

# INFORMATION PACKET

Friday, June 16, 2023



## **TABLE OF CONTENTS**

### CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum .....	2
Requested Recreation Budget Information.....	6

### WAM DOCUMENTS & INFORMATION

WAM Info Mineral Royalties & Severance Tax Distributions.....	8
WAM Resolutions from Summer Conference for 2024.....	14

### AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

Casper Natrona County Health Department Board Packet 06.15.23 .....	24
Central WY Regional Water System JPB packet 06.20.23 .....	28
Downtown Development Authority Packet 06.14.23.....	86

### INVITATIONS, NEWSLETTERS & OTHER INFORMATION

Invitation Wyoming Highway Patrol Anniversary.....	102
--	-----

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

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

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

<b>June 20, 2023 Councilors Absent: Pollock; Engebretsen - Virtual</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: Impact Fee Final Report (20 min)					
Pre-Meeting: Financials for 1% Community Projects					
Pre-Meeting: Coffman Ave Improvements					
Approval of 6/6 Minutes					C
Approval of 6/6 Executive Session Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			
2nd Reading - Adoption of 2023 National Electric Code			N		
2nd Reading - Chinook LAD			N		
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Tax on Behalf of the City of Casper.				C	
Ratifying the Mayor's Signature and Approving Amendment No. 1 to the Memorandum of Understanding Between the Board of Commissioners of Converse County, Wyoming, the Board of Commissioners of Natrona County, Wyoming, the City of Douglas, Wyoming, the City of Casper, Wyoming, the Town of Evansville, Wyoming, the Town of Bar Nunn, Wyoming, the Town of Glenrock, Wyoming, the City of Mills, Wyoming, and the Town of Rolling Hills, Wyoming, for Impact Assistance Funds.				C	
Authorizing an Agreement with Installation & Service Company, Inc., for the Mariposa Boulevard Improvements - Saratoga Road to Brookview Drive, Project No. 21-077.				C	
Authorizing Submission of an Application to the Wyoming Department of Transportation for the Fiscal Year 2024 Transportation Alternatives Program Funding for the Wyoming Boulevard Sidepath - Phase I.				C	
Authorizing Submission of an Application to the Wyoming Department of Transportation for the Fiscal Year 2024 Transportation Alternatives Program Funding for the Wyoming Boulevard Sidepath - Phase II.				C	
1% #17 Community Projects				C	
Authorizing a Professional Services Contract Between the City of Casper and ConvergeOne, Inc., for Blade Server Hardware, Installation, and Configuration at City Hall.				C	
Authorize Revocable License Agreement with Zayo Group, LLC., for Installation and Maintenance of a Fiber Optic Line.				C	
Initiating a Request for the De-Annexation of a 19-Acre, More or Less, Parcel of City-Owned Property from the City of Mills.				C	
Canceling the Regularly Scheduled City Council Meeting Set for July 4, 2023, and Rescheduling it to July 5, 2023.				C	
Authorizing an Amendment to the Passenger Bus Agreement Between the City of Casper and 5150 Tourism Development, Inc.				C	
Approving the Senior Center Lease				C	
Authorizing an Agreement with the Enforcer Group Unlimited, LLC for the Rental of the Casper Ice Arena and Related Building Space				C	
Authorizing Amendment to the Procurements of Goods Agreement with United States Welding, Inc., dba Rocky Mountain Air Solutions, for Supplying Liquid Oxygen for Use at the Water Treatment Plant.				C	
Authorize an Agreement with Great Western Installations, Inc., in the Amount of \$227,224.45, for the 2023 Parks Playground Improvements, Project No. 23-012.				C	

Authorize Agreement with Knife River, in the amount of \$1,972,626.50 for the Coffman Avenue Improvements – Skyridge to 25th Street, Project 19-030.				C	
Rejecting All Bids Recieved for the East 21st Street Improvements (Kingsbury Drive to Walsh Drive), Project No. 23-073.					C
Rejecting all bids received for the purchase of City-owned land located at Robertson Road and Trevett Lane, pursuant to Wyoming State Statute 15-1-112(a).					C
Authorizing the Discharge of \$203,134.55 of Uncollectible Accounts Recievable Balances.					C
Establishing a Direct Distribution Fund.					C

<b>June 27, 2023 Councilors Absent: Engebretsen</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Optional 1% Tax (Tentative)	Direction Requested	4:35	60 min
Homeless Coalition	Direction Requested	5:35	40 min
Ordinance Regarding Feeding Turkeys	Direction Requested	6:15	30 min
Rec Enterprise Business Plans Part 1 (Golf & Hogadon)	Direction Requested	6:45	30 min
Judge Evaluation Form	Direction Requested		20 min
Agenda Review		7:15	20 min
Legislative Review		7:35	20 min
Council Around the Table		7:55	20 min
Approximate Ending Time:			8:15

<b>WEDNESDAY, July 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:					
Approval of 6/20 Minutes					C
3rd Reading - Adoption of 2023 National Electric Code			N		
3rd Reading - Chinook LAD			N		
Authorize Revocable License Agreement with Centurylink Communications, LLC., dba Lumen Technologies Group, for Installation and Maintenance of a Fiber Optic Line.				C	
Agreement for Elevator Maintenance Services with Kone Corporation (tentative)				C	

<b>July 11, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Code Enforcement – Potential Code Changes	Direction Requested	4:35	40 min
Rec Enterprise Business Plans Part 2 (Fort Caspar, Rec Center, Ice Arena & Aquatics)	Direction Requested	5:15	60 min
MOU School Distriect and City for Youth Volleyball	Direction Requested		
Donate Life Donor Alliance			
Agenda Review		6:15	20 min
Legislative Review		6:35	20 min
Council Around the Table		6:55	20 min
Approximate Ending Time:			7:15

<b>Tuesday, July 18, 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 7/5 Minutes					C
Sponsorship & Naming Rights Global Spectrum ( tentative)				C	
SMOU School District for Youth Volley Ball					

<b>July 25, 2023 Councilors Absent:</b>			
<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
		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			
Safe Place Program Implementation & Resolution			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Camping Ordinance & SOP Follow-up			
One Cent Funding Application Process Debrief			
One Cent Allocation Compliance Follow-up			
General Businesses Licenses			
Snow Route Declarations			Late Summer
Snow Plow Ordinance			Late Summer
Funding for Sidewalk Repairs/Homeowner			
Parking Garage Update from Republic			
Naming City Equipment			Summer
Liquor License Incentive and Responsible Sales Program			
Wyoming 211			
Youth Commission (Discrimination)			
Municipal Judge Evaluation			

### Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			August
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			September
Judge's Quarterly Update	September 5 December 5	15 minutes	Recurs Quarterly
Parks Master Plans MOU's			
Community Readiness Application for Utility Installation Around FWC/Sports Ranch			
Casper Mountain Property Easement Request			
North Platte Development Plan			August
Banner Health & Fire Agreement			July (Tentative)

### 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
---

June 1, 2023

MEMO TO: Carter Napier, City Manager

FROM: Zulima Lopez, Parks, Recreation and Public Facilities Director

SUBJECT: Budget Work Session Follow-ups

**Action Type**  
Information Only

**Summary**

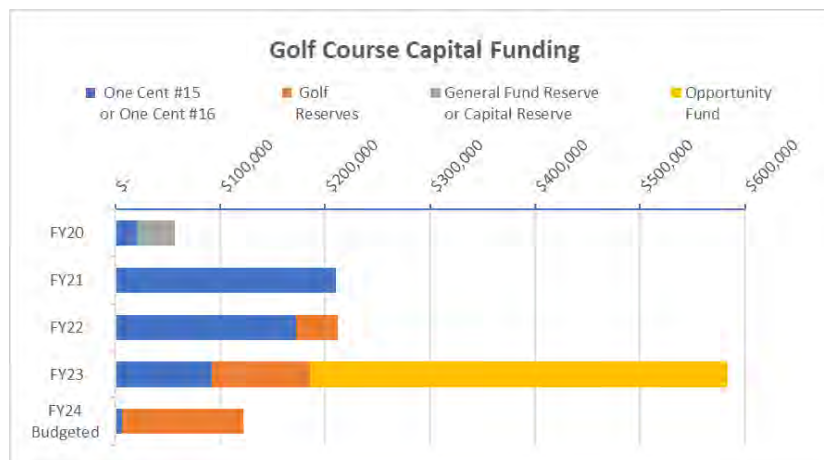
On Wednesday, May 24, 2023 during the budget work session, members of Council had several questions that required staff research to answer.

**Hogadon Night Skiing Performance:** Council requested details on the performance of night skiing during the last two seasons, which is charted below:

Night Skiing Category	FY22	FY23
Race Training Expenses	6,753.64	\$ 6,949.77
Race Training Revenue	\$14,250.00	\$ 15,750.00
(Profit) or Loss	\$ (7,496.36)	\$ (8,800.23)
Night Skiing Expenses	\$ 35,494.04	\$ 33,906.52
Night Skiing Revenue	\$ 56,896.00	\$76,977.00
Night Skiing (Profit) or Loss	\$ (21,401.96)	\$ (43,070.48)
<b>Total Night (Profit) or Loss</b>	<b>\$ (28,898.32)</b>	<b>\$ (51,870.71)</b>

**Ice Arena Design Cost:** Council inquired about the estimated cost of the Ice Arena Expansion project design. According to Tom Betti, the consultant that completed our feasibility study in 2020 and update in 2023, design should be estimated at 7% of the construction cost. Construction of the project is currently estimated at just under \$13.1 million, putting the design estimate at \$915,000.

**Golf Course Capital Expenses:** Council requested historic data on the capital expenses at the Municipal Golf Course. The graph and chart below identify projects, amounts, and funding sources for capital expenditures for Golf since FY20. The intention is for Golf Fund Reserves to fund most of the future capital needs for the operation. This includes the next golf cart fleet replacement, expected around 2030.



<b>Fiscal Year</b>	<b>Project/Procurement</b>	<b>Budgeted Expense</b>	<b>Actual Capital Expenditure</b>	<b>Funding Source</b>
FY20	One Ton Truck with Plow	\$ 50,000.00	\$ 36,236.70	Capital Reserves
FY20	Golf Course Clubhouse HVAC	\$ 24,000.00	\$ 20,051.10	OC#15
FY21	Links Pumpstation Replacement	\$ 125,000.00	\$ 115,909.24	OC#16
FY21	Golf Clubhouse Fire Supression System	\$ 67,507.76	\$ 43,710.00	OC#16
FY21	Golf Pro Shop Flooring	\$ 6,800.00	\$ 6,698.42	OC#16
FY21	19th Hole Balcony Restoration	\$ 13,283.00	\$ 26,342.60	OC#16
FY21	Driving Range Picker Cart	\$ 15,000.00	\$ 13,047.70	OC#16
FY21	Golf Pro Shop Counter/workstation	\$ 5,000.00	\$ 4,257.27	OC#16
FY22	3 Fairway Mowers	\$ 180,000.00	\$ 167,844.44	OC#16
FY22	Top Dressing Brush	\$ 6,000.00	\$ 4,595.00	OC#16
FY22	19th Hole Patio Garage Doors	\$ 39,609.63	\$ 39,609.63	Golf Fund Reserves
FY23	Driving Range Ball Dispenser	\$ 35,000.00	\$ 21,567.88	Capital Reserves
FY23	Pathway Repairs	\$ 26,000.00	\$ 2,599.92	Golf Fund Reserves
FY23	Golf Cart Fleet Replacement	\$ 400,000.00	\$ 398,685.00	Opportunity Fund
FY23	3 Triplex Mowers	\$ 88,000.00	\$ 84,482.00	Golf Fund Reserves
		\$ 80,000.00	\$ 80,000.00	OC#16
FY23	19th Hole Refrigerator Purchase	\$ 11,118.42	\$ 11,118.42	OC#16
FY23	Single Door Freezer for 19th Hole	\$ 5,222.00	\$ 2,611.00	BAS
			\$ 1,573.86	Golf Fund Reserves
			\$ 1,037.14	OC#16
FY23	Oven for 19th Hole	\$ 4,336.00	\$ 4,336.00	Golf Fund Reserves
FY24	Pathway Repairs	\$ 30,000.00	\$ -	Golf Fund Reserves
FY24	Greens Roller	\$ 20,000.00	\$ -	Golf Fund Reserves
FY24	UTV Lease Buyout	\$ 6,000.00	\$ -	OC#16
FY24	Turf Gator #1	\$ 16,500.00	\$ -	Golf Fund Reserves
FY24	Turf Gator #2	\$ 16,500.00	\$ -	Golf Fund Reserves
FY24	Turf Gator #3	\$ 16,500.00	\$ -	Golf Fund Reserves
FY24	Turf Gator #4	\$ 16,500.00	\$ -	Golf Fund Reserves



