

INFORMATION PACKET

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Friday, July 17, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

July 21, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Distribution of July 7 Executive Session minutes					
Pre-Meeting: Industrial Pretreatment Program-Updates to Ordinance					
Establish Public Hearing for August 4, 2020: 2020 NFPA70 National Electrical Code.	C				
Establish Public Hearing for August 4, 2020: Annexation and Plat Creating the Ide Addition to the City of Casper, and Zoning said Addition as C-3 (Central Business)	C				
Establish Public Hearing for August 4, 2020: Vacating Tract G, Mesa Del Sol Addition, as Public Parkland; and Approving a Zone Change of said Parcel from PH (Park Historic) to R-4 (High Density Residential).	C				
Establish Public Hearing for August 4, 2020: Adoption of Fiscal Year 2021 Budget Amendment No. 1	C				
Establish Public Hearing for August 4, 2020: Transfer of Ownership for Retail Liquor License No. 26 from Wyoming Novelty Co, d/b/a TJ's Bar and Grill, Located at 2024 CY Avenue to Brenton Properties, LLC., d/b/a Brenton Properties, Located at 2024 CY Avenue.	C				
Establish Public Hearing of September 15, 2020: Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Ide Addition to the City of Casper complies with W.S. §15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the Ide Addition.	C				
Public Hearing: Ordinance Amending Sections of Chapter 6.04 - Animal Care and Control		N			
Vacate West 8th Street, from South David to South Center Street. 2nd reading			N		
Authorizing a Contract for Outside-City Water Service with Thomas L. Davenport at 5255 CY Avenue.				C	
Authorizing a Contract for Outside-City Water with Roger A. and Sheryl Garling at 4495 Squaw Creek.				C	
Authorizing the Approval of the Third Amendment to the Amoco Property Reuse Joint Powers Agreement between Natrona County and the City of Casper.				C	
Authorizing Community Promotions Allocations for FY 2021					C
Executive Session - Personnel					

July 28, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Council Ethics Revisions		30 min	4:35
Public Comment Periods for Ordinances		30 min	5:05
Fiscal Year 2021 Budget Amendment #1		30 min	5:35
Parks and Recreation Facility Lease Agreement Template		30 min	6:05
Agenda Review		20 min	6:35
Legislative Review		10 min	6:55
Council Around the Table		10 min	7:05
Approximate Ending Time:			7:15

August 4, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: 2020 NFPA70 National Electrical Code.		N			
Public Hearing: Annexation and Plat Creating the Ide Addition to the City of Casper, and Zoning said Addition as C-3 (Central Business)		N			
Public Hearing: Vacating Tract G, Mesa Del Sol Addition, as Public Parkland; and Approving a Zone Change of said Parcel from PH (Park Historic) to R-4 (High Density Residential).		N			
Public Hearing: Adoption of Fiscal Year 2021 Budget Amendment No. 1		N			
Public Hearing: Transfer of Ownership for Retail Liquor License No. 26 from Wyoming Novelty Co, d/b/a TJ's Bar and Grill, Located at 2024 CY Avenue to Brenton Properties, LLC., d/b/a Brenton Properties, Located at 2024 CY Avenue.		N			
Vacate West 8th Street, from South David to South Center Street. 3rd reading			N		
Amending Sections of Chapter 6.04 - Animal Care and Control 2nd Reading			N		
Authorizing a Contract for Professional Services with Highlander Ski Lift Services & Construction, Inc., in the Amount of \$67,780 for the Hogadon Bullwheel Service.				C	

August 11, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

August 18, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Amending Sections of Chapter 6.04 - Animal Care and Control 3rd Reading			N		
2020 NFPA70 National Electrical Code. 2nd Reading			N		
Annexation and Plat Creating the Ide Addition to the City of Casper, and Zoning said Addition as C-3 (Central Business). 2nd Reading			N		
Vacating Tract G, Mesa Del Sol Addition, as Public Parkland; and Approving a Zone Change of said Parcel from PH (Park Historic) to R-4 (High Density Residential). 2nd Reading			N		

August 25, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2020
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
Golf Course Guidelines			
LAD Billing Process			August
Amending Ordinance No. 18-17 - Rocky Mountain Franchise			September 8
TOPOL Addition Release of Zoning Restrictions (tentative)			
Snow Plow Plans (cost saving proposals)			September 8
Consideration for responsible bidder status			
Off-Season Hogadon Use			
Troopers Funding Discussion			

Staff Items:

Limo Amendment			
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Community Relations Spec Update		30 min	

Future Council Meeting Items

Sept. 15 - An Ordinance Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power.

Establish Public Hearing of September 15, 2020: Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Ide Addition to the City of Casper complies with W.S. §15-1-402.

1. Resolution.
2. Third reading Ordinance Approving Annexation, and Zoning of the Ide Addition.

Retreat Items

Economic Development and City Building Strategy

From: Ashley Bright <abright@bgccw.org>

Sent: Tuesday, July 14, 2020 8:48 AM

Subject: 2020 Mick and Susie McMurry Cowboy Code Try Award Goes to...Envelope Please...

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.

The 2020 Mick and Susie McMurry Cowboy Code Try Award recipient is Tyrone and Linda Fittje!!

The presentation will be made at the 22nd Annual Breakfast honoring Rhonda Zimmerman - date to be announced soon!

Fittje Family established a free fishing derby honoring their son who was killed in a driving accident. Tyrone is a UW alum and a highly respected coach in Wyoming education and the coaching circles. The family started the Memorial Derby In Casper in honor of their little boy's love of fishing. The foundation allocates annual scholarships to Natrona County HS youth. Tyrone recently received the Wyoming HS career coaching assistant award. Linda is very active in our community including leadership service in the NCHS Booster Club for years..

Tyrone Fittje Mustang Bio

- Defensive Coordinator, D-Line, O-Tackles
- 29th year at NCHS (longest continuous serving assistant coach in NCHS history)
- Former NC Head Wrestling Coach
- Former Head Coach Wyoming Cavalry
- Born Omaha, NE
- Graduated Millard South HS, 1986
- Attended University of Wyoming and was a four year starter for the University of Wyoming football team. Tyrone played in 49 consecutive games. Starter Holiday Bowl 1987 1988. Starter Copper Bowl in 1990. Starter WAC Championship teams 1987 1988. 2nd team All Western Athletic Conference Academic Team 1989. 1st team All Western Athletic Conference Offensive Guard 1990
- M.S. Science Univ. of Wyoming, Science Teacher at NCHS
- Wife, Linda 2 daughters, 2 sons

Well, to understand "THE TRY" you have to first understand what THE TRY is. The word try in the American language means to "make an attempt". But according to the book "THE TRY: Reclaiming the American Dream" by James Owen he refers to TRY as a noun. He states that "in the cowboy culture, if you have the TRY, you possess a quality of giving something every ounce of effort that you can muster. And if a cowboy really, really likes you, he will say you have -THE TRY- that means you will give 110% to achieve whatever goal you have set for yourself.

We all have or will face adversity at some point in our lives, and how we deal with that adversity, how we jump over those hurdles, how we recover and continue on with our lives define us as people. And those that have the unique characteristic, the TRY, will see those goals we've set and ambitions we have, become reality. It is at the very heart of the Code of the West and Cowboy Ethics.

The award is given annually to a person in the community and state who has demonstrated THE TRY!

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

Ashley Bright

CEO

Office: 307.235.4079 | Cell: 307-267-1406

[Website](#) [Facebook](#)



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
June 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Add-Other	4	\$384.00	\$9,500.00
Rep-Re-Roof	77	\$13,758.00	\$740,963.14
New-Storage Bldg	1	\$70.00	\$1,000.00
New-Fence	3	\$504.00	\$27,500.00
New-Residential	7	\$15,351.00	\$2,039,360.00
Add-Deck	10	\$1,215.00	\$41,133.00
Rep-Res Misc	13	\$3,564.00	\$272,700.00
Rem-Residential	9	\$1,930.00	\$119,700.00
Add-Commerical	1	\$70.00	\$500.00
Rem-Garage	1	\$395.00	\$30,000.00
Rem-Kitchen	1	\$184.00	\$10,000.00
Retaining Wall	1	\$70.00	\$500.00
Rem-Basement	5	\$1,438.00	\$98,800.00
New-Detached Garage	1	\$395.00	\$30,000.00
Rem-Commerical	3	\$2,709.81	\$222,928.00
New-Commercial	1	\$11,450.01	\$1,188,340.00
Rem-Bathroom	1	\$230.00	\$14,000.00
Rep-Deck	1	\$140.00	\$6,000.00
Add-Garage	2	\$703.00	\$50,600.00
Add-Residential	1	\$118.00	\$3,500.00
	143	\$54,678.82	\$4,907,024.14

Electrical Permits Issued	Fees Invoiced
136	\$18,873.00

Mechanical Permits Issued	Fees Invoiced
92	\$13,150.00

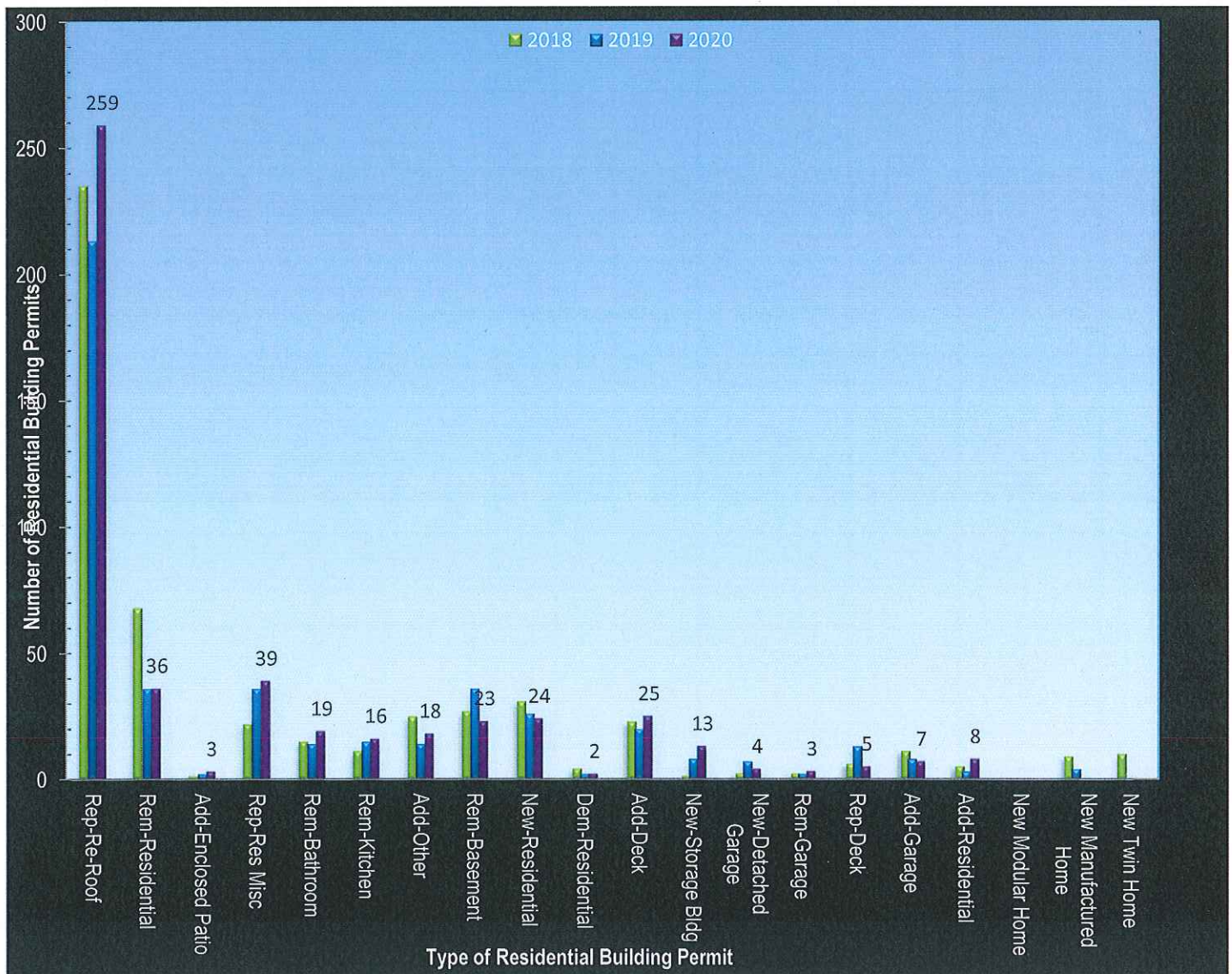
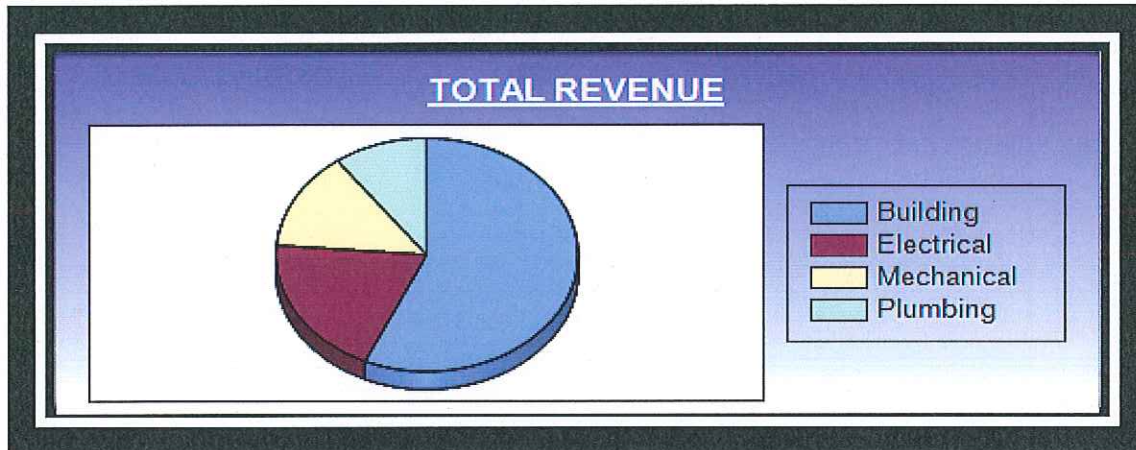
Plumbing Permits Issued	Fees Invoiced
103	\$9,705.00

Single Family Houses YTD			June Single Family Houses		
2019		26	2019		6
2020		24	2020		7



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264
Building Department
June 2020 Report





200 N David Street, Phone: (307) 235-8264

June 2020 Report



Totals:	\$ 93,064.71
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CONSULTS	PLAN REVIEW
132	141



COMMUNITY DEVELOPMENT
DEPARTMENT

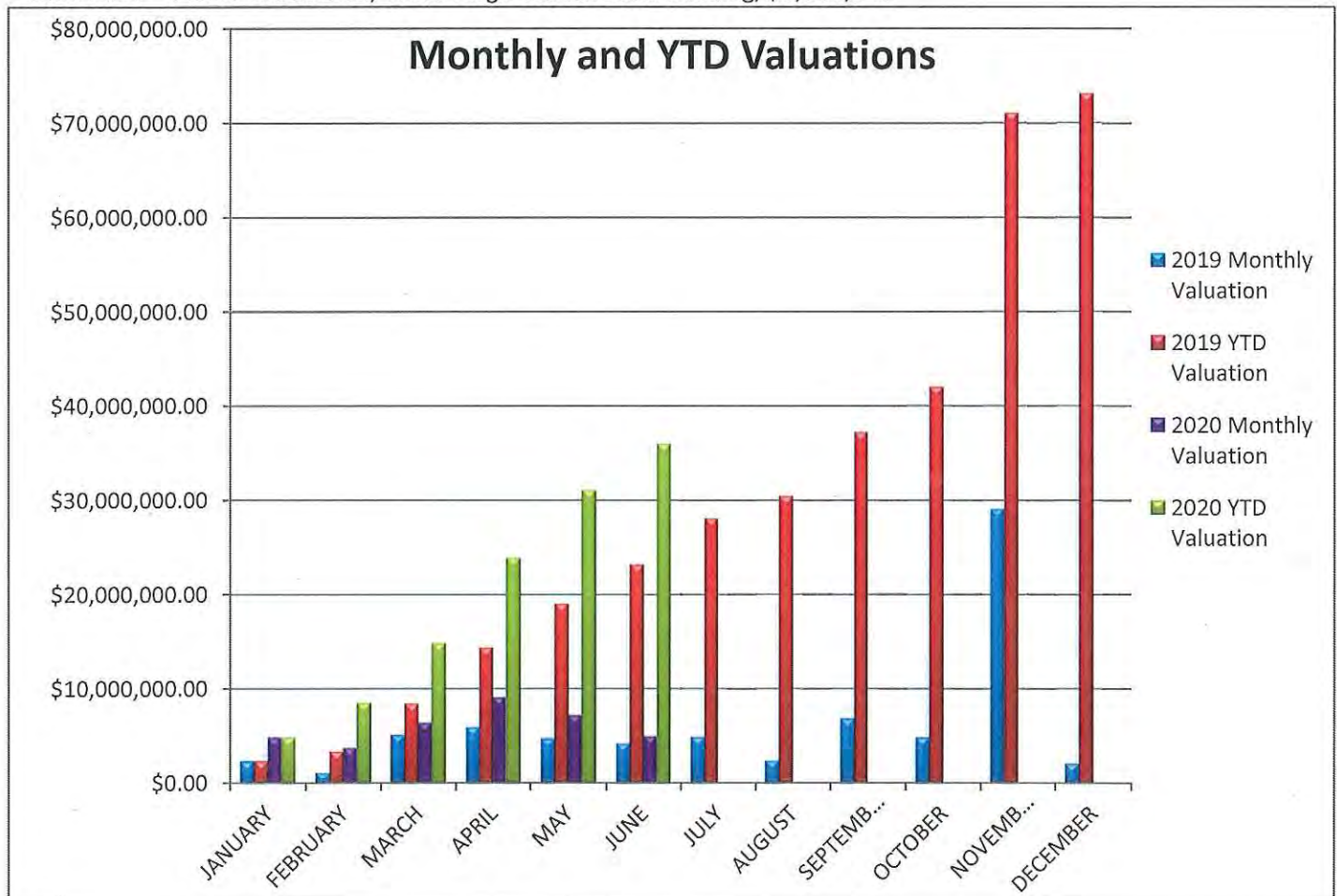
State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
June 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,065,180.76	\$23,879,033.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,034,737.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,907,024.14	\$35,941,761.61
JULY	\$4,876,893.38	\$28,046,068.35		
AUGUST	\$2,348,883.06	\$30,394,951.41		
SEPTEMBER	\$6,790,186.21	\$37,185,137.62		
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$35,941,761.61</u>	<u>\$35,941,761.61</u>

LARGE VALUATIONS:

June 2020 - 141 N. Wolcott St., Wells Fargo Branch Bank Building, \$1,188,340



2020 Monthly Inspections
June 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	130	62	0	0	192
Justin Scott	155	2	5	1	19	0	182
Shawn Barrett	1	141	0	0	2	5	149
Dan Elston	37	0	24	4	7	10	82
Russ Lutz	0	76	0	0	2	0	78
							0
Monthly Total	193	219	159	67	30	15	683

