with the area and the city.

Best recruitment is riding the chairlift with the public. Try to get to as many ski-related events as possible.

Looking to up our in-season training. Possible make training more visible to see if that helps recruit people.

We are in the same boat as all the user groups in recruitment. We are open to any ideas.

National ski patrol requires that they be members of National Ski Patrol which requires dues to them and to the division we are in. They have to take an outdoor emergency care class. We have tried to do fundraising to help cover those costs. Retention is almost as big of an issue as recruiting. We lose 30% of our candidates within 2 years of joining patrol. So, don't always want to help with those costs. It's the upfront costs that are high. Once on Patrol annual dues are about \$100 plus clothing. Compensation from Hogadon compensates for any personal outlay.

We are lucky to have a volunteer Ski Patrol. Most areas have full professional ski patrol that are fully EMT trained.

E. Hogadon

The season started on November 13, 2021, with the ribbon-cutting for the lights.

For the last 3 seasons, we opened up for night sales of season passes. First-year we did \$17k, next \$20K, this year we did almost \$31k sales for season passes.

Try to start snowmaking any time after October 1st. This year we didn't even start until the 2nd week in December. Temperatures were marginal. This is the 2nd longest year to make snow. We made snow well into

February. Usually done by the first or second week in January. We didn't even get a chance to do extra things like in past years.

We opened officially on December 23, 2021. Almost 3 weeks later than the past 3 years.

Average skier Saturdays was 381 people. Our biggest Saturday was 836 people. We used to think a big day was 300 people, and that would be a powder day. We are seeing a regular day of 500 - 800 people.

Night skiing paid off by keeping it to Friday and Saturday nights only. Friday night's average was 107 skiers, biggest was 241 people. Saturday night's average was 141, the biggest night was 175. So, with daytime numbers, we were hitting almost 1,000 people on a weekend. That is great usage of the facility. Up a lot from the previous years.

We did \$562,136.42 in revenue. Expenses were \$792,005. Cost recovery is at 71%.

Night skiing generated almost \$36k in revenues this year. Night skiing was very popular. Casper Mountain Racers and High Schools came on Wednesday and Thursday nights to train exclusively. They got the hill and lights to themselves. Helped their programs out. Both did much better at their events this year due to more quality training.

87 skier days. Did stay open for 1 extra week.

We are going to meet 3 times per year with our user groups to keep the communication flowing.

Winter Carnival was a bust this year. Looking to move events to earlier in the season. Also, realizing that people don't have equipment they can trash for the dummy downhill. So, we are going to work with the user groups to get used equipment that we can give to the participants in the dummy downhill event.

The terrain park has been moved 9 times in the years I've been here. Getting good ideas to get the terrain park going and expand it. Develop a park that is worthy of the people that want it. The best spot for the terrain park is where the beginners learn to ski, but since Hogadon is mostly advanced terrain, we cannot take this area away from them.

Looking for ideas on promoting season pass sales.

Building hiking/biking trails. Almost to 3.5 miles. Should finish the loop this year. Looking to map the trail out with GIS.

Working on hard-written policies for wind/weather closures, uphill skiing, patrol, reckless skier, and drones, etc.

Uphill skiing is only allowed after hours and when closed. Looking to make that a full-time offering when opened.

237 people participated in a survey this winter.

Friends of Hogadon raised just shy of \$100k. Going to buy us some terrain park features.

Looking to add to the merchandise skiers can buy.

Spectra handles all events at Hogadon in the summer. There is a concert happening this summer.

This summer we are working on cutting down all the tall shrubs. Limited employees to make that happen.

Would love to see more snow farming to open up some backcountry terrain. Would like to replace the chair lift at some point in time.

Hogadon will be at the ski swap next October to help promote the season passes.

Also, planning on rolling out the new GIS mapping in the fall as well.

IV. Parks Repurposing

Want to take off the table the idea of adding Pickleball courts and basketball courts. The amount of money and water saved will never cover the cost of adding these courts.

ACTION: Set up a working meeting with new members to discuss parks repurposing.

We are looking at opportunities to convert areas to more natural vegetation to promote wildlife, bird watching, and insect population.

Update: Tuesday we attended the City Council work session and gave an update on 4 responsibilities they had given us to reduce the cost of watering in the parks. One was the parks repurposing, which you are helping us with. Another was the irrigation control system to be more efficient with our watering using remote controls, moisture sensors, and flow meters. This is a \$610,000 project that has been proposed and conceptually approved by Council. Should see an ROI of 5-7 years. The third is converting areas to raw water irrigation through water

wells. Have identified some areas where existing water wells are that we could connect city buildings to and save irrigation costs at those facilities. Identified boulevard areas along Bryan Stock Trail and parkland in North Casper. Would be more expensive because we have to drill the wells. But the likelihood that they would produce enough water to use for irrigation is quite high. ROI for this would be about 5 years. Council was supportive of that. The last discussion is that Parks pays the same rate that all other customers pay for watering our parks. Hoping Council will consider creating a commercial rate or letting us purchase water at the wholesale rate.

Harden Park (on Sun drive across from Albertsons)

Only ¼ of a mile to Eastdale Park which is much bigger.