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## MEMORANDUM

**TO:** Municipal Treasurers

**DATE:** June 13, 2023

**FROM:** Earla Checchi

**SUBJECT:** Quarterly Distribution of Severance Tax

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

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





**WYOMING STATE TREASURER'S OFFICE  
FY23 Q4 MINERAL SEVERANCE DISTRIBUTION**

Fund	435
Closing Class	11
Accounting Line Description	City Mineral Severance WS 39-14-801

Row Labels	Sum of Amount
<b>05/31/2023</b>	
CITY OF BUFFALO	40,209.98
CITY OF CASPER	527,759.41
CITY OF CHEYENNE	585,298.67
CITY OF CODY	91,540.92
CITY OF DOUGLAS	57,143.34
CITY OF EVANSTON	106,296.88
CITY OF GILLETTE	295,874.94
CITY OF GREEN RIVER	104,452.38
CITY OF KEMMERER	21,792.03
CITY OF LANDER	67,931.39
CITY OF LARAMIE	284,852.97
CITY OF MEDICINE BOW	2,204.40
CITY OF POWELL	57,746.18
CITY OF RAWLINS	74,661.55
CITY OF RIVERTON	95,256.90
CITY OF ROCK SPRINGS	208,706.82
CITY OF SHERIDAN	171,807.93
CITY OF SUNDANCE	9,384.43
CITY OF TORRINGTON	55,172.88
CITY OF WORLAND	43,071.20
TOWN OF AFTON	19,911.54
TOWN OF ALBIN	1,502.59
TOWN OF ALPINE	11,354.89
TOWN OF BAGGS	3,653.00
TOWN OF BAIROIL	602.83
TOWN OF BAR NUNN	26,794.66
TOWN OF BASIN	11,075.97
TOWN OF BEAR RIVER	4,723.71
TOWN OF BIG PINEY	3,356.08
TOWN OF BURLINGTON	3,005.18
TOWN OF BURNS	3,347.08
TOWN OF BYRON	5,110.60
TOWN OF CHUGWATER	1,601.56
TOWN OF CLEARMONT	1,070.71
TOWN OF COKEVILLE	4,525.76
TOWN OF COWLEY	7,153.04
TOWN OF DAYTON	7,449.96
TOWN OF DEAVER	1,403.62
TOWN OF DIAMONDVILLE	4,732.70
TOWN OF DIXON	692.81
TOWN OF DUBOIS	8,268.73
TOWN OF EAST THERMOPOLIS	2,033.44
TOWN OF EDGERTON	1,376.62
TOWN OF ELK MOUNTAIN	1,367.63
TOWN OF ENCAMPMENT	4,075.88
TOWN OF EVANSVILLE	24,734.22
TOWN OF FORT LARAMIE	1,889.48
TOWN OF FRANNIE	1,277.65

**WYOMING STATE TREASURER'S OFFICE  
FY23 Q4 MINERAL SERVERANCE DISTRIBUTION**

TOWN OF GLENDON	2,150.41
TOWN OF GRANGER	845.77
TOWN OF GREYBULL	15,115.86
TOWN OF GUERNSEY	10,239.19
TOWN OF HANNA	6,145.32
TOWN OF HARTVILLE	602.83
TOWN OF HUDSON	3,949.92
TOWN OF HULETT	2,861.22
TOWN OF JACKSON	97,614.26
TOWN OF KAYCEE	2,375.35
TOWN OF KIRBY	674.82
TOWN OF LA GRANGE	3,383.07
TOWN OF LABARGE	3,608.01
TOWN OF LINGLE	3,599.01
TOWN OF LOST SPRINGS	35.99
TOWN OF LOVELL	20,433.40
TOWN OF LUSK	13,469.31
TOWN OF LYMAN	19,569.64
TOWN OF MANDERSON	800.78
TOWN OF MANVILLE	845.77
TOWN OF MARBLETON	7,288.00
TOWN OF MEETEETSE	2,825.23
TOWN OF MIDWEST	2,546.30
TOWN OF MILLS	37,978.60
TOWN OF MOORCROFT	8,682.62
TOWN OF MOUNTAIN VIEW	11,579.83
TOWN OF OPAL	566.84
TOWN OF PAVILLION	2,033.44
TOWN OF PINE BLUFFS	10,401.15
TOWN OF PINE HAVEN	4,606.74
TOWN OF PINEDALE	20,352.42
TOWN OF RANCHESTER	9,987.26
TOWN OF RIVERSIDE	566.84
TOWN OF ROCK RIVER	1,970.46
TOWN OF ROLLING HILLS	3,796.96
TOWN OF SARATOGA	15,538.74
TOWN OF SHOSHONI	4,417.79
TOWN OF SINCLAIR	3,365.08
TOWN OF STAR VALLEY RANCH	17,698.15
TOWN OF SUPERIOR	1,637.55
TOWN OF TEN SLEEP	2,258.38
TOWN OF THAYNE	3,518.04
TOWN OF THERMOPOLIS	24,347.33
TOWN OF UPTON	8,214.75
TOWN OF VAN TASSELL	206.94
TOWN OF WAMSUTTER	1,799.51
TOWN OF WHEATLAND	32,364.13
TOWN OF WRIGHT	14,567.01
TOWN OF YODER	1,196.67

**06/01/2023**

CITY OF NEWCASTLE	28,828.10
TOWN OF GLENROCK	21,657.07

<b>Grand Total</b>	<b>3,584,375.00</b>
--------------------	---------------------



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## MEMORANDUM

**TO:** Municipal Treasurers

**DATE:** June 13, 2023

**FROM:** Earla Checchi

**SUBJECT:** Quarterly Distribution of Mineral Royalties Tax

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

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





Fund	428
Closing Class	11
Accounting Line Description	FMR WS 9-4-601

Run Date	Vendor Legal Name	Sum of Amount
06/01/2023	CITY OF BUFFALO	53,092.86
	CITY OF CASPER	500,227.81
	CITY OF CHEYENNE	673,326.30
	CITY OF CODY	112,785.42
	CITY OF DOUGLAS	75,252.70
	CITY OF EVANSTON	147,286.48
	CITY OF GILLETTE	382,164.14
	CITY OF GREEN RIVER	113,885.31
	CITY OF KEMMERER	41,591.23
	CITY OF LANDER	111,447.57
	CITY OF LARAMIE	180,889.68
	CITY OF MEDICINE BOW	2,110.60
	CITY OF NEWCASTLE	36,875.50
	CITY OF POWELL	71,147.70
	CITY OF RAWLINS	71,484.56
	CITY OF RIVERTON	156,277.54
	CITY OF ROCK SPRINGS	227,554.79
	CITY OF SHERIDAN	206,491.69
	CITY OF SUNDANCE	20,479.89
	CITY OF TORRINGTON	63,808.59
	CITY OF WORLAND	57,091.68
	TOWN OF AFTON	38,002.21
	TOWN OF ALBIN	1,728.57
	TOWN OF ALPINE	21,671.40
	TOWN OF BAGGS	3,497.56
	TOWN OF BAIROIL	657.28
	TOWN OF BAR NUNN	25,396.86
	TOWN OF BASIN	24,587.27
	TOWN OF BEAR RIVER	6,545.23
	TOWN OF BIG PINEY	7,730.12
	TOWN OF BURLINGTON	6,671.12
	TOWN OF BURNS	3,850.48
	TOWN OF BYRON	11,344.90
	TOWN OF CHUGWATER	1,894.11
	TOWN OF CLEARMONT	1,286.86
	TOWN OF COKEVILLE	8,637.65
	TOWN OF COWLEY	15,878.86
	TOWN OF DAYTON	8,953.92
	TOWN OF DEAVER	3,115.85
	TOWN OF DIAMONDVILLE	9,032.61
	TOWN OF DIXON	663.33
	TOWN OF DUBOIS	13,565.60
	TOWN OF EAST THERMOPOLIS	2,304.47
	TOWN OF EDGERTON	1,304.81
	TOWN OF ELK MOUNTAIN	1,309.43
	TOWN OF ENCAMPMENT	3,902.45
	TOWN OF EVANSVILLE	23,443.91
	TOWN OF FORT LARAMIE	2,185.23
	TOWN OF FRANNIE	2,640.69
	TOWN OF GLENDON	2,543.21

45078	TOWN OF GLENROCK	28,520.43
45078	TOWN OF GRANGER	922.15
45078	TOWN OF GREYBULL	33,555.34
45078	TOWN OF GUERNSEY	12,109.51
45078	TOWN OF HANNA	5,883.82
45078	TOWN OF HARTVILLE	712.95
45078	TOWN OF HUDSON	6,480.20
45078	TOWN OF HULETT	6,244.11
45078	TOWN OF JACKSON	130,948.19
45078	TOWN OF KAYCEE	3,136.39
45078	TOWN OF KIRBY	764.76
45078	TOWN OF LA GRANGE	3,912.59
45078	TOWN OF LABARGE	6,886.08
45078	TOWN OF LINGLE	4,162.33
45078	TOWN OF LOST SPRINGS	47.40
45078	TOWN OF LOVELL	45,359.63
45078	TOWN OF LUSK	56,603.26
45078	TOWN OF LYMAN	27,115.97
45078	TOWN OF MANDERSON	1,777.63
45078	TOWN OF MANVILLE	3,554.25
45078	TOWN OF MARBLETON	16,786.58
45078	TOWN OF MEETEETSE	3,480.89
45078	TOWN OF MIDWEST	2,413.47
45078	TOWN OF MILLS	35,997.37
45078	TOWN OF MOORCROFT	18,948.32
45078	TOWN OF MOUNTAIN VIEW	16,045.17
45078	TOWN OF OPAL	1,081.85
45078	TOWN OF PAVILLION	3,336.05
45078	TOWN OF PINE BLUFFS	11,965.46
45078	TOWN OF PINE HAVEN	10,053.41
45078	TOWN OF PINEDALE	46,878.08
45078	TOWN OF RANCHESTER	12,003.45
45078	TOWN OF RIVERSIDE	542.72
45078	TOWN OF ROCK RIVER	1,251.30
45078	TOWN OF ROLLING HILLS	5,000.26
45078	TOWN OF SARATOGA	14,877.54
45078	TOWN OF SHOSHONI	7,247.78
45078	TOWN OF SINCLAIR	3,221.89
45078	TOWN OF STAR VALLEY RANCH	33,777.85
45078	TOWN OF SUPERIOR	1,785.44
45078	TOWN OF TEN SLEEP	2,993.53
	TOWN OF THAYNE	6,714.36
	TOWN OF THERMOPOLIS	27,592.46
	TOWN OF UPTON	10,507.91
	TOWN OF VAN TASSELL	869.66
	TOWN OF WAMSUTTER	1,962.02
	TOWN OF WHEATLAND	38,275.84
	TOWN OF WRIGHT	18,815.34
	TOWN OF YODER	1,383.98

**Grand Total**

**4,294,125.00**

**WAM RESOLUTION NO. 23-01**

**A RESOLUTION OF THE WYOMING ASSOCIATION OF MUNICIPALITIES RELATING  
TO THE 68th ANNUAL CONVENTION IN CODY, WYOMING, JUNE 2023**

**WHEREAS**, the 2023 Annual Convention of the Wyoming Association of Municipalities (WAM) on June 7-9, 2023, in Cody, Wyoming has proven to be an outstanding session focusing on the education of elected officials and municipal staff members and enhancing the tools available to them in order to provide the best service to their communities; and

**WHEREAS**, the success of this Convention is due in large measure to the generous contribution of time, effort and resources on the part of the staff and sponsors who hosted, planned, and arranged logistics and activities of the 2023 WAM Annual Convention.

**NOW, THEREFORE, BE IT RESOLVED** by the Wyoming Association of Municipalities on this 9th day of June 2023, in Cody, Wyoming that the Association gratefully extends its appreciation to every person and organization in Cody and the WAM Staff who devoted time, effort and resources in the planning, arranging, providing and presenting of the programs and activities of the 68th Annual WAM Convention.