YTD Totals	987	1049	921	298	141	132	3528	3528
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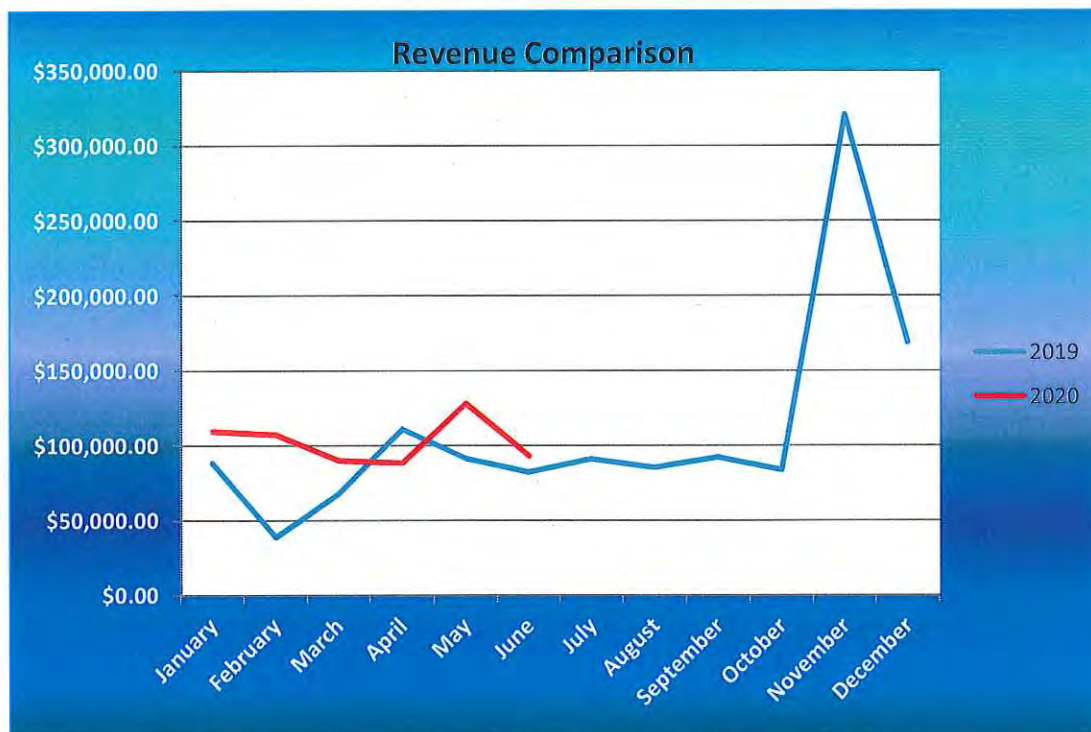
COMMUNITY DEVELOPMENT
DEPARTMENT

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



Building Department
Revenue Collected
June 2020 Report

Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	
August	\$85,385.10	
September	\$92,043.97	
October	\$83,846.10	
November	\$320,732.50	
December	\$169,110.25	
	\$1,321,645.73	\$616,221.92



Dan Elston: Building Official



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

THURSDAY, July 16, 2020

In Person/Virtual by Zoom <https://us02web.zoom.us/j/84435231345>

Phone 1-253-215-8782 passcode 84435231345

5:30 PM

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. May Board Meeting Minutes *
 - ii. June meeting cancelled
- II. BUDGET/FINANCIAL**
 - a. Financials**
 - i. May Financials
- III. BOARD**
 - a. Next Meeting Date**
 - i. **Proposed Meeting Date August 20th, 2020 ***
 - ii. Welcome Dr. Andy Dunn
- IV. HEALTH OFFICER**
 - a. Health Officer Report**
 - i. **WDOH CHO Contract***
- V. DIVISION REPORTS**
 - a. ADMINISTRATION**
 - 1. COVID-19 UPDATE**
 - a. **WDOH COVID Contract***
 - 2. General Administration**
 - a. **Follow up reporting grid- new!**
 - b. **Strategic Planning for Board on March 16th-RESCHEDULE**
 - c. **FOIA policy**
 - 3. PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP/CPR-**
 - a. **WDOH Emergency Preparedness Contract(if received back by CA)**



4. WYOMING AETC/HIV CASE MANAGEMENT/RYAN WHITE PROGRAMS/WCRS-

b. COMMUNITY PREVENTION PROGRAM-

i. WDOH Community Prevention Contract*

c. ENVIRONMENTAL HEALTH DIVISION-

d. NURSING-

i. WDOH PHN/MCH Contract*

1. DISEASE PREVENTION CLINIC

a. Wyoming Health Council Title X*

2. ADULT HEALTH PROGRAM

a. MOU Wyoming Dementia Care(if received back by CA)

3. MATERNAL CHILD HEALTH PROGRAM

a. Healthy Birth and Infant Brains Contract*

VI. CITY/COUNTY LIASION REPORTS

VII. BOARD MEMBER REPORTS

VIII. ADJOURN



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

July 21, 2020

11:30 a.m.

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

1. Announcements
2. Approve Minutes
 - a) June 16, 2020 Regular Meeting *
 - b) June 23, 2020 Special Meeting *
3. Approve Vouchers – July 2020 *
4. Approve Financial Report – June 2020 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider Agreement with Automation & Electronics, Inc. for the WTP Raw Water Building Motor Control Center and Switchgear Replacements, Project No. 18-078 in the amount of \$130,000 *
 - b) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – August 18, 2020

****Indicates Attachment***



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

MEETING PROCEEDINGS

June 16, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 16, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

City of Casper – Cathey, Freel, Huber, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

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

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

1. In Announcements, as the meeting is being conducted by video conference, Ms. Brown took roll call as follows:

Chairman King – In Person
Vice-Chairman Keffer – In Person
Secretary Waters – In Person
Treasurer Bertoglio – In Person
Board Member Cathey – In Person
Board Member Freel – By Phone/Video
Board Member Huber – Absent
Board Member Powell – Absent
Mr. Chapin – In Person
Mr. Beamer – By Phone/Video
Mr. Martin – In Person
Mr. Schroeder – In Person
Ms. Brown – In Person

2. Chairman King asked for a motion to approve the minutes from the May 19, 2020 meeting. A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the minutes from the May 19, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8177 for Crum Electric Supply in the amount of \$152.25 for Instrumentation Tools. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the June 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the June 2020 voucher list to include voucher numbers 8160 through 8177 in the amount of \$387,925.52. 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 May 2020 was 313 MG, which is 57 MG more than the five-year average of 256 MG. Mr. Martin stated that year-to-date production is 3.28 BG, which is approximately 97 MG more than the five-year average of 3.18 BG. Mr. Martin stated that May was a very good month for water sales.

Board Member Powell joined the meeting by phone/video at 11:34 a.m.

Mr. Martin asked the Board to reference page 2 of the monthly compilation. Mr. Martin stated that Water Sales is \$6,333,498, which is \$778,047, or 14% more than last year due to the rate increase and above average water sales.

Mr. Martin stated that Total Operating Expenses are \$2,933,989 for May compared to \$2,832,027 for the same time last fiscal year which is an increase of 3.6%. Mr. Martin stated that this is due to timing of chemical purchases and the early start-up of the surface water plant.

Chairman King asked for a motion to approve the May 2020 Financial Report as

presented. A motion was made by Board Member Cathey and seconded by Secretary Waters to approve the May 2020 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that water sales have been very good, but it creates a lot of work for the WTP staff. Mr. Schroeder stated that May was 362 MG, and production for June so far is over 300 MG. Mr. Schroeder stated that a lot of chemicals have been used, but there have been no issues with getting chemicals delivered. Mr. Schroeder stated that arrangements were made for chemical deliveries weekly when the surface water plant started.

Mr. Schroeder stated that the SCADA Project is nearing completion, and it should be completed next week. Mr. Schroeder stated that the new SCADA system is working great; there were a few issues that had to be worked out, but everything is good now and the contractor is finishing up punch list items.

Mr. Schroeder stated that staff has completed the annual sampling for the WTP. Mr. Schroeder stated that there was a lot of sampling that had to be done this year; IOCs, SOCs, VOCs and Radionuclides.

Treasurer Bertoglio asked what daily production is now. Mr. Schroeder stated that yesterday was 25 MGD, but average has been 22 MGD. Mr. Schroeder stated that with it being so hot and no rain, the Operators have to have the system full by 3:00 a.m. as everyone starts watering in the early mornings.

Board Member Huber joined the meeting by phone/video at 11:39 a.m.

Mr. Schroeder stated that Water Distribution staff has been working with the SCADA contractor on the boosters and tanks. Mr. Schroeder stated that the SCADA for the boosters and tanks is nearing completion as well.

Mr. Schroeder stated that Water Distribution staff has been doing maintenance and repairs to valves and hydrants on Salt Creek Hwy.

Mr. Schroeder stated that Water Distribution staff installed a new motor in Pioneer Booster.

Mr. Schroeder stated that Water Distribution will be starting mag meter testing for the RWS master meters.

Mr. Schroeder stated that the Wardwell Tank has been tested every week since being put back in service and there have been no issues.

Mr. Schroeder stated that Airport Line Tank is back on line after some interior paint repairs.

Mr. Schroeder stated that Water Distribution staff have been busy with grounds maintenance at the boosters and tanks.

Treasurer Bertoglio asked if staff thinks that the Wardwell Tank hasn't had any issues because it hasn't been raining, or if he thinks that all the leaks were fixed. Mr. Martin stated that the tank roof was flood tested after repairs were made, and it didn't leak.

6. There was no Public Comment. Mr. Martin stated that a conference line was set up for the public to be able to call in and listen to the meeting, but there were no requests from the Public to listen to the meeting.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. In New Business:

- a. Mr. Martin stated that it is the end of the fiscal year and staff needs to make sure that everything is in line in the budget. Mr. Martin stated that at the last meeting there was a budget reallocation for Legal Expense, but the calculation was off by a little bit. Mr. Martin stated that the budget reallocation before the Board today is to move \$5,000 from Interest Expense into the Legal Expense line item.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Huber to approve the budget reallocation moving \$5,000 from Interest Expense to Legal Expense. Motion put and carried.

- b. Mr. Martin stated that last month the Board had a preliminary look at the Wholesale Water Rate Model. Mr. Martin stated that now that it is June, the Board will need to approve the Wholesale Water Rate that will go into effect July 1st for FY21.

Mr. Martin reviewed the following highlights of the water rate memo:

- 1) The Water Treatment Plant Facilities Plan recommends a growth rate of 0.05%. Due to anticipated economic conditions, no growth has been included in the model this year.
- 2) This model assumes an across the board 3% rate of inflation.
- 3) The model assumes fund reserve interest earnings at 1.25% for the next five years.
- 4) The model assumes the volume of water produced by the RWS represents the most probable case for the next five years.
- 5) The recommended minimum RWS fund reserves are calculated in accordance

with the Regional Water System Fund Reserves Policy.

- 6) The rate models are driven by new and replacement capital projects more than operational expenditures. The projects and amounts are subject to change as more detailed information becomes available.
- 7) The model assumes that grant/loan funding will be secured in FY24 for the Disinfection Upgrade Project.
- 8) The criteria and results for the model presented are as follows:

5.0% wholesale water rate increase. FY21 Wholesale Water Rate - \$2.03/1,000 gallons. FY2020 wholesale water rate - \$1.93/1,000 gallons.

Result – FY21 Reserves Projected - \$4.11M

Minimum Reserves Required - \$4.47 M

Projected to be below the minimum reserves.

Mr. Martin stated that the major differences in the model from last month is that the engineer's estimate for the 2.6 MG Tank Roof Replacement Project is \$1.7 M, which is much higher than anticipated as only \$700,000 was budgeted. Mr. Martin stated that it is hoped that the project comes in less than the estimate.

Mr. Martin stated that the FY21 capital projects have been reduced by \$1,050,000 and the projects have been moved out to FY22 and FY23.

Mr. Martin asked the Board to reference the rate model pro forma. Mr. Martin stated that the black line is the minimum reserves set by policy, the green line is 10% above the minimum, and the blue line is the fund performance. Mr. Martin stated that there is a dip in the blue line in FY22 & FY23, but comes back up in FY24 as that is when the City loan debt is paid off and the Debt Service Reserve really drops. Mr. Martin stated that the problem is getting to FY23. Mr. Martin stated that the pro forma is with the 5% increase in the wholesale water rate.

Mr. Martin stated that the pro forma is starting out at a lower rate due to the 2.6 MG Tank, and offered to plug in different rates for the Board to see. Mr. Martin stated that he doesn't like to operate below minimum reserves, but he doesn't think anyone does. Mr. Martin stated that at least it doesn't take very long for the reserve balance to climb back up once the City loan is paid off. Mr. Martin stated that it isn't ideal to operate below minimum reserves, but that isn't to say that it can't be done.

Secretary Waters asked Mr. Martin to put in 4% and 4% for FY21 and FY22. Mr. Martin input the requested figures and it showed below minimum reserves. Mr. Martin stated that the blue line does not include a loan, or loan repayment for the Ultraviolet System. Mr. Martin included a \$625,000 loan payment for the UV Disinfection.

Treasurer Bertoglio asked if the projected reserves for FY20 are included in the rate model. Mr. Martin stated that audited numbers from FY19 are used in the model. Mr. Martin stated that if the FY20 audited numbers come in better than anticipated, and the 2.6 MG Tank Roof bid comes in lower than the estimate, the rate model will be in better shape for next year.

Treasurer Bertoglio stated that he would not go below a 4% rate increase. Chairman King stated that he would be more comfortable with a 5% rate increase.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve a 5% increase to the Wholesale Water Rate for FY21, which increases the rate from \$1.93/1,000 gallons to \$2.03/1,000 gallons. Motion put and carried.

- c. Mr. Martin stated that the FY21 Budgets were discussed with the Board in detail in April, so he is only going to review changes made to the budgets since then.

Water Treatment Plant Operations Budget

Personnel Services

- a) Personnel Costs - \$1,058,692 – This represents a decrease of \$27,452 over the FY20 budget. While health insurance costs increased, reductions are coming from instituted furloughs and a decrease in the Instrumentation Technician salary due to a new hire. There are no COLA increases in the FY21 budget.

Treasurer Bertoglio stated that this is an Enterprise Fund that can be covered by rate increases and asked why there are furloughs included in the personnel costs. Mr. Martin stated that the City Manager is implementing furloughs across the board in order to be fair to all employees.

Board Member Powell asked if any issues are anticipated with the furloughs. Mr. Martin stated that there will be issues, the main issue will be with the Operator schedules. Mr. Martin stated that he anticipates things will be covered by the floater Operator, who covers vacations and does maintenance. Mr. Martin stated that it will be a challenge, but the Operators will make it work.

Materials and Supplies

- a) General Supplies and Materials - \$125,500 – This represents an increase of \$19,715.

Contractual Services

- e) Interdepartmental Services – Mr. Martin stated that there was much discussion on this line item in April. Mr. Martin stated that Finance showed that there

was an increase of \$129,000, but a calculation error was found and decreases in the General Fund were made. The amount is now \$286,350 – This is an increase of \$15,849 from the FY20 budget. This line item covers the following:

- \$16,835 – Information Technology – Increase of \$2,824
- \$29,103 – Finance – Decrease of \$690
- \$11,542 – Human Resources – Decrease of \$10,038
- \$5,143 – City Council – Decrease of \$1,361
- \$16,128 – City Manager – Decrease of \$636
- \$12,534 – City Attorney – Decrease of \$218
- \$195,065 – WDG Personnel – Increase of \$25,968 – Biggest increase

Summary

In April it was anticipated to have a 3.5% increase over FY20 budget. With these changes, the FY21 Operations Budget is .08% greater than the FY20 Operations Budget.

RWS Agency Budget

Mr. Martin stated there were not many changes overall to the Agency Budget other than to Capital. Mr. Martin stated that the Capital budget was decreased \$1,050,000. Mr. Martin stated that the projects that were moved out of the FY21 budget were moved to the FY22 or FY23 budget. The moved projects are as follows:

Filter Monorail Hoist System Project - \$150,000
North Platte River Restoration Project - \$250,000
Major Equipment Replacement – lowered to \$75,000
Well Rehabilitation Project – Originally \$350,000 for Caisson 2, dropped to \$100,000 for 2 wells
Groundwater High Service Pump VFD - \$100,000
Wardwell Tank Lining Project - \$175,000
Service Truck with Snow Plow - \$100,000

Mr. Martin stated that originally it was anticipated the FY21 Capital Budget would be \$2,230,000, but was decreased to \$1,180,000.

A motion was made by Board Member Cathey and seconded by Board Member Huber to approve the FY21 Water Treatment Plant Operations Budget and FY21 Agency Budget as presented. Motion put and carried.

- d. Mr. Martin stated that bids will be opened for the 2.6 MG Tank Roof Replacement Project on Thursday. Mr. Martin stated that staff would like to have

the project awarded next week along with the consideration of a budget amendment for the project. Mr. Martin stated that this would be a very short meeting and could be held by WebEx. After some discussion, it was the consensus of the Board to schedule the Special Meeting for Tuesday, June 23, 2020 at 11:30 a.m.

- e. In Other New Business, Mr. Martin stated that he received a request from HDR Engineering to allow HDR to share photos from the Wardwell Tank with another client. Mr. Martin stated that he discussed this request with Mr. Chapin, and is now bringing the request to the Board.

Mr. Chapin stated that HDR signed a confidentiality policy as part of their agreement with the Board for work on the Wardwell Tank.

Treasurer Bertoglio asked if the request was made for a litigation case. Mr. Martin stated that there is a potential for the case to go to litigation.

Mr. Chapin stated that in his opinion, if the pictures are shared there is the chance it will proliferate litigation.

Treasurer Bertoglio stated that the Board paid for the report by HDR, it belongs to the RWS.

Board Member Cathey stated that if the photos are shared it could open a can of worms. Secretary Waters agreed.

A motion was made by Board Member Cathey and seconded by Secretary Waters to keep the report sealed and to deny permission for HDR to share the photos. Motion put and carried.

- 9. In the Chairman's Report, Chairman King stated that the special meeting will be held on June 23, 2020, and the next regular meeting will be held on July 21, 2020.

A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn the meeting at 12:16 p.m. Motion put and carried.

Chairman

Secretary

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

SPECIAL MEETING PROCEEDINGS

June 23, 2020

A special public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 23, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

City of Casper – Cathey, Huber, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Andrew Colling

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Nick Van Wyhe – HDR Engineering

The Board meeting was called to order at 11:36 a.m.

Mr. Martin stated that the meeting is being conducted by video conference as well as in person and asked Ms. Brown to take roll call. Roll call as follows:

Chairman King – In Person
Vice-Chairman Keffer – In Person
Secretary Waters – In Person
Treasurer Bertoglio – In Person
Board Member Cathey – In Person
Board Member Freel – Absent
Board Member Huber – Absent
Board Member Powell – Absent
Mr. Chapin – In Person
Mr. Beamer – By Phone/Video
Mr. Martin – In Person
Mr. Schroeder – In Person
Ms. Brown – In Person
Mr. Colling – By Phone/Video
Mr. Van Wyhe – By Phone/Video

1. Mr. Martin stated that three bid alternates were included in the 2.6M Gallon Tank Roof Replacement Project. Mr. Martin reviewed the following bid alternates: Bid Alternate 1 is for the Roof Interior Lap Joints which constitutes welding all lap joints on the tank interior to eliminate a major area of corrosion that occurs on water storage tanks. Estimate \$10,000; Bid Alternate 2 is for Pit Fill Welding which constitutes puddle welding all corrosion pits on the tank floor. Estimate \$31,000; Bid Alternate 3 is for Pit Fill Epoxy which constitutes filling all corrosion pits on the tank floor with an epoxy filler. Estimate \$10,000.

Board Member Huber arrived at 11:39 a.m.

Mr. Martin stated that two bids were received for the project; one from Maguire Iron in the amount of \$638,000, and one from Lillard & Clark of Wyoming in the amount of \$1,197,000. Mr. Martin stated that the consultant, HDR Engineering, recommends awarding the bid to Maguire Iron with Bid Alternates 1 and 2 in the amount of \$679,000, with a contingency amount of \$100,000 for a total project amount of \$779,000.

Treasurer Bertoglio asked if this was the project that the engineer estimate was over \$1 M. Mr. Martin stated that was correct. Mr. Van Wyhe stated that he worked with five different companies and the pricing varied from \$600,000 to \$1.7 M for the project. Mr. Van Wyhe stated that he wanted to make sure that the Board had enough funds set aside for the project. Mr. Van Wyhe stated that prices for this project were higher than anticipated, but right now welding prices are very good.

Treasurer Bertoglio asked if the bid pricing by Maguire Iron was reasonable. Mr. Van Wyhe stated that the pricing by Maguire Iron is reasonable and they had someone come for a site inspection before bidding. Mr. Van Wyhe stated that he will monitor any

change orders for the project.

Chairman King asked for a motion to approve the agreement with Maguire Iron. A motion was made by Board Member Cathey and seconded by Secretary Waters to approve the agreement with Maguire Iron, Inc. in the amount of \$679,000 and authorize a contingency amount of \$100,000 for a total project amount of \$779,000. Motion put and carried.

2. Mr. Martin asked the Board to reference the FY2020 Agency Budget Amendment No. 1 shown on the screen. Mr. Martin stated that earlier in the year a budget reallocation in the amount of \$700,000 was done for the 2.6M Gallon Tank Roof Replacement Project. Mr. Martin stated that the contract with HDR was for \$15,000, which leaves the contract with Maguire Iron short \$121,000. Mr. Martin recommended approval of the Agency Budget Amendment No. 1 in the amount of \$121,000.

Chairman King asked for a motion to approve the budget amendment. A motion was made by Secretary Waters and seconded by Board Member Huber to approve the FY2020 Agency Budget Amendment No. 1 in the amount of \$121,000. Motion put and carried.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 11:47 a.m. Motion put and carried.

