

# **INFORMATION PACKET**

---

**Friday, August 11, 2023**



## **TABLE OF CONTENTS**

### **CITY OF CASPER DOCUMENTS & INFORMATION**

The Grid - Schedule of Council Meetings & Addendum .....	2
Building Report July 2023 .....	7
FY 24 Optional Sales Tax.....	10

### **BOARD MEETINGS AND AGENDAS**

ARAJPB Minutes .....	11
CWRWSJPB Minutes.....	15
Advance Casper June Board Meeting Minutes .....	40
Advance Casper August Board Meeting Minutes .....	42
Advance Casper-CAEDA Draft Financials 06.30.23 .....	43
DDA August Board Meeting Minutes.....	48

## **C.A.S.P.E.R.**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

**The Grid**  
Working Draft of Council Meeting Agendas

<b>August 15, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Wyoming 211					
Pre-Meeting: Bar and Grill Plan					
Approval of 8/1 Minutes					C
Approval of 8/1 Exec Session Minutes					C
Est PH - Bar and Grill	C				
Est. PH - TNR	C				
Public Hearing for Transfer of Ownership for Retail Liquor License No. 12 from Mesa Liquors, LLC d/b/a Mesa Liquor, Located at 3243 Talon Dr. Ste 200 to Casper Taco Shop, LLC d/b/a Fuzzy's Taco Shop, Located at 3243 Talon Drive Ste 200, 300, & 400.		N			
3rd Reading - Non-Domesticated Animal Feeding Ordinance			N		
3rd Reading - Optional 1% Sales Tax			N		
Western Gateway Corridor Enhancement Study: Phase I Adoption and approval				C	
Westwinds Road Extension and Land Use Study Contract Extension				C	
A Resolution Authorizing Amendment No. 1 to the Ground Lease Agreement between the City of Casper and WYO Complex.				C	
Authorizing the First Amendment to the IRU Agreement between the City of Casper, Wyoming, and Mountain West Technologies Corporation.				C	
Amending Official Designation of Depositories and Investment Firms.				C	
Authorizing Change Order No. 1 to Agreement with Myers & Sons Construction, LP, for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation, Phase 2, Project No. 23-002.				C	
Authorizing a Contract for Professional Services with Andritz Separation Inc., to Service a Dewatering Centrifuge located at the Wastewater Treatment Plant.				C	
Authorizing an Amendment to the Agreement for ICAC Task Force Affiliate Agency Agreement Entered into on Spetmber 15, 2021.				C	
Authorizing the Purchase of Two (2) New Belly Deck Mowers in the Total Amount of \$31,400 for Use in the Parks Division of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Purchase of One (1) New One-Ton Regular Cab Pickup Truck with a Utility Body in the Amount of \$59,904.00, after Trade, and One (1) New Trailer Mounted Air Compressor in the Amount of \$89,865.00, for Use by the Parks Division of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Reappointment of Downtown Development Authority Board Members Kerstin Ellis and Tony Hager to four-year terms expiring June 30, 2027.					C
Authorizing an MOU for a Parks and Recreation Master Plan.				C	
Authorizing an Agreement with Casper Recreational Leagues Association.				C	
Exec Session-Personnel and Litigation					

<b>August 22, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Parking Garage Update from Republic	Information Only	4:35	40 min
Camping Ordinance	Direction Requested	5:15	60 min
Snow Plow Ordinance, Snow Plow Naming, & Snow Route Discussion	Direction Requested	6:15	60 min
Power Rates	Direction Requested	7:15	30 min
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:25	20 min
Approximate Ending Time:			8:45

<b>September 5, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Report					
Approval of 8/15 Minutes					C
Est PH - Budget Amendment #1 FY24	C				
PH - Bar and Grill		N			
PH - TNR & 1st Reading		N			
3rd Reading Annexation, Plat, and Zoning Request Creating the JTL Group Inc. Addition Subdivision and the Associated Subdivision Agreement.			N		
3rd Reading Annexation, Plat, and Zoning Request to Create the Elkhorn Village Addition No. 3 Subdivision and the Associated Subdivision Agreement.			N		
Approval and Adoption of the North Platte River Park No 2 Simple Master Plan				C	
OVG - Sponsorship & Naming Rights Global Spectrum				C	
Authorizing a Contract for Professional Services with Raftelis Financial Consultants, Inc. for a Water and Sewer Utility Rate Study.				C	
Sponsorship & Naming Rights				C	

<b>September 12, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Aquatics Business Plans	Direction Requested	4:35	30 min
Hogadon Rate Discussion	Direction Requested	5:05	30 min
General Business Licenses (tentative)	Information Only	5:35	40 min
Unpaid Utility Ordinance Amendment	Move Forward for Approval	6:15	20 min
Budget Amendment #1 FY24	Move Forward for Approval	6:35	10 min
WAM Resolutions	Move Forward for Approval	6:45	20 min
Agenda Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

<b>September 19, 2023 Councilors Absent:</b>					
<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 9/5 Minutes					C
PH - Budget Amendment #1 FY24		N			
2nd Reading: TNR			N		

Authorizing the Re-Appointment of Kermit Willie to the City of Casper Investment Advisory Committee.					C
Credit Card Fees for Cemetery and Rec					
WAM Resolutions				C	
Executive Session: Personnel					



<b>September 26, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ford Wyo Center Part 2		4:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Livability/Marketing Follow-up			
Special Event Permitting Process			
One Cent Funding Application Process Debrief			November
Funding for Sidewalk Repairs/Homeowner			
Naming City Garbage Trucks			
Liquor License Incentive and Responsible Sales Program			
Electric Rate Hikes			
Judge's Quarterly Update	12/5/23 3/5/24	15 minutes	Recurs Quarterly

### Staff Items:

Fire Station 1			
CBC Public Safety Design			October
Downtown Parking Kiosks			November
City Inspectors Authority/Oversight of Licensed Contractors			10-Oct
Time Frame for Addressing Violations			
Assessment of Administrative Fees			
Assessment of Vehicle Towing Fees			
Abatement Responsibility for Sidewalk and Street Vegetation Obstructions			
Funding Source for Condemnations, Dangerous Buildings, and Demolitions			
Council goal update: Business Incentive Options			October

### Potential Topics-- Council Thumbs to be Added:

### Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
------------------------------	-----------	--	--

### Retreat Items:

Economic Development and City Building Strategy
---



Memo to: Liz Becher; Community Development Director

From: Justin Scott, Chief Building Official

Subject: July - Commercial Development Report

Date: August 1, 2023

Permitting Update:

For the month of July, 3 building permits for new single-family home construction were issued. This brings the total building permits for new single-family residences in the calendar year to 16 with a value of construction of \$9,054,785.00. The Building Division issued 87 Building, 64 Electrical, 53 Mechanical, and 59 Plumbing permits with a value of construction of \$47,052,702.51, and with a permit revenue of \$429,762.41. A large portion of this month's revenue came in from the issuance of the WYO Sports Ranch building permit which is a \$40,000,000.00 project.

Calendar year: January 1<sup>st</sup> through July 31<sup>st</sup>

Permit total = 2037 permits issued for a value of \$92,912,176.89, and with a revenue of \$1,029,161.10.

Fiscal Year: July 1<sup>st</sup> through July 31<sup>st</sup>

Permit total = 263 permits issued for a value of \$47,052,702.51, and with a revenue of \$429,762.41.

July Inspection Update:

The Building Division completed 186 building, 178 electrical, 138 plumbing, and 46 mechanical inspections, plus 2 plan reviews.

Commercial Construction Update:

Below is a breakdown of the 9 major commercial projects that are in progress:

Note: All projects are not included in this list; smaller projects including remodeling, alterations and additions may not be listed.

- LDS Temple (3011 Independence Dr.), Interior connections and finish are in process. Stone veneer is being installed and the steeple structure is being framed. Anticipated completion of this project is the end of August.



- CY Liquor and Backdoor Lounge (1363 CY Ave) – Interior framing and M/E/P's are in process.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.
- Casport Mint, (170 Star Lane), Phase I is nearing completion. A T.C.O. for Phase I has been scheduled for August 7th.
- Nolan Phase II (225 S. David St. Condominiums), Interior and exterior finishes are in process for all three units. Phase III foundation is in process.
- Jump Craze (SE Wyoming Blvd near E 21<sup>st</sup> St), The permit has been issued. Site work structural steel is in process.
- Discount Tire (4990 E. 2<sup>nd</sup> St near the Residence Inn), Site work is in process and the foundation has been poured, CMU walls are in process.
- 307 Chiropractic (5980 Enterprise Dr near Menards), Site work is in process and the foundation has been poured. Framing and M/E/P's are in process.
- City Hall Project SAFE (200 N David St), Asbestos abatement and interior demolition is in process.

Projects Completed:

- Liberty Square Apartments located at 1100 S. Beverly St. was issued its final C.O.

Permitted Projects:

- WYO Sports Ranch (near the Events Center)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)
- Wyoming Food for Thought (Old North Casper School)
- Fairfield by Marriott (W D St)

New Projects Submitted for Approval:

- Dick's Sporting Goods
- Harbor Freight Phase II
- Casport Mint Phase II

Anticipated Projects:

- No anticipated projects at this time.

**COMMUNITY DEVELOPMENT DEPARTMENT**

123 West 1<sup>st</sup> Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)



Demolition/Special Projects:

- YMCA – The Old YMCA demolition process is complete. The demolition contractor is in process of final grading of the site.
- The Building Division in conjunction with Code Enforcement posted 4 separate locations as Dangerous Buildings. This was done with the assistance of Casper P.D. and Casper Fire CRR. The locations are as follows:
  - 1523 Westridge Pl.
  - 1014 W. 11<sup>th</sup> St.
  - 933 S. Poplar St.
  - 1027 W. 14<sup>th</sup> St.

**COMMUNITY DEVELOPMENT DEPARTMENT**

123 West 1<sup>st</sup> Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**16.68% of Fiscal Year 2024 has lapsed.**

State Shared Sales Tax				
	Date Received	Amount Received	Amount Budgeted	Actual-Budget Percent of Annual Budget
FY 2024 General Fund	7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384 8.41%
	8/7/2023	2,011,727	2,169,700	(157,973) 17.26%
		-	2,024,296	
		-	1,924,331	
		-	1,835,725	
		-	1,972,042	
		-	1,760,751	
		-	2,190,148	
		-	1,572,181	
		-	1,738,032	
		-	1,813,006	
		-	1,922,059	
	<b>Total FY 2024</b>	<b>\$ 3,922,214</b>	<b>\$ 22,719,374</b>	<b>\$ (44,589)</b>
FY 2024 1%17			<b>Optional 1% Tax</b>	
	7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112 8.42%
	8/7/2023	1,691,637	1,809,750	(118,114) 17.32%
		-	1,693,911	
		-	1,616,052	
		-	1,541,991	
		-	1,644,537	
		-	1,467,930	
		-	1,828,740	
		-	1,317,908	
		-	1,448,940	
		-	1,515,405	
		-	1,604,658	
	<b>Total FY 2024</b>	<b>\$ 3,289,961</b>	<b>\$ 18,990,033</b>	<b>\$ (20,001)</b>
	<b>Total</b>	<b>\$ 7,212,175</b>	<b>\$ 41,709,407</b>	<b>\$ (64,590)</b>





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249  
Casper, WY 82604  
(307) 472-5591

**SALT CREEK HEIGHTS**  
**BUSINESS CENTER**

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

6:00 p.m. Wednesday, April 12, 2023

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

Present: Rob Hurless, Terry Lane, Larry Madsen, Amber Pollock, Amy Freye, John Lee, Jim DeGolia, and Jeff Goetz

Absences: Steve Freel

Others Present: \*Matt Reams and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### **1. Minutes from March 8th 2023 Regular Meeting**

A motion was made by Mr. Lane and seconded by Mr. Madsen to approve all the Minutes presented of the March 8, 2023 Regular Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### **2. Approval of April 12, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of April 12, 2023 were presented by Mr. Madsen.

A motion was made by Mr. Goetz and seconded by Ms. Pollock to approve the Treasurer's Report of April 12, 2023, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen explained and summarized the investments.

The February 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Mr. Madsen to allow the golf cart payments of \$6,140 per month to be deferred for the months of April-July 2023 then to be paid with the August 2023 payment. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the deferred payments on the carts until August 2023.



### **Investment/Financial Committee**

Mr. Madsen updated the Board on the depositories for ARAJPB.

The Proposed Draft Budget was explained by Ms. Hahn for 2023-2024. Questions were answered and the proposed budget to be submitted to the State Department of Audit will be voted on next month.

### **3. Committee Reports**

- **Three Crowns**

Mr. DeGolia stated the Executive Committee will begin negotiations on the Landscape Management Contract which is due to expire on November 30, 2023. Mr. Reams shared that the golf course will officially open Saturday April 15<sup>th</sup>. The opening was delayed due to inclement weather, though the driving range opened on the 11<sup>th</sup>.

Food & Beverage are still operating on reduced hours until Saturday. They had a successful Easter Brunch serving 135 people which included two seatings.

Mr. Reams stated that next week the construction on the interior of the club house will begin. With the extreme weather, the construction is currently 10 days behind. In addition, Mr. Reams spoke about the outdoor grill area and working with the Health Department. He stated that Mark Young from LGM is currently working with the local Health Department helping them create a new format as an example for other outdoor venues.

\*Mr. Reams exited the meeting at 6:41 pm.

- **PRC**

Ms. Hahn shared that road base was added to the temporary parking areas to help restore winter damage. In addition, she informed the Board when the Bureau of Reclamation released water this past week, unfortunately two cows drowned. One near the Mills bridge and the other across from the Pump House. The City of Casper has been notified and will rectify the situation.

- **ARAJPB Development**

Ms. Hahn summarized and highlighted the Status Report that was sent to the Board Members via email in advance of the meeting. Mr. DeGolia asked her to update the Board on the Poplar Street expansion. Ms. Hahn informed the Board that the bidding process will start in May. No contractor has been selected. WYDOT is hoping that they will receive a bid projected for the estimated cost of 30-40 million dollars. If not, the project will not start as projected in mid-June. The job was originally estimated as a two-year project and it has now expanded up to 2.5 years.

She emphasized that the Packers Plus Building is now under contract.

She had met with the County Planning Department about the SCH PUD and discussed that ARAJPB is still following 2000 PUD from the County even though the County has developed a 2022 Resolution.

Ms. Hahn asked the County Assessor to provide land values for the SCH area. She determined that these were of no use to help the development team view comparable pricing. She then reviewed land for sale in that area and found that Cornerstone Realty represented the area across the road which did not have brownfield restrictions. Cornerstone Realty shared their pricing with Ms. Hahn. This information will be a valid comparable and will guide us with future sales.

- **Architectural Review**

Ms. Freye had no report.



- **Executive Committee**

Mr. Hurless shared that conversation developed around Ms. Hahn's job description and the politics that he wanted her to share with the Board. Ms. Hahn stated one of many daily experiences with the Board; one example was that an engineer working for BP and WYDOT had determined that BP's property had been listed as BP Pipelines through the County. He inquired on how it should be listed. I reviewed the Reuse Agreement and determined it should have been BP Products of North America. I asked that he speak to BP Attorney or the BP Representative but they had informed him to contact me for the correct information. It was determined that Natrona County listing on the property ownership was incorrect. Ms. Hahn stated she works with the City and County daily and the relationships she has built have to remain strong.

- **Executive Session**

A motion was made by Mr. Lane and seconded by Mr. DeGolia to enter Executive Session at 6:58pm. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to enter Executive Session to discuss personnel matters. Ms. Hahn exited the meeting at that time.

At 7:27 pm Ms. Hahn was asked to return to the meeting by Mr. Hurless. A motion was made by Ms. Pollock and seconded by Mr. Lane to exit Executive Session. The motion carried with all members in attendance voting to exit Executive Session.

A motion was made by Ms. Pollock and seconded by Mr. Goetz to allow the Executive Committee to annually evaluate the Executive Director. Mr. DeGolia amended the motion to include that the Executive Committee includes the salary review to be presented to the Board. The amended motion carried with all members in attendance voting to accept the new policy in place.