Wyoming Association of Municipalities

By



WAM President Matt Hall



**WAM RESOLUTION NO. 23-04**

**A RESOLUTION REQUESTING LEGISLATIVE ACTION TO ALLOW MUNICIPALITIES  
WITH SMALL SYSTEMS AND LIMITED POPULATIONS TO SUBSIDIZE WATER AND  
SEWER SYSTEM COSTS**

**WHEREAS**, according to W.S. 15-7-407, directs that all water and sewer systems' costs of operation, debt service, and depreciation be covered by customer charges; and

**WHEREAS**, many communities in Wyoming have a very small customer base from which to collect those charges; and

**WHEREAS**, regulatory compliance and inflation have increased the costs of maintaining said water and sewer significantly over the years, causing those systems to establish rates which create a substantial financial burden on those systems with few customers available; and

**WHEREAS**, most cities and towns have funds available that could offset some of the rise in costs of operating those systems, thus providing relief to residents who are being overburdened by high water and sewer rates;

**NOW, THEREFORE, BE IT RESOLVED**, the Wyoming Association of Municipalities supports legislation to allow exceptions to W.S. 15-7-407, particularly for municipalities with small or very small systems.

Wyoming Association of Municipalities

By: 

WAM President Matt Hall

**WAM RESOLUTION NO 23-05**

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

**WHEREAS**, the Wyoming Association of Municipalities (WAM) to support and advocate that the State Legislature enact legislation to clarify the lien process for assessing municipal expenses for abating nuisances and dangerous buildings; and

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

**WHEREAS**, Wyoming Statute §15-1-119 permits Municipalities to adopt any national building code which includes but is not limited to the 1997 Uniform Code for the Abatement of Dangerous Buildings; and

**WHEREAS**, the 1997 Uniform Code for the Abatement of Dangerous Buildings Section 905.1, provides authority for the legislative body of this jurisdiction to thereupon order that said [costs] shall be made a personal obligation of the property owner or assess said [cost]s against the property involved;

**WHEREAS**, the 1997 Uniform Code for the Abatement of Dangerous Buildings Section 905.3, provides that the legislative body of this jurisdiction orders that [costs] shall be assessed against the property, it shall confirm the assessment roll, and thereafter said assessment shall constitute a special assessment against and a lien upon the property; and

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

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

**WHEREAS**, this abatement shouldn't be wholly funded by public funds without a clear process in place for municipalities to recoup these abatement costs; and



**WHEREAS**, municipalities are created statutorily and all rights are enabled through legislation and Wyoming State Statutes are silent regarding this special lien assessment relief; and

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

**WHEREAS**, the WAM forwarded House Bill Number HB0135 (attached hereto and incorporated herein as "Exhibit 1") to the State Legislature for the 2023 Legislative Session but said bill was not brought to the floor.

**NOW, THEREFORE, BE IT RESOLVED** by the Wyoming Association of Municipalities supports and advocates for Wyoming legislation to clarify the lien and assessment process by which municipal expenses for abating nuisances and dangerous buildings may be recovered.

Wyoming Association of Municipalities

By: \_\_\_\_\_

WAM President Matt Hall

June 9, 2023

**WAM RESOLUTION NO. 23-06**

**A RESOLUTION SUPPORTING ALLOWANCE OF A  
REAL ESTATE TRANSFER TAX**

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

**WHEREAS**, citizens of municipalities appreciate when additional tax revenues can be used to fund local priorities such as maintenance of infrastructure or workforce housing; and

**WHEREAS**, citizens of Wyoming value self-sufficiency and resources specific to one area of the state such as a real estate transfer tax, which could have a huge impact in certain localities, should be able to be levied and utilized to support the government and citizens in that jurisdiction; and

**WHEREAS**, the state's current tax code does not allow for this flexibility, so Towns, Counties, and the State of Wyoming have missed collections on billions in real estate sales in the last few years; and

**WHEREAS**, localities levying such taxes could develop diversified revenue streams and allocate location-specific exempt sales prices.

**NOW, THEREFORE, BE IT RESOLVED** that the Wyoming Association of Municipalities supports, and urges the State of Wyoming to support, more flexibility for localities to levy taxes that make sense within their jurisdictions to be utilized for community priorities.

Wyoming Association of Municipalities

BY: 

WAM President Matt Hall

June 9, 2023

**WAM RESOLUTION NO. 23-07**

**A RESOLUTION URGING THE WYOMING ASSOCIATION OF MUNICIPALITIES TO  
CONTINUE LEADING STATEWIDE EFFORTS FOR ACTION ON WORKFORCE  
HOUSING**

**WHEREAS**, in 2022 The Wyoming Association of Municipalities (WAM) initiated a discussion about our state's housing crisis to collaborate with the legislature and other stakeholders to find solutions for the current housing crisis in Wyoming; and

**WHEREAS**, WAM surveyed member communities about the current state of housing challenges and heard from forty-eight municipalities the majority of which indicated experiencing housing shortages; and

**WHEREAS**, 72% of respondents indicated that a lack of available workforce housing was hurting efforts to attract or grow business in their communities; and

**WHEREAS**, 64% of respondents indicated that it is more difficult to hire and retain Municipal employees because of the lack of workforce housing; and

**WHEREAS**, 90% of communities stated they would participate if the state chose to invest in housing and a majority shared that municipalities need the state's help on workforce housing.

**NOW, THEREFORE, BE IT RESOLVED** that WAM supports and will continue to push for statewide review and action on the range of workforce housing challenges Wyoming's communities are facing.

Wyoming Association of Municipalities

BY: 

WAM President Matt Hall

June 9, 2023



**WAM RESOLUTION NO. 23-09**

**A RESOLUTION TO AMEND STATE STATUTE TO SET FEES  
FOR RETAIL LIQUOR LICENSES AT A FAIR MARKET VALUE**

**WHEREAS**, Retail Liquor Licenses are sold by municipalities for \$1,500, a fee set by the state; and

**WHEREAS**, it costs less to hold a Retail Liquor License than any other type of Liquor License in the state of Wyoming; and

**WHEREAS**, charging a fair market value for Retail Liquor Licenses, and establishing a scale that acknowledges the different type of businesses covered by each type of license would provide clarity for local businesses; and

**WHEREAS**, a sliding fee scale for all Liquor Licenses would also benefit Wyoming's cities and town; and

**WHEREAS**, the current system is inequitable for local government and different types of businesses.

**NOW, THEREFORE, BE IT RESOLVED** that the Wyoming Association of Municipalities supports legislation to change state statute to develop a system based on fair market value of Retail Liquor Licenses and the establishment of a sliding scale for liquor licenses overall.

Wyoming Association of Municipalities

BY: 

WAM President Matt Hall

June 9, 2023

**WAM RESOLUTION NO. 23-11**

**A RESOLUTION TO GRANT MUNICIPALITIES THE AUTHORITY TO CONDEMN  
ABANDONED PROPERTY ON PRIVATE REAL PROPERTY.**

**WHEREAS**, municipalities in Wyoming have problems relating to the ability of municipalities to enforce zoning and public health ordinances on abandoned property located on private land, and

**WHEREAS**, many of the privately owned properties are owned by persons residing out of state and are unresponsive to communication attempts by the municipalities; and

**WHEREAS**, many of the properties have abandoned structures, mobile homes, or vehicles; and

**WHEREAS**, whereas many of the abandoned properties act as a nuisance and create a safety hazard to the community; and

**WHEREAS**, the current law of the State of Wyoming does not specifically allow for the condemnation of abandoned property, on private real property, which is causing a nuisance and poses safety concerns to the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF SHOSHONI THAT:** The Wyoming Association of Municipalities supports such legislation as may be necessary to provide the authority to a municipality to create a lien, allow for the condemnation and removal abandoned buildings, mobile homes, and/or vehicles posing a nuisance and safety hazard to the community.

Wyoming Association of Municipalities

BY: 

WAM President Matt Hall

## **WAM RESOLUTION NO. 23-13**

### **A RESOLUTION SETTING RECORDS RETENTION POLICY**

**WHEREAS**, Wyo. Statute Section 9-2-410 (2005), as amended, provides that all public records, including those of the political subdivision, are the property of the state and shall be preserved, stored, transferred, destroyed, or disposed of only in accordance with Wyo. Statute Sections 9-2-405 through 9/2/413, and

**WHEREAS**, all records are declared to be public property and the handling of such records contrary to the above referenced statutes is prohibited, and

**WHEREAS**, Wyoming Statute Section 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed, or disposed of only in accordance with Wyo. Statute Sections 9-2-405 through 9/2/413." These statutes and the Municipal Code provide authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation, and disposition of records developed by certain agencies.

**WHEREAS**, the citizens have a right to expect efficient and cost effective government, and the management of records is necessary for the economic operation. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition.

**WHEREAS**, the governing body hereby declares its support of the efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records. The creation of a records program will be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The State of Wyoming Records Management Manual shall be adopted as its records management manual, where applicable.



**WHEREAS**, the records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure compliance with state law.

**NOW, THEREFORE BE IT RESOLVED**, the Wyoming Association of Municipalities adopts the records retention policy.

Wyoming Association of Municipalities

BY: \_\_\_\_\_



WAM President Matt Hall

June 9, 2023



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

**JUNE 15, 2023**

Virtual by Zoom or **in person in the ELKHORN Conference Room**

**ZOOM LINK:** <https://us02web.zoom.us/j/83373952427>

**Phone:** 1 253 215 8782 **Passcode:** 83373952427

**5:30 PM**

**I. AGENDA/MINUTES**

**a. Previous Meeting Minutes/Notes**

- i. APRIL meeting minutes\*
- ii. MAY MEETING CANCELLED

**II. BUDGET/FINANCIAL**

**a. FINANCIALS**

- i. APRIL Financials\*
- ii. May Financials\*
- iii. FY24 PROPOSED BUDGET\*

**III. BOARD**

**a. Next Meeting Date**

- i. **Proposed Meeting Date JULY 20, 2023\***
- ii. Board vacancies
  - 1. Dr. Caroline Kirsch-County
  - 2. Mike Cometto\*-City
- iii. Employee Handbook -ongoing
- iv. Board Retreat
  - 1. Approval of Minutes\*

**IV. HEALTH OFFICER**

- i. Health Officer Report

**V. DIVISION REPORTS**

**a. ADMINISTRATION-Anna**



**i. General Administration**

1. Reporting grid-updated, please review
2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Building update
4. Employee Market Study
  - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation-ongoing
5. Smart HR\*
6. Wyoming Department of Health Education opportunity/Wyoming Department of Health Workforce Development
7. Job announcements
  - a. Nurse/HIV Case Management
  - b. Disease Intervention Specialist
  - c. WYAETC
  - d. CLINIC NURSE
8. CHCCW MOU\*
9. Colorado Mesa MOU\*
10. GIS Agreement\*
11. Wyoming Department of Health funding
12. Mills and WIC

**b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
  1. Amendment-Ratify\*
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

**c. ENVIRONMENTAL HEALTH-Ruth**

- i. Food Rule-tabled until July

**d. NURSING PROGRAMS**

- i. DISEASE PREVENTION CLINIC-Amanda
  1. Site Visit
- ii. ADULT HEALTH PROGRAM-Mary Ann
  1. Expedition
  2. HIV Case Management
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