Chairman

Secretary

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

UNAPPROVED VOUCHER LISTING

July 14, 2020

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8178	City of Casper	Operations Reimbursement – June 2020	\$253,669.16
8179	Casper Star-Tribune	Capital Expense – Ad for Bid: WTP Raw Water Building MCC & Switchgear Replacement Project No. 18-078	\$571.20
8180	Crum Electric Supply	Capital Expense – Instrumentation Tools	\$46.62
8181	City of Casper	Loan Payment	\$127,960.40
8182	City of Casper	Operations Reimbursement – June 2020 – Second Billing	\$125,465.32
8183	HDR Engineering, Inc.	Capital Expense – 2.6M Gallon Tank Roof Replacement Project No. 18-093 PP#7	\$11,448.27
8184	Williams, Porter, Day & Neville, P.C.	Legal Expense – June2020	\$471.25
		Total	\$519,632.22

*

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

**INVOICE &
STATEMENT OF ACCOUNT**

8178

Page 1 of 1

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

DATE: 7/7/2020

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
06/30/2020	186447	June 2020 OPERATIONS REIMBURSEMENT	CURRENT	\$253,669.16

NEW CHARGES

PREVIOUS BALANCE

TOTAL AMOUNT DUE

\$253,669.16

\$253,669.16

June 2020 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$98,113.60
9020.00	Chemical Charge - O&M	\$82,764.86
9030.00	Utilities - O&M	\$59,144.78
9040.00	Supplies - O&M	\$841.33
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$164.68
9080.00	Testing & Lab Services - O&M	\$511.00
9090.00	Other Reimbursable Costs - O&M	\$0.00
6025.10	Capital	\$12,128.91
80-404000-5819 Invoice Total		\$253,669.16

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

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

Mail Payments To:

City of Casper
200 N David St
Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$253,669.16

AMOUNT ENCLOSED: \$253,669.16

Pay Invoice(s):

186447

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

City of Casper Wyoming
Expenditure Reimbursement Request
June 30, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO - Pcard	Laundry/Towel	06/05/2020	LCAS1341150; 1343951	126.16	Mats, Mops, Towels
BLACK HILLS ENERGY	Natural Gas	06/15/2020	RIN0030175	2,171.68	Natural Gas
BRENNTAG PACIFIC, IN	Chemicals	06/01/2020	BPI49453	9,995.70	Ferric
BRENNTAG PACIFIC, IN	Chemicals	06/15/2020	BPI52856	9,828.80	Ferric
BRENNTAG PACIFIC, IN	Chemicals	06/16/2020	BPI53440	9,886.00	Ferric
BRENNTAG PACIFIC, IN	Chemicals	06/16/2020	BPI54515	9,991.60	Ferric
BRENNTAG PACIFIC, IN	Chemicals	06/23/2020	BPI55596	10,026.80	Ferric
CARUS CORPORATION	Materials & Supplies	06/23/2020	10084347	8,964.00	PHI 500 Acti Flo Polymer
CENTURYLINK	Communication	06/08/2020	20355	19.34	Phone use acct. p-307-111-9950
CITY OF CASPER	Refuse Collection	06/04/2020	4361/185513	36.00	Balefill - Dispose of Site Garbage
CITY OF CASPER	Refuse Collection	06/15/2020	RIN0030176	124.50	Sanitation
CITY OF CASPER	Refuse Collection	06/15/2020	4361/185807	18.00	Balefill - Dispose of Site Garbage
CITY OF CASPER	Refuse Collection	06/23/2020	4361/186042	18.00	Balefill - Dispose of Site Garbage
CITY OF CASPER	Sewer	06/15/2020	RIN0030176	24.33	Sewer
CRUM ELECTRIC SUPPLY	Materials & Supplies	05/29/2020	2185032-00	25.50	Fuses for Wells
DPC INDUSTRIES, INC.	Chemicals	06/01/2020	737001793-20	6,430.10	NaHypo
DPC INDUSTRIES, INC.	Chemicals	06/04/2020	737001938-20	6,430.10	NaHypo
DPC INDUSTRIES, INC.	Chemicals	06/16/2020	737002096-20	7,593.73	NaHypo
EMPLOYEE REIMBURSEME	Other Employee Compensation	06/15/2020	1-347953	39.94	Uniform Pants
EMPLOYEE REIMBURSEME	Other Employee Compensation	06/15/2020	06660C	60.06	Uniform Pants
EMPLOYEE REIMBURSEME	Other Employee Compensation	06/18/2020	WEB08550013	100.00	Clothing Allowance
EMPLOYEE REIMBURSEME	Materials & Supplies	06/15/2020	1-347953	150.00	Boot, uniform reimbursement
Energy Laboratories - Pcard	Lab Testing	05/28/2020	315508	231.00	Lab Test TAS
Energy Laboratories - Pcard	Lab Testing	05/28/2020	315203	27.00	Lab Test BCT Airport
Energy Laboratories - Pcard	Lab Testing	06/08/2020	317716	22.00	Lab Test BCT
Energy Laboratories - Pcard	Lab Testing	06/08/2020	317546	231.00	Lab Test TAS
FERGUSON ENTERPRISES	Materials & Supplies	06/03/2020	CC937572	9.39	Raw Water & Bathroom Parts
FERGUSON ENTERPRISES	Materials & Supplies	06/03/2020	CC937499	33.58	Raw Water & Bathroom Parts
FERGUSON ENTERPRISES	Capital	04/06/2020	21347	11,861.60	Ozone Contactor Drain Valve
Health Insurance	Health Insurance	06/11/2020		7,942.80	Health Insurance
Health Insurance	Health Insurance	06/25/2020		9,355.30	Health Insurance
Health Insurance Transfer	Transfers Out	06/03/2020		892.87	Additional Health Insurance Allocation
Insurance/Bonds	Insurance/Bonds	06/03/2020		1,841.59	Employee Insurance/Bonds
Interdepartmental Charges	Interdepartmental Services Fixed	06/03/2020		8,318.45	IT, Finance, HR, City Council, City Manager, City Attorney
MODERN ELECTRIC CORP	Professional Services	06/01/2020	10813	135.00	Ammonia Pump Wiring
NORCO, INC.	Materials & Supplies	06/01/2020	32906750666	25.00	Instrument calibration
Other Insurance	Other Insurance	06/08/2020		(22.07)	Other Insurance Benefits - Reclassification
Other Insurance	Other Insurance	06/11/2020		904.17	Other Insurance Benefits
Payroll	Personnel	06/11/2020		32,215.06	3/13/14 Payroll
Payroll	Personnel	06/25/2020		34,851.49	3/27/14 Payroll
ROCKY MOUNTAIN POWER	Electricity	06/24/2020	RIN0030179	48,076.58	Electricity - Wells, WTP
ROCKY MOUNTAIN POWER	Electricity	06/24/2020	RIN0030179	8,656.35	Electricity - Tanks, Boosters, Meters
Rocy Mountain Air Solutions - Pcard	Chemicals	06/05/2020	30166880	3,618.03	Liquid Oxygen

City of Casper Wyoming
Expenditure Reimbursement Request
June 30, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Shell Food Mart #102 -Pcard	Materials & Supplies	06/08/2020	002332	3.98	Ice
Sutherlands - Pcard	Materials & Supplies	06/08/2020	035261	32.94	Spray nozzles for filters
TYLER TECHNOLOGIES I	Capital	06/18/2020	045-305179	11.81	Tyler conversion
TYLER TECHNOLOGIES I	Capital	06/18/2020	045-305354	17.50	Tyler conversion
TYLER TECHNOLOGIES I	Capital	06/18/2020	045-305653	105.00	Tyler conversion
TYLER TECHNOLOGIES I	Capital	06/18/2020	045-306519	7.00	Tyler conversion
TYLER TECHNOLOGIES I	Capital	06/23/2020	045-307585	126.00	Tyler conversion
Wardwell Water & Sewer	Materials & Supplies	06/09/2020	RIN0030155	29.68	Booster Irrigation
Wear Parts - Pcard	Materials & Supplies	06/08/2020	367992	6.70	Lawn Trimmer Parts
Workers' Compensation	Workers' Compensation	05/26/2020		1,813.94	Workers' Compensation Reclassification
Xerox - Pcard	Materials & Supplies	06/04/2020	0104072345	228.08	Office Copier Lease
			Total	253,669.16	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2019-2020

Entity	Gallons of Water Produced												
	6/30/2020	5/31/2020	4/30/2020	3/31/2020	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	5,295,987.755	3,002,642.857	1,788,865.306	2,010,976.531	2,145,129.592	1,934,306.122	2,169,152.041	2,168,233.673	2,758,381.633	3,453,167.347	5,137,603.061	6,543,140.816	38,407,586.735
Wardwell W&S	37,811,385.714	17,966,009.184	9,069,717.347	9,129,244.898	7,932,810.204	8,041,320.408	9,798,595.918	7,812,144.898	14,089,494.898	29,568,138.776	35,608,590.816	35,250,247.959	222,077,701.020
Pioneer	9,697,163.265	4,732,220.408	3,167,308.163	4,010,432.653	3,234,195.918	3,635,697.959	3,875,176.531	3,645,804.082	4,451,311.224	6,291,189.796	7,698,387.755	8,113,820.408	62,552,708.163
Poison Spider	1,794,540.816	960,204.082	603,316.327	663,367.347	590,663.265	698,418.367	891,377.551	697,091.837	654,693.878	1,372,857.143	1,797,346.939	1,758,571.429	12,482,448.980
33 Mile Road	1,499,795.918	996,020.408	713,724.490	657,091.837	635,357.143	762,040.816	802,959.184	583,316.327	679,846.939	979,489.796	1,027,448.980	1,196,224.490	10,533,316.327
Sandy Lake	2,404,378.571	1,383,135.714	826,039.796	767,291.837	651,783.673	774,537.755	927,666.327	675,990.816	1,318,853.061	1,723,878.571	1,811,189.796	2,272,014.286	15,536,760.204
Lakeview	913,469.388	393,251.020	133,005.102	138,316.327	110,173.469	170,138.776	119,922.449	118,436.735	167,226.531	579,789.796	866,826.531	999,478.571	4,710,034.694
Mile-Hi	821,997.959	552,041.837	249,150.000	374,262.245	206,810.204	251,119.388	206,848.980	204,369.388	239,412.245	867,248.980	871,733.673	1,172,442.857	6,017,437.755
City of Casper	596,230,135.612	284,189,805.490	143,293,560.469	147,233,823.327	125,482,324.531	142,722,743.408	161,204,164.020	134,084,067.245	176,194,179.592	467,197,249.796	568,137,374.449	635,485,546.184	3,581,454,974.122
Regional Water	(5,034,700.00)	(817,598.00)	(482,000.00)	(900,000.000)	0.000	0.000	(804,000.000)	(1,456,450.000)	(8,172,805.000)	(1,658,000.000)	(940,310.000)	(468,000.000)	(20,733,863.000)
TOTAL	651,434,155.000	313,357,733.000	159,362,687.000	164,084,807.000	140,989,248.000	158,990,323.000	179,191,863.000	148,533,005.000	192,380,595.000	510,375,010.000	622,016,192.000	692,323,487.000	3,933,039,105.000

TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:

3,361,736,483.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2019-2020

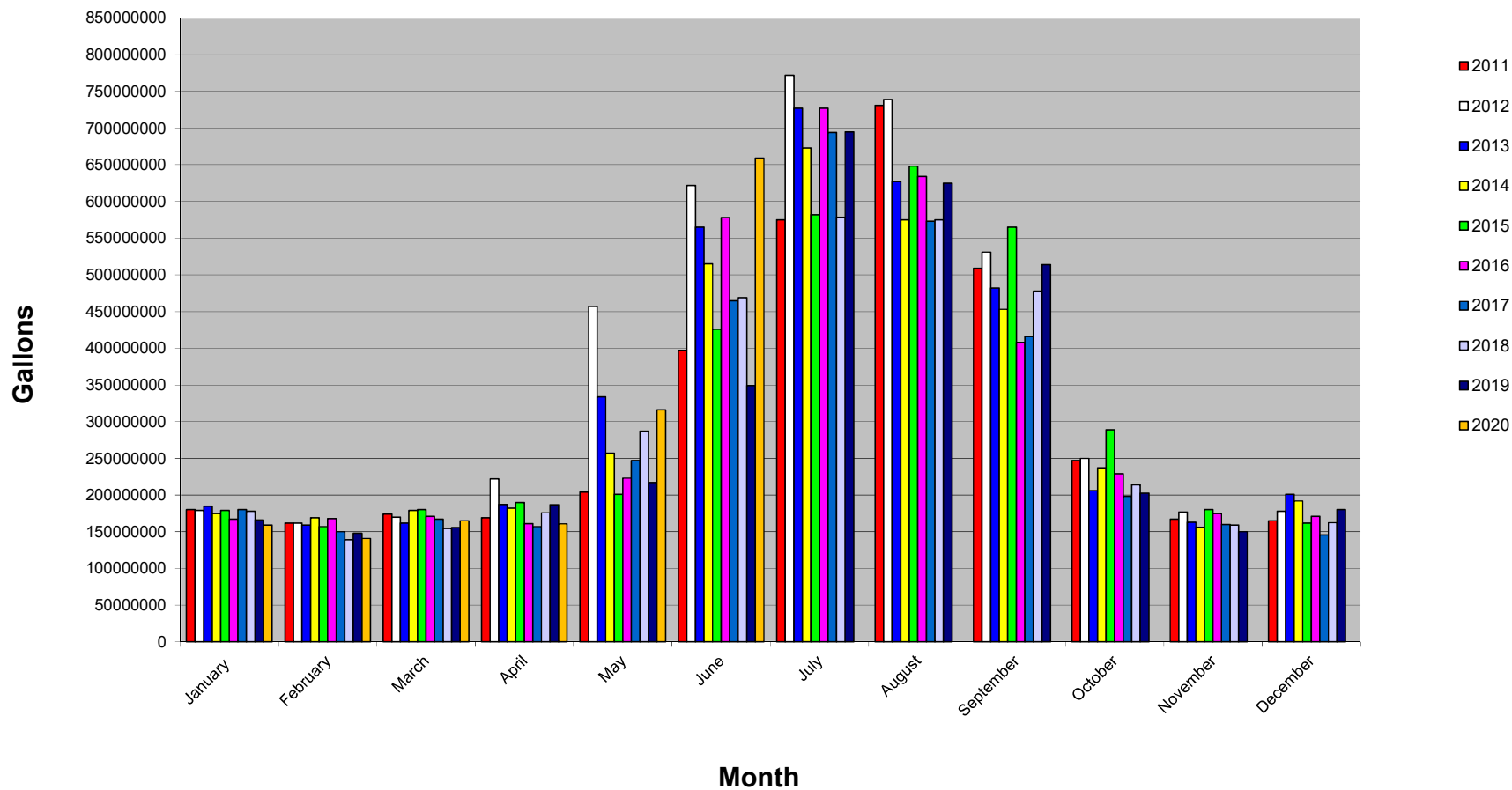
Entity	Water Rates Billed												
	6/3/2020	5/31/2020	4/30/2020	3/31/2020	2/28/2020	1/31/2020	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	\$ 10,221.26	\$ 5,795.10	\$ 3,452.51	\$ 3,881.18	\$ 4,140.10	\$ 3,733.21	\$ 4,186.46	\$ 4,184.69	\$ 5,323.68	\$ 6,664.61	\$ 9,915.57	\$ 12,628.26	\$ 74,126.64
Wardwell W&S	\$ 72,975.97	\$ 34,674.40	\$ 17,504.55	\$ 17,619.44	\$ 15,310.32	\$ 15,519.75	\$ 18,911.29	\$ 15,077.44	\$ 27,192.73	\$ 57,066.51	\$ 68,724.58	\$ 68,032.98	\$ 428,609.96
Pioneer	\$ 18,715.53	\$ 9,133.19	\$ 6,112.90	\$ 7,740.14	\$ 6,242.00	\$ 7,016.90	\$ 7,479.09	\$ 7,036.40	\$ 8,591.03	\$ 12,142.00	\$ 14,857.89	\$ 15,659.67	\$ 120,726.73
Poison Spider	\$ 3,463.46	\$ 1,853.19	\$ 1,164.40	\$ 1,280.30	\$ 1,139.98	\$ 1,347.95	\$ 1,720.36	\$ 1,345.39	\$ 1,263.56	\$ 2,649.61	\$ 3,468.88	\$ 3,394.04	\$ 24,091.13
33 Mile Road	\$ 2,894.61	\$ 1,922.32	\$ 1,377.49	\$ 1,268.19	\$ 1,226.24	\$ 1,470.74	\$ 1,549.71	\$ 1,125.80	\$ 1,312.10	\$ 1,890.42	\$ 1,982.98	\$ 2,308.71	\$ 20,329.30
Sandy Lake	\$ 4,640.45	\$ 2,669.45	\$ 1,594.26	\$ 1,480.87	\$ 1,257.94	\$ 1,494.86	\$ 1,790.40	\$ 1,304.66	\$ 2,545.39	\$ 3,327.09	\$ 3,495.60	\$ 4,384.99	\$ 29,985.95
Lakeview	\$ 1,763.00	\$ 758.97	\$ 256.70	\$ 266.95	\$ 212.63	\$ 328.37	\$ 231.45	\$ 228.58	\$ 322.75	\$ 1,118.99	\$ 1,672.98	\$ 1,928.99	\$ 9,090.37
Mile-Hi	\$ 1,586.46	\$ 1,065.44	\$ 480.86	\$ 722.33	\$ 399.14	\$ 484.66	\$ 399.22	\$ 394.43	\$ 462.07	\$ 1,673.79	\$ 1,682.45	\$ 2,262.81	\$ 11,613.65
City of Casper	\$ 1,150,724.16	\$ 548,486.32	\$ 276,556.57	\$ 284,161.28	\$ 242,180.89	\$ 275,454.89	\$ 311,124.04	\$ 258,782.25	\$ 340,054.77	\$ 901,690.69	\$ 1,096,505.13	\$ 1,226,487.10	\$ 6,912,208.10
Regional Water	\$ (9,716.97)	\$ (1,577.96)	\$ (930.26)	\$ (1,737.00)	\$ -	\$ -	\$ (1,551.72)	\$ (2,810.95)	\$ (15,773.51)	\$ (3,540.89)	\$ (1,814.80)	\$ (903.24)	\$ (40,357.30)
TOTAL	\$1,257,267.92	\$604,780.43	\$307,569.99	\$316,683.68	\$272,109.25	\$306,851.32	\$345,840.30	\$286,668.70	\$371,294.55	\$984,682.82	\$1,200,491.25	\$1,336,184.33	\$7,590,424.53

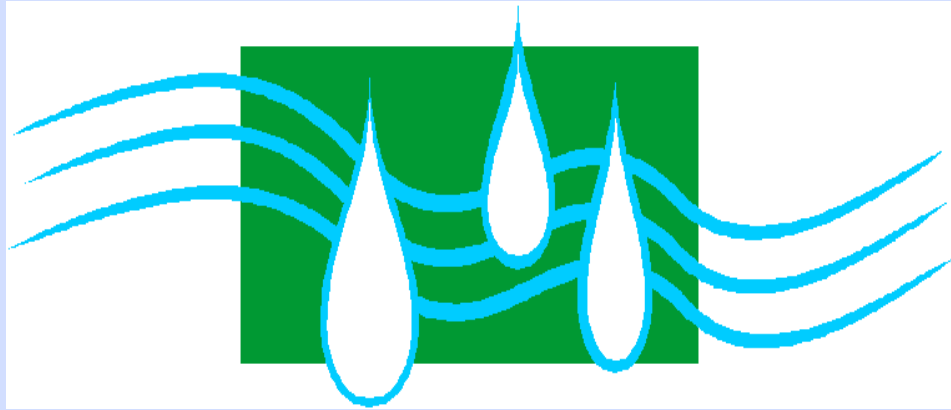
TOTAL PRIOR YEAR (FY2019) BILLING:

\$ 6,193,755.45

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

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

June 30, 2020

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
June 30, 2020**

ASSETS	FY 2020	FY 2019
Current Assets		
Cash and cash equivalents	\$ 5,827,901	\$ 5,857,259
Investments	-	
Receivables from water service	1,300,265	679,850
Grant receivables	-	1,499
Interest receivable on investments	-	-
Inventory	491,262	476,770
Prepaid insurance	23,112	21,373
Total Current Assets	7,642,540	7,036,751
Capital Assets		
Land	580,874	580,874
Construction in Progress	6,057,752	9,612,119
Depreciable capital assets (net of A/D)	40,116,383	34,804,320
Accumulated depreciation	-	-
Total Capital Assets	46,755,010	44,997,313
Total Assets	<u>\$ 54,397,550</u>	<u>\$ 52,034,064</u>
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 360,095	\$ -
Accrued interest	66,800	201,010
Accrued expenses	73,052	73,052
Retainage payable	231,848	117,861
Deferred revenue	19,539	36,125
Current portion of long-term debt	2,082,197	1,808,354
Total Current Liabilities	2,833,532	2,236,402
Noncurrent Liabilities		
Total Noncurrent Liabilities	13,099,956	14,250,290
Total Liabilities	15,933,488	16,486,692
NET ASSETS		
Invested in capital assets, net of related debt	31,572,856	28,938,669
Reservations		
General operating reserves	441,331	427,871
Emergency reserves	441,330	427,871
Debt service reserve - Loan	436,211	436,211
Water rights development	486,513	478,296
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	457,552	2,426,187
Undesignated reserves	3,628,269	1,412,267
Total Reservations	6,891,206	6,608,703
Total Net Assets	38,464,062	35,547,372
Total Liabilities and Net Assets	<u>\$ 54,397,550</u>	<u>\$ 52,034,064</u>

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
June 30, 2020**

OPERATING REVENUES	<u>FY2020</u>	<u>FY2019</u>	<u>Variance</u>	<u>Percent Variance</u>
Water sales	\$ 7,590,765	\$ 6,193,755	\$ 1,397,010	22.56%
Total Operating Revenues	\$ 7,590,765	\$ 6,193,755	\$ 1,397,010	22.56%
OPERATING EXPENSES				
Operating expenses	\$ 3,246,390	2,709,336	\$ 537,054	19.82%
Insurance	\$ 91,109	85,125	\$ 5,984	7.03%
Legal	\$ 53,501	17,886	\$ 35,615	199.12%
Auditing	\$ 30,990	31,245	\$ (255)	-0.82%
Total Operating Expenses	\$ 3,421,990	2,843,592	\$ 578,398	20.34%
Net Operating Income	\$ 4,168,776	3,350,163	\$ 818,613	24.44%
NONOPERATING REVENUE (EXPENSES)				
Interest income	\$ 76,972	117,951	\$ (40,979)	-34.74%
State Grant/Loan	\$ 1,258,211	657,102	\$ 601,109	91.48%
Other income - system investment fees	\$ 298,704	132,907	\$ 165,797	124.75%
Contributions	\$ (75,677)	333,910	\$ (409,587)	-122.66%
Misc. Revenue	\$ 50,637	-	\$ 50,637	#DIV/0!
Capital expenses	\$ (2,798,645)	(1,418,548)	\$ (1,380,097)	97.29%
Interest expense	\$ (386,287)	(754,454)	\$ 368,167	-48.80%
Investment fees	\$ (257)	(180)	\$ (77)	43.04%
Depreciation	\$ -	-	\$ -	
Total Nonoperating Revenue (Expenses)	\$ (1,576,342)	(931,312)	\$ (645,030)	69.26%
INCREASE/(DECREASE) IN NET ASSETS	\$ 2,592,434	2,418,851	\$ 173,583	

		BUDGET COMPARISON							
		As of June 30, 2020							
		100% OF YEAR EXPIRED							
CWRWS FUND									
(FUND 300)		ORIGINAL	TRANSFERS/	REVISED			YET TO BE		
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL		COLLECTED	% REC'D	
4220	State Grants	\$ (1,300,000)	\$ -	\$ (1,300,000)	(1,258,211)	0	(41,789)	96.80	
4501	Interest Earned	\$ (70,000)	\$ -	\$ (70,000)	(76,972)	0	6,972	110.00	
4505	Misc. Revenue	\$ (50)	\$ -	\$ (50)	(50,637)	0	50,587	101,273.50	
4601	Water Utility Charges	\$ (7,106,511)	\$ -	\$ (7,106,511)	(7,590,765)	0	484,254	106.80	
4650	System Development Charges	\$ (245,000)	\$ -	\$ (245,000)	(298,704)	0	53,704	121.90	
	TOTAL REVENUES	\$ (8,721,561)	\$ -	\$ (8,721,561)	\$ (9,275,290)		\$ 553,729	106.3%	
		ORIGINAL	TRANSFERS/	REVISED			AVAILABLE		
		BUDGET	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBERED	BUDGET	% USED	
6212	Legal Services	30,000	24,000	54,000	53,501	0	499	99.10	
6213	Investment Services	1,500	0	1,500	257	0	1,243	17.20	
6214	Consulting Services	15,000	(10,000)	5,000	4,252	0	748	85.00	
6215	Acctg/Audit Services	32,000	(1,000)	31,000	30,990	0	10	100.00	
6255	Other Contractual	3,000	(2,000)	1,000	750	0	250	75.00	
6257	Reimbursable Contract Exp.	3,349,603	0	3,349,603	3,241,387	0	108,216	96.80	
6303	Buildings - New	282,000	1,545	283,545	78,781	172,764	32,000	88.70	
6305	Improvements Other Than Bldgs	1,071,000	3,737,761	4,808,761	2,714,642	1,199,129	894,990	81.40	
6311	Light Equipment - New	10,000	0	10,000	1,870	0	8,130	18.70	
6321	Technology - Replacement	6,000	0	6,000	3,352	3,123	(475)	107.90	
6501	Principal	2,086,798	0	2,086,798	2,017,967	0	68,831	96.70	
6510	Interest	483,778	-5,000	478,778	386,287	0	92,491	80.70	
6720	Travel/Training	2,000	(2,000)	0	0	0	0	0.00	
6745	Contribution Expense		75,677	75,677	75,677	0	0	100.00	
6780	Insurance/Bonds	97,544	(4,000)	93,544	91,109	0	2,435	97.40	
	TOTAL EXPENDITURES	\$ 7,470,223	\$ 3,814,983	\$ 11,285,206	\$ 8,700,823	\$ 1,375,016	\$ 1,209,366	89.3%	
	TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ 1,251,338	\$ (3,814,983)	\$ (2,563,645)	\$ 574,467	\$ (1,375,016)	\$ (1,763,095)		

June 30, 2020

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Casper Public Utilities Manager
Scott R. Baxter, P.E., Associate Engineer

SUBJECT: Authorizing an Agreement with Automation & Electronics, Inc., in the Amount of \$116,045, for the WTP Raw Water Building Motor Control Center (MCC) and Switchgear Replacements, Project No. 18-078.

Meeting Type & Date
Regular Joint Powers Board Meeting
July 21, 2020

Action type
Authorization

Recommendation
That the Joint Powers Board authorize an Agreement with Automation & Electronics, Inc., for construction of the WTP Raw Water Building MCC and Switchgear Replacements, Project No. 18-078, for the base bid amount of \$106,213 and the add alternate amount of \$9,832 for a total amount of \$116,045. Furthermore, it is recommended that the Board authorize a construction contingency account, in the amount of \$13,975, for a total project amount of \$130,000.

Summary
On June 30, 2020, the CWRWS received seven (7) bids for construction of the Water Treatment Plant Raw Water Building MCC and Switchgear Replacement Project. The bids for the work were as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BASE BID</u>	<u>ADD ALT.</u>
Automation & Electronics, Inc.	Casper, WY	\$ 106,213	\$ 9,832
Wired Electric	Casper, WY	\$ 124,859	\$ 9,829
H&H Electric	Douglas, WY	\$ 128,298	\$11,334
ECI, LLC	Glenrock, WY	\$ 133,485	\$14,028
Casper Electric	Casper, WY	\$ 135,000	\$12,200
TJ Electric	Gillette, WY	\$ 147,610	\$11,875
ITC Electrical Technologies	Casper, WY	\$ 159,510	\$17,275

The Engineer's estimate prepared by the CWRWS's consultant, West Plains Engineering, was \$200,000.

The Raw Water Intake Pump Station pumps raw water from the North Platte River to the surface

water treatment plant. The pump station consists of trash racks, sluice gates, wet wells, traveling screens, screen wash pump and six raw water vertical turbine pumps. The pump station is a critical component of the surface water treatment plant and critical to meeting summertime water demands. The pump station is in need of electrical upgrades in the form of new Motor Control Centers, Electrical Switchgear, and Variable Frequency Drives (VFD's). The existing electrical components were installed in 1974. This project was recommended in the Preliminary Facilities Plan completed in 2016.

Plans for the project include replacement of the motor control centers, switchgear, and VFD's, as well as lighting replacements that were included as an Add Alternate Bid Item. Construction of the improvements is to be complete by April 30, 2020.

Financial Considerations

Funding for the project will be from Regional Water Fund Reserves.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Agreement

Bid Form

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, 1500 SW Wyoming Boulevard, Casper, WY 82604, hereinafter referred to as the "Owner," and Automation & Electronics, Inc., 610 W. Platte Road, Casper, WY 82601, hereinafter referred to as the "Contractor."

WHEREAS, the Owner desires to replace motor control centers and switchgear at the Water Treatment Plant Raw Water Building; and,

WHEREAS, Automation & Electronics, Inc., is able and willing to provide those services specified as the Central Wyoming Regional Water System, Water Treatment Plant Raw Water Building MCC and Switchgear Replacements, Project No. 18-078.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the Central Wyoming Regional Water System, Water Treatment Plant Raw Water Building MCC and Switchgear Replacements, Project No. 18-078.

ARTICLE 2. ENGINEER.

The Project has been designed by West Plains Engineering, 145 S. Durbin, Suite 205, Casper, Wyoming, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract documents in connection with completion of the Work in accordance with the Contract documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by April 16, 2021, and completed and ready for final payment in accordance with Article 14 of the General Conditions by April 30, 2021.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the

Automation & Electronics, Inc.
Raw Water MCC & Switchgear Replacements
Project No. 18-078

Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner Two Hundred Dollars (\$200.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

In Consideration of the performance of the work in accordance with the Contract documents for this Unit Price Contract, Owner shall pay Contractor in current funds a not-to-exceed Total Contract Price of One Hundred Sixteen Thousand Forty-Five and 00/100 Dollars (\$116,045.00), subject to additions and deductions by Change Order approved by the Owner. The contract fee shall be based on materials actually furnished and installed and services actually provided based on the unit prices contained in the Bid Form and Itemized Bid Schedule, included as Exhibit "A" (pages BF-1 through BF-4, Bid Form and BS-1, Bid Schedule) and by this reference made a part of this Agreement.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

5.1 Progress Payments. Contractor's Applications for Payment, as recommended by Engineer, shall be submitted to City Engineering Staff on or before the 25th day of each month during construction, and Owner shall mail progress payments in the following month after the regular monthly meeting of the CWRWS Joint Powers Board. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.01 of the General Conditions, subject to the cutoff and submittal dates provided in the Measurement and Payment Procedures.

5.1.1 Prior to payment of fifty percent (50%) of Total Contract Price, progress payments will be made in an amount equal to ninety percent (90%) of the Work completed, and ninety percent (90%) of Invoice Cost of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made so the current retainage is equal to ten percent (10%) of the Work complete.

- 5.1.2 After payment of fifty percent (50%) of Total Contract Price has been made, Owner shall withhold such amounts necessary so the total retainage is equal to five percent (5%) of the Total Contract Price.
- 5.1.3 In the event the Contractor makes only one application for payment upon substantially completing the Work, progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
- 5.1.4 Should amounts owed by the Contractor to the Owner for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Article 14 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the CWRWS Joint Powers Board. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding twenty-five thousand dollars (\$25,000.00) will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the Work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and test and studies as he deems necessary for the performance of the Work at the Contract price, within the Contract Time, and in accordance with the other terms and conditions of the Contract documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-7, inclusive).
- 8.2 Standard Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" – Standard Bid Form (Pages BF-1 to BF-4, inclusive) and Bid Schedule (BS-1).
- 8.4 Addenda No. 1.
- 8.5 Standard Performance and Labor and Material Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 Standard General Conditions (Pages 00700-1 to 00700-42, inclusive).

- 8.8 Standard Supplementary Conditions (Pages SSC-1 to SSC-16, inclusive).
- 8.9 General Requirements, consisting of seven (7) sections.
- 8.10 Special Provisions (Section 01810, and SS-1 to SS-10, inclusive).
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.15 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.4 and 3.5 of the General Conditions, on or after the effective date of this Agreement.
- 8.16 Certificate of Substantial Completion.
- 8.17 Drawings: Raw Water Building MCC and Switchgear Replacement (6 Sheets)

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

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

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

ARTICLE 11. LABOR

The labor to be performed by the Contractor under this agreement may require the Contractor to comply with the Wyoming Preference Act of 1971, as amended, W. S. § 16 – 6 – 201 et seq. It is the legal responsibility of the Contractor to determine whether the identified Act is applicable to the Contractor while performing the services/labor detailed herein. If the Contractor determines that the identified Act is applicable, the Contractor then becomes legally obligated to comply with the identified Act in all regards

Automation & Electronics, Inc.
Raw Water MCC & Switchgear Replacements
Project No. 18-078

while providing labor upon the project herein described.

All questions relating to compliance of the Contractor under the Act should be addressed by the Contractor to:

State of Wyoming Department of Workforce Services

Casper Workforce Center

851 Werner Court, Suite 120

Casper, WY 82601

Phone #: 307 – 234 – 4591

Fax #: 307 – 266 – 1238

www.Wyomingworkforce.org

Through execution of this contract, the Contractor certifies that if the identified Act is applicable to this project, Contractor has met, and will continue to meet all obligations incumbent upon it as set forth under the identified Act throughout the term of the project identified herein.

[This space intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year first above written.

APPROVED AS TO FORM:
(*Water Treatment Plant Raw Water Building MCC & Switchgear Replacements, Project 18-078*)

DATED this _____ day of _____, 2020.

ATTEST:

CONTRACTOR:
Automation & Electronics, Inc.
610 W. Platte Road
Casper, WY 82601

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

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

By: _____

By: _____

Kenneth L. Waters

H.H. King, Jr.

Title: Secretary

Title: Board Chairman

EXHIBIT "A"
STANDARD
BID FORM

PROJECT IDENTIFICATION: Central Wyoming Regional Water System – Joint Powers Board
Water Treatment Plant Raw Water Building
MCC and Switchgear Replacement
Project No. 18-078

THIS BID SUBMITTED TO: City of Casper
200 North David Street
Casper, Wyoming 82601

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Central Wyoming Regional Water System Joint Powers Board (Owner) in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by **April 16, 2021**, and completed and ready for final payment not later than **April 30, 2021**, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the Owner's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 17-7-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. 1 Dated June 24, 2020
Addendum No. _____ Dated _____
 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost,

progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

- C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Owner.
5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 106,213.00
TOTAL BASE BID, IN WORDS: One hundred six thousand two hundred thirteen dollars and 00/100ths DOLLARS.

TOTAL ADD ALTERNATE BID, IN NUMERALS: \$ 9,832.00
TOTAL ADD ALTERNATE BID, IN WORDS: Nine thousand eight hundred thirty two dollars and 00/100ths DOLLARS.

6. Bidder agrees that the work for the Owner will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Owner.)
- B. Itemized Bid Schedule.
- C. Copy of Certificate of Residency, if bidding as a resident.

9. Communications concerning this Bid shall be addressed to:

Address of Bidder: Automation & Electronics, Inc.

610 W. Platte Road

Casper, WY 82601

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on June 30, 2020.

Bidder is bidding as a RESIDENT (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ (seal)
(Individual's Name)

doing business as: _____

Business Address: _____

Phone Number: _____

A PARTNERSHIP

By: _____ (seal)
(Firm's Name)

(General Partner)

Business Address: _____

Phone Number: _____

A CORPORATION OR LIMITED LIABILITY COMPANY

By: Automation & Electronics, Inc. (seal)
(Corporation's or Limited Liability Company's Name)

Wyoming
(State of Incorporation or Organization)

By: [Signature] (seal)
Hank Tanner
President
(Title)

(Seal) [Signature]
Attest: Bob Dill - General Manager

Business Address: 610 W. Platte Road
Casper, WY 82601

Phone Number: 307-234-9311

A JOINT VENTURE

By: _____ (seal)
(Name)

(Address)

By: _____ (seal)
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

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

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

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

AGENDA

- I. ROLL CALL**
- II. MONTHLY REPORT**
- III. NEW BUSINESS**
- IV. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**
 - GENERAL CONTRACTOR**
DANIEL GUTIERREZ – Applying for a Class II General Contractor's License.
 - PLUMBING**
DANIEL CISNEROS, Applying for a Master Plumbing License.
- V. COMPLAINTS**
- VI. COMMUNICATIONS FROM PERSONS PRESENT**
- VII. ADJOURNMENT**



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
June 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Add-Other	4	\$384.00	\$9,500.00
Rep-Re-Roof	77	\$13,758.00	\$740,963.14
New-Storage Bldg	1	\$70.00	\$1,000.00
New-Fence	3	\$504.00	\$27,500.00
New-Residential	7	\$15,351.00	\$2,039,360.00
Add-Deck	10	\$1,215.00	\$41,133.00
Rep-Res Misc	13	\$3,564.00	\$272,700.00
Rem-Residential	9	\$1,930.00	\$119,700.00
Add-Commerical	1	\$70.00	\$500.00
Rem-Garage	1	\$395.00	\$30,000.00
Rem-Kitchen	1	\$184.00	\$10,000.00
Retaining Wall	1	\$70.00	\$500.00
Rem-Basement	5	\$1,438.00	\$98,800.00
New-Detached Garage	1	\$395.00	\$30,000.00
Rem-Commerical	3	\$2,709.81	\$222,928.00
New-Commercial	1	\$11,450.01	\$1,188,340.00
Rem-Bathroom	1	\$230.00	\$14,000.00
Rep-Deck	1	\$140.00	\$6,000.00
Add-Garage	2	\$703.00	\$50,600.00
Add-Residential	1	\$118.00	\$3,500.00
	143	\$54,678.82	\$4,907,024.14