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

City Representative Pollock had no report but she will be attending tomorrow's meeting with the Ms. Hahn, Carter Napier, and Bruce Knell to discuss shared interests about the golf course.

#### **5. Other**

No report.

#### **6. Future Meetings/Agenda**

- Three Crowns Management Committee - April 20<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- ARAJPB Regular Meeting May 10<sup>th</sup>, at 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Management Committee – May 18<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

#### **Office Closures:**

May 22 – 26<sup>th</sup> - Renee's vacation

May 29<sup>th</sup> – Memorial Day

#### **7. Public Comment**

There was no public comment.



**8. Good of the Order**

No Report.

**9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Madsen to adjourn the meeting at 7:30 p.m. The motion carried with all members in attendance voting aye.

5-10-23

Date

Larry Madsen

Board Officer

5.10.23

Date

VMH

Presiding Officer



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Paul Bertoglio,  
Vice-Chairman

Ken Waters,  
Secretary

Steve Cathey,  
Treasurer

Bruce Knell

Dave North

Amber Pollock

Dan Sabrosky

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**August 15, 2023**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes - July 18, 2023 Regular Meeting \*
3. Approve Vouchers – August 2023 \*
4. Approve Financial Report – July 2023 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Discuss Investment Options \*
  - b) Consider Purchase and Installation of HVAC System Cold Water Valves from Dynamic Controls, Casper, WY in the Amount of \$22,337.00 \*
  - c) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – September 19, 2023**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

July 18, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, July 18, 2023, at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present** - Chairman King, Vice-Chairman Bertoglio, Secretary Waters, Treasurer Cathey and Board Members Knell, North, Pollock, and Sabrosky.

**City of Casper** – Bertoglio, Cathey, Knell, Pollock, Cindie Langston, Bruce Martin, Jill Johnson, Tom Edwards, Mark Anderson, Janette Brown

**Natrona County** – North

**Salt Creek Joint Powers Board** – King

**Wardwell Water & Sewer District** – Sabrosky

**Pioneer Water & Sewer District** – Waters

**Poison Spider Improvement & Service District** –

**Wyoming Water Development Office** -

**Sandy Lakes Estates** –

**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.; Tom Brauer – Technical Mediation Solutions

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

1. In Announcements, Mr. Martin stated that it was good to see Chairman King back at the meetings.

Mr. Martin introduced Ms. Cindie Langston as the Interim Public Services Director, and informed the Board that Ms. Langston is the City of Casper Solid Waste Manager.

2. Chairman King asked for a motion to approve the minutes from the June 20, 2023, Regular meeting. A motion was made by Treasurer Cathey and seconded by Vice-Chairman Bertoglio to approve the minutes from the June 20, 2023, Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board there was one additional voucher added to the voucher listing that was sent out in the agenda packet, voucher 8596 for Williams, Porter, Day & Neville, P.C. in the amount of \$2,047.50 for legal services.

Mr. Martin stated that voucher 8592 for Engineering Associates in the amount of \$4,687.76 is for the Caisson No. 2 Rehab Project No. 21-040.

Mr. Martin stated that voucher 8595 for Carr Coatings, LLC in the amount of \$6,415.50 is the retainage release for the WTP Raw Water Intake Pipe Recoating Project No. 22-075. Mr. Martin stated that this project has been completed.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8591 through 8596 in the amount of \$666,975.90.

Chairman King asked for a motion to approve the July 2023 vouchers. A motion was made by Secretary Waters and seconded by Board Member Sabrosky to approve the July 2023 voucher listing to include voucher numbers 8591 through 8596 in the amount of \$666,975.90. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 302 MG of water produced in June, which is 238 MG below the five-year average of 540 MG. Mr. Martin stated that with all the rain that was received in June, it was not a good month for water sales.

Mr. Martin stated that year to date water production for June was 3.68 BG, which is 34 MG below the five-year average of 3.71 BG. Mr. Martin stated that it was a very good year for water production until the rain arrived in June.

Mr. Martin stated that Water Rate Revenue year to date is \$8,206,561.40, which is \$34,000 below budgeted.

Mr. Martin stated that as it is the end of the fiscal year, there is not a June Financial Report from City Finance. Mr. Martin stated that the June report will be the annual audit. Mr. Martin stated that although there is not a Financial Report, Ms. Johnson is in attendance today to discuss the WyoStar accounts with the Board.

Ms. Johnson stated that there was a realized loss of \$6,000 on the WyoStar accounts for June. Ms. Johnson stated that this is the second loss in the last year, July 2022 had a loss of around \$13,000, and June 2023 had a loss of approximately \$6,000. Ms. Johnson stated that because it is a pool with other governments, when a government takes out

more money than they have cash on hand, bonds have to be sold. Ms. Johnson stated that right now, bonds are being sold at a loss. Ms. Johnson stated that loss is then allocated to all the participants of the pool. Ms. Johnson stated that even with the losses, the Board made \$214,000 in investments in FY23, which is \$198,000 over FY22, and \$144,000 over budgeted.

Ms. Johnson stated that the City of Casper also had a realized loss, but it was considerably higher as the City has more funds invested in WyoStar. Ms. Johnson stated that she will be looking into other investment options for the City, and asked if the Board would like to explore other investment options as well. Ms. Johnson stated that she would be happy to do the work and come back with recommendations for the Board.

Board Member North stated that the County just moved their investments from WyoStar because of the losses that were seen. Board Member North stated that bonds are not the best option for investing right now. Board Member North stated that he would like to see the Board look at other options.

Secretary Cathey stated that it is always a good idea to look at options.

Chairman King asked what options are available. Ms. Johnson stated that she does not have a list of options right now. Ms. Johnson stated that she believes there are some really good options out there that could certainly reduce the losses.

Board Member Sabrosky asked where the County moved their investments. Board Member North stated the County rolled over some of their investments to First Interstate because of the interest rates that were guaranteed. Board Member Sabrosky asked if it was a money market account. Board Member North stated that it is a kind of money market, but it has a guaranteed rate that is secure. Board Member North stated that there are a lot of good options out there right now. Board Member North stated that when interest rates were low WyoStar was really good, but now that the interest rates are high, it is the opposite.

Chairman King asked Ms. Johnson to bring the investment options to the next Board meeting.

Ms. Johnson stated that she believes WyoStar was good, but it is now time to look at something different.

Chairman King asked for a motion to approve the June 2023 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member North to approve the June 2023 Financial Report as presented. Motion put and carried.

5. The time was turned over to Mr. Edwards to give the WTP Operations Update.

Mr. Edwards stated that production is averaging 17 MGD, which is down from 23.5 MGD from the same time last year due to the rain and cool weather.

Mr. Edwards stated that the river flows have been higher than average in the last few

months, but lower going into June compared to last year. Mr. Edwards stated that this is because of the wet weather and the irrigators didn't need the higher flows until this past week.

Mr. Edwards stated that the Morad recharge has stayed mostly empty, which affects the Morad well levels. Mr. Edwards stated that currently, the wellfields are running about 7.5 MGD. Mr. Edwards stated that last year the wellfields were running about 9.5 MGD.

Mr. Edwards stated that two Morad wells are out of service, and one Caspar well is out of service. Mr. Edwards stated that pumps are on order for the Morad and Caspar wells. Mr. Edwards stated that with these wells out of service, it is a difference of approximately half a million gallons a day.

Mr. Edwards stated that he anticipates improved production from the WWDC Wellfield Project, as well as the Caisson Rehabilitation Project, which should be going out to bid soon.

Mr. Edwards stated that Maintenance staff has been working on weed cutting and mowing in both wellfields.

Mr. Edwards stated that Maintenance staff also flagged and marked all the test wells in the wellfields for the upcoming WWDC project.

Mr. Edwards stated that the filters and fan belts were replaced on all the HVAC fans and the motors were greased.

Mr. Edwards stated that an oil leak was repaired on the Actiflo mixer.

Mr. Edwards stated that the drain valve on the ferric tank containment basin was replaced.

Mr. Edwards stated that Maintenance staff is also rebuilding sand pumps for Actiflo.

Mr. Edwards stated that the air relief valve on Raw Water Pump No. 1 was repaired.

Mr. Edwards stated that Maintenance staff worked on monthly preventative maintenance workorders, and turbidimeter calibrations.

Mr. Edwards stated that the contractor work that was done this past month was by Hach for work on the Groundwater Chloramine Analyzer.

Mr. Edwards stated that some work was done on the Chiller project as well. Mr. Edwards stated that plumbers were out to replace pumps on the hot water side.

Mr. Edwards stated that Long Building Technology replaced a controller for the HVAC system.

The time was turned over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that the weekly security checks and tank sampling continue to be completed each week. Mr. Anderson stated that the quarterly Disinfection By-Products testing is being completed this month.

Mr. Anderson stated that staff have begun mowing and weed eating around all the RWS fire hydrants. Mr. Anderson stated that the tank and booster yards have been spot sprayed, but they are in good shape.

Mr. Anderson stated that staff is currently doing the tri-annual RWS transmission line flushing, which started today.

Mr. Anderson stated that staff changed out all the two-inch ARV's along with the shut off valves and piping for them on Seven Mile Road. Mr. Anderson stated that all the valve maintenance on Seven Mile Road was done as well.

Mr. Anderson stated that the Meter Services staff has begun the wholesale water meter testing.

Mr. Anderson stated that the roof vent motor for Airport Booster failed. Mr. Anderson stated that the replacement motor arrived yesterday and is being changed out right now.

6. There was no Public Comment.

7. There was no Old Business.

a. In Other Old Business:

i. Mr. Martin stated that Ms. Johnson has an update on the required Public Officer Training.

Ms. Johnson stated that last month she spoke to the Board about a statute that requires anyone who is involved in the accounts of a government organization to do the required training through the Wyoming Department of Audit. Ms. Johnson stated that most of the Board Members will get the training through their own organizations, however if you are not doing that, this Board is required to take the training as well. Ms. Johnson stated that a session of the Department of Audit training will be held tomorrow in Cheyenne, in person only, and the training is all day. Ms. Johnson stated that the next training session will be on August 23<sup>rd</sup> and can be done online or in person, but you must register through the Department of Audit. Ms. Johnson stated that there will also be a Wyoming Association of County Officers conference in Casper in September, and the Department of Audit will be providing training there as well.

Board Member Knell arrived at 11:45 a.m.

ii. Mr. Martin stated that the hearing was held last week on the City of Mills Ordinance regarding franchise fees. Mr. Martin stated that the judge ruled



in favor of Regional Water and Wardwell Water & Sewer District.

Vice-Chairman Bertoglio asked if no franchise fees have to be paid to the City of Mills. Mr. Chapin stated that there will not be franchise fees charged to the Board or to Wardwell by the City of Mills.

8. In New Business:

- a. Mr. Martin stated that several months ago the Board asked staff to request proposals for audit services. Mr. Martin stated that two proposals were received: one from Ketel Thorstenson, and one from Casey Peterson, Ltd. Mr. Martin stated that Skogen, Cometto & Associates, P.C. are no longer providing audit services due to the difficulty of retaining experienced staff. Mr. Martin stated that this was a surprise to staff.

Mr. Martin stated that staff reviewed the proposals in conjunction with City Finance staff. Mr. Martin stated that items that were considered during the review were audits that were completed in the past, qualified staffing, audit procedures, price proposals, and how well they understood the Regional Water's audit needs. Mr. Martin stated that it was decided that Ketel Thorstenson was a good choice. Mr. Martin stated that staff recommends the Board entering into a five-year contract, for FY23 – FY27, with Ketel Thorstensen for audit services.

Mr. Martin reviewed the pricing from Ketel Thorstenson for audit services; FY2023 - \$27,500, FY2024 - \$29,400, FY2025 - \$31,500, FY2026 - \$33,700, FY2027 - \$36,000. Mr. Martin stated that actual mileage costs will be charged at IRS rates, and meals at actual cost. Mr. Martin stated that Ketel Thorstenson are also contracted with the City of Casper for audit services and if they are traveling from Rapid City to Casper, the Board may be able to share some of the mileage costs with the City.

Mr. Martin reviewed the cost estimates from Casey Peterson, Ltd. with the Board.

Mr. Martin stated that staff feels that Ketel Thorstenson will do a good job for the Board and recommended approval of the audit services contract.

Mr. Martin stated that negotiations on the insurance language in the contract are still being finalized, and recommended the Board approve the contract with Ketel Thorstensen contingent on finalizing insurance negotiations and final legal review and approval.

Chairman King asked if an approval on the contract is needed today. Mr. Martin stated that staff is asking for an approval at this point, so the contract is in place as it is time to start the audit. Mr. Martin stated that he anticipates having an answer any day from the auditors regarding the contract insurance requirement.

Board Member Knell asked how Ketel Thorstensen pricing compares to the previous auditors. Mr. Martin stated that the price from Skogen, Cometto and

Associates for the last few years was approximately \$30,000 per year.

A motion was made by Secretary Waters and seconded by Board Member North to approve the audit services contract with Ketel Thorstenson for FY23 through FY27 contingent on final legal review and approval of the contract. Motion put and carried.

- b. Mr. Martin requested permission from the Board to submit an application for a \$16 M State Revolving Fund (SRF) Loan for the WTP Disinfection System Improvements Project which includes the installation of Ultraviolet treatment, as required by EPA, and upgrading the Ozone generation equipment. Mr. Martin stated that HDR completed a preliminary design report that was required by EPA and was submitted to EPA. Mr. Martin stated that the estimate in the preliminary design report was just under \$16 M. Mr. Martin stated that a funding request was submitted to WWDC in 2019, which was denied. Mr. Martin stated that other funding options are being investigated, and a SRF Loan is a good option. Mr. Martin stated that SRF Loans typically come with 25% Principal Forgiveness, and a 2.5% interest rate over a 20-year term.

Mr. Martin stated that some of the ARPA funding that has come out in the past has used SRF funding as the match funding, but the SRF funding must be in place before the ARPA funding so it can be used as the match.

Mr. Martin stated that while the SRF application is in the full amount of \$16 M, staff will continue to look for additional funding such as ARPA, Bipartisan Infrastructure Law funding, or something of that nature where hopefully the Board will be able to get some grant funding that the SRF funding could be used as match funding.

Mr. Martin stated that in October 2023, the Board will have the City of Casper loan paid off, which will reduce the debt service requirement, and this loan will take its place. Mr. Martin stated that this new loan should not have an impact on the rate model, it will just be a wash between the City of Casper loan and the new SRF Loan.

Mr. Martin stated that per the EPA plan, the Board is to have funding in place by October 2023, which is the next milestone in the EPA plan. Mr. Martin stated that staff is recommending the Board approve submitting an application for a SRF Loan in the amount of \$16 M for the WTP Disinfection System Improvement Project.

Board Member Knell asked that if the Board is able to acquire grant funding, would the Board have to borrow less from the SRF. Mr. Martin stated that is correct. Mr. Martin stated that once the loan is finalized, it will be for the actual amount borrowed.

Vice-Chairman Bertoglio asked why the WWDC rejected the funding request. Mr. Martin stated that the WWDC denied the funding request as it is for a

treatment project and not for a distribution project.

Secretary Waters asked if submitting the SRF Loan application meets the EPA milestone. Mr. Martin stated that it does not quite meet the EPA milestone, as funding is to be secured by October 2023. Mr. Martin stated that it is a step in the right direction, but there may need to be negotiations with EPA to let them know that funding is in the works but has not been secured yet.

Chairman King asked if Resolution No. 23-03 would cover the Board for submitting the SRF Loan application. Mr. Martin stated that was correct, the resolution allows the submittal of the application.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve Resolution No. 23-03 authorizing submission of an application to the State Land and Investment Board for a loan through the State Revolving Fund for the WTP Disinfection System Improvements Project in the amount of \$16 M. Motion put and carried.