**e. PUBLIC HEALTH PREPAREDNESS- Tammy**

- i. Preparedness Contract-ratify\*

ii. CHO Contract-ratify\*

f. **City of Casper/City of Mills/County Liaison**

g. **Board Member Reports**

h. **ADJOURN**

# CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget

For the Eleven Months Ending May 31, 2023

	May				YTD				
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Annual Budget
<b>Revenue:</b>									
TAX REVENUE (COUNTY)	55833.37	55754.84	78.53	55833.33	614167.07	613303.24	863.83	614166.63	669058.00
TAX REVENUE (CASPER)	47914.33	47916.67	(2.34)	47916.87	527058.43	527083.37	(24.94)	527084.57	575000.00
TAX REVENUE (MILLS)	0.00	0.00	0.00	0.00	11250.00	0.00	11250.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
GRANT REVENUE	159205.33	188178.56	(28973.23)	110808.81	1877486.82	2069964.16	(192477.34)	3487598.35	2258142.84
GENERATED REVENUE	71222.97	59509.69	11713.28	130794.19	929127.97	654606.59	274521.38	1311458.21	714116.72
STATE NURSING REVENUE	0.00	38602.76	(38602.76)	0.00	347424.75	424630.36	(77205.61)	347424.75	463233.00
INTEREST AND INVESTMENT INCOME	52.37	666.67	(614.30)	430.01	38539.44	7333.37	31206.07	4727.85	8000.00
<b>Total Revenue</b>	<b>334228.37</b>	<b>390629.19</b>	<b>(56400.82)</b>	<b>345783.21</b>	<b>4345054.48</b>	<b>4296921.09</b>	<b>48133.39</b>	<b>6317460.36</b>	<b>4687550.56</b>
<b>Expenditures:</b>									
OUTSTANDING PURCHASE ORDERS	8388.19	0.00	(8388.19)	(11052.04)	8313.87	0.00	(8313.87)	3820.80	0.00
REGULAR SALARIES	166462.66	190770.11	24307.45	356064.40	1904151.80	2098471.21	194319.41	2287365.47	2289241.30
BENEFITS-EMPLOYMENT TAXES	16306.46	19400.08	3093.62	34152.84	179552.03	213400.88	33848.85	213341.42	232800.23
BENEFITS-WY RETIREMENT	30079.74	34451.27	4371.53	30414.17	339726.73	378963.97	39237.24	323797.55	413415.00
BENEFITS-MEDICAL INSURANCE	41520.32	52032.94	10512.62	41531.60	473614.14	572362.34	98748.20	430668.40	624395.32
CONTRACT LABOR	33078.68	15566.68	(17512.00)	13035.63	151118.43	171233.48	20115.05	232485.91	186800.00
HEALTH OFFICER	0.00	2466.67	2466.67	0.00	22199.67	27133.37	4933.70	22199.67	29600.00
ADVERTISING	0.00	575.00	575.00	0.00	1287.30	6325.00	5037.70	0.00	6900.00
AUTO EXPENSES	2191.79	1761.06	(430.73)	975.44	5954.63	19371.66	13417.03	14145.76	21132.58
ED PUBLIC	1588.53	4880.80	3292.27	3155.00	47785.68	53688.80	5903.12	110355.60	58569.43
ED EMPLOYEE CONFERENCE/TUITION	14230.51	5550.00	(8680.51)	8571.58	40882.44	61050.00	20167.56	62209.03	66599.86
EMPLOYEE MEDICAL TESTING	0.00	43.33	43.33	20.00	383.00	476.63	93.63	907.00	520.00
EQUIPMENT MAINTENANCE	58.59	692.91	634.32	0.00	6152.32	7622.01	1469.69	6126.44	8315.00
EQUIPMENT PURCHASE	63.08	2695.83	2632.75	4924.26	12845.63	29654.13	16808.50	268425.35	32350.00
EQUIP COPY EXPENSE	1947.36	1610.24	(337.12)	1683.42	17006.47	17712.64	706.17	19227.64	19323.01
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	18333.37	18333.37	25351.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	229.13	229.13	0.00	250.00
MARKETING	39105.91	12883.93	(26221.98)	22045.16	159699.15	141723.23	(17975.92)	222625.93	154607.17
MEETING EXPENSE	4153.92	1636.85	(2517.07)	2464.45	26058.96	18005.35	(8053.61)	18880.98	19642.25
MILEAGE	1646.97	72.90	(1574.07)	0.00	2314.87	801.90	(1512.97)	14.56	875.00
MISC EXPENSE	2335.89	199.98	(2135.91)	(800.00)	8982.30	2199.78	(6782.52)	5490.29	2400.00
PERIODICAL/BOOKS	0.00	140.01	140.01	0.00	765.97	1540.11	774.14	483.78	1680.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	91.63	91.63	0.00	100.00
POSTAGE	363.94	702.09	338.15	975.12	6299.62	7722.99	1423.37	5985.75	8425.00
RENT EXPENSE	219.90	1541.66	1321.76	5218.94	30672.90	16958.26	(13714.64)	25542.55	18500.00
REIMBURSEMENT	4249.89	7497.66	3247.77	11596.51	98062.86	82474.26	(15588.60)	731766.24	89971.86
RETURNED CHECKS AND BAD DEBTS	13.40	6.25	(7.15)	12.90	153.18	68.75	(84.43)	304.60	75.00
SOFTWARE	2199.90	4074.99	1875.09	4785.60	42833.45	44824.89	1991.44	61166.31	48900.00
SUPPLIES	12842.13	19827.88	6985.75	13049.32	294709.87	218106.68	(76603.19)	272101.91	237934.24
TELEPHONE	4860.26	3395.02	(1465.24)	3400.36	41562.16	37345.22	(4216.94)	39104.59	40740.15
TESTS	2630.02	2375.01	(255.01)	3671.86	30403.16	26125.11	(4278.05)	28550.59	28500.00
UTILITIES	1963.52	1583.33	(380.19)	1875.91	27219.64	17416.63	(9803.01)	22389.64	19000.00
NON GRANT EXPENSE	8672.00	0.00	(8672.00)	40243.08	26057.89	0.00	(26057.89)	138623.77	0.00
<b>Total Expenditures</b>	<b>401173.56</b>	<b>390130.31</b>	<b>(11043.25)</b>	<b>592015.51</b>	<b>4006770.12</b>	<b>4291433.41</b>	<b>284663.29</b>	<b>5593458.53</b>	<b>4681562.40</b>
<b>Revenue Over(Under) Expenditures</b>	<b>(66945.19)</b>	<b>498.88</b>	<b>(67444.07)</b>	<b>(246232.30)</b>	<b>338284.36</b>	<b>5487.68</b>	<b>332796.68</b>	<b>724001.83</b>	<b>5988.16</b>



**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**

**June 20, 2023**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes - May 16, 2023 Regular Meeting \*
3. Approve Vouchers – June 2023 \*
4. Approve Financial Report – May 2023 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Change Order No. 1 to the Contract with Sheet Metal Specialties, Inc. for the WTP HVAC Chiller Replacement, Project No. 20-030 for a Time Extension of 320 days \*
  - b) Consider FY2023 Budget Amendments
    - i) WTP Operations FY2023 Budget Amendment No. 2 \*
    - ii) RWS Agency FY2023 Budget Amendment No. 3 \*
  - c) Consider FY2024 Wholesale Water Rate \*
  - d) Consider FY2024 Budgets \*
    - i) WTP Operations Budget \*
    - ii) RWS Agency Budget \*
  - e) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

**Next Meeting: Regular JPB Meeting – July 18, 2023**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

May 16, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, May 16, 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 and Pollock. Board Member Sabrosky was absent.

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

**Natrona County** – North

**Salt Creek Joint Powers Board** – King

**Wardwell Water & Sewer District** –

**Pioneer Water & Sewer District** – Waters

**Poison Spider Improvement & Service District** –

**Wyoming Water Development Office** -

**Sandy Lakes Estates** –

**Lakeview Improvement & Service District** -

**33 Mile Road Improvement & Service District** –

**Mile-Hi Improvement and Service District** –

**Central Wyoming Groundwater Guardian Team (CWGG)** –

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

The Board meeting was called to order at 11:35 a.m.

1. In Announcements, Mr. Martin stated that today is Mr. Beamer's last RWS meeting, as he is retiring June 16, 2023. The Board congratulated Mr. Beamer on his retirement and thanked him for his many years of service.

2. Chairman King asked for a motion to approve the minutes from the April 18, 2023 Regular meeting. A motion was made by Board Member Knell and seconded by Board Member North to approve the minutes from the April 18, 2023 Regular meeting. Motion put and carried with Treasurer Cathey abstaining from the vote.
3. Mr. Martin informed the Board there were no additional vouchers added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8576 for Sage in the amount of \$1,125.00 is for the annual software renewal for BusinessWorks.

Mr. Martin stated that voucher 8579 for Energy Laboratories, Inc. in the amount of \$96.00 is for metals testing for the WTP Raw Water Intake Pipe Recoating Project.

Mr. Martin stated that voucher 8580 for Energy Management Corporation in the amount of \$6,954.33 is for labor and materials to wire the High Service Valve Actuator replacements.

Mr. Martin stated that voucher 8581 for Intuit Market in the amount of \$222.66 is for checks for the RWS Operations account.

Mr. Martin stated that voucher 8574 for the Casper Star Tribune in the amount of \$566.16 is for the second advertisement for bid of the WTP 42" Steel Waterline Replacement Project No. 21-045. Mr. Martin stated that there were no bidders on the project either time it was put out for bid as contractors are unable to get pricing on 42" pipe. Mr. Martin stated that a meeting will be held later this week to determine where to go from here on this project.

Treasurer Cathey asked how it will affect advertising for projects since the Casper Star Tribune will only be printing three days a week starting June 13<sup>th</sup>. Ms. Brown stated that the Casper Star Tribune will only be printing on Tuesdays, Thursdays, and Saturdays, but will have the online advertisements and stories all week, so it should not impact advertising projects too much. Treasurer Cathey stated that the newspapers will also be delivered through the mail. Board Member Knell stated that this is due to the expansion of their offices. Mr. Martin stated that he believes staff will still use them, but the publication dates for advertisements may have to be adjusted.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8573 through 8581 in the amount of \$339,802.36.

Chairman King asked for a motion to approve the May 2023 vouchers. A motion was made by Board Member Knell and seconded by Board Member North to approve the May 2023 voucher listing to include voucher numbers 8573 through 8581 in the amount of \$339,802.36. 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 157 MG of water produced in April, which is 12 MG below the five-year average of 169 MG.

Mr. Martin stated that year to date water production for April was 3.09 BG, which is 179 MG above the five-year average of 2.91 BG. Mr. Martin stated that it continues to be a very good year for water production.

Mr. Martin stated that Water Utility Charges for FY23 is \$6,889,071, which is approximately \$896,643 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase for FY23, and the above average water sales.

Mr. Martin stated that Interest Earned is a total of \$179,269 for the fiscal year. Mr. Martin stated that this is due to the WYOSTar I and II investment accounts.

Mr. Martin stated that Reimbursable Contract Expense is \$3,118,039. Mr. Martin stated that the current figure also includes the April Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be at this point in the fiscal year.

Chairman King asked for a motion to approve the April 2023 Financial Report as presented. A motion was made by Board Member Pollock and seconded by Secretary Waters to approve the April 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 7.5 MGD for the month. Mr. Edwards stated that the Surface Water Plant is being operated as needed.

Mr. Edwards stated that Maintenance staff has been prepping Actiflo and the Surface Water Plant for the summer season.

Mr. Edwards stated that new valve actuators were installed on the Surface Water High Service pumps.

Mr. Edwards stated that staff is currently rebuilding Ground Water High Service Pump No. 5.

Mr. Edwards stated that staff installed new CL17 chloramine analyzers on both the Surface Water and Ground Water systems.

Mr. Edwards stated that turbidimeter heads were replaced on Caisson 1 and Caspar 20.

Mr. Edwards stated that turbidimeters were repaired on Caspar 7, 10, 22, and Morad 4.

Mr. Edwards stated that the air handler in the North Chem Building was repaired.

Mr. Edwards stated that all the old copper piping that was attached to the old actuators was removed.

Mr. Edwards stated that the motor on the North Chem Building exhaust fan was replaced.

Mr. Edwards stated that some HOA switches were replaced on the well house fans.

Mr. Edwards stated that staff cleaned the gates at the Raw Water Building.

Mr. Edwards stated that Carr Coatings completed the sand blasting and painting of the Surface Water High Service and the Raw Water Manifold piping.

Mr. Edwards stated that Riley Industrial came out and did spot repairs to the paint inside the 2.6 MG tank. Mr. Edwards stated that the paint is curing, but it is hoped to have the tank back in service by the end of the week.

Mr. Edwards stated that Energy Management was on site to wire the valve actuators.

Mr. Edwards stated that he received an update from Waters and Son regarding the front gate actuators. Mr. Edwards stated that the actuators did ship out so hopefully the project will start soon.

Mr. Edwards stated that the HVAC Chiller Project is still waiting on materials to arrive. Mr. Edwards stated that the estimated start date of the project is July or August.

Board Member Knell asked how the well project is going. Mr. Edwards stated that there was a kick-off meeting for the Well Project a week or so ago, and the construction will start in the fall. Mr. Martin stated that was for the WWDC Wellfield Management Plan that was discussed. Board Member Knell stated that he thought the work was going to be done during the summer while the WTP is pulling water from the river. Mr. Martin stated that WWDC Wellfield Management Plan will be looking at the entire wellfield. Mr. Martin stated that rehabilitation will be done on some of the wells, but the timing has to be right as the wells can't be taken out of service when the WTP is in high production. Mr. Martin stated that Caisson 2 is bad enough that it could be taken out of service for rehabilitation in the hopes that it could be brought back in service with a higher production rate.