Electrical Permits Issued	Fees Invoiced
136	\$18,873.00

Mechanical Permits Issued	Fees Invoiced
92	\$13,150.00

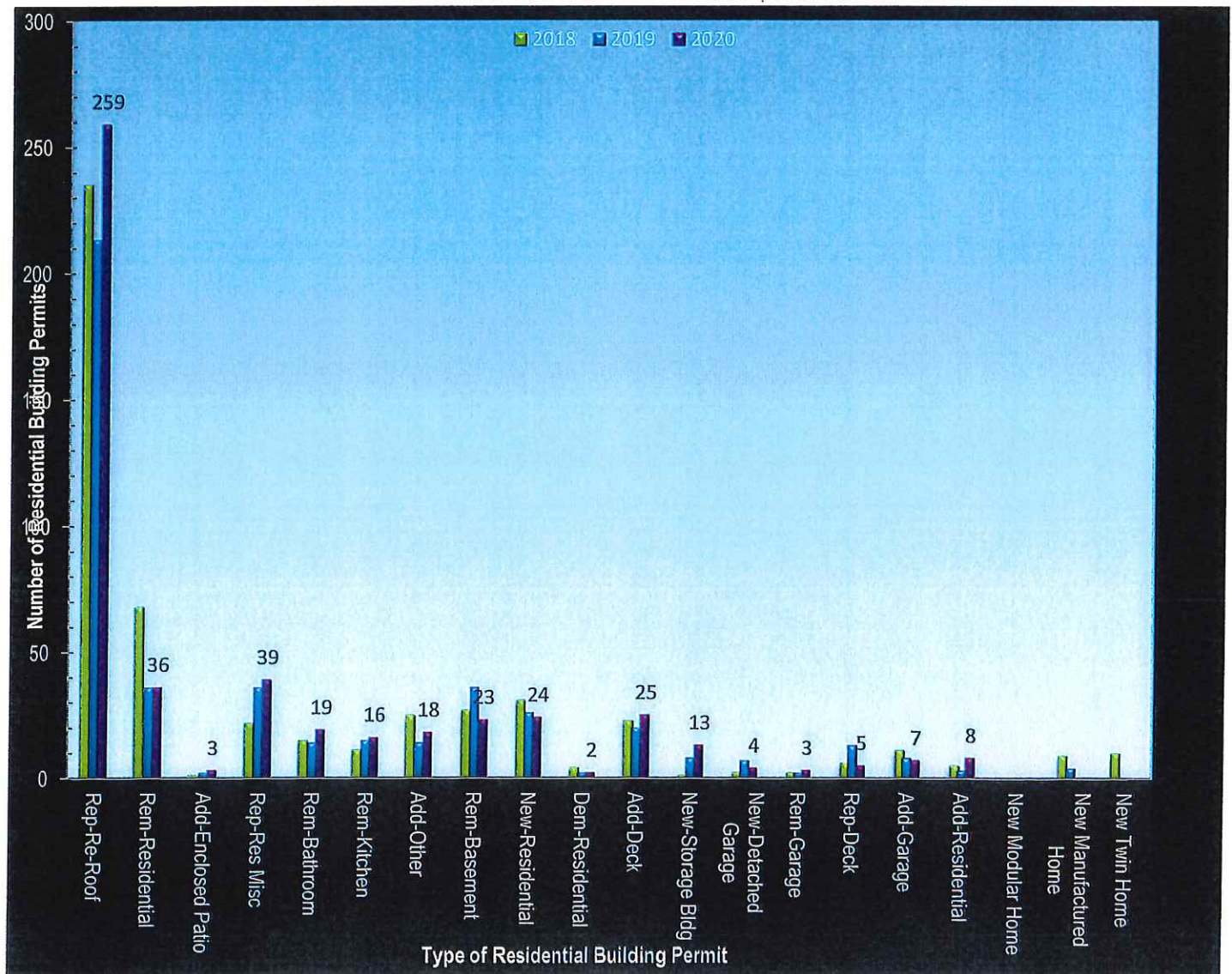
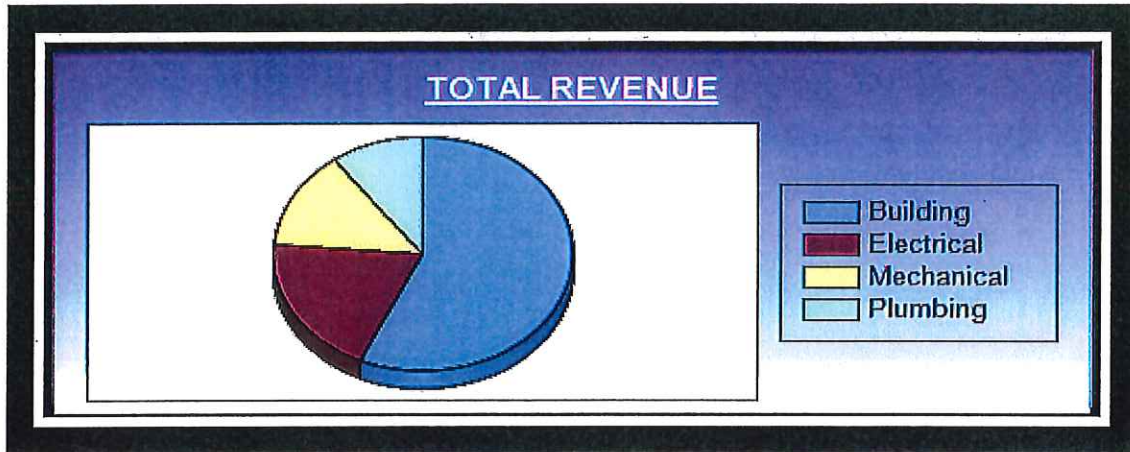
Plumbing Permits Issued	Fees Invoiced
103	\$9,705.00

Single Family Houses YTD			June Single Family Houses		
2019		26	2019		6
2020		24	2020		7



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264
Building Department
June 2020 Report





State of Wyoming
City of Casper
 200 N David Street, Phone: (307) 235-8264
Building Department
Fees Collected
June 2020 Report



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 42,189.80
ELECTRICAL PERMITS	\$ 18,677.00
MECHANICAL PERMITS	\$ 13,280.00
PLUMBING PERMITS	\$ 9,705.00
ELECTRICAL LICENSES	\$ 333.50
PLUMBING LICENSES	\$ 3.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 459.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 300.00
SIGN PERMITS	\$ 486.00
C-CAN PERMITS	\$ 75.00
EROSION CONTROL PERMITS	\$ 50.00
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 6,906.41
PLANNING FEES	\$ 600.00
Totals:	\$ 93,064.71

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
193	219	159	67
CONSULTS	PLAN REVIEW		
15	30		

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
987	1049	921	298
CONSULTS	PLAN REVIEW		
132	141		



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department

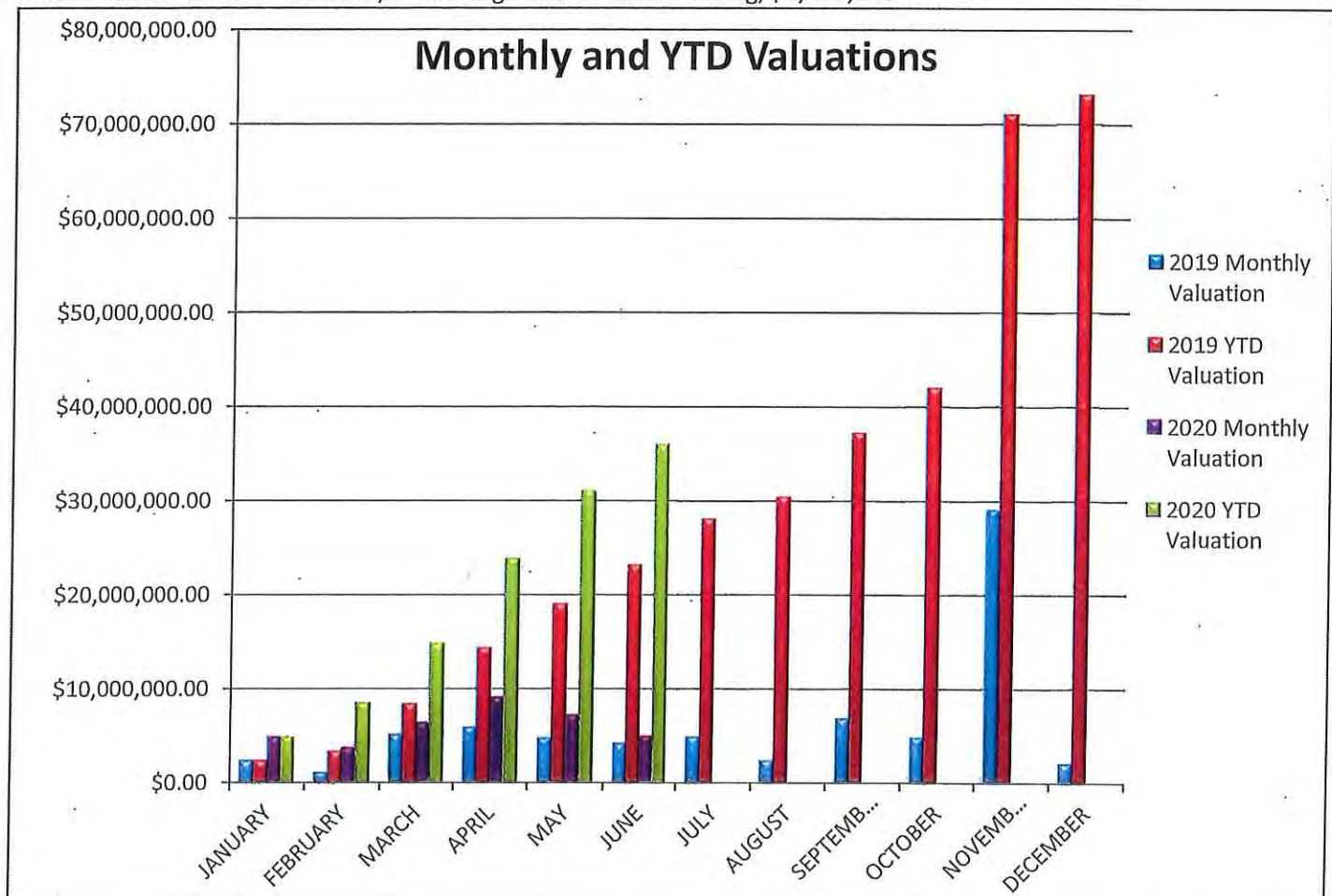
June 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,065,180.76	\$23,879,033.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,034,737.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,907,024.14	\$35,941,761.61
JULY	\$4,876,893.38	\$28,046,068.35		
AUGUST	\$2,348,883.06	\$30,394,951.41		
SEPTEMBER	\$6,790,186.21	\$37,185,137.62		
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$35,941,761.61</u>	<u>\$35,941,761.61</u>

LARGE VALUATIONS:

June 2020 - 141 N. Wolcott St., Wells Fargo Branch Bank Building, \$1,188,340



2020 Monthly Inspections
June 2020

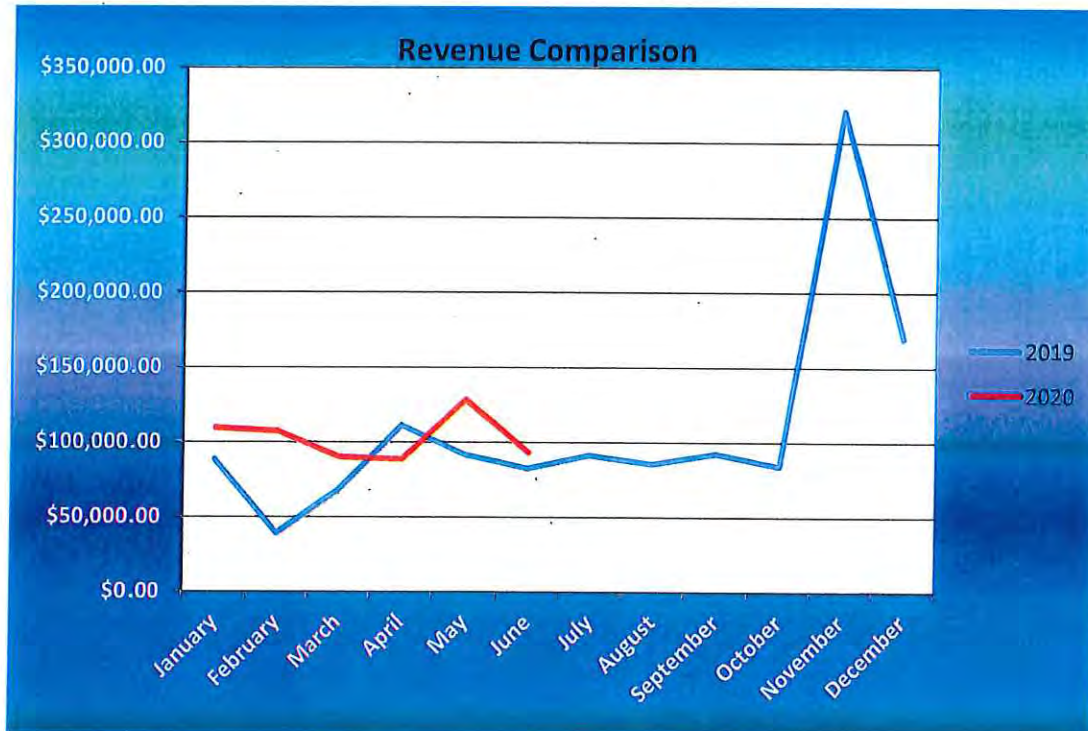
Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	130	62	0	0	192
Justin Scott	155	2	5	1	19	0	182
Shawn Barrett	1	141	0	0	2	5	149
Dan Elston	37	0	24	4	7	10	82
Russ Lutz	0	76	0	0	2	0	78
							0
Monthly Total	193	219	159	67	30	15	683
YTD Totals	987	1049	921	298	141	132	3528



State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264
 Building Department
 Revenue Collected
 June 2020 Report



Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	
August	\$85,385.10	
September	\$92,043.97	
October	\$83,846.10	
November	\$320,732.50	
December	\$169,110.25	
	\$1,321,645.73	\$616,221.92



Dan Elston: Building Official

APPLICATION FORM FOR GENERAL CONTRACTORS
PART I- GENERAL INFORMATION

✓
1/2

Name of Company (if applicable) Dan Remodel Date 7-2- 2020

Name of Qualifying Person or Person(s) Daniel Gutierrez

Current Address 1060 Sierra Vista City evansville State Wy Zip _____

Telephone Number 720-642-2197 Cell Number _____

Email danremodel@gmail.com

Employer Self employed

Employer's Address _____ City _____ State _____ Zip _____

Position remodeling Years at present employer 3 Comments _____

framing, roofing, siding, flooring, Decks, restrooms, Kitchens,

What is the purpose of applying for a City of Casper license? _____

Is there a specific project you will be doing? yes

If, yes, provide project name Attached Garage

Date and location of residence in Wyoming 2850 Dennis Road Evansville, Wy
82636

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II ☒ Class III _____

Demolition _____ Roofing _____

Part II- LICENSER HISTORY

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

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Daniel Gutierrez
(Print)

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

(Name)

(Address)

(City)

(State)

(Zip)

(Phone No.)

Juan Galvan
3102-17 TH ave #133
Greeley CO
80631 970 584 8267

Date of Employment:

From 12-2018 through 02-2020

Add additional

From _____ through _____

dates

From _____ through _____

(as necessary)

Job Title of Applicant Remodeling

Job Description of Applicant Residential remodeling; framing, roofing, siding,
flooring, Drywall, Texture, Paint, Carpet, Tile, Granite, cabinets,
Plumbing, concrete, Decks

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

Is the information true and correct to the best of your knowledge including the time and
type of work and duties? YES ☒ NO ☐

COMMENTS: we started working together in 2018
and spent about two years exchanging
all kind of Remodeling as he has described above.

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

Current Address 3102 17th city Greeley State CO Zip 80631

Day Phone No. _____

Cell Phone No. _____

Email Address juaneloolo@gmail.com

DATED this 20th day of JUNE, 20 20

Signature

Printed Name of Signature

Juan Galvan

Subscribed and sworn to before me this 20th day of JUNE, 20 20

Notary Public

My Commission Expires: MARCH 12, 2024



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Daniel Gutierrez
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Roofcheck
(Address) 1610 Skyway dr.
(City) Longmont (State) Colorado
(Zip) 80504 (Phone No.) _____

Date of Employment: From 12-2016 through 10-2018 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Roofer
Job Description of Applicant All types of roofing; tile roof, shingle roof, flats roofs, roof inspections, repairs, new roofs, tearoff roofs, residential, and metal roofs working as partners per contract.

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

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

COMMENTS: We used to do roofing together for a few years mostly tile roofs & shingle roofs but also some flat roofs

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

Current Address 1910 Turner Blvd #148 City Longmont State CO Zip 80504
Day Phone No. 720 990-4996 Cell Phone No. _____
Email Address N/A

DATED this 20th day of JUNE, 2020

Ricardo Cordova
Signature
Ricardo cordova
Printed Name of Signature

Subscribed and sworn to before me this 20th day of JUNE, 2020

Notary Public

My Commission Expires: MARCH 12, 2024



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Daniel Gutierrez
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) GMAC Siding & Windows
(Address) 21009 E. 55th Ave
(City) Denver (State) Colorado
(Zip) 80249 (Phone No.) 720-951-0478

Date of Employment: From 03/2015 through 11-2016 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Siding, Windows, Decks
Job Description of Applicant All Types of siding
installation, Windows, Doors and Decks

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

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES ☒ NO ☐

COMMENTS: Daniel was an employee at my company performing all types of siding installation, windows & decks, also supervising the rest of the employees and giving directions.

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

Current Address 21009 E 55th Ave City Denver State CO Zip 80249
Day Phone No. 720-951-0478 Cell Phone No. _____
Email Address Gmac178@yahoo.com

DATED this 20th day of JUNE, 2020

German Macedo
Signature
German Macedo
Printed Name of Signature

Subscribed and sworn to before me this 20th day of JUNE, 2020

Notary Public

My Commission Expires: MARCH 12, 2020



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Daniel Gutierrez
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Luna Construction LLC
(Address) Casper
(City) Casper (State) Wyoming
(Zip) _____ (Phone No.) _____

Date of Employment: From 10-2011 through 02-2015 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Framing, roofing & Decks
Job Description of Applicant residential framing, roofing & Decks
new constructions, Basements, Additions, Garages,
remodeling

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

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

COMMENTS: Co-workers

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

Current Address 570 S Kimball City Casper State WY Zip 82601
Day Phone No. 949-689-1742 Cell Phone No. _____
Email Address _____

DATED this 29th day of JUNE, 2020

[Signature]
Signature
Marvin Arriola
Printed Name of Signature

Subscribed and sworn to before me this 29th day of JUNE, 2020

Notary Public

My Commission Expires: MARCH 12, 2024



✓
12.

APPLICATION FOR EXAMINATION
CITY OF CASPER
LICENSING AND APPEALS BOARD

PLEASE RETURN OR MAIL TO:

CITY OF CASPER
COMMUNITY DEVELOPMENT
200 NORTH DAVID
CASPER, WYOMING 82601

TO THE LICENSING AND APPEALS BOARD:

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR EXAMINATION, WITH A VIEW TO
BEING REGISTERED AS A Master Plumber

NAME: Daniel Cisneros

ADDRESS: 5021 Pay it Forward ^{Apt #205} CITY, STATE, ZIP: Casper, WY, 82609

TELEPHONE NUMBER: - CELL NUMBER: 307-315-2751

EMAIL ADDRESS: DanielCisnerosWyoming@yahoo.com

PLEASE ANSWER THE FOLLOWING QUESTIONS IF APPLICABLE

1. AGE: 32
2. ARE YOU CURRENTLY LICENSED UNDER ANOTHER GOVERNMENTAL JURISDICTION?
TYPE OF LICENSE Apprentice Plumber
CITY AND STATE OF LICENSE Casper, WY
3. WHERE DID YOU SERVE YOUR APPRENTICESHIP?

EMPLOYER	CITY	TIME OF EMPLOYMENT
<u>Sam's Plumbing</u>	<u>Vannuys, California</u>	<u>2005-2007</u>
<u>Sam's Plumbing 1 inc</u>	<u>Casper, Wyoming</u>	<u>2012-2020</u>

4. WHERE DID YOU WORK AS A LICENSED JOURNEYMAN?

EMPLOYER

CITY

TIME OF EMPLOYMENT

5. IF CURRENTLY A MASTER UNDER ANOTHER JURISDICTION, WITH WHOM ARE YOU EMPLOYED?

EMPLOYER

CITY

TIME OF EMPLOYMENT

6. WHO WAS YOUR LAST EMPLOYER?

EMPLOYER

CITY

TIME OF EMPLOYMENT

Sam's Plumbing Inc

Casper,

2012 - 2020

7. DATE OF TERMINATION: _____

8. CURRENT EMPLOYER:

EMPLOYER

CITY

TIME OF EMPLOYMENT

Sam's Plumbing Inc

Casper

2012 - 2020

9. WHAT IS THE PURPOSE OF APPLYING FOR A CITY OF CASPER LICENSE? To

take over ownership of my fathers Sam's Plumbing Business

IS THERE A SPECIFIC PROJECT YOU WILL BE DOING? no IF YES, PROVIDE PROJECT NAME: _____

SIGNATURE: _____

DATE: _____

6-29-2020

AFFIDAVIT

APPLICANTS MUST SUBMIT AFFIDAVITS TO CERTIFY ALL TIME AND EXPERIENCE. THESE AFFIDAVITS MUST BE WRITTEN ON COMPANY STATIONERY OR YOU MAY USE THE ATTACHED AFFIDAVIT. ALL APPLICANT'S AFFIDAVITS MUST BE NOTARIZED.