- c. Mr. Martin stated that as Mr. Edwards mentioned during the Operations Update, there are a couple of well pumps that are out of service. Mr. Martin stated that quotes were requested to replace the well pump in Morad 6, and the quotes are as follows: Purvis Industries - \$34,699.66; DXP Enterprises - \$36,432.00; Hydro Rocky Mountain, Inc. - \$42,466.00. Mr. Martin stated that staff looked at rebuild costs for the pump, but it was more expensive than a new pump. Mr. Martin recommended purchasing the new well pump from Purvis Industries. Mr. Martin stated that the funds for this purchase will come from the FY24 RWS Capital Budget Well Rehabilitation Project.

Board Member Sabrosky asked what will be done with the old pump, and if there is a core charge for the pump. Mr. Martin stated that there is not a core charge for the pump, but it will be kept and evaluated for rebuilding in the future. Mr. Martin stated that getting parts for the pump is a challenge right now.

A motion was made by Board Member Knell and seconded by Secretary Waters to approve the purchase of a vertical turbine well pump for Morad 6 from Purvis Industries in the amount of \$34,699.66. Motion put and carried.

- d. In Other New Business:

- i. Mr. Martin informed the Board that a Special Meeting needs to be scheduled for an Executive Session to discuss potential litigation. Mr. Martin stated that due to advertising requirements, the soonest the meeting could be held would be July 26<sup>th</sup> and asked the Board Members when they are available. It was the consensus of the Board to hold the Special Meeting on Wednesday, July 26, 2023, at 11:30 a.m. in the Board Conference Room at the WTP.

Vice-Chairman Bertoglio stated that he would be out of town that day but

would be available to call in to the meeting.

9. In the Chairman's Report, Chairman King stated that the Special Meeting will be held on July 26, 2023, at 11:30 a.m., and the next Regular Meeting will be held on August 15, 2023, at 11:30 a.m.

A motion was made by Secretary Waters and seconded by Board Member North to adjourn the meeting at 12:05 p.m. Motion put and carried.

---

Chairman

---

Secretary

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

**UNAPPROVED VOUCHER LISTING  
August 9, 2023**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8597	Wyoming.com	RWS Website Domain Renewal	\$20.00
8598	Sheet Metal Specialties	Capital Expense – CWRWS HVAC Chiller Replacement Project No. 20-30 PP3	\$52,594.85
8599	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8600	DXP Enterprises, Inc.	Capital Expense – Morad Recharge Pump Accessories	\$6,702.00
8601	City of Casper	Operations Reimbursement – June2023 – Second Billing	\$89,157.80
8602	City of Casper	Operations Reimbursement – July2023	\$160,645.00
8603	City of Casper	Loan Payment	\$127,960.40
8604	City of Casper	Capital Expense – Outdoor HD Cameras – Security Upgrades	\$7,845.00
		<b>Total</b>	<b>\$453,107.88</b>



City of Casper  
200 North David Street  
Casper, WY 82601

# 8601

## General Billing

For questions regarding this invoice, please contact us at (307) 235-8400,  
Option 2 or email [FinanceCustomerService@CasperWY.Gov](mailto:FinanceCustomerService@CasperWY.Gov)

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	06/30/2023	4375	\$0.00	07/30/2023	\$89,157.80
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$89,157.80				\$217,118.20	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$89157.800000	EACH	\$89,157.80	\$0.00	\$0.00	\$89,157.80
Invoice Total:						\$89,157.80	

June 2023 WTP Operations Reimbursement - No. 2

June 2023 Total Reimbursement Invoice - 2			
9010.00	Wages & Salaries Dir Labor - O&M	\$17,037.65	
9020.00	Chemical Charge - O&M	\$0.00	
9030.00	Utilities - O&M	\$67,957.09	
9040.00	Supplies - O&M	\$623.06	
9060.00	Training - O&M	\$0.00	
9070.00	Major Maint, Repair, Replc - O&M	\$0.00	
9080.00	Testing & Lab Services - O&M	\$3,540.00	
9090.00	Other Reimbursable Costs - O&M	\$0.00	
300-6257 - Ops Reimb		\$89,157.80	

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	06/30/2023
Invoice Number	4375
Customer Number	2784
Amount Paid	\$89,157.80
Due Date	07/30/2023
Invoice Total Due	\$89,157.80

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

000001&20230000043752000&9157804

City of Casper Wyoming  
Expenditure Reimbursement Request  
June 30, 2023  
Second Billing

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
AT & T CORP	Communications	06/01/2023	287311040412X07202023	40.04	Acct 287311040412 -Service to tablet
BLACK HILLS ENERGY	Natural Gas	06/01/2023	RIN0031662	3,125.54	Acct #7513 1659 94 - Natural Gas
CITY OF CASPER	Refuse Collection	06/01/2023	881305	89.00	Sewer & Refuse Charges - Split
CITY OF CASPER	Sewer	06/01/2023	881305	31.78	Sewer & Refuse Charges - Split
ENERGY LABRATORIES INC	Testing	06/01/2023	566970	2,040.00	Analysis Parameter Tests - GWG
HOMAX OIL SALES, INC	Gas/Fuel	06/01/2023	CL21315	390.35	Explorer, Mower, & Pick Up Fuel
Payroll	Personnel	6/30/2023		17,037.65	Fiscal Year End Payroll Accruals
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031663	617.00	Acct #60931133-002 9 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031666	40.03	Acct #60931133-006 0 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031665	416.22	Acct #60931133-005 2 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031668	1,362.07	Acct #60931133-011 0 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031669	971.01	Acct #60931133-012 8 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031670	577.45	Acct #60931133-013 6 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031674	530.16	Acct #60931133-017 7 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031675	4,153.30	Acct #60931133-018 5 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031687	3,674.66	Acct #60931133-010 2 - Electricity
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031689	44,987.68	Electricity Split Account
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031664	2,594.07	Acct #60931133-003 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031667	1,300.61	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031671	26.20	Acct #60931133-014 4 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031672	42.09	Acct #60931133-015 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031673	1,410.71	Acct #60931133-016 9 -Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031677	69.64	Acct #60931133-026 8 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031676	24.49	Acct #60931133-019 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031689	1,847.21	Electricity Split Account
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031690	26.13	Electricity - Booster
TOWN OF BAR NUNN	General Supplies & Materials	06/01/2023	RIN0031680	32.64	Wardwell Water Charge - Boosters
WYCOMP, INC.	Testing	06/01/2023	1154	1,500.00	Sample Collecting - GWG Testing
XEROX CORPORATION	General Supplies & Materials	06/01/2023	019204682	200.07	Copier Usage - Office Supplies
Total				<u>\$89,157.80</u>	



City of Casper  
200 North David Street  
Casper, WY 82601

# 8602

## General Billing

For questions regarding this invoice, please contact us at (307) 235-8400,  
Option 2 or email [FinanceCustomerService@CasperWY.Gov](mailto:FinanceCustomerService@CasperWY.Gov)

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	07/31/2023	4383	\$0.00	08/30/2023	\$160,645.00
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$89,157.80				\$377,763.20	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$160645.000000	EACH	\$160,645.00	\$0.00	\$0.00	\$160,645.00
Invoice Total:						\$160,645.00	

July 2023 WTP Operations Reimbursement

July 2023 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$54,752.29	
9020.00	Chemical Charge - O&M	\$102,351.83	
9030.00	Utilities - O&M	\$99.58	
9040.00	Supplies - O&M	\$2,294.74	
9060.00	Training - O&M	\$0.00	
9070.00	Major Maint, Repair, Replc - O&M	\$0.00	
9080.00	Testing & Lab Services - O&M	\$1,002.00	
9090.00	Other Reimbursable Costs - O&M	\$144.56	
300-6257 - Ops Reimb		\$160,645.00	

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	07/31/2023
Invoice Number	4383
Customer Number	2784
Amount Paid	\$160,645.00
Due Date	08/30/2023
Invoice Total Due	\$160,645.00

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

000001&2024&000043&360016064500&



City of Casper Wyoming  
Expenditure Reimbursement Request  
July 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	07/01/2023	LCAS1550133	41.41	Professional Laundry Services
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/25/2023	85117-0	762.79	File Folders, Sharpies, Ink, Office Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/25/2023	85174-0	3.07	Paper Clips - Office Supplies
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/27/2023	85184-0	9.51	Large Paper Clips - Office Supplies
BRENNTAG PACIFIC, IN	Chemicals	07/01/2023	BPI354636	19,938.20	Ferric Chloride - Brenntag-Sole Source
BRENNTAG PACIFIC, IN	Chemicals	07/01/2023	BPI355824	19,573.00	Ferric Chloride - Brenntag-Sole Source
BRENNTAG PACIFIC, IN	Chemicals	07/01/2023	BPI355823	19,033.50	Ferric Chloride - Brenntag-Sole Source
BRENNTAG PACIFIC, IN	Chemicals	07/01/2023	BPI356548	19,556.40	Ferric Chloride - Brenntag-Sole Source
BRENNTAG PACIFIC, IN	Chemicals	07/01/2023	BPI357664	19,697.50	Ferric Chloride - Sole Source
CENTURYLINK	Communication	07/01/2023	88314	22.23	Acct #P-307-111-9950 456M
CRUM ELECTRIC SUPPLY	General Supplies & Materials	07/10/2023	2475019-00	34.75	Fuses for Ferric Pumps in Soutn Chem
CRUM ELECTRIC SUPPLY	General Supplies & Materials	07/10/2023	2475070-00	94.25	Fuses, General I.T. Stuff - Machinery Supplies
CRUM ELECTRIC SUPPLY	General Supplies & Materials	07/19/2023	2475076-00	109.72	Recharge Timer for Back Up - Machinery Supplies
Dana Kepner Company, LLC	General Supplies & Materials	07/25/2023	2236675-00	64.00	REGIONAL WARDWELL METER INSTALL
DIAMOND VOGEL PAINTS	General Supplies & Materials	07/20/2023	726307432	39.50	Polymer Filters - Machinery Supplies
Domino's Pizza	General Supplies & Materials	07/20/2023	DOMC14	80.69	Lunch for JPB Meeting - Office
ENERGY LABRATORIES I	Testing	07/01/2023	564588	53.00	Bacteria, Public Water Supply
GRAINGER, INC.	General Supplies & Materials	07/01/2023	9769895419	93.89	Air Filters - Building Supplies
GRAINGER, INC.	General Supplies & Materials	07/24/2023	9777036915	49.28	Multi-Purpose Grease - Machinery Supplies
GRAINGER, INC.	General Supplies & Materials	07/19/2023	9771999928	153.09	REGIONAL AIRPORT BOOSTER
Habor Freight	General Supplies & Materials	07/17/2023	00031403513721971123	58.98	Turbo Pump for Actiflo & A Clamp
HACH CO., CORP.	Lab Supplies	07/01/2023	13651586	949.00	Ammonia-Monochloramine Reagent
HARDWARE PARTNERS LL	General Supplies & Materials	07/26/2023	861489-1	151.98	Ladder & Light Bulbs - Small Tools
Menards	General Supplies & Materials	07/17/2023	2437028856	14.99	Cover for Roof Vent on South Chem
MPI WAREHOUSE SPECIALTY	General Supplies & Materials	07/01/2023	1202316-00	242.58	Pressure Gauge Actiflo Train 2
NAPA AUTO PARTS CORP	General Supplies & Materials	07/11/2023	006009	66.45	HVAC Belts - Clips for Ferric Pump
Payroll	Personnel	7/6/2023		6,683.85	7/6/2023 Payroll
Payroll	Personnel	7/20/2023		48,068.44	7/20/2020 Payroll
PURVIS INDUSTRIES	General Supplies & Materials	07/27/2023	31357665	41.02	Box of Rags - Office Supplies
Rocky Mountain	Chemicals	07/01/2023	30456926	4,553.23	Bulk Oxygen - Chemicals
Rocky Mountain	Maintenance Agreements	07/01/2023	30457734	144.56	Bulk Oxygen Telemetry
STOTZ EQUIPMENT	General Supplies & Materials	07/18/2023	P01283	122.24	Parts to Maintenance the Lawn Mower
Tractor Supply	Gas/Fuel	07/17/2023	3114XT13711FKL4AXHWF	18.82	Propane for the Forklift - Gas
Verizon	Communication	07/17/2023	9938622783	77.35	WTP Operator Cell Phone
Walmart	General Supplies & Materials	07/19/2023	62555608363299445934	21.73	Diet Coke, Pineapple, Cupcakes
Wash and Glow	General Supplies & Materials	07/27/2023	14011098	20.00	Car Wash for the Ford Explorer
Total				<u>\$160,645.00</u>	

Central Wyoming Regional Water System

Gallons Produced  
Water Rates Billed

Fiscal Year 2023-2024

Entity	Gallons of Water Produced		Water Rates Billed	
	7/31/2023	Year-to-Date	7/31/2023	Year-to-Date
Salt Creek JPB	4,455,907.143	4,455,907.143	\$ 10,337.70	\$ 10,337.70
Wardwell W&S	33,724,151.020	33,724,151.020	\$ 78,240.03	\$ 78,240.03
Pioneer	8,367,572.449	8,367,572.449	\$ 19,412.77	\$ 19,412.77
Poison Spider	1,424,438.776	1,424,438.776	\$ 3,304.70	\$ 3,304.70
33 Mile Road	1,222,653.061	1,222,653.061	\$ 2,836.56	\$ 2,836.56
Sandy Lake	1,676,850.000	1,676,850.000	\$ 3,890.29	\$ 3,890.29
Lakeview	661,617.347	661,617.347	\$ 1,534.95	\$ 1,534.95
Mile-Hi	612,230.612	612,230.612	\$ 1,420.38	\$ 1,420.38
City of Casper	530,850,210.592	530,850,210.592	\$ 1,231,572.49	\$ 1,231,572.49
Regional Water	(1,292,613.000)	(1,292,613.000)	\$ (2,998.86)	\$ (2,998.86)
<b>TOTAL</b>	<b>581,703,018.000</b>	<b>581,703,018.000</b>	<b>\$1,349,551.00</b>	<b>\$1,349,551.00</b>

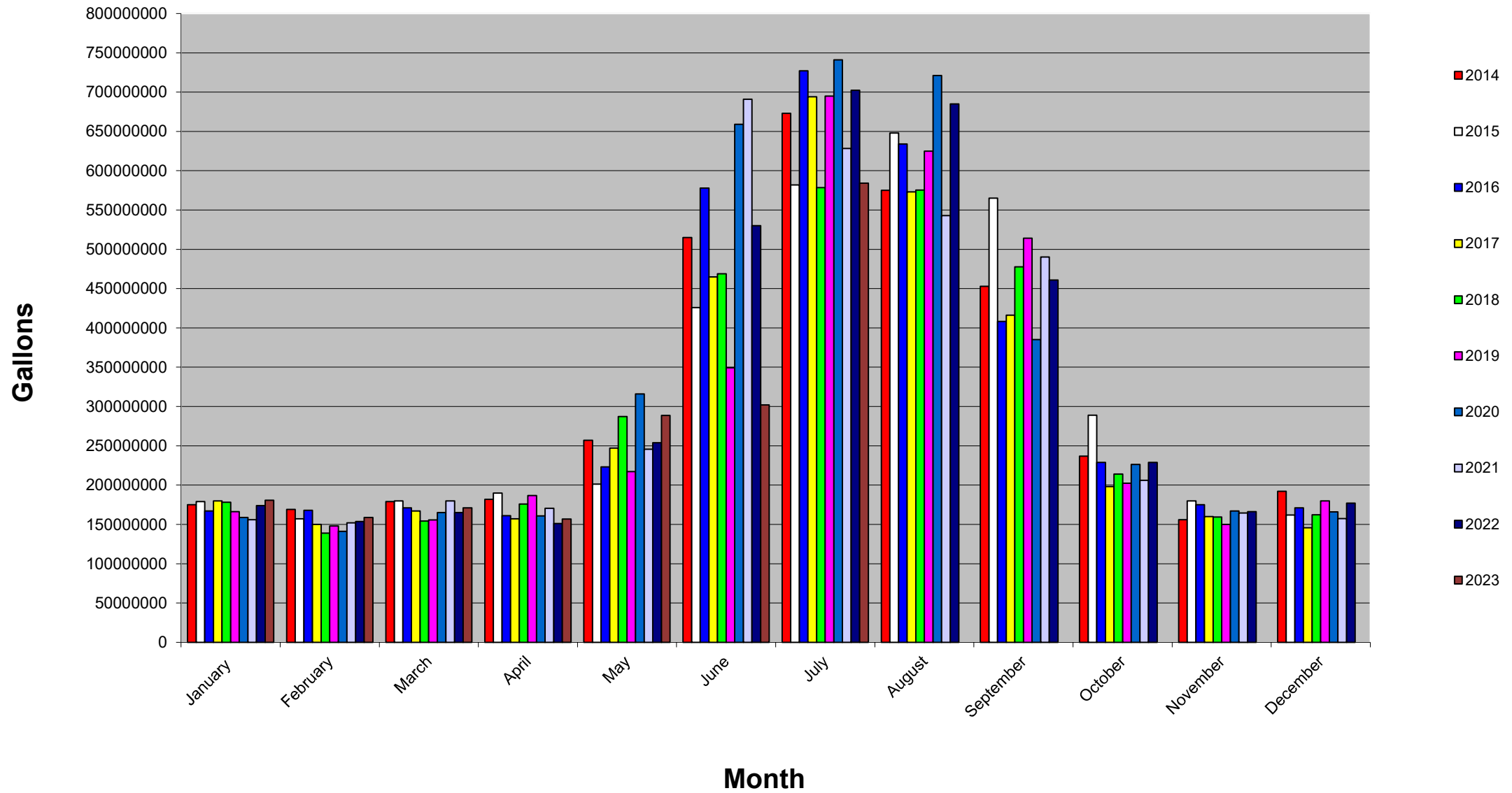
**TOTAL PRIOR YEAR (FY2023) GALLONS 3,663,643,482.000**