Vice-Chairman Bertoglio asked about the Surface Water Plant being used as needed. Mr. Edwards stated that this is the time of year when people are just starting to water their grass, and with the rain that was experienced recently, production tapered off. Mr. Edwards stated that in a couple of weeks the Surface Water Plant will be on for the rest of the summer.

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.

Mr. Anderson stated that staff sprayed all the tank and booster sites for weeds for the first go around. Mr. Anderson stated that hopefully this is a good start on keeping the weeds down.

Mr. Anderson stated that all the booster stations have been prepared for summer and are



ready to go.

Mr. Anderson stated that he is still waiting on the structural engineer to look at Mountain View Tank. Mr. Anderson stated that he had hoped to have a report for the Board today. Mr. Anderson stated that the tank is still out of service.

Mr. Anderson stated that the watermain at 151 Salt Creek had to be shut off yesterday as there was a service line leak on Wardwell's side that had to be repaired.

Mr. Anderson stated that Salt Creek Booster Pump No. 1 developed a leak on the casing right at the floor plate. Mr. Anderson stated that Midwest/Edgerton are aware of the leak and are getting a welder to put a patch on there. Mr. Anderson stated that depending on the corrosion that is there, the patch may fix it. Mr. Anderson stated that more information will be available once it is looked at.

Mr. Anderson stated that the Actiflo drying bed was cleaned out and the sludge was hauled to the Landfill. Mr. Anderson stated that the Actiflo lagoons were cleaned out and the sludge was put in the drying beds. Mr. Anderson stated that the lagoons are ready to be used for most of the summer.

6. In Public Comment, Board Member Knell stated that the City of Casper released a statement about ten minutes ago that the annual water quality report met and exceed all EPA water quality standards, and the report will be inserted in the water bills this month. Mr. Martin stated that what spurred the press release is that a lab from Colorado sent out flyers to Natrona County residents which told them they needed to have their water tested. Mr. Martin stated that at the very bottom of the flyer in small print it says that the lab is not affiliated with the local utility. Mr. Martin stated that he believes this company is ultimately looking to sell water filtration devices. Mr. Martin stated that staff felt that this was a good time for the press release which informed residents that the water in the system is monitored 24/7/365 and meets and/or exceeds EPA regulations. Mr. Martin stated that there is no reason to have private testing done on the municipal water supply. Mr. Martin stated that he believes this was just a marketing ploy.

Board Member Pollock left the meeting at 11:50 a.m.

7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Mr. Martin stated that the Board entered into an agreement with Engineering Associates for design and construction administration services for the Caisson #2 Well Rehab Project. Mr. Martin stated that project went out to bid in 2021. Mr. Martin stated that two bids were received; both were over budget. Mr. Martin stated that at that time it was decided to reject the bids and add more money to the budget in FY23 and then go back out to bid. Mr. Martin stated that in the meantime, the Board was successful in applying for and receiving an ARPA grant

in the amount of \$1.5 M for well rehabilitation. Mr. Martin stated that the idea for the grant was to be able to rehabilitate all three Caisson wells.

Mr. Martin stated that now that the grant is secured, staff went back to Engineering Associates and asked for an amendment to their contract to include Caissons 1 and 3. Mr. Martin stated that Engineering Associates came back with a proposal of \$64,012.35 to add design and construction administration services for Caissons 1 and 3 to the contract.

Mr. Martin stated that Caisson 2 is the worst well as production is down to 300 gpm, where it used to be over 1,000 gpm. Mr. Martin stated that staff is anxious to get this one rehabbed.

Mr. Martin stated that there are only a couple of companies that do rehab on Ranney Collector wells, so depending on the timeline of when they can get here to do the work, it could be shut off for a couple of weeks.

Board Member Knell asked if it was the consensus that these wells are silted in. Mr. Martin stated that they are silted in, and there is mineral build up on the screens. Mr. Martin stated that the Caissons also have valves that need to be replaced. Mr. Martin stated that it has been so long since the Caissons have been rehabbed that it is uncertain what will be found once they start the rehab.

Secretary Waters asked what the original bid was for the Caisson 2 rehab. Mr. Martin stated that the original bid for Caisson 2 rehab was approximately \$500,000.

Mr. Martin stated that the original design contract was \$40,250.

Vice-President Bertoglio asked how deep the Caisson wells are. Mr. Martin stated that they are 35 - 40 feet deep, and run laterals under the river.

A motion was made by Secretary Waters and seconded by Board Member North to approved Amendment No. 1 with Engineering Associates for design and construction administration for the Caisson #2 Rehab, Project No. 21-040 for a price increase of \$64,012.35, bringing the contract total to \$104,262.35. Motion put and carried.

- b. Mr. Martin stated that for the last couple of months the Board has discussed the Capital Budget and the Operations Budget. Mr. Martin stated that this month the Board will review the preliminary rate model for setting Wholesale Water Rate for FY24. Mr. Martin stated that the Board sets the rate every year. Mr. Martin stated that the Board will approve the budget and rate at the June meeting.

Mr. Martin stated that the following assumptions were made in the development of the wholesale water rate model:

- Starting fund balance information obtained from the FY22 audit.
- The model assumes a 2.5% rate increase effective July 1, 2024. This can be adjusted in the rate model per Board discussion.
- The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.
- The model assumes a 5% rate of inflation for 5 years.
- The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
- The recommended minimum RWS fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February of 2021.
- Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants and loans. The rate models are driven by new and replacement capital projects more than operations expenditures.
- Mr. Martin stated there are a couple of big projects in the rate model; one is the Disinfection Upgrade Project for \$15 M, and the other is \$2 M for upgrades to the Raw Water Facility. Mr. Martin stated that SRF loan applications will be submitted for both these projects.
- Mr. Martin stated that pay off of the City loan in FY24 also impacts the rate.

Mr. Martin asked Ms. Johnson to run the rate model while he goes through a couple of items. Mr. Martin stated that the black line is the required reserve amount set by policy. Mr. Martin stated that the green line is a 10% buffer above the required reserve amount. Mr. Martin stated that the idea behind the buffer amount is to operate the fund without dipping into reserves all the time. Mr. Martin stated that the blue line is the fund balance. Mr. Martin stated that the idea is to keep the fund balance above minimum required reserves.

Mr. Martin stated that the model has all the expected revenues and expenses included in it. Mr. Martin stated that FY25 jumps up quite a bit as this is when the Disinfection Upgrade Project is anticipated to begin. Mr. Martin stated that it is offset in the revenues due to the expectation of an SRF loan.

Mr. Martin stated that FY26 is a bit higher as it contains the \$2 M Raw Water Project. Mr. Martin stated that it is anticipated at this time that this project will also be funded with an SRF loan. Mr. Martin stated that with most SRF loans you can get 25% Principal Forgiveness, with 2.5% Interest.

Mr. Martin stated that the rate increase is projected, but can be manipulated. Mr. Martin stated that a 2.5% rate increase would change the amount from \$2.24 per thousand gallons to \$2.30 per thousand gallons, an increase of six cents per thousand gallons.

Mr. Martin showed the Board where the Growth Rate, and Rate of Inflation could be changed to manipulate the model.

Mr. Martin stated that staff tends to look in the out years as an indicator of rate increases needed. Mr. Martin turned the discussion over to the Board.

Board Member Knell stated that he assumes that staff has played with the model, and is recommending a 2.5% rate increase. Mr. Martin stated that staff has looked at the model, but it is up to the Board on what they would like to see in the rate model.

Board Member Knell asked that 2% be put in across the board. After looking at the change in the graph, Board Member Knell stated that 2% didn't bother him.

Secretary Waters asked that 3% be put in across the board. Mr. Martin stated that the rate of inflation can also be changed if the Board wishes.

Secretary Waters stated that he thinks the rate of inflation is going to keep going up. Board Member Knell stated that he just read an article that said for the first time ever, U.S. consumers charged over \$1 Trillion on their credit cards. Board Member Knell stated that tells him that people have not adjusted how they are living their lives beyond their means and are now transferring it into the credit industry. Board Member Knell stated that he figures that it will all come crashing down in five to seven months. Board Member Knell stated that he doesn't think the Board should go any lower than 5% on the rate of inflation. Board Member Knell stated that the fund balance should be between the reserve requirement and the 10% buffer. Board Member Knell stated that the Board should not be in the business of having a large cushion.

Treasurer Cathey stated that with all the inflation, and even with loans, the Board will still have to come up with matching funds, and asked if the rate increase needs to stay at 2.5% or even go to 3% in order to have the reserves available in FY28 when the payments have to be made. Treasurer Cathey asked if the Board stays at 2.5% now, will the rate have to increase to 4% or 5% in the out years. Mr. Martin stated that when an SRF loan is used, it doesn't usually require matching funds. Mr. Martin stated that if an ARPA grant or Bi-Partisan Infrastructure funding is used, it does require matching funds. Mr. Martin stated that the SRF loan could be used as the matching funds, and then the Board would not have to borrow as much, but the SRF loan has to be in place before you can apply for the grants. Treasurer Cathey stated that he just didn't want to fall short of funds for the projects.

Board Member Knell stated that even if a 2% increase is done, there is still a peak in FY24, and is a four cent increase on the rate. Board Member Knell stated that the less we can be invasive on the customer pocketbooks the better.

Mr. Martin stated that the peak that is shown in FY24 is mostly from the payoff of the City loan, so there is less expense in FY24, and the new loans are anticipated

in the out years.

Vice-Chairman Bertoglio stated that the key to the out years is how much it's going to cost, and where the funding is going to come from. Vice-Chairman Bertoglio stated that there are a whole bunch of unknowns in there at this point. Vice-Chairman Bertoglio stated that the Board could go to WWDC and potentially get the Disinfection Upgrade Project in the Omnibus Bill. Mr. Martin stated that he spoke to WWDC and they said they would not fund the Disinfection Upgrade Project as it is a treatment project, not a transmission project.

Vice-Chairman Bertoglio stated that if the Board goes with 2% this year, and then goes back to 2.5%, it will keep reserves above the line. Board Member Knell stated that the Board needs to stay above the black line, not the green line, as the green line is just a buffer.

Board Member Knell asked to see a 0% increase for FY24, and then 3% for the out years. After the rate model was updated, Board Member Knell stated that there is no reason to have an increase this year.

Treasurer Cathey stated that it is just kicking the rate increases down the road. Board Member Knell stated that you can charge five cents per thousand right now, or charge seven cents two years from now.

Vice-Chairman Bertoglio asked when the Board will have the preliminary cost on the UV Project. Mr. Martin stated that the preliminary design report that was sent to EPA is where staff got the cost of \$15 M for the project. Mr. Martin stated that we won't get into the actual design until funding is secured. Vice-Chairman Bertoglio stated that the engineers still think it will cost the \$15 M. Mr. Martin stated that is correct, that is the cost for both UV and Ozone. Mr. Martin stated that if he remembers correctly, the cost of the UV system is \$4 M or \$5 M, and the rest is for the Ozone system.

Board Member Knell stated that to look at things, the rate can be left at 2.5% across the board, and the Wholesalers will pay six cents per thousand for the next four years, or we can hold still right now and do a 3% increase next year and they will only pay seven cents for three years. Board Member Knell stated that it is saving them money in the long run, and the Board is still meeting their goal. Board Member Knell stated that he doesn't like rate increases in a high inflation time if it's not necessary, and the fact that the City loan is being paid off this year, it is not necessary, but he will leave it to the Board.

Chairman King stated that he wished we didn't have to wait until next month, as everyone is putting their budgets together now. Mr. Martin stated that what the Board decides today will be brought for approval in June.

Board Member Knell stated that he is proposing the 0% rate increase right now as it will save the customers money in the long run over four years by going 0% and then 3%. Board Member Knell stated that he is fearful that over the next fiscal

year we're going to hit inflation like a wall, and if we can keep costs down in every area that we can for the wholesalers, which keeps it down for the constituents, we will be better off. Board Member Knell stated that by FY24 everyone will have to re-budget how they operate their homes and families, and this will be giving them just a little bit of help to do that in his opinion.