NOTARIZED AFFIDAVIT

NAME OF APPLICANT: Daniel Cisneros
(PRINT)

IS APPLYING TO THE LICENSING AND APPEALS BOARD OF THE CITY OF CASPER,
WYOMING, TO BECOME A LICENSED Master Plumber
(TYPE OF LICENSE)

Samuel Cisneros, BEING DULY SWORN ON HIS OATH,
(NAME OF PERSON SUPPORTING AFFIDAVIT)
DEPOSES AND SAYS:

1. THAT HE HAS KNOWN THE APPLICANT FOR 32 YEARS.
(Sam's Plumbing in California)
2. APPLICANT WAS EMPLOYED BY Sam's Plumbing & Inc. in Wyoming
(FIRM NAME)
FROM 2005 - 2007 (Calif) TO 2012 - 2020 Wyoming
AS Plumbing Apprentice/Plumber AND PERFORMED THE FOLLOWING DUTIES:

(DESCRIBE FULLY THE DUTIES AND WORK PERFORMED): Residential
commercial plumbing, plumbing repairs, Boilers, water heaters
new construction commercial and residential, gas systems
for commercial and residential, Drain systems
commercial and residential

DATED THIS 29 DAY OF June, 2020

[Signature]
SIGNATURE
Samuel Cisneros
PRINTED NAME OF SIGNATURE

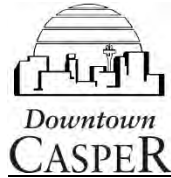
SUBSCRIBED AND SWORN TO BEFORE ME THIS 29 DAY OF June, 2020

[Signature]
NOTARY PUBLIC

MY COMMISSION EXPIRES: 7-17-2023



EXPERIENCE AND EXAMINATION CRITERIA



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, July 15, 2020

11:30AM – 12:30PM

AGENDA

- | | | |
|-------|--|----------|
| I. | Establish Quorum and Call Meeting to Order | T.Schenk |
| II. | Public Comments | |
| III. | City Report | C.Powell |
| IV. | Approval of June 2020 Board Minutes | T.Schenk |
| V. | Financials (DDA, PG, David Street Station) | |
| | A) June 2020 Reports | N.Grooms |
| | B) July 2020 Payments | N.Grooms |
| | C) Motion to Approve Financials | |
| VI. | Director's Report | K.Hawley |
| | -Operational Update | |
| | -State Grant Request | |
| | -Chamber of Commerce | |
| | -Budget Hearing (12:00 PM) | |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting August 12, 2020

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

Downtown Development Authority
Board Meeting Minutes
June 17th, 2020
11:30 a.m.

I. Call Meeting to Order

Present: Nicholas Grooms, Shawn Houck, Tim Schenk, Tony Hagar, Kersten Ellis, Deb Clark, Critter Murray, Will Reese, Ryan McIntyre, Charlie Powell

Staff: Kevin Hawley, Jackie Landess, Julie Schmitt, Brooke Montgomery

Guests: Liz Becher, Brendan LaChance, Craig Collins

Excused: Pete Fazio

II. Public Comments: - N/A

III. City Report:

A. Charlie Powell:

- a. Discussed the open container proposal by City Council for downtown.

B. Liz Becher:

- a. Midwest Avenue Phase 2 to Walnut was awarded to 71 construction. Project is projected to kick off end of July.
- b. RFP for parking garage management and operations were due and there were 3 submittals this year. Review of submittals and interviews will be the next step to decide who will operate parking garage.
- c. Improvements to the parking garage have been taking place currently.
- d. Will ask police chief for an update on city enforcement of parking rules downtown. This update will be shared with the DDA board.

IV. Approval of May 2020 Board Meeting Minutes

(Wrong meeting minutes were included in the packet by mistake. Correct minutes were emailed to all members after the meeting. Unanimous approval of minutes. Email approval of minutes is allowed per bylaws)

V. Financials – Nicholas Grooms

- Expenditures are at normal numbers.
- There are 3 sets of books to match up with funding sources, which include DDA – Mill Levy, Parking Garage, and David Street Station – Plaza.
- Parking Garage covers our expenses and is an essential component to operating.
- The majority of DDA and Parking Garage expenses are fixed with minor variable expenses. David Street Station has hard costs and event costs that have been covered by sponsorships.

Approval of May 2020 DDA, DSS & Parking Garage Financial Reports & Payments

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

VI. Director's Report - Kevin Hawley

- Cost savings – 1 time chiller purchase for rink instead of rental now that we know needed capacity.
- We are working on opening the splash pad and are hoping for a late June opening. We are working through kinks with the system, creating signage for social distancing to prepare for opening.
- The previous contractor for our downtown flower beds backed out close to deadline, but Galles Greenhouse stepped in and took on the project. Galles Greenhouse donated their time and labor to bring

fresh soil, plants, and flowers to be planted in the downtown beds. It was a community effort as we gathered volunteers to complete the project.

- Sponsorships are committing for this summer and all summer events are being planned with contingencies. We are hoping to be back to full operations by early July.
- We applied for a \$50,000 grant with Wyoming Business Council state relief.
- We are anticipating struggles with donations due to current economic climate but will continue to push forward.
- Three board member seats are expiring, these seats can be renewed or opened up for a new member.
- DDA Mill levy check is about a month behind, worrisome, but could be due to covid delays.
- Discussion surrounding private use/rental of DSS, as it is not a “city park”
 - Deb Clark – suggested to create gated area around stage at David Street Station, and only have it open for approved events. This would help regulate use of the stage.

Motion to Approve Budget for Fiscal Year (July 1, 2020 – June 30, 2021)

Motion, Second, Passed (Will Reese, Deb Clark) (Approved)

SUMMARY OF BUDGET

<u>Budget Classification Activity</u>	<u>Amount</u>
Administrative budget	\$380,400.00
Operations budget	\$604,893.00
Total budget	\$985,293.00
Anticipated reserves for FY 2020-2021	\$485,000.00
Total Estimated Revenue Available	\$798,970.00
Requirements for 2020-2021 Budget	\$985,293.00

VII. Committee Reports –

A.) Executive Committee – Tim Schenk

- a. Pursuing some companies that have used chillers to purchase for ice rink.

B.) MARCOM Committee – Shawn Houck

C.) David Street Station – Jackie Landess

D.) Finance Committee – Nick Grooms

E.) Infrastructure – Tim Schenk

F.) Governance – Will Reese

Comments: N/A

Motion to adjourn at approximately 12:35

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

Action Items: N/A

Approved by:

Secretary's Signature: _____/Date: _____

Board Member's Signature: _____/Date: _____

Casper Downtown Development Authority

Balance Sheet

As of June 30, 2020

DDA-Balance

Jun 30, 20

ASSETS

Current Assets

Checking/Savings

CHECKING

23,741.76

NOW Acct

202,465.33

Total Checking/Savings

226,207.09

Other Current Assets

Due from Parking Garage

-5,035.12

Total Other Current Assets

-5,035.12

Total Current Assets

221,171.97

TOTAL ASSETS

221,171.97

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities

7,198.96

Total Other Current Liabilities

7,198.96

Total Current Liabilities

7,198.96

Total Liabilities

7,198.96

Equity

Opening Bal Equity

382,324.44

Unrestricted Net Assets

-162,966.17

Net Income

-5,385.26

Total Equity

213,973.01

TOTAL LIABILITIES & EQUITY

221,171.97

Casper Downtown Development Authority

Profit & Loss

June 2020

DDA-P&L	Jun 20
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.96
ASSESSMENTS	23,660.38
Total Income	23,662.34
Expense	
ADMINISTRATIVE	
Payroll Allocation to DSS	-15,000.00
Director's Salary	6,250.02
Social Security	988.12
Unemployment Insurance	22.67
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	-7,664.19
OPERATIONS	
Office Automation	197.39
Music Service	50.00
Office Rent	2,650.00
Total OPERATIONS	2,897.39
Payroll Expenses	6,666.68
Total Expense	1,899.88
Net Ordinary Income	21,762.46
Other Income/Expense	
Other Expense	
Bank Service Charge	43.04
Total Other Expense	43.04
Net Other Income	-43.04
Net Income	21,719.42

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through June 2020

DDA-Budget				
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DSS Fund Transfer	62,000.00			
Donation - Adopt A Planter	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	112.23	250.00	-137.77	44.89%
ASSESSMENTS	140,329.60	165,000.00	-24,670.40	85.05%
Misc.	3.00	0.00	3.00	100.0%
Total Income	204,444.83	167,250.00	37,194.83	122.24%
Expense				
ADMINISTRATIVE				
Payroll Allocation to DSS	-60,000.00			
Incentives	7,900.00			
Operations Manager Salary	0.00	0.00	0.00	0.0%
Administrative Services	84.40	0.00	84.40	100.0%
Contract Employee/Svc	0.00	0.00	0.00	0.0%
Director's Salary				
Performance Incentives	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	75,000.24	75,000.00	0.24	100.0%
Total Director's Salary	75,000.24	71,600.00	3,400.24	104.75%
Social Security	13,583.18	9,000.00	4,583.18	150.92%
Unemployment Insurance	557.46	0.00	557.46	100.0%
Worker's Compensation	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	900.00	900.00	0.00	100.0%
Total ADMINISTRATIVE	38,025.28	81,500.00	-43,474.72	46.66%
MARKETING-COMMUNICATIONS				
Media Expenditures	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	3,000.00	-3,000.00	0.0%
PR - Director	366.73	3,000.00	-2,633.27	12.22%
Recognition Awards	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	8,346.60	7,500.00	846.60	111.29%
Strategic Plan	1,500.00	4,000.00	-2,500.00	37.5%
MARKETING-COMMUNICATIONS - Other	10,422.97	0.00	10,422.97	100.0%
Total MARKETING-COMMUNICATIONS	20,771.16	35,000.00	-14,228.84	59.35%
MISCELLANEOUS				
Service Chg	30.00			
Total MISCELLANEOUS	30.00			
OPERATIONS				
Employee Development	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	2,109.00	2,500.00	-391.00	84.36%
Board Mtg. Expense	349.45	500.00	-150.55	69.89%
Conference Registration	520.00	2,400.00	-1,880.00	21.67%
Copier Maintenance Plan	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	2,163.02	1,200.00	963.02	180.25%
Planters	4,800.00	10,500.00	-5,700.00	45.71%
Graffiti	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	4,000.00	-4,000.00	0.0%
Office Automation	2,351.02	3,000.00	-648.98	78.37%
Music Service	550.00	600.00	-50.00	91.67%
Office Equipment	3,368.36	3,500.00	-131.64	96.24%
Office Rent	31,800.00	31,800.00	0.00	100.0%
Office Supplies	445.35	3,000.00	-2,554.65	14.85%
Pigeon Control	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	800.00	-800.00	0.0%
Travel	1,330.48	5,000.00	-3,669.52	26.61%
Operation Alloc. to PKG Gar	5,000.00	-7,200.00	12,200.00	-69.44%
OPERATIONS - Other	2.30			
Total OPERATIONS	56,272.44	71,600.00	-15,327.56	78.59%
Payroll Expenses	94,658.29			
Total Expense	209,757.17	188,100.00	21,657.17	111.51%
Net Ordinary Income	-5,312.34	-20,850.00	15,537.66	25.48%
Other Income/Expense				
Other Expense				
Bank Service Charge	72.92			
Total Other Expense	72.92			
Net Other Income	-72.92			
Net Income	-5,385.26	-20,850.00	15,464.74	25.83%

Casper Downtown Development Authority Transaction Detail by Account

DDA-June Trans	June 2020					
	Type	Date	Num	Name	Memo	Amount
CHECKING						Balance
	Deposit	06/01/2020			Deposit	15,000.00
	Bill Pmt -Check	06/08/2020	5998	Charter Communications		-139.89
	Bill Pmt -Check	06/08/2020	5999	COMPUTER LOGIC	Remote support	-57.50
	Bill Pmt -Check	06/08/2020	6000	MOOD		-50.00
	Bill Pmt -Check	06/08/2020	6001	Walsh Property Management	June Rent	-2,650.00
	Bill Pmt -Check	06/08/2020	6002	FIB - MASTERCARD		-43.04
	Paycheck	06/15/2020		Kevin Hawley		-2,624.45
	Paycheck	06/15/2020		Brooke C. Montgomery		-1,335.73
	Paycheck	06/15/2020		Julie Schmitt		-1,488.60
	Liability Check	06/15/2020		IRS USA TAXPYMNT	83-0286881	-3,095.12
	Deposit	06/17/2020			Deposit	23,660.38
	Paycheck	06/30/2020		Kevin Hawley		-2,624.45
	Paycheck	06/30/2020		Brooke C. Montgomery		-1,335.74
	Paycheck	06/30/2020		Julie Schmitt		-1,488.61
	Deposit	06/30/2020			Interest	0.18
Total CHECKING						21,727.43
NOW Acct						
	Deposit	06/30/2020			Interest	1.78
Total NOW Acct						1.78
TOTAL						21,729.21

Casper Downtown Development Authority Transaction Detail by Account

July 2020

DDA-July Trans

CHECKING

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	07/13/2020		Casper Star-Tribune	-199.16	-199.16
Bill Pmt -Check	07/13/2020	6004	FIB - MASTERCARD	-187.52	-386.68
Bill Pmt -Check	07/13/2020	6005	MOOD	-100.00	-486.68
Bill Pmt -Check	07/13/2020	6006	Ricoh USA, Inc	-96.83	-583.51
Bill Pmt -Check	07/13/2020	6007	Walsh Property Management	-2,650.00	-3,233.51
Bill Pmt -Check	07/13/2020	6008	Charter Communications	-139.89	-3,373.40
Paycheck	07/13/2020		Abbey Kersenbrock	-284.14	-3,657.54
Paycheck	07/15/2020		Kevin Hawley	-2,624.45	-6,281.99
Paycheck	07/15/2020		Brooke C. Montgomery	-1,436.16	-7,718.15
Paycheck	07/15/2020		Julie Schmitt	-1,488.61	-9,206.76
Total CHECKING				-9,206.76	-9,206.76
TOTAL				<u>-9,206.76</u>	<u>-9,206.76</u>

Downtown Development Authority

Balance Sheet

As of June 30, 2020

PG-Balance

Jun 30, 20

ASSETS

Current Assets

Checking/Savings

FIB - Parking Garage 3,347.15

Total Checking/Savings 3,347.15

Accounts Receivable

Accounts Receivable -45.00

Total Accounts Receivable -45.00

Total Current Assets 3,302.15

TOTAL ASSETS 3,302.15

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to DDA -16,252.15

Payroll Liabilities 704.85

Total Other Current Liabilities -15,547.30

Total Current Liabilities -15,547.30

Total Liabilities -15,547.30

Equity

Unrestricted Net Assets 21,251.65

Net Income -2,402.20

Total Equity 18,849.45

TOTAL LIABILITIES & EQUITY 3,302.15

Downtown Development Authority

Profit & Loss

June 2020	
Jun 20	
PG-P&L	
Income	
Parking Fees	
Parking Garage	9,172.00
1st & Center	1,120.00
Daily Parking	256.00
Total Parking Fees	10,548.00
Interest Income	0.05
Total Income	10,548.05
Gross Profit	10,548.05
Expense	
Administrative	
Office Staff	
Administrative Office	4,333.34
Total Office Staff	4,333.34
Garage Staff Payroll Expense	
Payroll Expense	2,290.40
Payroll Taxes - FICA & Medicare	506.71
Payroll Expenses - WC/SUTA/FUTA	85.63
Total Garage Staff Payroll Expense	2,882.74
Total Administrative	7,216.08
OPERATIONS	
Bank Fees	144.55
Office Automation	195.79
Utilities	1,545.40
Landscaping, Repairs / Maint.	375.00
Equip. & Supplies	
Parking Garage	39.29
Total Equip. & Supplies	39.29
Parking Structure Rent	363.00
Total OPERATIONS	2,663.03
Total Expense	9,879.11
Net Income	668.94

Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through June 2020

PG-Budget

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Returned Check Charges	15.00	0.00	15.00	100.0%
Uncategorized Income	5,000.00	0.00	5,000.00	100.0%
Parking Fees				
Parking Garage	87,403.00	100,000.00	-12,597.00	87.4%
1st & Center	21,257.00	23,000.00	-1,743.00	92.42%
Daily Parking	3,858.50	6,000.00	-2,141.50	64.31%
Parking Fees - Other	2,015.21	0.00	2,015.21	100.0%
Total Parking Fees	<u>114,533.71</u>	<u>129,000.00</u>	<u>-14,466.29</u>	<u>88.79%</u>
Validation Incentive Program				
Parking Validations	272.50	500.00	-227.50	54.5%
Total Validation Incentive Program	<u>272.50</u>	<u>500.00</u>	<u>-227.50</u>	<u>54.5%</u>
Commission (Vending Machines)	90.13	200.00	-109.87	45.07%
Interest Income	4.98	20.00	-15.02	24.9%
Total Income	<u>119,916.32</u>	<u>129,720.00</u>	<u>-9,803.68</u>	<u>92.44%</u>
Gross Profit	<u>119,916.32</u>	<u>129,720.00</u>	<u>-9,803.68</u>	<u>92.44%</u>
Expense				
Bank Service Charges	46.60	0.00	46.60	100.0%
Administrative				
Office Staff				
Exec.Director - Alloc. from DDA	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	43,333.40	52,000.00	-8,666.60	83.33%
Total Office Staff	<u>43,333.40</u>	<u>61,800.00</u>	<u>-18,466.60</u>	<u>70.12%</u>
Garage Staff Payroll Expense				
Payroll Expense	27,869.03	32,000.00	-4,130.97	87.09%
Staff Incentives	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	6,372.59	6,500.00	-127.41	98.04%
Payroll Expenses - WC/SUTA/FUTA	1,403.97	2,000.00	-596.03	70.2%
Garage Staff Payroll Expense - Other	12,100.00	1,600.00	10,500.00	756.25%
Total Garage Staff Payroll Expense	<u>47,745.59</u>	<u>45,100.00</u>	<u>2,645.59</u>	<u>105.87%</u>
Total Administrative	<u>91,078.99</u>	<u>106,900.00</u>	<u>-15,821.01</u>	<u>85.2%</u>
OPERATIONS				
Bad Debt Expense	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	114.00	500.00	-386.00	22.8%
Software Subscriptions	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	2,574.70	1,800.00	774.70	143.04%
Bad Debt	0.00	1,000.00	-1,000.00	0.0%
Office Automation	2,516.34	2,000.00	516.34	125.82%
Utilities	19,832.48	17,000.00	2,832.48	116.66%
Landscaping, Repairs / Maint.	3,650.00	3,000.00	650.00	121.67%
Equip. & Supplies				
Office	42.29	0.00	42.29	100.0%
Parking Garage	1,224.17	0.00	1,224.17	100.0%
Equip. & Supplies - Other	255.71	1,750.00	-1,494.29	14.61%
Total Equip. & Supplies	<u>1,522.17</u>	<u>1,750.00</u>	<u>-227.83</u>	<u>86.98%</u>
Special Projects	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	1,908.00	2,500.00	-592.00	76.32%
Parking Structure Rent	3,993.00	3,993.00	0.00	100.0%
DDA Oper Costs - Allocated	0.00	7,200.00	-7,200.00	0.0%
OPERATIONS - Other	<u>-4,917.76</u>	<u>0.00</u>	<u>-4,917.76</u>	<u>100.0%</u>
Total OPERATIONS	<u>31,192.93</u>	<u>48,543.00</u>	<u>-17,350.07</u>	<u>64.26%</u>
Total Expense	<u>122,318.52</u>	<u>155,443.00</u>	<u>-33,124.48</u>	<u>78.69%</u>
Net Income	<u><u>-2,402.20</u></u>	<u><u>-25,723.00</u></u>	<u><u>23,320.80</u></u>	<u><u>9.34%</u></u>

Downtown Development Authority Transaction Detail by Account

June 2020

PG-June Trans	Type	Date	Num	Name	Amount	Balance
FIB - Parking Garage						
	Deposit	06/01/2020			3,586.00	3,586.00
	Bill Pmt -Check	06/08/2020	1683	AAA Landscaping	-375.00	3,211.00
	Bill Pmt -Check	06/08/2020	1684	Century Link	-89.26	3,121.74
	Bill Pmt -Check	06/08/2020	1685	Charter	-106.53	3,015.21
	Bill Pmt -Check	06/08/2020	1686	City of Casper Business Services	-363.00	2,652.21
	Bill Pmt -Check	06/08/2020	1688	Rocky Mountain Power	-1,469.98	1,182.23
	Deposit	06/10/2020			140.00	1,322.23
	Bill Pmt -Check	06/10/2020	1689	Mastercard	-49.29	1,272.94
	Paycheck	06/12/2020		Sharon A Elsberry	-545.43	727.51
	Paycheck	06/12/2020		Tevin C Reams	-386.42	341.09
	Deposit	06/12/2020			3,221.00	3,562.09
	Paycheck	06/15/2020		Jaclyn A Landess	-1,816.92	1,745.17
	Bill Pmt -Check	06/15/2020	1690	City of Casper Water and Sewer	-75.42	1,669.75
	Liability Check	06/15/2020		United States Treasury	-1,509.90	159.85
	Deposit	06/17/2020			1,229.00	1,388.85
	Deposit	06/24/2020			116.00	1,504.85
	Deposit	06/24/2020			934.00	2,438.85
	Paycheck	06/26/2020		Sharon A Elsberry	-603.92	1,834.93
	Paycheck	06/26/2020		Tevin C Reams	-402.42	1,432.51
	Paycheck	06/30/2020		Jaclyn A Landess	-1,816.92	-384.41
	Deposit	06/30/2020			1,322.00	937.59
	Check	06/30/2020			-134.55	803.04
	Deposit	06/30/2020			0.05	803.09
Total FIB - Parking Garage					803.09	803.09
TOTAL					803.09	803.09