Uses about 368,000 gallons of water, about \$1,500 in water cost per year. It is a Bureau of Reclamation Park from 1976. We were required to keep it as a park for 25 years. We are beyond that. This park has a small playground, 4 trees, a shelter, a picnic table, and a bbq. It is a low-use park. Our suggestion would be to sell it for development.

Freedom Park (by Cottonwood Elementary)

Only a swing set at Freedom Park. The park is almost a full city block. This park does get used by youth football. .79 acres, and uses 436,000 gallons of water per year. Costs around \$1800 annually for water. It is a Bureau of Reclamation Park from 1968. Our suggestion would be to sell the park to a builder and let them develop the area. There are many other parks close to this one that are used more.

W. 13th St. and W. Collins Dr.

.87 acres. 569,000 gallons of water, \$2,400 per year for water.

V. Other Business

1. *Public:* None

2. *Staff:*

- a) Moving the model of the USS Wyoming Battleship from FWC to the National Museum of Military Vehicles close to DuBois. The 110-year-old model is at risk at the FWC during big shows. Rick Young at the museum has been helping us. Council does support this move. It will get a lot more visibility there than at the FWC.

3. *Board:*

- a) Board Rules

This is on the docket for Tuesday's City Council meeting.

Approval of Governing Documents for City Council Approval

Motion By: Doug Follick

Second: Jason Magnuson

Board: 3 Aye, 0 Nay.

Action: Reach out individually to the other 2 members for their vote.

- b) Liaison Assignments

Tabled until new members on Board

- c) User Group Form

Not at this meeting

- d) Calendar setup

Not at this meeting

4. *Tracking Progress of Maintenance Requests*

Tabled until next meeting.

Meeting Adjourned: The meeting was adjourned at 6:20 pm.

AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, June 17, 2022 - 3:30 p.m. – 4:30 p.m.

City Hall - 200 N. David St. - Downstairs Meeting Room

**Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

1. Approve May 20, 2022, Meeting Minutes
2. New Business
 - Updates from Casper Pride
3. Ongoing Business
 - Non-Discrimination Ordinance
 - Natrona County School District/Casper College
 - Casper Cares Program – Update from Sub-Committee
4. Other Business
5. Adjourn

Next Meeting: July 15th at 3:30 p.m.



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, May 20, 2022, 3:32 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

MINUTES

The meeting began at 3:35 p.m. with the attendance of City of Casper staff member, Heidi Rood, and the following committee members: Athne Machdane, Darrell Wagner, Christy Jourgensen, Gage Williams, and Jill Felbeck-Jones

Absent: Mayor Pacheco, Councilman Steve Freel, Police Sergeant Tony Stedillie, David Anderson, Grace Niemitalo, Kody Allen-Sambrano, Kate Allen, Riley Jourgensen, Shannon O'Quinn, and Natrona County School District Representatives - Marie Puryear and Dirk Andrews

Approve April 15, 2022, Meeting Minutes

Motion to approve April 15, 2022, minutes made by Darrell Wagner and seconded by Athne Machdane with no objections.

Applications for Committee Members

One application was received during the open application period. The committee reviewed the application and agreed unanimously that the candidate does not meet the requirements for this board. A request was made for staff to send another press release through August 10th to allow for recruitment at the upcoming Casper Pride events to obtain a larger candidate pool.

Proposed Non-Discrimination Ordinance

No update at this time.

Natrona County School District/Casper College Partnership

Jill met with Dirk and established a list of available classes for educators. Jill will provide a finalized list to staff for the next presentation to Council.

Athne gave kudos to Casper College for the partnership with the Ford Wyoming Center to ensure there was a single-occupancy restroom for the graduation ceremony. Staff will pass this information along to the Parks, Recreation, and Facilities Director to consider for ongoing implementation.

Casper Cares Program

No update at this time.



Casper Pride – June 8th – 12th

Staff updated the Committee that any funding will need to be raised by the Committee to support events.

Jill, Christy, Shannon, and possibly Athne (depending on tent/shade coverage) volunteered to cover the table.

Pride Flags - Gage informed the group that small flags are free and larger 3x5 flags for \$10 are available at the event. Darrel clarified the Committee would like flags to hand out to businesses to display during June 8th – 12th. Flags are not allowed to be placed on the light poles. Staff shared a site promoting flags for the cost of shipping only. <http://Pridepalace/lgbt> [Pride Palace](#)

Pamphlets/Business Cards – Christy confirmed that Shannon volunteered to print stickers, pamphlets, and business cards for distribution at the Pride event. Darrell offered to print a banner. Staff will email the City of Casper logos and follow-up with the City Manager's Office regarding potential website presence to include in marketing materials.

Table Fee – Darrell submitted the request to reserve a table. Kody previously volunteered to cover the \$100 fee and staff will follow up with him to confirm. Darrell will loan table/chairs from his church.

Committee Member Recruitment – Staff provided the Committee with applications to print for the table.

The meeting was adjourned at 4:25 p.m.

Next Meeting Date

June 17th 3:30 p.m.





We at Wyoming Central A.B.A.T.E.
Want to send our heart felt thank
you's to you all in your help
with the Wyoming Central Motor
Cycle Parade for Motorcycle Awareness
We totally appreciate your kindness.
Sharon J. W. Kemp C.W.A.