Vice-Chairman Bertoglio asked how much additional revenue is generated from a 2% increase. Ms. Johnson stated it is approximately \$167,000. Vice-Chairman Bertoglio asked how much the electrical bill runs. Mr. Martin stated that the WTP electric bill is approximately \$350,000 per year. Vice-Chairman Bertoglio stated that is the big wild card for him as electricity is not going to go down. Mr. Martin stated that there are also other variables, as the water revenue is based on a five-year average and it could go up or down.

Vice-Chairman Bertoglio stated that his issue is that if a case is made for a 0% rate increase, you can still make the case that 0% could be done the next year, then all of the sudden you get hit with a 5% or 6% increase. Secretary Waters stated that he goes along with that, as he likes to see a steady small increase rather than a large increase. Secretary Waters stated that it is easier on budgets as well. Board Member North stated that he feels it is better to be consistent with small increases.

Vice-Chairman Bertoglio stated that the major unknown is the capital costs each year.

Treasurer Cathey stated that he likes 2%, for FY24 and 2.5% for the out years as it gets back to the same slope where the trend is projected for expenses and reserves.

Board Member Knell stated that he doesn't like it, the green line is not needed, as we don't need a 10% cushion.

Vice-Chairman Bertoglio stated that he is concerned as the WTP is getting older. Board Member Knell stated that major repairs and UV will use loans, so trying to plan for that, it is always better to borrow the funds. Board Member Knell stated that we just need to have three months of operating expense, debt service, and capital. Board Member Knell stated that it isn't about building up a nest egg for when something bad happens, because when that happens, we will need something entirely different.

Mr. Martin stated that the Board needs to keep in mind that not all capital projects will go out for funding. Mr. Martin stated that smaller projects come out of reserves. Secretary Waters stated that you also have to understand that not all loans that are applied for will be granted.

Board Member Knell stated that he just wants to look at it from all the angles. Board Member Knell stated that we have to keep in mind that people pay their bills to fund these accounts and they are already getting blasted from everyone

else, and if we don't have to, we shouldn't do an increase. Board Member Knell stated that it is up to the Board, but he would not vote for an increase.

Ms. Johnson stated that the inflation factor was reduced from 6% to 5%, which is where it is currently nationwide, but if it goes back up, the Board might not have enough money to get through the year. Board Member Knell stated that he thinks this year there will be a rise in inflation. Ms. Johnson input 7% inflation rate in the model. The Board had Ms. Johnson make several changes to the rate model for review.

Vice-Chairman Bertoglio asked what the City is discussing for wage increases. Ms. Johnson stated that there are several proposals that will be taken to Council, but nothing has been approved. Ms. Johnson stated that a 3.5% raise is being proposed within the range, the range would not change. Ms. Johnson stated that Fire and Police would get a step, which is a 5% increase.

Secretary Waters stated that he doesn't like the idea of going with a larger increase in the out years. Secretary Waters stated that he likes a more consistent increase, even if there is no increase for FY24.

Board Member Knell stated that it all hinges on the inflation rate.

Vice-Chairman Bertoglio stated that if the rate isn't raised every year, and you go a year without, that's what drives it up in the out years.

Board Member Knell stated that the only reason he wants to go with no increase this year is that the Board knows for a fact that it won't hurt for this next fiscal year. Board Member Knell stated that because the City loan is being paid off, there will be a spike regardless of what is done, so it gives the Board a year to find out where inflation is going instead of guessing. Board Member Knell stated that there will obviously be rate increases down the road as the cost of doing business is a reality. Board Member Knell stated that when we don't necessarily have to have an increase, he hates the idea of doing it.

Secretary Waters asked Ms. Johnson to input 1% for FY24, and 2.5% for the out years with a 5% inflation factor. Secretary Waters stated that he is comfortable with this scenario, and he doesn't like to see the balance of the reserves at the minimum required.

Treasurer Cathey stated that he is comfortable with the same scenario.

Chairman King asked what the rate would be with the 1% increase. Mr. Martin stated that it would be \$2.26 per thousand.

Additional scenarios were input to the rate model and discussed.

Secretary Waters stated that he still likes the 1% increase. Secretary Waters stated that the Board just can't keep a finger on the inflation rate as it changes so

often.

Treasurer Cathey asked what was used for the inflation rate last year. Ms. Johnson stated that it was 6%.

Board Member Knell stated that this next year is the perfect storm for not having an increase.

Vice-Chairman Bertoglio stated that the peak in FY24 is only due to the City loan pay off, then we start burning through reserves.

Board Member Knell stated that if the Board can give the customers a break, they should.

Vice-Chairman Bertoglio stated that he prefers small increases each year. Board Member North stated that he thinks people respond better to small increases.

Mr. Martin stated that the rate model changes each year based on expenses, inflation, audit numbers, etc.

Vice-Chairman Bertoglio stated that he prefers to see the reserve balance and the reserve minimum requirement not converge.

Board Member Knell stated that if the Board has to go to a 5% rate increase next year, it would be easier to sell to the customers by saying that there wasn't a raise last year, as opposed to telling them they've had a rate increase every single year.

Secretary Waters stated that he would feel confident in speaking to his customers and telling them that the Board is looking at the rates down the road, and it was held at 1% instead of having it at 2.5% this year, and down the road it may have to be bumped to 4% or 5%, but the Board is trying to level the increases out.

After much discussion on different rate model scenarios, it was the consensus of the Board to bring a 1% rate increase for FY24, with 2.5% for the out years in the rate model to the June meeting for consideration.

Chairman King asked what the rate would be with the 1% increase. Mr. Martin stated that it would be \$2.26 per thousand gallons.

c. In Other New Business:

- i. Mr. Martin stated that last month during the budget discussion, the Board requested more information on how Internal Services are figured. Mr. Martin stated that at that point, they were increasing across the board. Mr. Martin stated that there have been a lot of changes to the General Fund Budget since the last meeting.

Mr. Martin stated that Ms. Johnson put together a comparison of Internal



Services between FY23 and FY24 for the Board, and asked the Board to reference it on the screen. Mr. Martin stated that Internal Services are the Enterprise Fund payment to the General Fund for things like City Council, City Manager, City Attorney, Finance, Human Resources, and an average of Utility Worker II and Utility Worker III for work on the Regional Water system.

Mr. Martin stated that the comparison shows the Total Budget, the percent and dollar amount allocated to Enterprise Funds, and the percent and dollar amount that is allocated to Fund 202, WTP Operations Fund by fiscal year.

Mr. Martin stated that the comparison shows the percent of change for each General Fund budget from FY23 to FY24, and the percent of change to the WTP Operations Fund 202 budget from FY23 to FY24.

Mr. Martin stated that at the meeting last month there were increases across the board, but a lot of changes were made in the last month. Mr. Martin stated that City Council shows a \$1,714 decrease; City Manager's Office shows a \$6,124 decrease as an employee was moved from the City Manager's Office to Finance; City Attorney shows an increase of \$1,443 due to an added Law Clerk; Finance shows an increase of \$1,086 due to the employee moved from the City Manager's Office; Human Resources shows an increase of \$3,768 and is based on the number of staff in Fund 202 – FY23 was 10 employees, FY24 is 14 employees; average cost of Utility Worker II and Utility Worker III increase of \$6,288 based on the anticipated 3.5% wage adjustment.

Mr. Martin stated that Internal Services has an overall decrease of 7.9%, or \$4,726. Mr. Martin stated that one thing that is not listed on the comparison is IT services. Mr. Martin stated that it was discussed with the Board previously that computers are no longer budgeted separately, it will be more of a service from the IT Department. Mr. Martin stated that this was an increase of approximately \$4,500, so is pretty much a wash in the end for Internal Services between FY23 and FY24.

Mr. Martin stated that hopefully this gives the Board a better understanding of how Internal Services works. Mr. Martin stated that this will all be looked at again next month before the Board approves it.

- ii. Secretary Waters asked if there was anything new about Wardwell Water & Sewer District and Bar Nunn as far as Wardwell being dissolved.

Mr. Chapin stated that he requested executed copies of all the documents required by State Statutes to dissolve a water district. Mr. Chapin stated that we didn't get executed copies, we received unexecuted copies. Mr. Chapin asked if Mr. Martin received a full set of executed documents. Mr. Martin stated that Mr. Brauer sent some copies of executed documents

earlier this week.

Mr. Chapin stated that in his opinion there are a number of questions. Mr. Chapin stated that first of all, it has been clearly articulated in the documentation that it is Wardwell's intent to sell water to Mills. Mr. Chapin stated that what that looks like, he doesn't know. Vice-President Bertoglio asked if that is in the documents. Mr. Chapin stated that is correct.

Board Member Knell asked how can they sell anything if they are dissolving. Mr. Chapin stated that Bar Nunn is going to sell water to Mills, he misspoke.

Vice-Chairman Bertoglio stated that there aren't any transmission lines out there. Mr. Martin stated that he thinks they are referencing the area where Mills annexed a portion of Wardwell's district. Board Member North stated that area is up Salt Creek Highway, just south of the by-pass. Board Member North stated that is the only area Mills annexed that has Wardwell lines in it.

Secretary Waters asked how they can dissolve Wardwell and Bar Nunn assume only what they want to assume from Wardwell. Mr. Chapin stated that the State Statutes say that a water district can only service within its area, which raises a bunch of interesting questions. Mr. Chapin stated that Bar Nunn is significantly smaller than the Wardwell District. Mr. Chapin stated that he doesn't know if they expect the County to pick up that area. Board Member North stated that he doesn't think the County can serve that area. Vice-Chairman Bertoglio stated that the County can't sell water.

Mr. Chapin stated that the statutes refer to the County if it's not within the municipal boundaries of the city. Vice-Chairman Bertoglio stated that the courts said that counties cannot sell water. Mr. Chapin stated that he understands that, he is just telling the Board what the statute says.

Board Member Knell stated that he guesses that it will come to the Board to service that area. Mr. Chapin stated that then the question becomes what is the procedure by which they make application to join the Board. Mr. Chapin stated that at the time the Board was set up, everyone was in unison. Board Member Knell asked if there were guidelines to follow. Mr. Chapin stated that there were not.

Mr. Chapin stated that there are a number of questions as to whether they followed the statutes with regard to the dissolution. Mr. Chapin stated that he has kept quiet because he wasn't sure what the attitudes of the Board Members are on this subject. Mr. Chapin stated that he was asked to look at a couple of things, and he did. Mr. Chapin stated that he is waiting on some direction from the Board.

Board Member Knell stated that he did not want to speak for the whole Board, but he would have to see the financial impacts, what it would do to the Board financially, and are there impacts that will cost the Board a bunch of money, etc. before the Board would be able to make a recommendation.

Secretary Waters stated that he has thought about this for quite a while. Secretary Water stated that we had an entity that was a part of this Board that was selling water to Bar Nunn. Secretary Waters stated that his opinion is that there were a group of people that went in and got elected to Wardwell's board. Secretary Waters stated that now those people have changed the direction of Wardwell's board, and want to dissolve it. Secretary Waters stated that Bar Nun is not a member of Regional Water. Secretary Waters stated that they are trying to backdoor their way in to buying water from Regional Water without sharing any of the costs, or any of the infrastructure that Regional Water has built, that has been established and maintained. Secretary Waters stated that it's a process that they are going through that he just thinks that the Board should be raising their hand and saying wait a minute, that isn't going to happen unless you come to this Board and say this is what they are willing to do to buy their water from Regional Water. Secretary Waters stated that as he understands it now, Wardwell is going to sell to Bar Nunn, like it has been, but some of that area is going to be in limbo as to who is going to maintain it, who is going to supply water, and how they are going to get water to them. Secretary Waters stated that he doesn't think that is right, that the State is letting that happen.

Board Member Knell stated that he's not sure they are, as statutorily, he's not sure Bar Nunn can sell water outside of their boundary. Mr. Chapin stated that's one of the arguments. Mr. Chapin stated that as a practical matter, the dissolution has already occurred. Mr. Chapin stated that Bar Nunn is handling all the money, they are sending the bills, and doing the operations of Wardwell. Mr. Chapin stated that Wardwell doesn't exist except in name only.

Vice-Chairman Bertoglio stated that if Wardwell dissolves, and their boundaries dissolve, then Bar Nunn cannot sell water to Mills as they don't have transmission lines. Board Member Knell stated that it is also out of their boundary, so statutorily, they can't legally sell them water.