Downtown Development Authority Transaction Detail by Account

July 2020

PG-July Trans		Type	Date	Num	Name	Amount	Balance
FIB - Parking Garage							
		Deposit	07/07/2020			101.00	101.00
		Paycheck	07/10/2020		Sharon A Elsberry	-543.65	-442.65
		Paycheck	07/10/2020		Tevin C Reams	-364.30	-806.95
		Bill Pmt -Check	07/13/2020	1691	Century Link	-89.26	-896.21
		Bill Pmt -Check	07/13/2020	1692	Charter	-106.53	-1,002.74
		Bill Pmt -Check	07/13/2020	1693	City of Casper Water and Sewer	-75.42	-1,078.16
		Bill Pmt -Check	07/13/2020	1694	Mastercard	-117.01	-1,195.17
		Bill Pmt -Check	07/13/2020	1695	Rocky Mountain Power	-1,270.70	-2,465.87
		Paycheck	07/15/2020		Jaclyn A Landess	-1,952.92	-4,418.79
Total FIB - Parking Garage						-4,418.79	-4,418.79
TOTAL						-4,418.79	-4,418.79

Downtown Development Authority A/R Aging Summary

As of July 13, 2020

PG-Aging	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
Backwards	0.00	0.00	0.00	0.00	-7.00	-7.00
C85@ The Branding Iron	0.00	200.00	0.00	0.00	0.00	200.00
Chuck Henderson	0.00	-7.00	0.00	0.00	0.00	-7.00
Davey Rael	0.00	0.00	0.00	0.00	60.00	60.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Diamonds & Dolls	0.00	0.00	78.00	0.00	-78.00	0.00
Edward Jones						
Edward Jones	0.00	70.00	0.00	0.00	0.00	70.00
Total Edward Jones	0.00	70.00	0.00	0.00	0.00	70.00
First Interstate Bank-Emp.						
Kim Coyle	0.00	0.00	0.00	6.00	0.00	6.00
Total First Interstate Bank-Emp.	0.00	0.00	0.00	6.00	0.00	6.00
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
Ide, Land and Leasing	0.00	210.00	0.00	0.00	0.00	210.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	0.00	35.00	35.00	70.00	140.00
Kimberly Taylor	0.00	0.00	0.00	0.00	146.00	146.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nicole Miller	0.00	0.00	0.00	385.00	0.00	385.00
Okes Jewelers*						
Okes Jewelers - #1	0.00	148.00	0.00	0.00	0.00	148.00
Total Okes Jewelers*	0.00	148.00	0.00	0.00	0.00	148.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
TOTAL	0.00	621.00	113.00	426.00	2,706.00	3,866.00

Downtown Development Authority
Balance Sheet
As of June 30, 2020

DSS-Balance	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	178,973.38
Special Events	<u>33,997.92</u>
Total Checking/Savings	212,971.30
Accounts Receivable	
Accounts Receivable	<u>15,715.00</u>
Total Accounts Receivable	<u>15,715.00</u>
Total Current Assets	<u>228,686.30</u>
TOTAL ASSETS	<u>228,686.30</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	233,013.72
Net Income	<u>-4,327.42</u>
Total Equity	<u>228,686.30</u>
TOTAL LIABILITIES & EQUITY	<u>228,686.30</u>

Downtown Development Authority

Profit & Loss

June 2020

DSS-P&L	Jun 20
Ordinary Income/Expense	
Income	
ACCT. INTEREST	1.94
Other Types of Income	
Miscellaneous Revenue	925.00
Total Other Types of Income	925.00
Program Income	
Facility Rental	3,090.00
Friends of Station	50.00
Partners In Progress	10,500.00
Total Program Income	13,640.00
Total Income	14,566.94
Gross Profit	14,566.94
Expense	
Contract Services	
Construction Expense	1,718.50
Legal Fees	50.00
Contract Services - Other	1,400.00
Total Contract Services	3,168.50
Facilities and Equipment	
Building Repairs/Maint	1,323.75
Equip Rental and Maintenance	485.63
Landscaping, Repairs/Maint.	72.00
Rent, Parking, Utilities	
Ash Street	3,995.55
DSS	938.72
Rent, Parking, Utilities - Other	197.00
Total Rent, Parking, Utilities	5,131.27
Total Facilities and Equipment	7,012.65
Marketing	
Advertising/Media	116.68
Marketing - Other	570.00
Total Marketing	686.68
Operations	
Bank Fees	98.79
Books, Subscriptions, Reference	325.37
Event Expense	
Bands	1,000.00
Security	3,375.00
Total Event Expense	4,375.00
Postage, Mailing Service	114.00
Service Charge	38.64
Supplies	1,291.77
Total Operations	6,243.57
Payroll Expenses	15,000.00
Total Expense	32,111.40
Net Ordinary Income	-17,544.46
Net Income	-17,544.46

Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through June 2020

DSS-Budget				
	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
ACCT. INTEREST	122.79	0.00	122.79	100.0%
Direct Public Support				
Operational Grants	145,312.33	65,000.00	80,312.33	223.56%
Direct Public Support - Other	39,836.34	0.00	39,836.34	100.0%
Total Direct Public Support	185,148.67	65,000.00	120,148.67	284.84%
Investments				
Endowment	31,182.00	32,000.00	-818.00	97.44%
Total Investments	31,182.00	32,000.00	-818.00	97.44%
Other Types of Income				
Miscellaneous Revenue	16,677.50	0.00	16,677.50	100.0%
Other Types of Income - Other	0.00	20,000.00	-20,000.00	0.0%
Total Other Types of Income	16,677.50	20,000.00	-3,322.50	83.39%
Program Income				
Beverage Sales	40,556.30	40,000.00	556.30	101.39%
Event Sponsorship	111,000.00	130,000.00	-19,000.00	85.39%
Facility Rental	25,485.16	20,000.00	5,485.16	127.43%
Friends of Station				
Giving Tuesday 2018	0.00	0.00	0.00	0.0%
Treedition	3,210.00			
Treedition 2018	0.00	0.00	0.00	0.0%
Friends of Station - Other	1,805.00	30,000.00	-28,195.00	6.02%
Total Friends of Station	5,015.00	30,000.00	-24,985.00	16.72%
Ice Skating Fees	37,639.94	60,000.00	-22,360.06	62.73%
Membership Dues	0.00	0.00	0.00	0.0%
Partners In Progress	45,871.00	140,000.00	-94,129.00	32.77%
Program Service Fees	0.00	0.00	0.00	0.0%
Salute to Service	1,025.00	0.00	1,025.00	100.0%
Taco Fest Tickets	0.00	0.00	0.00	0.0%
TIPS Training	120.00			
Vendor Fees	5,020.67	0.00	5,020.67	100.0%
Total Program Income	271,733.07	420,000.00	-148,266.93	64.7%
Total Income	504,864.03	537,000.00	-32,135.97	94.02%
Gross Profit	504,864.03	537,000.00	-32,135.97	94.02%
Expense				
Contract Services				
Accounting Fees	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	4,010.18	0.00	4,010.18	100.0%
Event Help (Contract)	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	1,378.00	3,000.00	-1,622.00	45.93%
Contract Services - Other	26,518.25	27,000.00	-481.75	98.22%
Total Contract Services	31,906.43	58,000.00	-26,093.57	55.01%
Facilities and Equipment				

Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through June 2020

DSS-Budget

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Building Repairs/Maint	10,779.00	10,000.00	779.00	107.79%
Equip Rental and Maintenance	50,765.97	40,000.00	10,765.97	126.92%
FF&E	19,358.65	60,000.00	-40,641.35	32.26%
Landscaping, Repairs/Maint.	397.35	10,000.00	-9,602.65	3.97%
Property Insurance	3,000.00	20,000.00	-17,000.00	15.0%
Rent, Parking, Utilities				
Ash Street	21,641.90	36,000.00	-14,358.10	60.12%
DSS	19,696.45	24,000.00	-4,303.55	82.07%
Rent, Parking, Utilities - Other	26,594.87	0.00	26,594.87	100.0%
Total Rent, Parking, Utilities	67,933.22	60,000.00	7,933.22	113.22%
Facilities and Equipment - Other	319.58	10,000.00	-9,680.42	3.2%
Total Facilities and Equipment	152,553.77	210,000.00	-57,446.23	72.65%
Marketing				
Advertising/Media	12,888.21	30,000.00	-17,111.79	42.96%
Fundraising Expense	178.69	10,000.00	-9,821.31	1.79%
Website	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	30,341.00	0.00	30,341.00	100.0%
Total Marketing	43,407.90	42,500.00	907.90	102.14%
Operations				
Bank Fees	491.93	0.00	491.93	100.0%
Books, Subscriptions, Reference	5,738.34	0.00	5,738.34	100.0%
Entertainment/Talent	400.00	0.00	400.00	100.0%
Equip/Supplies	2,576.78	6,000.00	-3,423.22	42.95%
Event Expense				
A/V	22,225.00	25,000.00	-2,775.00	88.9%
Bands	21,250.00	0.00	21,250.00	100.0%
Insurance	24,239.68	0.00	24,239.68	100.0%
Security	37,952.50	40,000.00	-2,047.50	94.88%
Event Expense - Other	27,245.46	121,500.00	-94,254.54	22.42%
Total Event Expense	132,912.64	186,500.00	-53,587.36	71.27%
Office Automation	87.13	2,400.00	-2,312.87	3.63%
Postage, Mailing Service	298.80	2,500.00	-2,201.20	11.95%
Printing and Copying	0.00	0.00	0.00	0.0%
Service Charge	278.66	0.00	278.66	100.0%
Software/Subscriptions	479.68	3,500.00	-3,020.32	13.71%
Supplies	11,590.79	0.00	11,590.79	100.0%
TIPS Training	34.97			
Utilities	1,110.89			
Operations - Other	631.10	0.00	631.10	100.0%
Total Operations	156,631.71	200,900.00	-44,268.29	77.97%
Other Types of Expenses				
Other Costs	0.00	0.00	0.00	0.0%
Other Types of Expenses - Other	76.88			
Total Other Types of Expenses	76.88	0.00	76.88	100.0%

Downtown Development Authority
Profit & Loss Budget vs. Actual
July 2019 through June 2020

DSS-Budget

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	122,000.00			
Travel and Meetings				
Conference, Convention, Meeting	505.11	0.00	505.11	100.0%
Travel	64.60	0.00	64.60	100.0%
Travel and Meetings - Other	2,045.05	0.00	2,045.05	100.0%
Total Travel and Meetings	<u>2,614.76</u>	<u>0.00</u>	<u>2,614.76</u>	<u>100.0%</u>
Total Expense	<u>509,191.45</u>	<u>511,400.00</u>	<u>-2,208.55</u>	<u>99.57%</u>
Net Ordinary Income	<u>-4,327.42</u>	<u>25,600.00</u>	<u>-29,927.42</u>	<u>-16.9%</u>
Net Income	<u>-4,327.42</u>	<u>25,600.00</u>	<u>-29,927.42</u>	<u>-16.9%</u>

Downtown Development Authority
Transaction Detail by Account
June 2020

DSS-June	Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking							
	Deposit	06/01/2020			Deposit	10.00	10.00
	Bill Pmt -Check	06/08/2020	2013	Ahern Rentals	Scissor Lift	-485.63	-475.63
	Bill Pmt -Check	06/08/2020	2014	Atlas Reproductions	Salute to Service signs	-168.00	-643.63
	Bill Pmt -Check	06/08/2020	2015	Black Hills Energy		-366.96	-1,010.59
	Bill Pmt -Check	06/08/2020	2016	Charter Communications		-126.97	-1,137.56
	Bill Pmt -Check	06/08/2020	2017	City of Casper - Finance Division	Ash	-2,500.00	-3,637.56
	Bill Pmt -Check	06/08/2020	2018	CK Mechanical	Black flow test, plumbing repair	-1,323.75	-4,961.31
	Bill Pmt -Check	06/08/2020	2019	Cowdin Cleaning	Deep Clean	-1,400.00	-6,361.31
	Bill Pmt -Check	06/08/2020	2020	Don Gatlin Music	August 8th Concert deposit	-1,000.00	-7,361.31
	Bill Pmt -Check	06/08/2020	2022	Hawkins Inc	Chemicals for Splash pad and extra pump	-1,114.74	-8,476.05
	Bill Pmt -Check	06/08/2020	2023	High Country Crane Service	Chiller Removal	-1,253.50	-9,729.55
	Bill Pmt -Check	06/08/2020	2024	Mastercard		-358.73	-10,088.28
	Bill Pmt -Check	06/08/2020	2025	Overhead Door	Fix north door	-90.00	-10,178.28
	Bill Pmt -Check	06/08/2020	2026	Peden's Inc.	Casper Strong t-shirts	-370.00	-10,548.28
	Bill Pmt -Check	06/08/2020	2027	Rocky Mountain Power		-1,048.32	-11,596.60
	Bill Pmt -Check	06/08/2020	2028	Secure Gunz LLC		-2,875.00	-14,471.60
	Bill Pmt -Check	06/08/2020	2029	The Lyric		-100.00	-14,571.60
	Bill Pmt -Check	06/08/2020	2030	Wyoming Office Products & Interiors	Flag	-24.50	-14,596.10
	Bill Pmt -Check	06/08/2020	2031	Black Hills Energy		-46.34	-14,642.44
	Bill Pmt -Check	06/08/2020	2032	Rocky Mountain Power		-722.89	-15,365.33
	Bill Pmt -Check	06/08/2020	2033	Mastercard		-648.64	-16,013.97
	Bill Pmt -Check	06/08/2020	2034	Williams, Porter, Day, & Neville, P.C	Review for additional info and rejecting settlement	-50.00	-16,063.97
	Deposit	06/12/2020			Deposit	10,000.00	-6,063.97
	Bill Pmt -Check	06/15/2020	2035	Alliance Electric	Invoice 10133	-207.00	-6,270.97
	Bill Pmt -Check	06/15/2020	2036	City of Casper - Water Services		-97.00	-6,367.97
	Bill Pmt -Check	06/15/2020	2037	Secure Gunz LLC	Invoice 482	-500.00	-6,867.97
	Bill Pmt -Check	06/15/2020	2038	Stoner Lawn & Landscape	INvoice #5401	-72.00	-6,939.97
	Bill Pmt -Check	06/15/2020	2039	City of Casper - Water Services		-80.27	-7,020.24
	Bill Pmt -Check	06/15/2020	2040	City of Casper - Water Services	DSS	-10.14	-7,030.38
	Bill Pmt -Check	06/15/2020	2041	City of Casper - Water Services	DSS	-32.38	-7,062.76
	Deposit	06/15/2020			Deposit	500.00	-6,562.76
	Bill Pmt -Check	06/15/2020		Casper DDA Transfer	DSS to DDA to cover employees	-15,000.00	-21,562.76
	Deposit	06/15/2020			Deposit	20.00	-21,542.76
	Deposit	06/17/2020			Deposit	20.00	-21,522.76
	Deposit	06/24/2020			Deposit	700.00	-20,822.76
	Deposit	06/24/2020			Deposit	475.00	-20,347.76
	Check	06/30/2020			Service Charge	-38.64	-20,386.40
	Deposit	06/30/2020			Interest	1.64	-20,384.76
Total Plaza Checking						-20,384.76	-20,384.76
TOTAL						-20,384.76	-20,384.76

Downtown Development Authority
Transaction Detail by Account
July 1 - 13, 2020

DSS- July	Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking							
	Bill Pmt -Check	07/13/2020	2042	Ahern Rentals	Scissor Lift	-485.63	-485.63
	Bill Pmt -Check	07/13/2020	2043	Alliance Electric		-207.00	-692.63
	Bill Pmt -Check	07/13/2020	2044	AMBI Mail & Marketing		-37.50	-730.13
	Bill Pmt -Check	07/13/2020	2045	Black Hills Energy	Station	-43.19	-773.32
	Bill Pmt -Check	07/13/2020	2046	Charter Communications		-126.97	-900.29
	Bill Pmt -Check	07/13/2020	2047	City of Casper - Water Services	360003	-369.77	-1,270.06
	Bill Pmt -Check	07/13/2020	2048	CK Mechanical	Replaced batteries in all of the womens restroom	-190.00	-1,460.06
	Bill Pmt -Check	07/13/2020	2049	Hawkins Inc		-488.78	-1,948.84
	Bill Pmt -Check	07/13/2020	2050	Hood's Equipment & Sprinkler	Performed Diagnostic on small equip.	-36.25	-1,985.09
	Bill Pmt -Check	07/13/2020	2051	Mastercard		-2,028.36	-4,013.45
	Bill Pmt -Check	07/13/2020	2052	Rocky Mountain Power	ASh	-2,419.05	-6,432.50
	Bill Pmt -Check	07/13/2020	2053	Secure Gunz LLC		-2,000.00	-8,432.50
	Bill Pmt -Check	07/13/2020	2054	Swank Motion Pictures Inc		-405.00	-8,837.50
	Bill Pmt -Check	07/13/2020	2055	The Lyric	Storage	-100.00	-8,937.50
	Bill Pmt -Check	07/13/2020	2060	Black Hills Energy	Ash	-185.06	-9,122.56
	Bill Pmt -Check	07/13/2020	2057	City of Casper - Water Services	6167904	-165.55	-9,288.11
	Bill Pmt -Check	07/13/2020	2058	Mastercard		-1,520.71	-10,808.82
	Bill Pmt -Check	07/13/2020	2059	Rocky Mountain Power	Station	-677.58	-11,486.40
	Bill Pmt -Check	07/13/2020	2061	City of Casper - Water Services		-97.00	-11,583.40
	Bill Pmt -Check	07/13/2020	2062	Williams, Porter, Day, & Neville, P.C		-300.00	-11,883.40
Total Plaza Checking						-11,883.40	-11,883.40
TOTAL						-11,883.40	-11,883.40

DOWNTOWN DEVELOPMENT AUTHORITY

**BOARD OF DIRECTORS
Public Budget Hearing**

July 15, 2020

AGENDA

1. Ascertain a quorum, call hearing to order.
2. Request three (3) times for public comment in opposition of the DDA fiscal year 2020—2021 budget.
3. Request three (3) times for public comment in favor of the DDA fiscal year 2020-2021 budget.