**TOTAL PRIOR YEAR (FY2023) BILLING:**

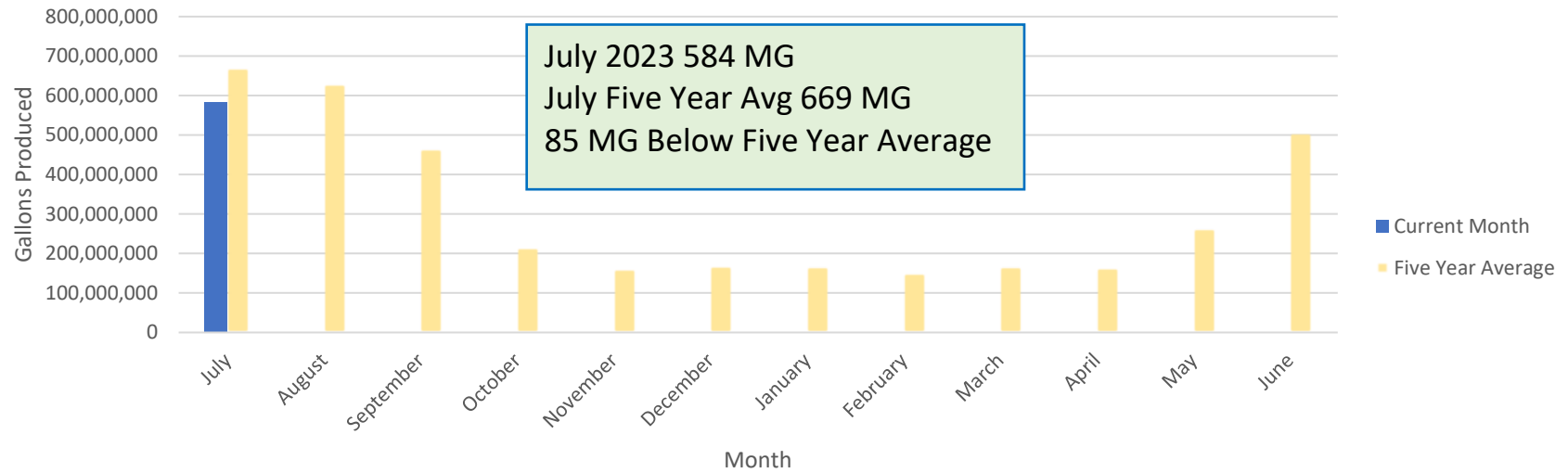
**\$ 8,206,561.40**

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

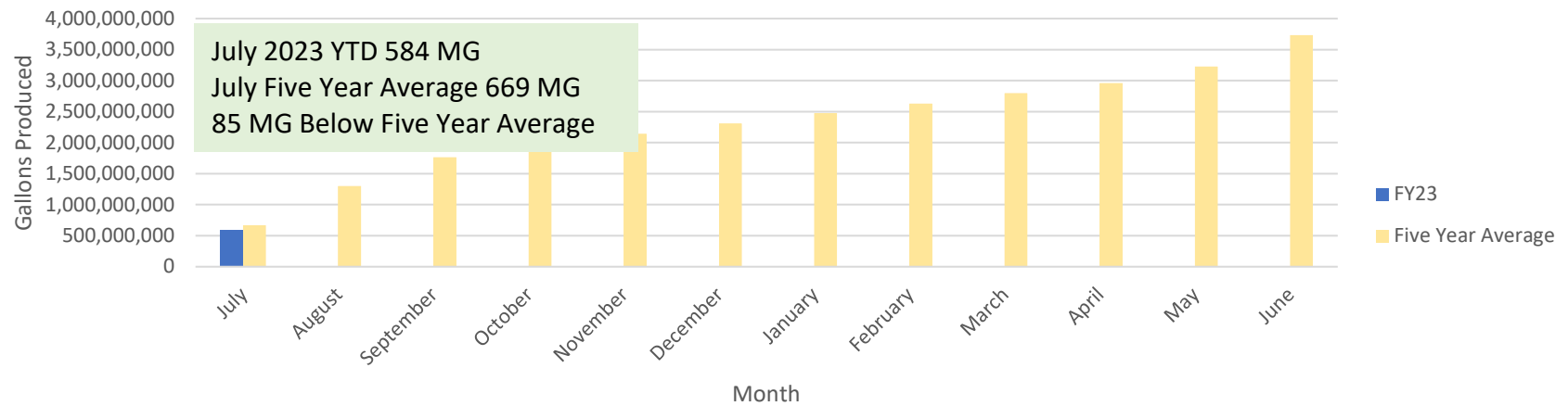
# WTP PRODUCTION

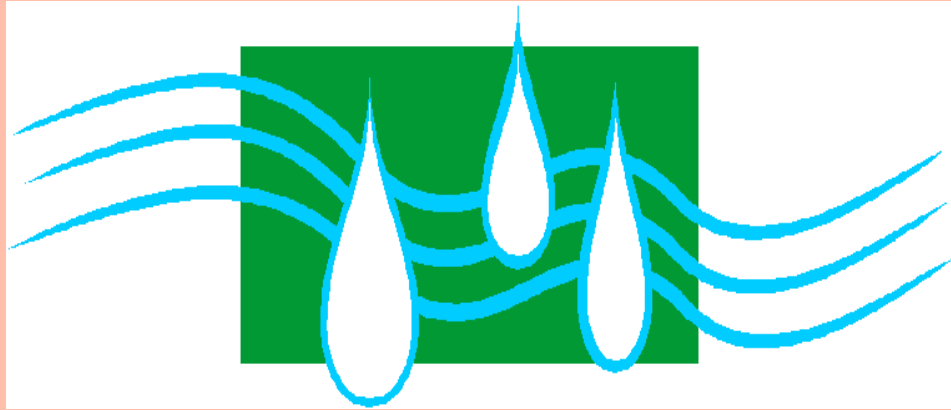


### FY24 Monthly Water Production



### FY24 YTD Water Production





Central Wyoming Regional Water System  
Joint Powers Board

Monthly Compilation

July 31, 2023

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2024 Period 1 (as of July 31, 2023)

Account Number	Description	Account Balance
<b>Consolidated</b>		
<b>Assets</b>	<b>Total Assets</b>	<b>53,805,932</b>
1000	Cash	2,400,442
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	1,370,020
1400	Inventory	598,327
1521	WYO Star Investment - Allocation	2,064,743
1522	WYO Star 2 Investment - Allocation	3,514,477
1600	Prepaid Expense	24,163
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,831,005)
1730	Improvements Other Than Bldgs	44,467,210
1735	AD Improve. Non Bldg	(12,462,708)
1740	Machinery & Equip - Light	1,361,609
1745	AD Machinery & Equip. - Light	(947,070)
1780	Construction In Progress	179,179
<b>Liabilities</b>	<b>Total Liabilities</b>	<b>(10,840,128)</b>
2010	Vouchers/Account Payable	(160,645)
2020	Retainage Payable	(1,696)
2030	Accrued Wages Payable	(30,772)
2040	Leaves Payable	(43,847)
2070	Interest Payable	(109,018)
2080	Notes Payable - Current	(2,175,161)
2510	Notes/Loans Payable - Non Cur	(8,318,989)
<b>Fund Balance</b>	<b>Total Fund Balance</b>	<b>(42,965,804)</b>
3000	Net Investment in Capital Assets	(32,339,611)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(9,626,194)
<b>Total Liabilities + Fund Balance</b>		<b>(53,805,932)</b>

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income Statement

One Month YTD as of July 31, 2023

	2022	2023	2024
<b>Revenue</b>	<b>\$1,336,598</b>	<b>\$1,557,978</b>	<b>\$1,373,547</b>
4501 - Interest Earned	\$138	(\$12,780)	\$12,782
4505 - Misc. Revenue	(\$3)	\$0	\$0
4601 - Water Utility Charges	\$1,308,425	\$1,565,151	\$1,349,551
4650 - System Development Charges	\$28,038	\$5,607	\$11,214
<b>Expense</b>	<b>\$13,486</b>	<b>\$161,602</b>	<b>\$288,605</b>
6212 - Legal Services	\$0	\$0	\$0
6213 - Investment Services	\$26	\$21	\$0
6214 - Consulting Services	(\$207)	\$20	\$0
6215 - Acctg/Audit Services	\$0	\$0	\$0
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	(\$171,905)	\$0	\$160,645
6303 - Buildings	\$0	\$0	\$0
6305 - Improvements Other Than Bldgs	(\$4,715)	\$6,801	\$0
6307 - Intangibles	\$0	\$0	\$0
6311 - Light Equipment	\$0	\$0	\$0
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6321 - Technology - Replacement	\$0	\$0	\$0
6501 - Principal	\$167,802	\$127,960	\$127,164
6510 - Interest	\$14,684	\$18,617	\$796
6780 - Insurance/Bonds	\$7,799	\$8,182	\$0
<b>Net Income:</b>	<b>\$1,323,112</b>	<b>\$1,396,376</b>	<b>\$1,084,941</b>

# BUDGET COMPARISON

As of July 31, 2023

8.33% OF YEAR EXPIRED

## CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4501	Interest Earned	(200,000)	-	(200,000)	(12,782)	-	(187,218)	6.39%
4505	Misc. Revenue	(100)	-	(100)	-	-	(100)	0.00%
4601	Water Utility Charges	(8,685,831)	-	(8,685,831)	(1,349,551)	-	(7,336,280)	15.54%
4650	System Development Charges	(245,000)	-	(245,000)	(11,214)	-	(233,786)	4.58%
	<b>TOTAL REVENUES</b>	<b>(9,130,931)</b>	<b>-</b>	<b>(9,130,931)</b>	<b>(1,373,547)</b>	<b>-</b>	<b>(7,757,384)</b>	<b>15.04%</b>

		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	0	-	30,000	0.00%
6213	Investment Services	1,500	-	1,500	0	-	1,500	0.00%
6214	Consulting Services	15,000	-	15,000	0	-	15,000	0.00%
6215	Acctg/Audit Services	34,000	-	34,000	0	-	34,000	0.00%
6255	Other Contractual	3,000	-	3,000	0	-	3,000	0.00%
6257	Reimbursable Contract Exp.	4,344,283	-	4,344,283	160,645	-	4,183,638	3.70%
6303	Buildings - New	0	-	-	0	7,665	(7,665)	#DIV/0!
6305	Improvements Other Than Bldgs	3,185,000	-	3,185,000	0	808,398	2,376,602	25.38%
6307	Intangibles - New	0	-	-	0	8,540	(8,540)	100.00%
6311	Light Equipment - New	255,000	-	255,000	0	-	255,000	100.00%
6501	Principal	1,276,124	-	1,276,124	127,164	-	1,148,960	9.96%
6510	Interest	249,451	-	249,451	796	-	248,655	0.32%
6720	Travel/Training	2,000	-	2,000	0	-	2,000	0.00%
6780	Insurance/Bonds	119,000	-	119,000	0	-	119,000	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,514,358</b>	<b>\$ -</b>	<b>\$ 9,514,358</b>	<b>288,605</b>	<b>\$ 824,602</b>	<b>\$ 8,401,150</b>	<b>11.70%</b>

<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ (383,427)</b>	<b>\$ -</b>	<b>\$ (383,427)</b>	<b>1,084,941</b>	<b>\$ (824,602)</b>	<b>\$ (643,766)</b>		
---	---------------------	-------------	---------------------	------------------	---------------------	---------------------	--	--



Central Wyoming Regional Water System  
Options for Reinvestment of WyoStar II



Issue: Wyostar II has posted a negative return in July and June of FY23. The assets are longer term and there would not be sufficient cash on hand to withdraw large amounts of cash without incurring a loss.

Intent: Keep the funds highly liquid and not incur losses.

Pros		Cons	Current Return
Alternatives			
Leave funds where they are	Would be the easiest option, hope the returns come back up and no further losses.	Potentially there could be further losses as the fund stabilizes. In addition, the rate of return is lower than other options.	-4.2151
Put funds in Hilltop Bank	Utilize the money market fund or savings account. If the Board decides to go this route, I would recommend either RFP for the best interest rate or get a negotiated rate from Hilltop Bank.	Fluctuates with the market. While this is high right now, if interest rates drop, the return will drop as well.	negotiate
Put funds in alternative investment pool			
Wyoming Class	Short term government investment pool which follows SEC rules - no investments longer than 270 days. Fund has \$600M in assets, 75 partners from Wyoming Government and carries \$100M in cash. With the large cash balance, the need to cash bonds in for redemptions would be minimized.	The Board does not currently have an account set up with Wyoming Class. This would take Board approval. The rates for this fund are subject to the market interest rate; the return will go up and down based on the fed rate.	5.13%
WGIF (Wyoming Government Investment Fund)	Short term government investment pool which follows SEC rules - no investments longer than 270 days. Fund mostly caters to School Districts and does a revenue share with them. With the large cash balance the need to cash bonds in for redemptions would be minimized. The Board has invested with them in the past and when the rates went to 0%, the fund's returns were not as good as Wyostar II.	The rates for this fund are subject to the market interest rate; the return will go up and down based on the fed rate. The fees for this account are netted which is why there is a lower return.	4.98%
WGIF (Wyoming Government Investment Fund) - CD Program	Investment program offers 90-730 day CDs. The CD's would be purchased in \$250,000 blocks from different institutions to insure FDIC insured. CDs are held by the entity, not the pool.	Finding multiple institutions to fund large blocks of CD's is difficult.	5.55%-5.35%

August 7, 2023

MEMO TO: H.H. King, CWRWS JPB Chairman  
Members, Central Wyoming Regional Water Systems Joint Powers Board

FROM: Cindie Langston, Interim Public Services Director  
Bruce Martin, Public Utilities Manager   
Tom Edwards, Water Plant Manager 

SUBJECT: Authorizing the Purchase and Installation of Cold-Water Valves from Dynamic Controls, Casper, Wyoming in the amount of \$22,337.00 for the Water Treatment Plant (WTP) Administrative Building HVAC System.