Secretary Waters asked what happens to the distribution lines that are in the ground that Wardwell was utilizing to get water to their customers. Vice-Chairman Bertoglio stated that Regional Water will still supply water to them. Vice-Chairman Bertoglio stated that there are two lines that come under the Interstate there. Vice-Chairman Bertoglio stated that Mills annexed that area illegally, but that is a different story.

Secretary Waters stated that he isn't sure who controls that at the State

level, but it doesn't look right, or smell right, and sure doesn't taste right, right now. Secretary Waters asked that if there is a fire at the upper end of what was annexed by Mills, are they going to be able to protect their people.

Mr. Chapin asked Vice-Chairman Bertoglio who Regional Water would sell water to. Vice-Chairman Bertoglio stated that was a good question. Vice-Chairman Bertoglio stated that they can't technically dissolve without the consent of Regional Water and the State, because they are signatories to the loans. Mr. Chapin stated that is true.

Secretary Waters stated that Wardwell has obligations out there and here, and it's like they are just pulling their hands out.

Mr. Chapin stated that they have a plan, but he doesn't know what it is.

Board Member Knell stated that his guess is that it is all going to end up under the purview of the Board long term. Vice-Chairman Bertoglio stated that he hopes that whatever is left of Wardwell would be reconstituted as an Improvement District, and then they just have to figure out who pays the bills between Bar Nunn and Wardwell. Vice-Chairman Bertoglio stated that they can go in there and install some valving, but all it's doing is costing tax payers money, as it is working fine right now as long as we read our few meters, and they give us the money.

Treasurer Cathey stated that there is a financial obligation that Wardwell has and in theory, their partial ownership of the WTP. Vice-Chairman Bertoglio stated that as long as there are loans outstanding, those loans are collateralized with the system, and as signatories of the system, the revenue that is collected is the guarantee for the loans.

Board Member Knell asked if Bar Nunn is making the payment on behalf of Wardwell to the Board since they are collecting the revenue from the customers. Mr. Martin stated that the invoice is still under Wardwell's name, and a Wardwell check is being used to pay it. Mr. Chapin stated that Bar Nunn has taken over the finances and opened a separate account for Wardwell.

Vice-Chairman Bertoglio asked if there is anything the Board needs to do, such as a letter asking for clarification. Mr. Chapin stated that Mr. Martin was approached by Mr. Brauer and asked when does the Board want him to come and talk about where Wardwell is in the process. Mr. Chapin stated that might be the opportunity to have him come out and have a meeting.

Mr. Chapin asked when the election will take place out in Wardwell/Bar Nunn. Mr. Martin stated that it has to take place between 90 and 120 days after they notified the County. Mr. Chapin asked if Wardwell/Bar Nunn

has notified the County. Board Member North stated he is not aware of them notifying the County.

Board Member Knell stated that the Board needs to get a foot in the door somewhere as the Board is the one that stands to lose the most. Mr. Chapin agreed and said that would be his recommendation.

Mr. Martin stated that when Mr. Brauer sent the documents, he offered to come update the Board. Mr. Martin stated that it would be a good opportunity for the Board to ask these questions.

Mr. Chapin stated that part of this whole thing, is that Bar Nunn has to assume the obligations of Wardwell. Mr. Martin stated that he thinks that is what Bar Nunn is looking at, to assume everything that Wardwell had, all their obligations, they are vying to simply change the name from Wardwell to Bar Nunn, is how they make it sound.

Mr. Chapin stated that the money was loaned based on the financial stability of the entities that comprised the Board at that time.

Board Member Knell stated that it is his guess that Bar Nunn could back that, and that their financials are in order enough to be able to slide right in there. Board Member Knell stated that in that case, if they are taking the debt and everything else, the Board is not out anything, and they just need to keep buying the water from the Board.

Mr. Chapin stated that there are some customers that will not be taken care of under the current structure. Board Member Knell stated that those customers would probably just become direct customers of Regional Water. Mr. Martin stated that the Board can only sell water wholesale to entities, and not retail to individual customers. Board Member Knell stated that there is going to have to be some kind of district set up there. Treasurer Cathey stated that is what Vice-Chairman Bertoglio was talking about, an improvement district. Mr. Martin stated that in the documentation that was sent, there was some reference about an improvement district being set up.

Board Member Knell stated that it would behoove someone to go have a conversation with someone on the behalf of the Board, because the Board does have interests that need to be protected. Board Member Knell stated that to just ignore them and wait until it is too late is not appropriate. Board Member Knell stated that he thinks the Board needs to direct Mr. Chapin to go have a meeting and start having a conversation on behalf of the Board so everyone understands where they stand and how this is going to look and how it's going to work.

Vice-Chairman Bertoglio stated that Mr. Chapin should get with Mr. Brauer and lay out the Board's concerns and see what he comes up with

and then have him come back and talk to the Board.

Chairman King asked for a motion to have Mr. Chapin enter into discussions with Wardwell, Bar Nunn, and Mr. Brauer regarding the dissolution of Wardwell Water and Sewer District as it relates to the Board.

A motion was made by Secretary Waters and seconded by Board Member Knell to direct Mr. Chapin to enter into discussions with Wardwell, Bar Nunn, and Mr. Brauer regarding the dissolution of Wardwell Water and Sewer District as it relates to the Board. Motion put and carried.

9. In the Chairman's Report, Chairman King stated that Mr. Beamer will be retiring on June 16<sup>th</sup>, and thanked him for his service as it has been a pleasure working with him.

Chairman King stated that he will be out of town June 3<sup>rd</sup> – June 10<sup>th</sup>.

Chairman King stated that the next meeting will be held on June 20, 2023.

A motion was made by Board Member North and seconded by Vice-Chairman Bertoglio to adjourn the meeting at 1:14 p.m. Motion put and carried.

---

Chairman

---

Secretary

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

**UNAPPROVED VOUCHER LISTING  
June 14, 2023**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8582	City of Casper	Operations Reimbursement – May2023	\$270,531.66
8583	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8584	Carr Coatings, LLC	Capital Expense – WTP Raw Water Intake Pipe Recoating, Project No. 22-075	\$121,894.50
8585	Waters & Son Construction, Inc.	Capital Expense – WTP Front Gate Upgrades	\$31,864.87
8586	Salt Creek Welding Inc.	Capital Expense – WTP Inspection of Pipe in Vault and Report – WTP Raw Water Pipe Recoating, Project No. 22-075	\$520.00
8587	City of Casper	Loan Payment	\$127,960.40
8588	Wyoming Office of State Lands and Investments	DWSRF153 Loan Payment – Alt. Backwash Water Supply Tank Project	\$105,775.10
8589	Montana Seals and Packing	Capital Expense – Pioneer Booster Pump Replacement	\$32,191.70
		<b>Total</b>	<b>\$698,921.06</b>



City of Casper  
200 North David Street  
Casper, WY 82601

# 8582

## 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....	05/31/2023	4183	\$0.00	06/30/2023	\$270,531.66
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$0.00				\$398,492.06	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$270531.660000	EACH	\$270,531.66	\$0.00	\$0.00	\$270,531.66
Invoice Total:						\$270,531.66	

May 2023 WTP Operations Reimbursement

May 2023 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$120,450.79
9020.00	Chemical Charge - O&M	\$76,703.94
9030.00	Utilities - O&M	\$61,466.68
9040.00	Supplies - O&M	\$2,616.49
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$0.00
9080.00	Testing & Lab Services - O&M	\$9,203.76
9090.00	Other Reimbursable Costs - O&M	\$90.00
300-6257 - Ops Reimb		\$270,531.66

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	05/31/2023
Invoice Number	4183
Customer Number	2784
Amount Paid	\$270,531.66
Due Date	06/30/2023
Invoice Total Due	\$270,531.66

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

000001&20230000041&300027053166&



City of Casper Wyoming  
Expenditure Reimbursement Request  
May 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	05/01/2023	LCAS1540858	41.41	Professional Laundry Services
AMAZON	General Supplies & Materials	05/09/2023	113-8995083-4506636	115.80	Actiflo Turbidity Pumps - Mach
AMAZON	General Supplies & Materials	05/18/2023	112-2508238-8776234	22.98	Desk Calendar - Office Supplies
AT & T CORP	Communication	05/01/2023	287311040412X052023	40.04	Acct #287311040412 - Communications
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/11/2023	83632-0	512.63	Ink, Business Card Holder, Trash bags
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/19/2023	83837-0	12.99	Business Card Pocket Holder -
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/25/2023	C83632-0	-4.22	Returned Business Card Holder
BAILEY'S ACE AHRDWARE #6904	General Supplies & Materials	05/01/2023	F79629	16.99	Conduit Supplies - Machinery Supplies
BLACK HILLS ENERGY	Natural Gas	05/01/2023	RIN0031549	7,592.42	Acct #7513 1659 94 - Natural Gas
BRENNTAG PACIFIC, IN	Chemicals	05/01/2023	BPI329319	19,581.70	Ferric Chloride - Chemicals
BRENNTAG PACIFIC, IN	Chemicals	05/01/2023	BPI329318	19,407.40	Ferric Chloride - Brenntag
CARUS CORPORATION	Chemicals	05/01/2023	SLS 10106987	20,196.00	Poly-500-55 - Chemicals
CENTURYLINK	Communication	05/01/2023	84177	22.22	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	05/01/2023	618539	7,792.61	Alt. Daily Compost 27 Trips -
CITY OF CASPER	Refuse Collection	05/01/2023	835643	89.00	Sewer & Refuse Charges - Split
CITY OF CASPER	Sewer	05/01/2023	835643	31.78	Sewer & Refuse Charges - Split
CRUM ELECTRIC SUPPLY	General Supplies & Materials	05/09/2023	2458295-0	471.23	Motor Savers for Morad & HOA
CRUM ELECTRIC SUPPLY	General Supplies & Materials	05/09/2023	2458666-0	92.52	Morad Recharge Pump Re-Wiring
DPC INDUSTRIES, INC.	Chemicals	05/01/2023	737001259-23	13,068.82	Sodium Hypochlorite - Chemical
ENERGY LABRATORIES I	Testing	05/01/2023	547210	3,006.00	Purgeable Organics, Trihalomethanes
ENERGY LABRATORIES I	Testing	05/01/2023	547959	75.00	UV Absorbance & Total Organic
ENERGY LABRATORIES I	Testing	05/01/2023	548823	339.00	Aerobic Endospores Tests- Test
ENERGY LABRATORIES I	Testing	05/01/2023	549771	339.00	Aerobic Endospores Tests - Test
ENERGY LABRATORIES I	Testing	05/01/2023	549772	53.00	Bacteria, Public Water Supply
Eurofins Environment Testing America	Testing	05/04/2023	3800004945	200.00	Bromate Testing - Testing
Eurofins Environment Testing America	Testing	05/04/2023	3800011639	100.00	Bromate Tests - Testing
Eurofins Environment Testing America	Testing	05/04/2023	38000014529	100.00	Bromate Tests - Testing
GRAINGER, INC.	General Supplies & Materials	05/17/2023	9707038411	42.24	Pulley for Roof Vent Above North Chem
HACH CO., CORP.	Lab Supplies	05/01/2023	13558775	112.14	Hydrochloric Acid - Lab Supplies
HACH CO., CORP.	Lab Supplies	05/09/2023	13570349	1,410.61	Photocell Replacement Kit & Lamp Assembly
HACH CO., CORP.	Lab Supplies	05/01/2023	13566448	1,927.66	Chemical Solutions - Lab Supplies
HACH CO., CORP.	Lab Supplies	05/01/2023	13583295	594.31	Lab Supplies
HOMAX OIL SALES, INC	Gas/Fuel	05/01/2023	CL20282	139.53	Fuel for Pick Up's & Explorer
HQ BBQ	General Supplies & Materials	05/19/2023	328534	280.00	Joint Powers Board Lunch - Office Supplies
IDEXX	Lab Supplies	05/02/2023	3127918288	947.04	Vessels & Irrad Colilert - Lab
ITMonthly	Internal Services	05/25/2023	ITMonthly	1,832.25	IT Monthly Allocation
MENARDS	General Supplies & Materials	05/18/2023	50915061031	59.95	Lights - Safety Equipment/Supplies
NAPA AUTO PARTS CORP	General Supplies & Materials	05/01/2023	978018	34.20	Roll Pin - Small Tools & Supplies
P&LMonthly	Insurance/Bonds	05/25/2023	P&LMonthly	3,069.26	P&L Allocation Monthly
Payroll	Personnel	5/11/2023		47,127.45	5/11/2023 Payroll
Payroll	Personnel	5/25/2023		46,497.81	5/25/2023 Payroll
P-CARD VENDORS	Communication	05/22/2023	9933889911	108.69	WTP Operator Cell Phone
PRINTWORKS	Postage & Printing	05/01/2023	12179	107.73	Business Cards
Rocky Mountain Air	Chemicals	05/01/2023	30442692	4,308.46	Bulk Oxygen - Chemicals
Rocky Mountain Air	Chemicals	05/01/2023	30444493	141.56	Bulk Oxygen - Chemicals
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031554	154.59	Acct #60931133-002 9 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031556	619.07	Acct #60931133-006 0 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031557	1,387.29	Acct #60931133-011 0 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031558	974.55	Acct #60931133-012 8 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031562	466.91	Acct #60931133-017 7 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031563	2,980.90	Acct #60931133-018 5 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031575	109.05	Acct #60931133-005 2 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031577	3,719.08	Acct #60931133-010 2 - Electricity