SUMMARY OF BUDGET

<u>Budget Classification Activity</u>	<u>Amount</u>
Administrative budget	\$380,400.00
Operations budget	\$604,893.00
Total budget	\$985,293.00
Anticipated reserves for FY 2020-2021	\$485,000.00
Total Estimated Revenue Available	\$798,970.00
Requirements for 2020-2021 Budget	\$985,293.00

4. Vote to approve/disapprove FY 2020-2021 budget.
5. Adjourn

Downtown Dev. Authority
Budget Summary 2020-2021

	Revenue	Expense	
DDA	\$167,250	\$183,600	-\$16,350
PG	\$124,720	\$152,793	-\$28,073
DSS	\$507,000	\$648,900	-\$141,900
	<hr/>	<hr/>	<hr/>
	\$798,970	\$985,293	-\$186,323

Casper DDA Budget for FY July 2020 - June 2021

EXPENSE	BUDGET
ADMINISTRATIVE	
Director's Salary	\$75,000.00
(Allocation to Pkg Garage)	(\$9,800.00)
ED Bonus/Incentives	\$6,400.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$8,000.00
TOTAL ADMINISTRATIVE	\$80,500.00
OPERATIONS	
Board MTG Expense	\$500.00
Office Automation	\$3,000.00
Conference Registration	\$2,400.00
Copier Maintenance Plan	\$2,500.00
Accountant/Bookkeeper	\$2,500.00
Planters	\$10,500.00
Graffiti	\$500.00
Insurance/Bonding (WARM)	\$4,000.00
Subscriptions	\$1,600.00
Music Service	\$600.00
Office Equipment	\$3,500.00
Office Rent	\$31,800.00
Garage Allocated	(\$7,200.00)
Office Supplies	\$2,000.00
Pigeon Control	\$5,000.00
Postage	\$400.00
Employee Development	\$1,500.00
Travel	\$5,000.00
TOTAL OPERATIONS	\$70,100.00
MARKETING/COMMUNICATIONS	
Sponsorships	\$7,500.00
Strategic Planning	\$2,000.00
Media Expenditures	\$16,000.00
Other Projects	\$3,000.00
Recognition Awards	\$1,500.00
PR - Director	\$3,000.00
TOTAL Marketing/Comm.	\$33,000.00
TOTAL OPERATING EXPENSE	\$183,600.00
REVENUE	
Assessments @ Mill Levy of 16%	\$165,000.00
Interest (Savings and CD's)	\$250.00
Donations	
<u>Donations</u>	
Planter Donation	\$2,000.00
Banners	
Other	
TOTAL REVENUE	\$167,250.00
OPERATING SURPLUS/DEFICIT	(\$16,350.00)
BUDGET SUMMARY	BUDGET
BEGINNING BANK BAL (ALL ACCTS)	\$220,000.00
OPERATING EXPENSE	(\$183,600.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$167,250.00
ENDING BANK BALANCE	\$203,650.00

Parking Garage Budget July 1, 2020-2021

EXPENSE	BUDGET
Exec. Director Allocated	9,800.00
Administrative Expense	\$52,000.00
Garage Staff Payroll Expense	\$30,000.00
Staff Incentives	\$3,000.00
Director Incentives	\$1,600.00
Payroll Liabilities	\$8,000.00
TOTAL ADMINISTRATIVE	\$104,400.00
Advertising/Promotion	\$1,500.00
Mail/Postage	\$500.00
Insurance Coverage	\$4,000.00
Software Subscriptions	\$300.00
Accounting and Legal	\$1,000.00
Bank Fees	\$2,400.00
Bad Debt	\$1,000.00
Office Automation	\$2,500.00
Utilities	\$19,000.00
Landscaping, Repairs/Maint.	\$3,500.00
Equip./Supplies	\$1,500.00
Annual City Profit Sharing	\$0.00
DDA Operating Cost Allocated	\$7,200.00
Base Rent to City	\$3,993.00
	\$48,393.00
TOTAL ADMIN & OPERATIONS	\$152,793.00

REVENUE	
Vending	\$200.00
Validation Sticker Sales Income	\$500.00
Hourly Parking Income	\$6,000.00
Garage Monthly Rent }	\$95,000.00
1st and Center Lot Monthly Rent	\$23,000.00
Interest	\$20.00
	\$0.00
TOTAL REVENUE	\$124,720.00

Net Profit/Loss	(\$28,073.00)
(LESS INVESTMENT BY DDA)	

BUDGET SUMMARY	
BEGINNING BANK BALANCE	\$30,000.00
OPERATING EXPENSE	\$152,793.00
REVENUE COLLECTED	\$124,720.00
ENDING BANK BALANCE	\$1,927.00

David Street Station -Operational Budget						
EXPENSE			Jul'20-Jun'21		Notes	
ADMINISTRATIVE						
Event Coordinator			\$40,000.00			
Marketing Manager			\$45,000.00			
Development Officer			\$40,000.00			
Event/Ice Staff			\$35,000.00			
Maintenance Staff			\$12,000.00			
Payroll Bonuses			\$7,500.00			
Payroll Liabilities			\$16,000.00			
TOTAL ADMINISTRATIVE			\$195,500.00			
OPERATIONS						
Website Development/Support			\$1,000.00			
Marketing/Advertising/Promotion			\$20,000.00			
Event Expenses						
	AV		\$25,000.00			
	Security		\$40,000.00			
	Cleaning		\$15,000.00			
	Entertainment		\$122,000.00			
Total Event Expense				\$202,000.00		
Mail/Postage			\$2,500.00			
Software Subscriptions			\$3,500.00			
Accounting and Legal			\$6,000.00			
Zamboni Contractor			\$10,000.00			
Office Automation			\$2,400.00			
Utilities						
	DSS		\$24,000.00			
	Ash		\$30,000.00			
Total Utilities				\$54,000.00		
Landscaping, Repairs/Maint.			\$12,000.00			
Equip./Supplies			\$12,000.00			
Building Repairs/Maintenance			\$12,000.00			
FF&E			\$50,000.00			
Insurance (Liability)			\$20,000.00			
Fundraising			\$6,000.00			
Chiller Rental			\$40,000.00			
TOTAL OPERATIONS			\$453,400.00			
TOTAL ADMIN & OPERATIONS			\$648,900.00			
REVENUE						
Event Sponsorships			\$100,000.00			
Event Sales/Vendor Fees			\$20,000.00			
Endowment			\$32,000.00			
Ice Skating Income			\$45,000.00			
Operational Grants			\$150,000.00			
	Covid Relief	50,000				
	Misc. Grants	100,000				
Partners in Progress			\$50,000.00			
Friends of Station			\$30,000.00			
	Winter Appeal	5,000				
	Summer Appeal	5,000				
	Giving Tuesday	1,500				
	Tree-dition	3,200				
	Salute to Service	1,000				
	On-Site Buckets	10,000				
	Misc. Outreach	4,300				
Event Space Rental/Misc. Income			\$20,000.00			
5150 Funding			\$20,000.00			
Beverage Sales			\$40,000.00			
TOTAL REVENUE			507,000.00			
Net Profit/Loss			(\$141,900.00)			
(LESS INVESTMENT BY DDA)						

From: Carter Napier <cnapier@casperwy.gov>
Sent: Friday, July 17, 2020 1:57 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: FW: Natrona County Formula

From: Steven Freel
Sent: Wednesday, July 15, 2020 3:46 PM
To: Carter Napier <cnapier@casperwy.gov>
Subject: FW: Natrona County Formula

Sent from [Mail](#) for Windows 10

From: [Corrie Cabral](#)
Sent: Wednesday, July 15, 2020 12:53 PM
To: [Steven Freel](#); [Khrystyn Lutz](#); [Kenneth Bates](#); [Steve Cathey](#)
Cc: [Matt Keating](#)
Subject: Natrona County Formula

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.

Councilmen,

I apologize for the delay in getting you the formulas you requested. Mr. Bates, I am sorry that this has been disheartening for you. As you can imagine, we have been very busy reviewing the appeals of taxpayers.

Here is the formula used to determine abstracted land values: $\text{Sale Price} - \text{Replacement Cost New Less Depreciation} = \text{Abstracted Land Values}$

The formula for the neighborhood adjustment is the median all of the sales ratios for a submarket area of a specific property type; then use "solver" in Excel to bring it into compliance.

Please let me know what other formulas you would like to have.

Thank you,

Corrie Cabral
IAAO Certified Property Tax Appraiser
Natrona County Assessor
(307) 235-9415 (Direct)
(307) 235-9444 (Main)
CCabral@natronacounty-wy.gov

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From: Laura Lierz <lierz@govtparking.com>

Sent: Wednesday, July 15, 2020 6:27 PM

To: Steven Freel <sfreel@Casperwy.gov>; Khrystyn Lutz <klutz@Casperwy.gov>; Kenneth Bates <kbates@Casperwy.gov>; Steve Cathey <scathey@Casperwy.gov>; Bob Hopkins <bhopkins@casperwy.gov>; Mike Huber <mhuber@Casperwy.gov>; Shawn Johnson <shjohnson@cityofcasperwy.com>; Ray Pacheco <rpacheco@casperwy.gov>; Charlie Powell <cpowell@cityofcasperwy.com>

Cc: John Meek <john.meek@reefparking.com>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Jeff Miller <jeff.miller@reefparking.com>

Subject: Exciting News - Parking Facilities Management

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.

Good Evening Mayor and City Council Members,

My name is Laura Lierz and I work for REEF PARKING. Republic Parking | Part of the REEF PARKING Network submitted a response to oversee the management of the Casper Parking Facilities. I am based in Westminster, Colorado and had the opportunity to visit your wonderful City in late May. I truly enjoyed my time in Casper. Many of our teams members who were not able to join me are very excited to visit Caper.

Liz Becher reached out to me earlier today to provide some fabulous news. City Council approved moving forward with contract negotiations with Republic Parking as the operator to manage the parking facilities. We could not be more thrilled to hear the news. I will be working with Liz and the City Attorney on the contract. I also plan on attending the City Council meeting on August 3rd to introduce myself to City Council.

I reiterated to Liz that we would like to retain the individual working at the parking garage today. He will need to interview, but we feel he has a vast knowledge of the City and can greatly assist Republic Parking with the transition between the DDA and Republic Parking.

If at anytime you have a question, please do not hesitate to contact me. My cell number is 303.725.7043 and my email is lierz@govtparking.com.

Again, Republic Parking | Part of the REEF PARKING Network is ecstatic at the news received today. Our Leadership Team has been notified and they are excited to show what we can do for the City of Casper.

Thank you again for allowing Republic Parking this opportunity. Have a wonderful evening.

Kind Regards,

Laura Lierz, CAPP

Vice President of Municipal Technology



[225 E 16th Avenue, Suite B080 | Denver, CO 80203 US](#)

[303.725.7043](tel:303.725.7043) | lierz@govtparking.com

[REEF PARKING](#)

**STATE BOARD OF EQUALIZATION**

Hathaway Building Room 124 • 2300 Capitol Avenue • Cheyenne, Wyoming 82002
P.O. Box 448 • Cheyenne, Wyoming 82003-0448

MARK GORDON
Governor

July 14, 2020

DAVID L. DELICATH
Chairman
(307) 777-5286

Hon. Steven K. Freel
200 North David Street
Casper WY 82601-1815

Re: Numerous property tax appeals

E. JAYNE MOCKLER
Vice-Chairman
(307) 777-7737

Dear Mayor Freel:

MARTIN L. HARDOCK
Board Member
(307) 777-5284

We received your letter of June 29, 2020, regarding Natrona County valuation concerns. You express an array of concerns with the timing, scope, and transparency of the property tax impacts, and you struggle to comprehend how the system works. We, the State Board, may not speak directly to the tax appeals or processes that may be, or are being, litigated. This is because we sit as Wyoming's specialized tax court, and we may very well preside over these matters in future appeals. We write simply to clear up general misperceptions so that you (and the City Council) may better respond to your constituents. What we relate in this letter is no more than you would learn by reading Wyoming Title 39 property tax statutes, the related regulations, and/or many of the State Board's decisions (available at the Board's website).

JENNIFER FUJINAMI
Executive Assistant
(307) 777-6989

JORDAN T. MARTIN
Principal Statistician
(307) 777-5285

You first ask that we identify the "formula or series of formulas that all assessors in Wyoming are uniformly tasked with to calculate each ... assessment." Assessors must value and assess all properties at fair market value. W.S. 39-13-103(b) (2019). Assessors "mass" appraise all properties using one or more of three valuation methods: the income, sales comparison, or cost valuation methods. Rules, Wyo. Dep't of Revenue, Ch. 9 § 5 (2016). The mass appraisal of Wyoming properties is different from "fee" appraisals typically sought by banks or used by realtors. Mass appraisals generally rely on the cost to replace improvements (i.e. house, buildings), adjusted for depreciation and market demand, plus the land value.

We, as a regulatory body, certify those values on a county wide basis if the median values in each category fall within several statistical parameters. See Rules, Wyo. Bd. of Equalization, Ch. 5 § 6 (2006). Our mandate is to ensure that median property values are at fair market value in each category, and that they are uniform. The State Board does not examine individual valuations

unless there is an appeal, at which point we step into our separate statutory role as Wyoming's tax court. In this capacity, we review the County Board's ruling and either affirm or reverse the decision, as well as the underlying assessment.

In your second query, you question whether "each of our property owners who are now engaged in the formal hearing process . . . will receive the appropriate due process, ..." Wyoming's tax system affords taxpayers an opportunity to protest their tax liability, first before the county board of equalization, then on appeal before the State Board of Equalization, and finally before Wyoming's courts. *See* W.S. 39-13-109 (2019); Rules, Wyo. Bd. of Equalization, Chs. 2, 7. A county board of equalization acts as the trial court and adjudicates local property tax appeals in a contested case proceeding—a trial requiring relevant evidence and application of Wyoming's tax laws. If either the taxpayer or assessor appeals from the county board's ruling, we review the county board's decision to ensure that it is supported by substantial evidence, and that the county board has correctly applied Wyoming tax law. If the taxpayer appeals our ruling, the district court likewise reviews the county board's decision. And finally, a subsequent appeal could be filed with the Wyoming Supreme Court.

At every step, the taxpayer is afforded due process—notice and a fair opportunity to question and challenge the assessor's valuation and to present evidence in support of his or her case, or to contend that the county board's decision was incorrect or correct. However, a taxpayer has the burden of proving that an assessor has misapplied the law and has erred. The assessor's valuation is presumed correct until evidence of error is submitted before the county board of equalization.

We agree that the Natrona County Board of Equalization will address an inordinately high number of appeals this year. We suspect many appeals will resolve through defaults when taxpayers do not appear. This is rather common. In any event, the State Board has no authority to intervene or participate at the county level unless there is a formal appeal certification to the State Board, a process not applicable under the present circumstances. *See* Rules, Wyo. St. Bd. of Equalization, Ch. 2 § 36 (2006). We hope this explanation is helpful.

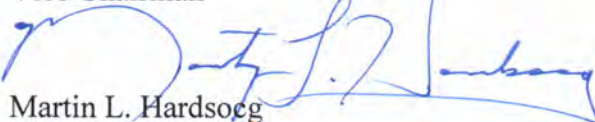
Sincerely yours,



David L. Delicath
Chairman



E. Jayne Mockler
Vice Chairman



Martin L. Hardsocg
Board Member

Page 3
July 14, 2020

Cc: Buck McVeigh
Brian Judkins



1801 East E Street

Casper, WY 82601

307.472.2141

troopersdrumcorps.org

July 14, 2020

Dear Steve,

Forgive me because I am most likely to be long-winded in this letter to you. It is difficult for me to be anything but passionate when it concerns the Troopers Drum & Bugle Corps. So if you wouldn't mind taking some time for me, I would appreciate it.

What if you held a handful of wildflower seeds in your palm, and I told you that there is a certain historical and emotional significance to them? Let yourself imagine. These seeds are wildly meaningful and what you hold in your hand has infinite blooms meant to bring promise into the lives of young men and women who hold a place inside of them only for the Troopers.

As you know, the Troopers Drum & Bugle Corps, founded in 1957, is the only drum and bugle corps from the Great State of Wyoming. Created by a World War II pilot's dream, this corps has marked time through the history of this nation. Even now with a canceled season due to a global pandemic, the Troopers endure. Though we are rising to meet what may inevitably be a hardship too uncertain to overcome, the Troopers stand tall in who we are and what we mean. Among others, the Troopers are Wyoming's Musical Ambassadors. And named by loyal fans across the country, we are "America's Corps." Those seeds held in the kind hands of people like you, determine our destiny. Literally.

From July 11th, through what would have been the end of the 2020 competitive season, August 8th, you can help grow our future. Next spring I will put wildflower seeds in your palm and you can spread them into a new dedicated garden for the Troopers. Those seeds will be watered, cared for, and looked after. The sun will shine on them and they will grow. And from your flowers, new seeds will be sewn. It will be our future. As a donor of \$250 and higher, your name will be honored on a plaque beside the garden. You the sower, and American audiences by the thousands, the spectators of their splendor.

The pandemic may have burned up our season and all of the money we would have earned, but what is the first to return after a forest fire? The wildflowers.

Check out our video for this campaign:









https://www.youtube.com/watch?v=JXJR7qdu9dM&feature=emb_title

Most Sincerely,

A handwritten signature in black ink that reads "Sue Masterson". The signature is fluid and cursive, with the first name "Sue" and last name "Masterson" clearly distinguishable.

Sue Masterson, Development Director,
Troopers Drum & Bugle Corps

LEVELS OF GIVING

PRAIRIE CONEFLOWER	Below \$250	
BLACK EYED SUSAN Plaque Level	\$250	
PURPLE BELLFLOWER Plaque Level	\$375	
WESTERN COLUMBINE Plaque Level	\$500	
BLANKET FLOWER Plaque Level	\$700	
FIREWEED Plaque Level	\$1000	
BLUE LUPINE Plaque Level	\$5,000	
SHOOTING STAR Plaque Level	\$10,000	

Please follow this link to contribute to our “Seeds for the Future” campaign:
[Troopers Drum Corps](#)



WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



July 6, 2020

Mayor Steve Freel
City of Casper
200 North David Street
Casper, WY 82601

RE: WYDOT Funding – Strategic Redirection

Mayor Freel:

In response to economic conditions and ongoing revenue shortfalls, the Wyoming Department of Transportation (WYDOT) has reviewed its transportation system—including needs for assets, resources, staffing, and funding to meet the agency's mission within budget constraints. WYDOT's funding streams, both federal and state, have not kept pace with the needs of the state-owned transportation system for maintenance, construction and improvements or even kept up with inflation. The effects of COVID-19 have compounded these issues.

One aspect of the review examines discretionary funding that WYDOT provides local agencies within Wyoming. WYDOT has done its best to maintain the state highways and associated assets while also providing any available funds for non-state owned transportation-related activities. Our state highway conditions, however, continue to deteriorate, and our ongoing budget issues make the situation worse. To meet its primary mission, WYDOT needs to focus our funding, staff, equipment, and other resources to preserve the state-owned and operated transportation system for the benefit of the state and Wyoming's economy.

Unfortunately, the requirements to refocus our budget and meet our state mission will negatively affect some of our local transportation programs now or in the future as discussed below. Please understand that when adequate funding becomes available, we will reconsider these programs.

The following program will be affected:

- Context sensitive amenities (CSA) projects – federal funding
 - A program designed to incorporate context sensitive design solutions into the physical work on WYDOT reconstruction projects within communities.

- WYDOT will continue the program and honor existing agreements; however, we will require local governments to provide a 10% match on new agreements. We will continue to evaluate the program periodically.

The following programs will not be affected at this time but depending on fiscal constraints in the future they could be revisited:

- Urban System Program (STPU) – federal funding
 - A road construction program to assist Wyoming urban cities to address road and street needs created by increased traffic generation, changes in land use patterns and other community development characteristics. By definition, an urban municipality is one with a census population greater than 5,000.
 - The program will continue but will be periodically reviewed for effectiveness and continuation.
- Enhancement projects (Does not include the Transportation Alternatives Program) – federal funding
 - A program designed to incorporate enhancement into or immediately adjacent to the physical work on WYDOT construction projects.
 - The program will continue but will be periodically reviewed for effectiveness and continuation.
- Bridge Replacement Off System (BROS) Program – federal funding
 - A program to replace eligible bridges that are unsafe due to structural deficiencies, physical deterioration, and/or functional obsolescence. The program applies to structures not on the federal-aid system.
 - The BROS program has been helping local agencies address bridges in poor condition for several decades. The current federal surface transportation law funds approximately \$1.86 million each year for the BROS program in Wyoming. For the past several years, WYDOT has contributed an additional \$1.28 million to the program.
 - WYDOT will continue the program and honor existing agreements; however, we will continue to evaluate the program.

WYDOT is currently developing the State Transportation Improvement Program (STIP), and has refocused its priorities toward asset preservation. We have delayed a number of "improvement" projects to reallocate those funds to preserve the existing state system. This repurposing of funds does not expand the highway infrastructure, which increases long-term maintenance costs, helping stretch our dollars in the future.

WYDOT records indicate the following affected project(s) in your area. The status column will indicate plans going forward for the project.

Program	Project Number	Description	Status
STP-E	I254165	CASPER/I-25/WALSH DRIVE/ENHANCEMENT	Complete project per executed agreement.
STP-E	N212125	CASPER/POPLAR STREET & WEST 1 ST STREET/ENHANCEMENT	Complete project per executed agreement.

As I stated previously, when adequate funding becomes available for the department to address identified transportation needs, the department and the Transportation Commission will consider restarting or expanding programs and projects.

We understand these changes will result in challenges throughout the state. We will continue to work with local government agencies to promote transportation and its positive effect on the state's economy; however until the funding outlook improves, we must concentrate available federal and state resources on state-owned assets and federally required programs. WYDOT will continue, to the best of its ability, to seek methods to stretch our available resources to meet state needs, to be effective and good stewards of state and federal funds, and to make decisions promoting transportation for the state and the nation.

We appreciate your efforts to maintain and improve your local portions of Wyoming's overall transportation system. Please feel free to contact WYDOT Chief Engineer Mark Gillett or myself to discuss the information outlined in this letter. Please direct project related questions to the local district engineer (included as a cc: to this letter).

Respectfully,



K. Luke Reiner
Director

cc: Honorable Governor Gordon, Cheyenne
Mark Gillett, P.E., WYDOT, Chief Engineer, Cheyenne
J. David Fraser, Executive Director, Wyoming Association of Municipalities,
Cheyenne
Phil Schmidt, Wyoming Transportation Commissioner, Casper
Mark Ayen, P.E., District Engineer, Casper
Sara Janes Ellis, WYDOT Local Government Coordinator, Cheyenne
File