**Meeting Type & Date**

NA

**Action Type**

Approval

**Recommendation**

That the JPB, by motion, authorize the purchase and installation of cold-water valves from Dynamic Controls, Casper, Wyoming in the amount of \$22,337.00 for the WTP Administrative Building HVAC System.

**Summary**

After many years of service, the WTP HVAC system cold water valves are failing. These valves are critical to the operation of the HVAC system throughout the building. The hot water valves were replaced in FY23 and the cold-water valves are included in the FY24 RWS Capital Budget. Staff reached out to several vendors and obtained the following quotes for the project:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
<b>Dynamic Controls</b>	<b>\$22,337.00</b>
Long Mechanical Solutions	\$39,452.00
Arrowhead Heating & Air Conditioning	Unable to Quote Due to Workload

**Financial Considerations**

Funds for this project, \$22,337, are included in the FY24 RWS Capital Budget.

**Oversight/Project Responsibility**

Tom Edwards, Water Plant Manager

**Attachments**

Dynamic Controls Proposal

Prepared For: Tom Edwards  
Project Name: City of Casper Water Treatment Plant Cooling Valve Replacement PROPOSAL  
Date: 7-31-23  
Prepared By: Mike Jonnassen  
Quote No. 19615

**Proposal Description:**

Dynamic Controls Inc (DCI) Proposes To Furnish The Labor And Material To Provide New Valves As Describe Below.

**Replacement Valves:**

- BCU-1-5 (QTY-5)
  - Belimo Modulating Cooling Valve
  - Install New Valve, Re-Insulate Piping Disrupted During Replacement
  - 120-24 Transformer required, Belimo does not manufacture a 120vac modulating valve
  - Functionally Test Each Valve
- FCU-1-16 (QTY-16)
  - Belimo 2 Position Cooling Valve
  - Install New Valve, Re-Insulate Piping Disrupted During Replacement
  - Functionally Test Each Valve
- Proposal based on all shut-off valves holding properly.

**Total Price For Above Project**

**\$22,337.00**

Thank you for the opportunity to provide this proposal and we look forward to working together.

Mike Jonnassen

*Mike Jonnassen*

Sales Engineer

Customer Approval:

Accepted by: \_\_\_\_\_

Name printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Advance Casper Board Meeting  
June 8, 2023  
Racca's  
11:30am-1:00pm**

**Directors Present:** Kermit Wille, Mike Stepp, Leah Reeb-Varella, Eric Schlidt, Beau Covert, JoAnn True, Charlie Robertson, Kaycee Wiita, Tassma Powers, Jim Milne, Lesha Thorvaldson, Tina Hoebelheinrich, Peter Dawes, Mike Morrissey, and Tyler Daugherty.

**Directors Absent:** Stuart Tanner, Dr. Darren Divine, Carter Napier, Nick MacNamee, Lance Porter, Greyson Buckingham, Justin Hurless, Glenn Januska, and Shane Porter

**Staff Present:** Justin Farley and Chanel McCash

---

**CALL TO ORDER**

Meeting was called to order at 11:40am by Chairman Wille with a quorum present.

**WELCOME & PLEDGE OF ALLEGIENCE**

Chairman Wille said the Pledge of Allegiance and welcomed new board members Peter Dawes with Moser Energy, Tina Hoebelheinrich with the Chamber of Commerce and Lesha Thorvaldson with Mtn. West Technologies.

**CONSENT AGENDA**

**Chairman Wille asked for a motion to approve the minutes from the April 13, 2023, meeting. Tassma Powers moved, and Mike Stepp seconded All-in-Favor, motion carried.**

**FINANCIALS**

Treasurer Beau Covert went through the April 2023 Financial Statements, the extra expenses were from the Aerospace & Defense Industry Conference. We did end up making approximately \$3,000 on the conference. There is an excess of cash in our account he suggests finding a short term high interest CD. **Beau asked for a motion to approve; Tassma Powers moved, and Leah Varella-Reeb seconded. All-in-Favor; motion carried. Beau presented a second motion to explore different CD's and rates for the CD's maturing in August. Mike Stepp moved, and Leah Varella-Reeb seconded. All-in-Favor; motion carried.**

**MEMBERSHIP COMMITTEE**

Justin presented the idea of forming a membership committee to aid Justin in identifying potential new members and helping him go after them. He explained that with the loss of Morryah it would be difficult to work on the membership on his own. The committee could meet once a month. Leah Varella-Reeb volunteered for the committee and help strategize ways to grow the membership. Kermit asked Chanel to send out an email to our members to ask for volunteers for the committee.

**FOREIGN TRADE ZONE**

Justin updated the board on the FTZ. His plan is to employ Goose Goostree as the FTZ administrator. It will take 2-3 months for Goose to be trained. Advance Casper will be a 3<sup>rd</sup> party

consultant. Justin asked the board to reach out to him with suggestions on existing businesses that would benefit from the FTZ. Potential issues would be; the need for a full-time customs agent.

#### **FLY CASPER ALLIANCE 501c4**

Kaycee Wiita reported on Fly Casper Alliance. Kaycee and Glenn are planning a 5k Runway Run on June 16, 2023, the registration starts at 5:30pm and the Run/Walk starts at 7:00pm. There will be Food Trucks and a live DJ. Sponsorships are available. Money earned will go towards the Fly Casper Alliance Scholarship Fund.

The city council approved the \$50,000 for the MRG or marketing. FCA has hired LUM Studio for marketing. They will start by providing a PowerPoint presentation.

#### **PROJECTS**

Phoslock Environmental Technologies-The SLIB Board approved the Advance Casper/EDJPB ask of \$600,000. Closing on the building located at 2199 Pyrite should be within 4-6 weeks.

#### **COMMUNITY UPDATES**

Tyler Daugherty with Visit Casper: CNFR is next week and we are expecting record attendance. They are proposing a \$2/nt Destination Marketing fee that would be voluntary to the consumer. Visit Casper would use those funds for the Wyo. Sports Ranch, MRG, etc.

Tina Hoebelheinrich with the Chamber of Commerce they are rebranding, going through their financial processes, bylaws, and looking for a new building. Their existing building has security issues and is not in a good location.

Jim Milne County Commissioner reported they are in the middle of budget meetings, they are in support of projects like the Trails Center and new boat docks at Pathfinder.

**Mike Stepp motioned to adjourn the meeting at 12:52pm. Tassma moved and JoAnn seconded. All-in-Favor; motion carries.**

There being no further business to come before the meeting, Respectfully Submitted,  
Chanel McCash, Operations Manager.

**These minutes were adopted by vote of the Casper Area Economic Development Alliance Board of Directors as a fair and accurate account of all business conducted when a quorum was present.**

#### **APPROVED:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

***Copies of all materials presented to the board are filed in the board's permanent file in the Advance Casper office.***



**Board Meeting  
2435 King Blvd.  
August 10, 2023 @12:00pm  
AGENDA**

- 1. Pledge of Allegiance/Welcome**
- 2. Consent Agenda**
- 3. Financial Statements**
  - a. May & June 2023**
  - b. CD's**
- 4. Sports Ranch/Halo**
- 5. Shooting Complex RFP**
- 6. Livability Campaign**
- 7. Phoslock**
  - a. closed on 2199 Pyrite August 8, 2023**
- 8. 5<sup>th</sup> Cent**
- 9. Rocky Mountain Power rate increase**
- 10. Community Partner updates**

**Notifications:**

**Board Meeting October 12, 2023 @ WTBC Building**

*"Moving Casper Forward...Forging a Vibrant, Diverse Community"*

Casper Area Economic Development Alliance, Inc.  
Advance Casper

Financial Statements  
June 30, 2023

PRELIMINARY DRAFT – SUBJECT TO CHANGE

Larry D. Graham, CPA  
Richard P. Reimann, CPA  
Stephen A. Willadson, CPA  
Stephanie L. Means, CPA  
Dirk A. Montgomery, CPA



Joni Kumor, CPA  
John A. Smith, CPA  
Scott Buckingham, CPA  
Andrew J. Beyeler, CPA  
Melanie J. Urwiller, CPA  
Larry G. Bean, CPA - Of Counsel

To the Board of Directors  
Casper Area Economic Development Alliance, Inc.  
Advance Casper  
139 West 2<sup>nd</sup> Street, Suite 1D  
Casper, WY 82601

Management is responsible for the accompanying financial statements of Casper Area Economic Development Alliance, Inc.: Advance Casper (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net position for the month and year to date and statements of activity – CAEDA operations budget vs. actual in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all disclosures and the statement of cash flows required in financial statements prepared in accordance with accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The financial statements do not include Forward Casper, one of CAEDA's projects, which is a departure from generally accepted accounting principles. The effect of this departure has been reflected in separate financial statements for Forward Casper.

We are not independent with respect to Casper Area Economic Development Alliance, Inc.: Advance Casper.

PRELIMINARY DRAFT – SUBJECT TO CHANGE

Lenhart, Mason & Associates, LLC  
Casper, Wyoming

July 26, 2023



# Casper Area Economic Development Alliance Inc Advance Casper Statement of Financial Position

As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1027 · FIB Operating	527,737.91
Total Checking/Savings	527,737.91
Accounts Receivable	
1100 · Accounts Receivable	17,906.22
Total Accounts Receivable	17,906.22
<b>Other Current Assets</b>	
1109 · Due from EDJPB	4,893.00
1200 · Security Deposit	3,000.00
1201 · Prepaid Expenses	12,831.85
1202 · Prepaid Rent	3,247.00
Total Other Current Assets	23,971.85
<b>Total Current Assets</b>	569,615.98
<b>Fixed Assets</b>	
1302 · Accumulated Depreciation	-2,756.25
1305 · Leased Equipment	7,875.00
1313 · Land - Donated	175,000.00
<b>Total Fixed Assets</b>	180,118.75
<b>Other Assets</b>	
1406 · Investment in WHSAA Project	542,500.00
<b>Total Other Assets</b>	542,500.00
<b>TOTAL ASSETS</b>	<b>1,292,234.73</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable - CAEDA	2,130.18
Total Accounts Payable	2,130.18
<b>Other Current Liabilities</b>	
2100 · Obligations under Capital Lease	1,575.00
2216 · Workers Compensation Payable	370.89
2290 · Accrued Compensated Absences	21,303.82
Total Other Current Liabilities	23,249.71
<b>Total Current Liabilities</b>	25,379.89
<b>Long Term Liabilities</b>	
2500 · Obligation under Capital Lease	3,543.75
Total Long Term Liabilities	3,543.75
<b>Total Liabilities</b>	28,923.64
<b>Equity</b>	
3100 · CAEDA - Net Position	1,202,766.05
Net Income	60,545.04
<b>Total Equity</b>	1,263,311.09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,292,234.73</b>

# Casper Area Economic Development Alliance Inc Advance Casper Statement of Activities and Changes in Net Position

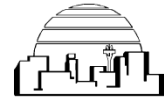
For the one month and twelve months ended June 30, 2023

	CAEDA		Invest307.com		TOTAL	
	Jun 23	Jul '22 - Jun 23	Jun 23	Jul '22 - Jun 23	Jun 23	Jul '22 - Jun 23
<b>Ordinary Income/Expense</b>						
Income						
4010 · Public Revenue	0.00	547,694.52	0.00	0.00	0.00	547,694.52
4116.23 · Sustainable Strategies	3,333.36	50,000.00	0.00	0.00	3,333.36	50,000.00
4116.24 · Reimb Costs EDA Grant	0.00	0.00	17,307.22	64,564.93	17,307.22	64,564.93
4116.25 · Reimb Costs Private	0.00	0.00	-160.47	30,562.62	-160.47	30,562.62
<b>Total Income</b>	<b>3,333.36</b>	<b>597,694.52</b>	<b>17,146.75</b>	<b>95,127.55</b>	<b>20,480.11</b>	<b>692,822.07</b>
<b>Gross Profit</b>	<b>3,333.36</b>	<b>597,694.52</b>	<b>17,146.75</b>	<b>95,127.55</b>	<b>20,480.11</b>	<b>692,822.07</b>
Expense						
5000 · Staff Salaries - Full Time	16,245.81	229,798.04	6,450.94	77,462.87	22,696.75	307,260.91
5010 · Employee Bonus	0.00	22,950.00	0.00	0.00	0.00	22,950.00
5020 · SS & Medicare Employers Share	934.90	17,491.20	484.68	5,833.12	1,419.58	23,324.32
5030 · Employee Insurance	3,457.46	53,274.66	319.52	3,486.76	3,776.98	56,761.42
5040 · Workers Compensation	251.14	983.02	119.75	468.60	370.89	1,451.62
5050 · Retirement Program - Simple IRA	422.50	7,577.15	193.52	2,414.46	616.02	9,991.61
5060 · Unemployment Insurance	0.00	126.00	0.00	42.00	0.00	168.00
6000 · Office Insurance	571.75	6,433.00	0.00	0.00	571.75	6,433.00
6010 · Professional Fees / Legal	0.00	257.00	0.00	2,222.00	0.00	2,479.00
6020 · Professional Fees / Accounting	1,250.00	15,000.00	300.00	1,200.00	1,550.00	16,200.00
6022 · Professional Fees / Audit	0.00	8,881.25	0.00	0.00	0.00	8,881.25
6100 · Office Rent / Parking	3,247.00	37,482.00	0.00	0.00	3,247.00	37,482.00
6110 · Storage Unit Rent	0.00	781.06	0.00	0.00	0.00	781.06
6200 · Office Supplies	114.61	2,129.36	0.00	0.00	114.61	2,129.36
6203 · Bank Service Charges	65.90	436.40	0.00	0.00	65.90	436.40
6210 · Office / Staff Expenses	118.99	951.88	0.00	0.00	118.99	951.88
6215 · Travel Expense	35.16	35.16	0.00	0.00	35.16	35.16
6220 · Auto Expense Reimbursements	0.00	0.00	0.00	706.85	0.00	706.85
6230 · Office Equip Leases & Maint	112.88	1,354.56	0.00	0.00	112.88	1,354.56
6240 · Postage	12.60	275.62	0.00	0.00	12.60	275.62
6250 · Telephone	144.85	2,822.26	0.00	0.00	144.85	2,822.26
6260 · Website, Digital/print media	213.33	2,757.73	0.00	375.00	213.33	3,132.73
7000 · Prospect Marketing, Mailing	0.00	730.17	0.00	0.00	0.00	730.17
7010 · Prospect Promotional Materials	0.00	640.33	0.00	0.00	0.00	640.33
7012 · Prospect Travel Expense	0.00	-214.82	0.00	0.00	0.00	-214.82
7020 · Trade Shows & Missions	0.00	1,085.79	0.00	50.00	0.00	1,135.79
7022 · Trade Show Travel Expense	0.00	6,299.57	0.00	176.98	0.00	6,476.55
7100 · Investor Publications & Commun	0.00	97.88	0.00	0.00	0.00	97.88
7110 · Investor Events	0.00	172.81	0.00	0.00	0.00	172.81
7150 · Marketing	0.00	43,885.76	0.00	0.00	0.00	43,885.76
7510.23 · Sustainable Strategies Expense	4,166.00	49,992.00	0.00	0.00	4,166.00	49,992.00
8000 · Staff Professional Development	0.00	1,051.64	0.00	0.00	0.00	1,051.64
8001 · Professional Development Travel	422.49	3,129.95	0.00	463.60	422.49	3,593.55
8010 · Subscriptions/Memberships...	582.66	11,913.57	163.67	163.67	746.33	12,077.24
8015 · Sponsorships	0.00	3,200.00	0.00	0.00	0.00	3,200.00
8100 · Meeting and Board Support	54.00	2,141.60	0.00	0.00	54.00	2,141.60
8110 · BR&E Activity/Committee Support	0.00	717.05	0.00	0.00	0.00	717.05
8120 · Depreciation	131.25	1,575.00	0.00	0.00	131.25	1,575.00
<b>Total Expense</b>	<b>32,555.28</b>	<b>538,215.65</b>	<b>8,032.08</b>	<b>95,065.91</b>	<b>40,587.36</b>	<b>633,281.56</b>
<b>Net Ordinary Income</b>	<b>-29,221.92</b>	<b>59,478.87</b>	<b>9,114.67</b>	<b>61.64</b>	<b>-20,107.25</b>	<b>59,540.51</b>
<b>Other Income/Expense</b>						
Other Income						
4030 · Interest Revenue	115.68	1,004.53	0.00	0.00	115.68	1,004.53
<b>Total Other Income</b>	<b>115.68</b>	<b>1,004.53</b>	<b>0.00</b>	<b>0.00</b>	<b>115.68</b>	<b>1,004.53</b>
<b>Net Other Income</b>	<b>115.68</b>	<b>1,004.53</b>	<b>0.00</b>	<b>0.00</b>	<b>115.68</b>	<b>1,004.53</b>
<b>Net Income</b>	<b>-29,106.24</b>	<b>60,483.40</b>	<b>9,114.67</b>	<b>61.64</b>	<b>-19,991.57</b>	<b>60,545.04</b>

# Casper Area Economic Development Alliance Inc Advance Casper Statement of Activity-CAEDA Operations vs. Budget

For the twelve month period ending June 30, 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
4010 · Public Revenue	547,694.52	547,156.91	537.61	100.1%
4116.23 · Sustainable Strategies	50,000.00	0.00	50,000.00	100.0%
4116.24 · Reimb Costs EDA Grant	64,564.93	33,603.21	30,961.72	192.1%
4116.25 · Reimb Costs Private	30,562.62	25,570.33	4,992.29	119.5%
<b>Total Income</b>	<b>692,822.07</b>	<b>606,330.45</b>	<b>86,491.62</b>	<b>114.3%</b>
<b>Gross Profit</b>	<b>692,822.07</b>	<b>606,330.45</b>	<b>86,491.62</b>	<b>114.3%</b>
Expense				
5000 · Staff Salaries - Full Time	307,260.91	272,870.88	34,390.03	112.6%
5010 · Employee Bonus	22,950.00	22,950.00	0.00	100.0%
5020 · SS & Medicare Employers Share	23,324.32	22,630.30	694.02	103.1%
5030 · Employee Insurance	56,761.42	52,106.02	4,655.40	108.9%
5040 · Workers Compensation	1,451.62	1,614.87	-163.25	89.9%
5050 · Retirement Program - Simple IRA	9,991.61	8,874.66	1,116.95	112.6%
5060 · Unemployment Insurance	168.00	3,673.62	-3,505.62	4.6%
6000 · Office Insurance	6,433.00	6,500.00	-67.00	99.0%
6010 · Professional Fees / Legal	2,479.00	6,676.00	-4,197.00	37.1%
6020 · Professional Fees / Accounting	16,200.00	15,600.00	600.00	103.8%
6022 · Professional Fees / Audit	8,881.25	8,750.00	131.25	101.5%
6100 · Office Rent / Parking	37,482.00	38,964.00	-1,482.00	96.2%
6110 · Storage Unit Rent	781.06	888.00	-106.94	88.0%
6200 · Office Supplies	2,129.36	2,339.79	-210.43	91.0%
6203 · Bank Service Charges	436.40	800.00	-363.60	54.6%
6210 · Office / Staff Expenses	951.88	3,140.29	-2,188.41	30.3%
6215 · Travel Expense	35.16	63.99	-28.83	54.9%
6220 · Auto Expense Reimbursements	706.85	3,000.00	-2,293.15	23.6%
6230 · Office Equip Leases & Maint	1,354.56	3,096.00	-1,741.44	43.8%
6235 · Interest Expense	0.00	50.00	-50.00	0.0%
6240 · Postage	275.62	250.00	25.62	110.2%
6250 · Telephone	2,822.26	3,000.00	-177.74	94.1%
6260 · Website, Digital/print media	3,132.73	8,613.61	-5,480.88	36.4%
7000 · Prospect Marketing, Mailing	730.17	3,050.00	-2,319.83	23.9%
7010 · Prospect Promotional Materials	640.33	3,050.83	-2,410.50	21.0%
7012 · Prospect Travel Expense	-214.82	9,500.00	-9,714.82	-2.3%
7020 · Trade Shows & Missions	1,135.79	6,500.00	-5,364.21	17.5%
7022 · Trade Show Travel Expense	6,476.55	2,500.00	3,976.55	259.1%
7100 · Investor Publications & Commun	97.88	250.00	-152.12	39.2%
7110 · Investor Events	172.81	0.00	172.81	100.0%
7150 · Marketing	43,885.76	65,671.10	-21,785.34	66.8%
7510.23 · Sustainable Strategies Expense	49,992.00	0.00	49,992.00	100.0%
7520 · Consulting Fees	0.00	2,000.00	-2,000.00	0.0%
8000 · Staff Professional Development	1,051.64	5,950.00	-4,898.36	17.7%
8001 · Professional Development Travel	3,593.55	3,400.00	193.55	105.7%
8010 · Subscriptions/Memberships...	12,077.24	11,087.88	989.36	108.9%
8015 · Sponsorships	3,200.00	4,500.00	-1,300.00	71.1%
8100 · Meeting and Board Support	2,141.60	2,000.00	141.60	107.1%
8110 · BR&E Activity/Committee Support	717.05	900.00	-182.95	79.7%
8120 · Depreciation	1,575.00	0.00	1,575.00	100.0%
<b>Total Expense</b>	<b>633,281.56</b>	<b>606,811.84</b>	<b>26,469.72</b>	<b>104.4%</b>
<b>Net Ordinary Income</b>	<b>59,540.51</b>	<b>-481.39</b>	<b>60,021.90</b>	<b>-12,368.5%</b>
<b>Other Income/Expense</b>				
Other Income				
4030 · Interest Revenue	1,004.53	500.00	504.53	200.9%
<b>Total Other Income</b>	<b>1,004.53</b>	<b>500.00</b>	<b>504.53</b>	<b>200.9%</b>
<b>Net Other Income</b>	<b>1,004.53</b>	<b>500.00</b>	<b>504.53</b>	<b>200.9%</b>
<b>Net Income</b>	<b>60,545.04</b>	<b>18.61</b>	<b>60,526.43</b>	<b>325,336.1%</b>



*Downtown*  
**CASPER**

**DOWNTOWN DEVELOPMENT AUTHORITY**

Board Meeting  
Wednesday, August 9, 2023  
11:30AM – 12:30PM  
AGENDA

- |       |   |                      |
|-------|---|----------------------|
| I.    | Establish Quorum and Call Meeting to Order  | T.Schenk             |
| II.   | Public Comments   |                      |
| III.  | City Report   | K. Gamroth           |
| IV.   | Approval of Minutes<br>July 2023 Board Minutes  | T.Schenk             |
| V.    | Financials (DDA & David Street Station)<br>A) <b>June &amp; July 2023 Reports</b><br>B) <b>July &amp; August 2023 Payments</b><br>C) Motion to Approve Financials | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Exec Committee Vote<br>-Strategic Plan Review/Next Steps<br>-Homelessness Updates<br>-DSS Event Update<br>-Ice Rink update                  | K.Hawley             |
| VII.  | Committee Reports   |                      |
| VIII. | Executive Session (if needed)   |                      |
| VIX.  | Action Items  |                      |
| X.    | Adjourn   |                      |

Next Meeting September 13, 2023

**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**  
**July 12, 2023**  
**11:35 a.m.**

**I. Call Meeting to Order**

**Present:** Tony Hager, Will Reese, Greg Dixon, Deb Clark, Nicholas Grooms, Shawn Houck, Kyle Gamroth

**Staff:** Kevin Hawley,

**Guests:** NA

**Excused:** Tim Schenk, Kerstin Ellis

**II. Public Comments:** N/A

**III. City Report:**

- Kyle Gamroth -Update on homeless coalition & Midwest Ave. street project

**IV. Approval of June 2023 Board Meeting Minutes**

*Motion, Second, Passed (Nicholas Grooms, Greg Dixon) (All Approved)*

**V. Financials–** Nicholas Grooms

**Approval of July 2023 DDA & DSS Financial Payments Only**

*Motion, Second, Passed (Nicholas Grooms, Will Reese) (All Approved)*

**Motion to leave meeting and Enter Public Budget Hearing at approximately 12:01 PM**

*Motion, Second, Passed (Nicholas Grooms, Deb Clark) (All Approved)*

Public Budget Hearing

**AGENDA**

1. Ascertain a quorum, call hearing to order.
2. Request three (3) times for public comment in opposition of the DDA fiscal year 2023-2024 budget.
3. Request three (3) times for public comment in favor of the DDA fiscal year 2023-2024 budget.
4. Vote to approve/disapprove FY 2023-2024 budget.

Budget Classification Activity	Amount
Administrative budget	\$304,400.00
Operations budget	\$754,460.00
<b>Total budget</b>	<b>\$1,058,860.00</b>

**Motion to Approve Public Budget \$1,058,860.00**

*Motion, Second, Passed (Nicholas Grooms, Greg Dixon) (All Approved)*

**Motion to Adjourn Public Budget Hearing & enter back to Regular Monthly meeting 12:05 PM**

*Motion, Second, Passed (Nicholas Grooms, Deb Clark) (All Approved)*

## **VI. Director's Report - Kevin Hawley**

- Discussion on Exec Committee members/vote. Decision: board to email nominations to KH by 7/28. KH to confirm with nominees if willing to serve. If so, add names to ballot. Formal vote at August 9 meeting.
- Discussion regarding Board Member applications and process
  - 4 Seats open; 2 existing members applied for final term
  - 0 applications from general public after 2 CST publications
  - Recommend moving forward with Kerstin & Tony renewal and reissue to general public for remaining 2 seats.

## **Motion to Recommend Tony Hager & Kerstin Ellis for final board appointment term expiring 6/30/27 to Casper City Council**

*Motion, Second, Passed (Nicholas Grooms, Deb Clark) (All Approved)*

## **VII. Committee Reports – NA**

## **Motion to Adjourn Regular Monthly meeting 12:29 PM**

*Motion, Second, Passed (Tony Hager, Will Reese) (All Approved)*

Approved by:

Secretary's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_/Date: \_\_\_\_\_

## **Please circle (1) nominee per category**

**\*\*Names are listed in Alphabetical order**

### **Chairman**

Nominees: Deb Greg Shawn Tim

### **Vice-Chair**

Nominees: Deb Shawn

### **Secretary**

Nominees: Deb Greg Kerstin Shawn

### **Treasurer**

Nominees: Nicholas

## DDA - Balance

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	177,051.24
NOW Acct	187,958.69
Total Checking/Savings	<u>365,009.93</u>
Total Current Assets	<u>365,009.93</u>
<b>TOTAL ASSETS</b>	<u><b>365,009.93</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabilities	<u>580.47</u>
Total Current Liabilities	<u>580.47</u>
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-148,671.97
Net Income	130,776.99
Total Equity	<u>364,429.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>365,009.93</b></u>

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	70,828.82
NOW Acct	187,958.69
Total Checking/Savings	<u>258,787.51</u>
Total Current Assets	<u>258,787.51</u>
<b>TOTAL ASSETS</b>	<u><b>258,787.51</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabil	<u>580.47</u>
Total Current Liabilities	<u>580.47</u>
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-17,894.98
Net Income	-106,222.42
Total Equity	<u>258,207.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>258,787.51</b></u>



## DDA-PL

	<u>Jun 23</u>		<u>Jul 23</u>
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	13.61	ACCT. INTEREST	7.10
ASSESSMENTS	25,937.99	ASSESSMENTS	5,329.48
Total Income	25,951.60	Total Income	5,336.58
Expense		Expense	
OPERATIONS		ADMINISTRATIVE	
Office Equipment	175.85	Payroll Allocation to DSS	85,000.00
Office Rent		Total ADMINISTRATIVE	85,000.00
Utilities	139.89	OPERATIONS	
Office Rent - Other	2,650.00	Planters	20,000.00
Total Office Rent	2,789.89	Office Rent	
Total OPERATIONS	2,965.74	Security Deposit	937.00
Total Expense	2,965.74	Office Rent - Other	5,622.00
Net Ordinary Income	22,985.86	Total Office Rent	6,559.00
Net Income	22,985.86	Total OPERATIONS	26,559.00
		Total Expense	111,559.00
		Net Ordinary Income	-106,222.42
		Net Income	-106,222.42

## DDA-Budget Tracking

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Donation - Adopt A Planter	0.00	0.00	0.00	0.0%
ACCT. INTEREST	7.10	100.00	-92.90	7.1%
ASSESSMENTS	5,329.48	180,000.00	-174,670.52	2.96%
<b>Total Income</b>	<b>5,336.58</b>	<b>180,100.00</b>	<b>-174,763.42</b>	<b>2.96%</b>
<b>Expense</b>				
<b>ADMINISTRATIVE</b>				
Payroll Expense	0.00	82,500.00	-82,500.00	0.0%
Payroll Allocation to DSS	85,000.00	0.00	85,000.00	100.0%
Payroll Bonuses	0.00	7,500.00	-7,500.00	0.0%
Social Security	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	900.00	-900.00	0.0%
<b>Total ADMINISTRATIVE</b>	<b>85,000.00</b>	<b>98,400.00</b>	<b>-13,400.00</b>	<b>86.38%</b>
<b>MARKETING-COMMUNICATIONS</b>				
Media Expenditures	0.00	6,000.00	-6,000.00	0.0%
Other Projects	0.00	2,000.00	-2,000.00	0.0%
PR - Director	0.00	1,500.00	-1,500.00	0.0%
Recognition Awards	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	0.00	6,000.00	-6,000.00	0.0%
Strategic Plan	0.00	3,500.00	-3,500.00	0.0%
<b>MARKETING-COMMUNICATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total MARKETING-COMMUNICATIONS</b>	<b>0.00</b>	<b>20,500.00</b>	<b>-20,500.00</b>	<b>0.0%</b>
<b>OPERATIONS</b>				
Employee Development	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	2,000.00	-2,000.00	0.0%
Board Mtg. Expense	0.00	500.00	-500.00	0.0%
Conference Registration	0.00	1,500.00	-1,500.00	0.0%
Copier Maintenance Plan	0.00	3,000.00	-3,000.00	0.0%
Dues/Subscriptions	0.00	2,000.00	-2,000.00	0.0%
Planters	20,000.00	20,000.00	0.00	100.0%
Graffiti	0.00	1,500.00	-1,500.00	0.0%
Insurance/Bonding	0.00	3,000.00	-3,000.00	0.0%
Office Automation	0.00	1,000.00	-1,000.00	0.0%
Music Service	0.00	660.00	-660.00	0.0%
Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Office Rent				
Security Deposit	937.00			
Utilities	0.00	0.00	0.00	0.0%
Office Rent - Other	5,622.00	12,000.00	-6,378.00	46.85%
<b>Total Office Rent</b>	<b>6,559.00</b>	<b>12,000.00</b>	<b>-5,441.00</b>	<b>54.66%</b>
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Pigeon Control	0.00	8,500.00	-8,500.00	0.0%
Postage	0.00	600.00	-600.00	0.0%
Travel	0.00	2,500.00	-2,500.00	0.0%
<b>Total OPERATIONS</b>	<b>26,559.00</b>	<b>63,760.00</b>	<b>-37,201.00</b>	<b>41.66%</b>
<b>Total Expense</b>	<b>111,559.00</b>	<b>182,660.00</b>	<b>-71,101.00</b>	<b>61.08%</b>
<b>Net Ordinary Income</b>	<b>-106,222.42</b>	<b>-2,560.00</b>	<b>-103,662.42</b>	<b>4,149.31%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
DSS Fund Transfer	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-106,222.42</b>	<b>-2,560.00</b>	<b>-103,662.42</b>	<b>4,149.31%</b>

DDA-July Trans

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Chec	07/11/2023	6190	Wold Bro's Inc.	DDA office security deposit	-937.00	-937.00
Bill Pmt -Chec	07/11/2023	6191	Wold Bro's Inc.	Rent ~July 2023-Dec 2023	-5,622.00	-6,559.00
Bill Pmt -Chec	07/11/2023	6192	Galles Greenhouse & Hepp Landscaping	#14075	-20,000.00	-26,559.00
Check	07/11/2023		DSS	Transfer from DDA to DSS to cover Director paid from dss ACH	-85,000.00	-111,559.00
Deposit	07/25/2023			Deposit	5,329.48	-106,229.52
Deposit	07/31/2023			Interest	7.10	-106,222.42
Total CHECKING					-106,222.42	-106,222.42
TOTAL					-106,222.42	-106,222.42

## DDA-August Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>						
Bill Pmt -Chec	08/04/2023	6193	ALIGN	#908--Casper DDA - planning 2023	-4,550.00	-4,550.00
Bill Pmt -Chec	08/04/2023	6194	Casper Star-Tribune	#86073	-129.58	-4,679.58
Bill Pmt -Chec	08/04/2023	6195	CAV - Front Range	#CAV00727	-330.00	-5,009.58
Bill Pmt -Chec	08/04/2023	6196	Downtown Casper Business Association	Crazy Days 2023 - contribution	-5,000.00	-10,009.58
Bill Pmt -Chec	08/04/2023	6197	Ricoh USA, Inc	#1097728814	-304.50	-10,314.08
Bill Pmt -Chec	08/04/2023	6198	Ricoh USA, Inc	#1097529339	-5.25	-10,319.33
Bill Pmt -Chec	08/04/2023	6199	Ricoh USA, Inc	#107387774	-166.08	-10,485.41
Total CHECKING					-10,485.41	-10,485.41
<b>TOTAL</b>					<b>-10,485.41</b>	<b>-10,485.41</b>

DSS-Balance	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Plaza Checking	82,683.17
Special Events	<u>19,155.26</u>
Total Checking/Savings	101,838.43
Accounts Receivable	
Accounts Receivable	<u>21,052.50</u>
Total Accounts Receivable	21,052.50
Other Current Assets	
Payroll Asset	<u>-47,500.00</u>
Total Other Current Assets	<u>-47,500.00</u>
Total Current Assets	<u>75,390.93</u>
<b>TOTAL ASSETS</b>	<b><u>75,390.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>500.00</u>
Total Accounts Payable	500.00
Other Current Liabilities	
Payroll Liabilities	<u>2,382.36</u>
Total Other Current Liabilities	<u>2,382.36</u>
Total Current Liabilities	<u>2,882.36</u>
Total Liabilities	2,882.36
Equity	
Unrestricted Net Assets	236,651.83
Net Income	<u>-164,143.26</u>
Total Equity	<u>72,508.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>75,390.93</u></b>

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Plaza Checking	117,358.62
Special Events	<u>19,155.26</u>
Total Checking/Savings	136,513.88
Accounts Receivable	
Accounts Receivable	<u>53,052.50</u>
Total Accounts Receivable	53,052.50
Other Current Assets	
Payroll Asset	<u>-47,500.00</u>
Total Other Current Assets	<u>-47,500.00</u>
Total Current Assets	<u>142,066.38</u>
<b>TOTAL ASSETS</b>	<b><u>142,066.38</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>500.00</u>
Total Accounts Payable	500.00
Other Current Liabilities	
Payroll Liabilities	<u>2,628.59</u>
Total Other Current Liabilities	<u>2,628.59</u>
Total Current Liabilities	<u>3,128.59</u>
Total Liabilities	3,128.59
Equity	
Unrestricted Net Assets	72,508.57
Net Income	<u>66,429.22</u>
Total Equity	<u>138,937.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>142,066.38</u></b>

DSS_PL	Jun 23
Ordinary Income/Expense	
Income	
ACCT. INTEREST	8.10
Direct Public Support	4,000.00
Other Types of Income	
Miscellaneous Revenue	200.00
Total Other Types of Income	200.00
Program Income	
Beverage Sales	14,485.80
Brew Fest Ticket	6,485.80
Event Sponsorship	10,000.00
Facility Rental	4,398.00
Partners In Progress	1,000.00
Vendor Fees	1,750.00
Total Program Income	38,119.60
Total Income	42,327.70
	42,327.70
Expense	
Contract Services	150.00
Facilities and Equipment	
Rent, Parking, Utilities	
DSS	127.97
Rent, Parking, Utilities - Other	984.48
Total Rent, Parking, Utilities	1,112.45
Total Facilities and Equipment	1,112.45
Operations	
Bank Fees	220.54
Equip/Supplies	664.31
Event Expense	
A/V	4,125.00
Bands	18,750.00
Entertainment/Rentals	2,000.00
Event Supplies	4,733.80
Security	1,437.50
Event Expense - Other	1,268.00
Total Event Expense	32,314.30
Overnight Security	3,450.00
Supplies	19.50
Total Operations	36,668.65
Payroll Expenses	31,731.30
Total Expense	69,662.40
Net Ordinary Income	-27,334.70
Net Income	-27,334.70

	Jul 23
Ordinary Income/Expense	
Income	
ACCT. INTEREST	10.09
Direct Public Support	
Operational Grants	20,000.00
Direct Public Support - Other	5,000.00
Total Direct Public Support	25,000.00
Other Types of Income	
Miscellaneous Revenue	85,000.00
Total Other Types of Income	85,000.00
Program Income	
Beverage Sales	17,375.10
Event Sponsorship	27,000.00
Friends of Station	40.00
Partners In Progress	500.00
Total Program Income	44,915.10
Total Income	154,925.19
Gross Profit	154,925.19
Expense	
Contract Services	
Accounting Fees	838.95
Contract Services - Other	1,500.00
Total Contract Services	2,338.95
Facilities and Equipment	
Building Repairs/Maint	324.74
Equip Rental and Maintenance	776.79
Landscaping, Repairs/Maint.	988.76
Rent, Parking, Utilities	
DSS	244.44
Rent, Parking, Utilities	937.71
Total Rent, Parking, Utilities	1,182.15
Total Facilities and Equipment	3,272.44
Marketing	
Advertising/Media	912.36
Fundraising Expense	252.40
Total Marketing	1,164.76
Operations	
Bank Fees	30.02
Books, Subscriptions, Reference	10.99
Event Expense	
A/V	24,765.00
Bands	21,050.00
Entertainment/Rental	535.36
Event Supplies	3,453.72
Security	1,125.00
Event Expense - Other	7,451.78
Total Event Expense	58,380.86
Overnight Security	2,415.00
Service Charge	358.30
Total Operations	61,195.17
Payroll Expenses	20,524.65
Total Expense	88,495.97
Net Ordinary Income	66,429.22
Net Income	66,429.22

## DSS Budget vs

	Jul 23	Budget	\$ Over Budge	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>ACCT. INTEREST</b>	10.09	0.00	10.09	100.0%
<b>Direct Public Support</b>				
Operational Grants	20,000.00	120,000.00	-100,000.00	16.67%
Direct Public Support - Other	5,000.00	0.00	5,000.00	100.0%
<b>Total Direct Public Support</b>	25,000.00	120,000.00	-95,000.00	20.83%
<b>Investments</b>				
Endowment	0.00	32,000.00	-32,000.00	0.0%
<b>Total Investments</b>	0.00	32,000.00	-32,000.00	0.0%
<b>Other Types of Income</b>				
Miscellaneous Revenue	85,000.00	285,000.00	-200,000.00	29.83%
Other Types of Income - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total Other Types of Income</b>	85,000.00	310,000.00	-225,000.00	27.42%
<b>Program Income</b>				
Beverage Sales	17,375.10	40,000.00	-22,624.90	43.44%
Brew Fest Ticket	0.00	0.00	0.00	0.0%
Disney Raffle	0.00	0.00	0.00	0.0%
Event Sponsorship	27,000.00	125,000.00	-98,000.00	21.6%
Facility Rental	0.00	0.00	0.00	0.0%
Friends of Station				
Treedition	0.00	0.00	0.00	0.0%
Friends of Station - Other	40.00	30,000.00	-29,960.00	0.13%
<b>Total Friends of Station</b>	40.00	30,000.00	-29,960.00	0.13%
Ice Skating Fees	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	0.00	0.00	0.00	0.0%
Partners In Progress	500.00	115,000.00	-114,500.00	0.44%
Support the Station	0.00	0.00	0.00	0.0%
Taco Fest Tickets	0.00	0.00	0.00	0.0%
Vendor Fees	0.00	0.00	0.00	0.0%
Program Income - Other	0.00	35,000.00	-35,000.00	0.0%
<b>Total Program Income</b>	44,915.10	390,000.00	-345,084.90	11.52%
<b>Total Income</b>	154,925.19	852,000.00	-697,074.81	18.18%
<b>Gross Profit</b>	154,925.19	852,000.00	-697,074.81	18.18%
<b>Expense</b>				
<b>Contract Services</b>				
Accounting Fees	838.95	3,500.00	-2,661.05	23.97%
Construction Expense	0.00	0.00	0.00	0.0%
Legal Fees	0.00	4,000.00	-4,000.00	0.0%
Contract Services - Other	1,500.00	27,200.00	-25,700.00	5.52%
<b>Total Contract Services</b>	2,338.95	34,700.00	-32,361.05	6.74%
<b>Facilities and Equipment</b>				
Building Repairs/Maint	324.74	30,000.00	-29,675.26	1.08%
Equip Rental and Maintenance	776.79	0.00	776.79	100.0%

FF&E	0.00	315,000.00	-315,000.00	0.0%
Landscaping, Repairs/Maint.	988.76	0.00	988.76	100.0%
Liability Insurance	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities				
DSS	244.44	0.00	244.44	100.0%
Rent, Parking, Utilities - Other	937.71	0.00	937.71	100.0%
Total Rent, Parking, Utilities	1,182.15	0.00	1,182.15	100.0%
Storage - Rental	0.00	0.00	0.00	0.0%
Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
Total Facilities and Equipment	3,272.44	365,000.00	-361,727.56	0.9%
Marketing				
Advertising/Media	912.36	8,000.00	-7,087.64	11.41%
Fundraising Expense	252.40	12,500.00	-12,247.60	2.02%
Website	0.00	1,000.00	-1,000.00	0.0%
Marketing - Other	0.00	0.00	0.00	0.0%
Total Marketing	1,164.76	21,500.00	-20,335.24	5.42%
Operations				
Bank Fees	30.02			
Books, Subscriptions, Reference	10.99	0.00	10.99	100.0%
Equip/Supplies	0.00	0.00	0.00	0.0%
Event Expense				
A/V	24,765.00	32,000.00	-7,235.00	77.39%
Bands	21,050.00	0.00	21,050.00	100.0%
Entertainment/Rentals	535.36	75,000.00	-74,464.64	0.71%
Event Supplies	3,453.72	35,000.00	-31,546.28	9.87%
Insurance	0.00	0.00	0.00	0.0%
Janitorial	0.00	16,000.00	-16,000.00	0.0%
Security	1,125.00	15,000.00	-13,875.00	7.5%
Event Expense - Other	7,451.78	0.00	7,451.78	100.0%
Total Event Expense	58,380.86	173,000.00	-114,619.14	33.75%
Office Automation	0.00	5,000.00	-5,000.00	0.0%
Overnight Security	2,415.00	30,000.00	-27,585.00	8.05%
Postage, Mailing Service	0.00	1,000.00	-1,000.00	0.0%
Printing and Copying	0.00	0.00	0.00	0.0%
Service Charge	358.30	0.00	358.30	100.0%
Software/Subscriptions	0.00	6,000.00	-6,000.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
TIPS Training	0.00	0.00	0.00	0.0%
Utilities	0.00	34,000.00	-34,000.00	0.0%
Operations - Other	0.00	0.00	0.00	0.0%
Total Operations	61,195.17	249,000.00	-187,804.83	24.58%
Payroll Expenses	20,524.65	203,000.00	-182,475.35	10.11%
Travel and Meetings				
Conference, Convention, Meeting	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.0%
Travel and Meetings - Other	0.00	0.00	0.00	0.0%



Total Travel and Meetings	0.00	0.00	0.00	0.0%
Total Expense	88,495.97	873,200.00	-784,704.03	10.14%
Net Ordinary Income	66,429.22	-21,200.00	87,629.22	-313.35%
Net Income	66,429.22	-21,200.00	87,629.22	-313.35%

## DSS\_July Trans

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Check	07/01/2023		Rivers Edge Storage		-300.00	-300.00
Check	07/05/2023		DonorPerfect Transaction Fees		-225.71	-525.71
Deposit	07/10/2023			Deposit	57.96	-467.75
Deposit	07/10/2023			Deposit	318.18	-149.57
Bill Pmt -Check	07/11/2023	2830	Alliance Electric	#12227	-85.00	-234.57
Bill Pmt -Check	07/11/2023	2831	Brent Phillips	#2308	-14,000.00	-14,234.57
Bill Pmt -Check	07/11/2023	2832	Brooke Montgomery	reimbursemer	-87.77	-14,322.34
Bill Pmt -Check	07/11/2023	2833	Casper Area Chamber of Comn	#211853	-600.00	-14,922.34
Bill Pmt -Check	07/11/2023	2834	Charter Communications	#8313 30 031	-244.44	-15,166.78
Bill Pmt -Check	07/11/2023	2835	Cowdin Cleaning	7.1.23	-1,500.00	-16,666.78
Bill Pmt -Check	07/11/2023	2836	Galles Greenhouse & Hepp Lar	#59666	-988.76	-17,655.54
Bill Pmt -Check	07/11/2023	2837	Howl USA LLC	1042F	-2,300.00	-19,955.54
Bill Pmt -Check	07/11/2023	2838	Quality Brands of Casper	#6119991 & F	-2,170.00	-22,125.54
Bill Pmt -Check	07/11/2023	2839	R&R Rest Stops of Casper	#62811 DSS	-1,168.00	-23,293.54
Bill Pmt -Check	07/11/2023	2840	Red Butte Music, LLC	Summer Mark	-600.00	-23,893.54
Bill Pmt -Check	07/11/2023	2841	Secure Gunz LLC	#768; 770; 77	-3,540.00	-27,433.54
Bill Pmt -Check	07/11/2023	2842	Brent Phillips	#2307	-4,825.00	-32,258.54
Bill Pmt -Check	07/11/2023	2843	Brent Phillips	#2309	-5,940.00	-38,198.54
Liability Check	07/11/2023		United States Treasury	83-0286881	-1,760.16	-39,958.70
Bill Pmt -Check	07/11/2023		Mastercard		0.00	-39,958.70
Bill Pmt -Check	07/11/2023	2844	Mastercard	#9839	-1,048.07	-41,006.77
Bill Pmt -Check	07/11/2023	2845	Mastercard	#9423	-1,065.79	-42,072.56
Bill Pmt -Check	07/11/2023	2846	Mastercard	#9471	-3,407.26	-45,479.82
Deposit	07/11/2023			Deposit	20,000.00	-25,479.82
Deposit	07/11/2023			Deposit	85,000.00	59,520.18
Paycheck	07/13/2023		Abigail Gazda		-164.20	59,355.98
Paycheck	07/13/2023		Daniel K Mattern		-21.17	59,334.81
Paycheck	07/13/2023		Isaiah Bates		-129.12	59,205.69
Paycheck	07/13/2023		John F Lubner		-150.23	59,055.46
Paycheck	07/13/2023		Precious Virden		-85.15	58,970.31
Paycheck	07/13/2023		Samantha McCain		-146.85	58,823.46
Paycheck	07/13/2023		Sarah S Strube		-514.16	58,309.30
Bill Pmt -Check	07/13/2023	2847	Airbound	7.15.23 DSS	-832.50	57,476.80
Bill Pmt -Check	07/13/2023	2848	Bar D Signs	39529	-850.00	56,626.80
Bill Pmt -Check	07/13/2023	2849	Chad Lore	7.5.23 - DSS j	-300.00	56,326.80
Bill Pmt -Check	07/13/2023	2850	Jake Maurer Band	Final payment	-9,000.00	47,326.80
Bill Pmt -Check	07/13/2023	2851	Jeremy D. Adamson	7.29.23 - ballc	-500.00	46,826.80
Bill Pmt -Check	07/13/2023	2852	Kaspen Haley	7.20.23 DSS	-600.00	46,226.80
Bill Pmt -Check	07/13/2023	2853	Lendon James LLC	7.13.23 - Casj	-2,000.00	44,226.80
Bill Pmt -Check	07/13/2023	2854	NOKINTOBOB II, INC	Mark Wills 7.2	-5,000.00	39,226.80
Bill Pmt -Check	07/13/2023	2855	Sarah Carper	7.25.23 DSS	-450.00	38,776.80
Bill Pmt -Check	07/13/2023	2856	Chad Lore	#7.15.23	-300.00	38,476.80
Deposit	07/13/2023			Deposit	8,936.00	47,412.80

Deposit	07/14/2023		Deposit	500.00	47,912.80
Paycheck	07/15/2023	Breya Price		-1,484.12	46,428.68
Paycheck	07/15/2023	Brooke C Montgomery		-1,738.96	44,689.72
Paycheck	07/15/2023	Kevin T Hawley		-2,884.17	41,805.55
Check	07/17/2023	DonorPerfect Transaction Fees		-40.25	41,765.30
Deposit	07/17/2023		Deposit	4,505.37	46,270.67
Deposit	07/18/2023		Deposit	15.00	46,285.67
Liability Check	07/19/2023	United States Treasury	83-0286881	-204.02	46,081.65
Deposit	07/19/2023		Deposit	57.96	46,139.61
Deposit	07/20/2023		Deposit	56.73	46,196.34
Deposit	07/24/2023		Deposit	17.82	46,214.16
Deposit	07/24/2023		Deposit	25.00	46,239.16
Deposit	07/24/2023		Deposit	2,569.61	48,808.77
Liability Check	07/25/2023	United States Treasury	83-0286881	-375.26	48,433.51
Liability Check	07/25/2023	United States Treasury	83-0286881	-1,782.94	46,650.57
Bill Pmt -Check	07/26/2023	2857 C Spur Ranch		-3,272.72	43,377.85
Check	07/26/2023	2858 Department of Workforce Serv	Voucher ID: 1	-454.95	42,922.90
Check	07/26/2023	Square Inc.		-92.34	42,830.56
Check	07/27/2023	City of Casper - Water Services		-25.65	42,804.91
Check	07/27/2023	Black Hills Energy		-55.98	42,748.93
Check	07/27/2023	City of Casper - Water Services		-222.00	42,526.93
Check	07/27/2023	City of Casper - Water Services		-334.08	42,192.85
Paycheck	07/28/2023	Samantha McCain		-297.92	41,894.93
Paycheck	07/28/2023	Abigail Gazda		-89.95	41,804.98
Paycheck	07/28/2023	Isaiah Bates		-294.59	41,510.39
Paycheck	07/28/2023	Sarah S Strube		-560.88	40,949.51
Paycheck	07/28/2023	Precious Virden		-427.02	40,522.49
Paycheck	07/28/2023	Daniel K Mattern		-238.57	40,283.92
Paycheck	07/28/2023	John F Lubner		-299.83	39,984.09
Deposit	07/28/2023		Deposit	57.96	40,042.05
Paycheck	07/31/2023	Breya Price		-1,484.13	38,557.92
Paycheck	07/31/2023	Brooke C Montgomery		-1,805.91	36,752.01
Paycheck	07/31/2023	Kevin T Hawley		-2,884.16	33,867.85
Deposit	07/31/2023		Deposit	28.83	33,896.68
Deposit	07/31/2023		Deposit	768.68	34,665.36
Deposit	07/31/2023		Interest	10.09	34,675.45
Total Plaza Checking				<u>34,675.45</u>	<u>34,675.45</u>
<b>TOTAL</b>				<u><b>34,675.45</b></u>	<u><b>34,675.45</b></u>

# DSS-August Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>						
Deposit	08/03/2023			Deposit	41,380.00	41,380.00
Deposit	08/03/2023			Deposit	8,571.73	49,951.73
Bill Pmt -Check	08/04/2023	2859	Airbound	Full 245928; I	-5,710.00	44,241.73
Bill Pmt -Check	08/04/2023	2860	AMBI Mail & Marketing	#23-07-103	-96.00	44,145.73
Bill Pmt -Check	08/04/2023	2861	Brent Phillips	#2311	-5,725.00	38,420.73
Bill Pmt -Check	08/04/2023	2862	Charter Communications	#8313 30 031	-127.97	38,292.76
Bill Pmt -Check	08/04/2023	2863	Cowdin Cleaning	8/1/23	-1,550.00	36,742.76
Bill Pmt -Check	08/04/2023	2864	Mastercard		-5,810.79	30,931.97
Bill Pmt -Check	08/04/2023	2865	MCF LLC	379	-450.00	30,481.97
Bill Pmt -Check	08/04/2023	2866	Paula K. Hunter	reimbursemer	-100.00	30,381.97
Bill Pmt -Check	08/04/2023	2867	Quality Brands of Casper	#6146982; #	-3,694.75	26,687.22
Bill Pmt -Check	08/04/2023	2868	R&R Rest Stops of Casper	#63226	-648.00	26,039.22
Bill Pmt -Check	08/04/2023	2869	Secure Gunz LLC	#789; 785;	-1,968.75	24,070.47
Bill Pmt -Check	08/04/2023	2870	Walsh Property Management	(2) DSS Parki	-840.00	23,230.47
Bill Pmt -Check	08/04/2023	2871	Wyoming Office Products & In	#0032391-001	-133.36	23,097.11
Bill Pmt -Check	08/04/2023	2872	Brent Phillips	#2308	-743.00	22,354.11
Bill Pmt -Check	08/04/2023	2873	The Bon Agency	#1000488034	-7,265.00	15,089.11
Liability Check	08/07/2023		United States Treasury	83-0286881	-1,782.94	13,306.17
Deposit	08/07/2023			Deposit	3,539.00	16,845.17
Paycheck	08/11/2023		Abigail Gazda		-169.73	16,675.44
Paycheck	08/11/2023		Daniel K Mattern		-152.54	16,522.90
Paycheck	08/11/2023		Isaiah Bates		-145.72	16,377.18
Paycheck	08/11/2023		John F Lubner		-225.64	16,151.54
Paycheck	08/11/2023		Precious Virden		-114.34	16,037.20
Paycheck	08/11/2023		Samantha McCain		-45.25	15,991.95
Paycheck	08/11/2023		Sarah S Strube		-652.30	15,339.65
Liability Check	08/14/2023		United States Treasury	83-0286881	-272.78	15,066.87
Paycheck	08/15/2023		Breya Price		-1,484.12	13,582.75
Paycheck	08/15/2023		Brooke C Montgomery		-1,805.92	11,776.83
Paycheck	08/15/2023		Kevin T Hawley		-2,884.16	8,892.67
Total Plaza Checking					8,892.67	8,892.67
<b>TOTAL</b>					<b>8,892.67</b>	<b>8,892.67</b>



**DOWNTOWN DEVELOPMENT AUTHORITY**

## ***Strategic Plan***

2023

Prepared by:



# Casper Downtown Development Authority

---

## Overview

The Casper Downtown Development Authority (DDA) has been highly successful over the last ten years, with a primary focus on a project that has brought vibrancy and development to downtown. The project is now ready to go out on its own, and it is time for the DDA to consider what comes next. To do this, Kevin Hawley, Executive Director, contacted The Align Team about facilitating strategic planning.

The Align Team worked with the Casper DDA about ten years ago prior to the DDA launching the David Street Station Project. The plan that was created at that time guided the DDA's success. This round, Align Team Vice President, Brittany Ashby, served as the facilitator for a full-day strategic planning session that was held on June 15<sup>th</sup>, 2023, at the Nerd Gas facility in Casper. Seven of the board members were able to attend at least part of the day and provide feedback on how to move the organization forward and make some crucial decisions about the next steps in the process.

Before the facilitated session, a survey went out to the board, and Ms. Ashby met with both Mr. Hawley and with two of the executive board members. The information collected through the surveys and interviews was compiled to help build the agenda and to guide the discussion on June 15<sup>th</sup>. Note that the 15<sup>th</sup> was the second date set for the strategic planning, as only three members were able to attend the first date in May.

The following provides an overview of the strategic plan and the session notes from the June 15<sup>th</sup> session.

# Casper Downtown Development Authority

---

## Casper Downtown

### *Where Tradition Meets Tomorrow*

#### ***Purpose:***

The planning team started the day by discussing the organization's mission and purpose. The group began by discussing the purpose of the organization. This information affirms the current mission of the organization.

*Mission:* The Downtown Development Authority is an active agent for the promotion and enhancement of downtown Casper.

#### Purpose:

- Making downtown Casper an attractive place to spend time and do business
- Econ Dev/Prosperity – business retention and recruitment
- Needs and desires of the community and of property owners and businesses in district
- Supporting downtown businesses
- Raising awareness and bringing the community together
- Develop, promote, and protect the growth, health, and prosperity of the downtown core
- Preventing and halting the deterioration of property value
- Halting and preventing blight
- Development and redevelopment
- Increase tourism
- Creating a downtown brand

# Casper Downtown Development Authority

---

## Vision

Once the group agreed on the purpose, they spent time building a picture of the future for the organization. This led to a series of Visions that created a picture of the organization's future.

*Proposed Vision:* Blending Casper's historic attributes with today's commerce to preserve its culture and history in a place where people gather, work, and play.

The group spent time discussing their picture of the future for both the DDA and the Downtown in three groups. Together this built a picture of the vision for the future.

### **Vision:**

#### **Group 1:**

DDA: High-performing marketing and development organization with funding to accomplish priorities.

Downtown: Growing, healthy, and prosperous downtown, developing the LIVE – WORK – PLAY model focusing on identifying areas most well-suited for each aspect. Low vacancy, increasing property values. Embodiment of Wyoming culture, tradition, and heritage. Clean, safe, walkable, well-lit, and accessible (parking).

#### **Group 2:**

DDA: Active and engaged board, staff, volunteers, and business owners. Regular opportunities for stakeholder feedback and interaction.

Downtown: Blending Casper's historic attributes with today's commerce to preserve our character and retain our history into the future. Promote the gathering of people.

#### **Group 3:**

DDA: Develop a realistic number of refined projects that enhance and promote a safe family-friendly, walkable downtown environment.

Downtown: Thriving business and cultural center that promotes Casper as a family-oriented community thru the services it offers

- Cultural Center – music, theater, food and drink, arts, and events
- Expanding the DDA boundaries
- Provide/create benefits to attract new property owners/businesses



# Casper Downtown Development Authority

---

## DDA Brand

In addition to the discussion of Mission and Vision, the group spent some time talking about the very beginnings of a brand for Downtown Casper and what makes it unique. This led to a tagline that was able to guide the decisions on strategies and next steps:

### *Where Tradition Meets Tomorrow*

#### *What Makes Casper Unique Discussion*

- Western History – work ethic, Western ethics
- Embrace future – innovation, entrepreneurship.
- Casper’s downtown – where tradition meets tomorrow.
- Collaboration with Visit Casper and Advance Casper

# Casper Downtown Development Authority

---

## Moving Forward

Once the group had discussed the purpose, visions, and brand of the organization, it was time to discuss where the organization is now and what it needs to do to reach the vision.

### David Street Station

The first discussion had to be around David Street Station (DSS) and what made sense for both the DDA and DSS moving forward. DSS has been very successful under the DDA; however, it now takes up most of the time and resources of the DDA, and there may be some strong advantages to rolling it off on its own.

*Recommendation from Planning Group:* Roll off David Street Station into its own 501(c)3 organization with support from DDA. The goal would be to have the new organization set up in 2 months with full roll-off (staff hired, fully on its own) by March 2024.

#### *Actions:*

- Take vote at next board meeting to finalize. Board members that were present at the planning session will advocate for the decision.
- Kevin to work with funders and an attorney to quickly move forward with the process of submitting the legal and financial paperwork to create the 501(c)3.
- Reach out to a local attorney to help craft the structure.
- Create a transition committee to work on setting up the board, laying out the logistics, and ensuring both organizations have what they need.
- Create start-up budgets and documents.
- DDA to look at how much it can contribute in start-up funds to ensure a smooth transition.

A discussion was had on the pros and cons of rolling off DSS to arrive at the decision:

#### **Pros**

- Funding
- Access to other funds
- Branding
- More time for staff

#### **Cons**

- Loss of Synergy
- Potential for a split

# Casper Downtown Development Authority

---

## **Key Focus Areas**

Once the key decision around DSS was made, the group moved on to what needs to happen to move the work of the DDA forward. This led to five key strategies with initial action items and future work.



# Casper Downtown Development Authority

---

## Priority 1: Safety and Security

One of the key issues in Downtown Casper continues to be ensuring the safety and security of our visitors and of the businesses downtown. There continues to be a significant homeless population that has caused some issues, and in general, people do not always feel comfortable being and shopping downtown. The first priority of the DDA is to work on projects that help create a safer environment and to continue to be involved with safety projects that are being dealt with in the broader community.

<b>Board Advocates</b>	Tim
------------------------	-----

### Step-One Projects:

- Street lighting plan
- String lighting project
- Cameras
- Private security or volunteers

### Future or Ongoing Projects:

- Better/safer parking
- Homeless mitigation

# Casper Downtown Development Authority

---

## Priority 2: Downtown Development

In order to really create the Live/Work/Play environment, the DDA will need to work on some new development projects that help redevelop current properties or help develop new businesses or services.

<b>Board Advocates</b>	Tim, Tony, Deb, Shawn
------------------------	-----------------------

### Step-One Projects:

- Live/Work/Play Master Plan: Hire a planning consultant to create a development plan that looks at current and potential downtown assets and create a plan for moving forward with specific projects.

### Potential Projects:

- Support the Lyric
- Indoor music/theater venue
- Trail Head
- Collaborate with education institutions
- Facilitate adaptive reuse of historic buildings
- Establish business incubator and co-working spaces
- Conference center
- Residential developments
- Boutique hotels
- Building façade revitalization
- Repurpose blighted and vacant properties

# Casper Downtown Development Authority

---

## Priority 3: Streets and Sidewalks

Beautification and usability of streets and sidewalks in the downtown area will be crucial to the continued development and for recruiting new businesses and new people to come downtown. This includes things such as beautification of gateways, ensuring walkability and usability, and creating programs to keep streets clean.

<b>Board Advocates</b>	Kyle
------------------------	------

### Step-One Projects:

- Incentive grant program
- Develop “clean streets” initiative

### Future and Ongoing Projects:

- Downtown beautification and branding
- Develop pedestrian-friendly streetscapes
- Take out one-way streets
- Gateway
- Parking enforcement

# Casper Downtown Development Authority

---

## Priority 4: Funding

As the DDA and DSS move apart, funding for the future of DDA projects will be crucial to ensure that the projects that bring and keep people downtown are able to be put into place. This will require new thinking about funding relationships and funding sources.

<b>Board Advocates</b>	Shawn
------------------------	-------

### Step-One Projects:

- Explore expanding the DDA boundaries. Talk with Liz.
- Discuss additional funding with City Council

### Future and Ongoing Projects:

- Expand funding model
- Revenue-generating programs
- Obtain grants
- C3 zoning expansion
- Funding for property improvement

## Priority 5: Marketing and Outreach

As the DDA undertakes new projects and programs, it will need to continue to build relationships with its stakeholders, which include downtown businesses and property holders, as well as visitors and residents. It will also include increased work with partners such as the City, Visit Casper, Forward Casper, etc. Finally, once some of the other projects are in place, creating a new brand for the organization and the downtown as a whole may help bring more people into the downtown area.

<b>Board Advocates</b>	Greg
------------------------	------

### Step-One Projects:

- Increase/improve stakeholder engagement
- Increased partner engagement

### Future and Ongoing Projects:

- Rebrand downtown where tradition meets tomorrow
- Businesses open later hours
- Street markets/festivals/fairs
- Foster a local food scene
- Collaborate with historic preservation