City of Casper Wyoming  
Expenditure Reimbursement Request  
May 31, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031578	585.88	Acct #60931133-013 6 - Electricity
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031580	25,337.94	Acct #60931133-009 4 - Split
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031553	25.48	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031555	657.19	Acct #60931133-003 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031559	26.29	Acct #60931133-014 4 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031560	46.68	Acct #60931133-015 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031561	1,605.33	Acct #60931133-016 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031564	25.04	Acct #60931133-019 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031566	25.18	Acct #60931133-024 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031565	26.42	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031567	2,201.60	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031568	107.93	Acct #60931133-026 8
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031576	2,105.99	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031583	26.57	Acct #60931133-022 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	05/01/2023	RIN0031580	2,574.96	Acct #60931133-009 4 - Split
SHERWIN-WILLIAMS COR	General Supplies & Materials	05/30/2023	7232-2	24.64	Nitrile Gloves - Safety Equipment
SHERWIN-WILLIAMS COR	General Supplies & Materials	05/30/2023	91037-8	49.26	Nitrile Gloves - Safety Equipment
ShiftNote	Maintenance Agreements	05/15/2023	SN25017	90.00	ShiftNote - Work Order Software
Sutherlands	General Supplies & Materials	05/23/2023	22190704303231380950	100.05	Handles & Squeegees & Nozzle
Sutherlands	General Supplies & Materials	05/30/2023	22190200404231461008	79.79	Sump Pump - Machinery Supplies
Sutherlands	General Supplies & Materials	05/02/2023	005854	39.62	WARDWELL TANK- BOOSTER SUPPLIES
TOWN OF BAR NUNN	General Supplies & Materials	05/01/2023	RIN0031590	31.17	Water Usage - Booster Supplies
TOWN OF BAR NUNN	General Supplies & Materials	05/01/2023	RIN0031589	31.17	Water Usage - Booster Supplies
UtilityMon	Internal Services	05/25/2023	UtilityMon	21,924.02	Utilities IS Monthly
Walmart	General Supplies & Materials	05/17/2023	68555196311291438984	25.10	Pop, Plates, Forks & Sides for JPB meeting
Walmart	General Supplies & Materials	05/18/2023	04069376533077246762	85.63	Cake for JPB Lunch, Dish Scrub
XEROX CORPORATION	General Supplies & Materials	05/01/2023	018772089	204.08	Copier Usage - Xerox - Office
Total				<u>\$270,531.66</u>	

Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2022-2023

Entity	Gallons of Water Produced											
	5/31/2023	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	2,957,644.898	1,629,133.673	1,855,452.041	2,201,087.755	2,715,173.469	1,695,323.469	1,848,180.612	2,197,059.184	4,096,345.918	6,821,910.204	5,955,148.980	33,972,460.204
Wardwell W&S	14,638,360.204	7,194,729.592	8,141,274.490	7,397,156.122	9,706,132.653	9,881,371.429	7,924,471.429	12,993,011.224	23,651,868.367	33,714,787.755	36,193,058.163	171,436,221.429
Pioneer	3,908,907.143	2,458,882.653	2,756,178.571	3,138,508.163	2,884,720.408	2,648,028.571	2,576,379.592	4,570,219.388	7,008,932.653	9,597,740.816	9,422,562.245	50,971,060.204
Poison Spider	804,336.735	692,295.918	763,520.408	691,428.571	783,061.224	734,285.714	626,173.469	706,785.714	905,357.143	1,184,897.959	1,000,051.020	8,892,193.878
33 Mile Road	1,117,091.837	737,551.020	851,377.551	910,969.388	903,979.592	823,163.265	806,989.796	979,744.898	1,068,877.551	1,452,653.061	1,634,336.735	11,286,734.694
Sandy Lake	1,014,254.082	523,209.184	451,205.102	501,440.816	514,363.265	519,529.592	489,369.388	863,685.714	1,474,555.102	2,158,682.653	2,492,817.347	11,003,112.245
Lakeview	261,048.980	100,694.898	152,768.367	123,787.755	135,867.347	136,035.714	135,453.061	403,884.694	748,975.510	944,275.510	896,511.224	4,039,303.061
Mile-Hi	335,029.592	261,728.571	365,205.102	249,262.245	266,513.265	227,629.592	202,642.857	259,104.082	384,102.041	701,720.408	695,316.327	3,948,254.082
City of Casper	262,063,880.531	142,652,370.490	155,388,103.367	143,118,918.184	162,425,971.776	159,828,239.653	151,040,335.796	205,422,959.102	419,591,528.714	626,263,221.633	641,145,465.959	3,068,940,995.204
Regional Water	(167,000.00)	0.00	(672,897.000)	0.000	0.000	0.000	0.000	(278,920.000)	(115,000.000)	(137,638.000)	(707,182.000)	(2,078,637.000)
TOTAL	286,933,554.000	156,250,596.000	170,052,188.000	158,332,559.000	180,335,783.000	176,493,607.000	165,649,996.000	228,117,534.000	458,815,543.000	682,702,252.000	698,728,086.000	3,362,411,698.000

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED:

3,594,587,486.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2022-2023

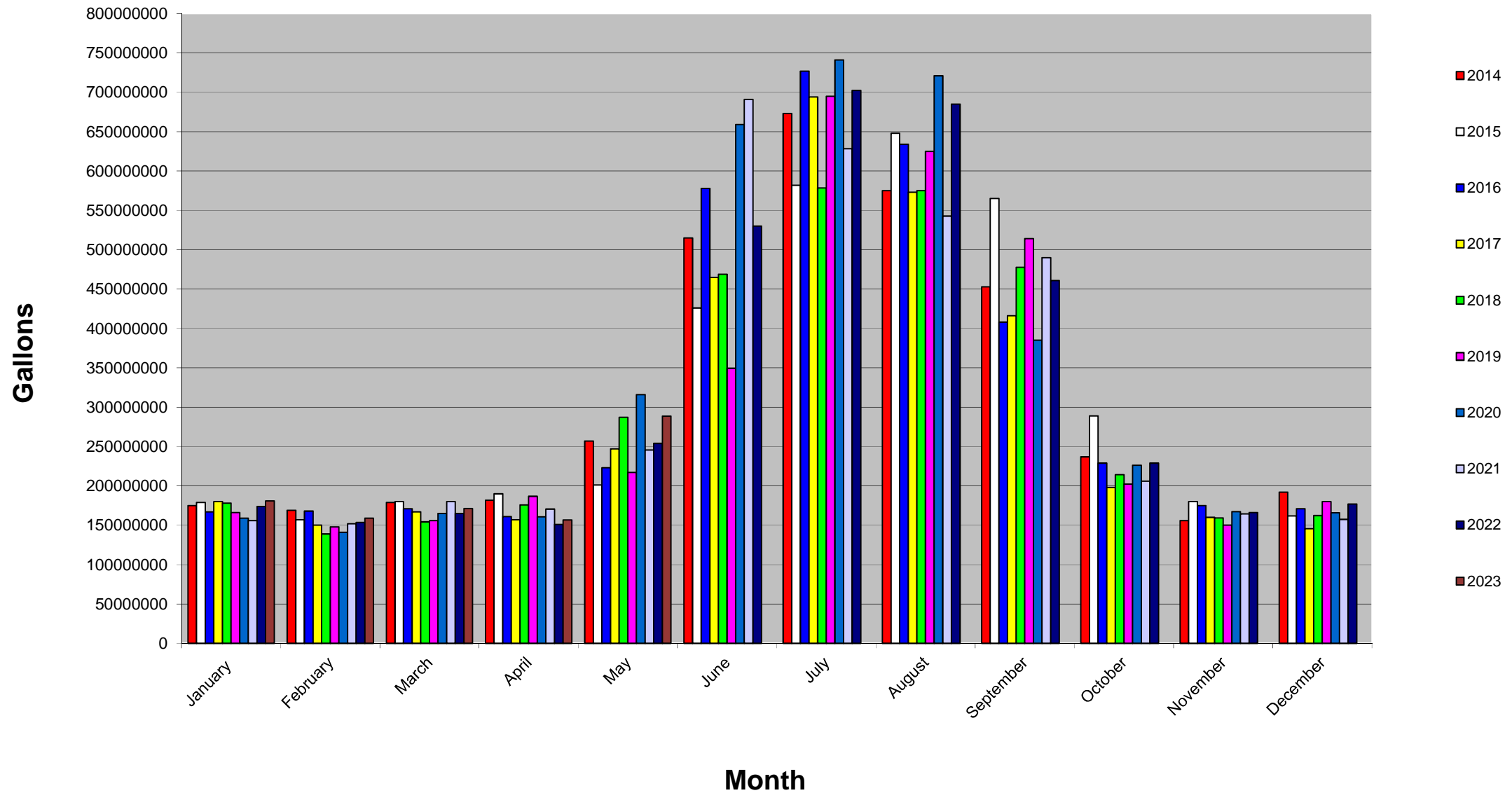
Entity	Water Rates Billed											
	5/31/2023	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	\$ 6,625.12	\$ 3,649.26	\$ 4,156.21	\$ 4,930.44	\$ 6,081.99	\$ 3,797.52	\$ 4,139.92	\$ 4,921.41	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 76,098.31
Wardwell W&S	\$ 32,789.93	\$ 16,116.19	\$ 18,236.45	\$ 16,569.63	\$ 21,741.74	\$ 22,134.27	\$ 17,750.82	\$ 29,104.35	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 384,017.14
Pioneer	\$ 8,755.95	\$ 5,507.90	\$ 6,173.84	\$ 7,030.26	\$ 6,461.77	\$ 5,931.58	\$ 5,771.09	\$ 10,237.29	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 114,175.17
Poison Spider	\$ 1,801.71	\$ 1,550.74	\$ 1,710.29	\$ 1,548.80	\$ 1,754.06	\$ 1,644.80	\$ 1,402.63	\$ 1,583.20	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 19,918.51
33 Mile Road	\$ 2,502.29	\$ 1,652.11	\$ 1,907.09	\$ 2,040.57	\$ 2,024.91	\$ 1,843.89	\$ 1,807.66	\$ 2,194.63	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 25,282.29
Sandy Lake	\$ 2,271.93	\$ 1,171.99	\$ 1,010.70	\$ 1,123.23	\$ 1,152.17	\$ 1,163.75	\$ 1,096.19	\$ 1,934.66	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 24,646.97
Lakeview	\$ 584.75	\$ 225.56	\$ 342.20	\$ 277.28	\$ 304.34	\$ 304.72	\$ 303.41	\$ 904.70	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 9,048.04
Mile-Hi	\$ 750.47	\$ 586.27	\$ 818.06	\$ 558.35	\$ 596.99	\$ 509.89	\$ 453.92	\$ 580.39	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 8,844.09
City of Casper	\$ 587,023.09	\$ 319,541.31	\$ 348,069.35	\$ 320,586.38	\$ 363,834.18	\$ 358,015.26	\$ 338,330.35	\$ 460,147.43	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 6,874,427.83
Regional Water	\$ (374.08)	\$ -	\$ (1,507.29)	\$ -	\$ -	\$ -	\$ -	\$ (624.78)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (4,656.15)
TOTAL	\$642,731.16	\$350,001.34	\$380,916.90	\$354,664.93	\$403,952.15	\$395,345.68	\$371,055.99	\$510,983.28	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$7,531,802.20

TOTAL PRIOR YEAR (FY2022) BILLING:

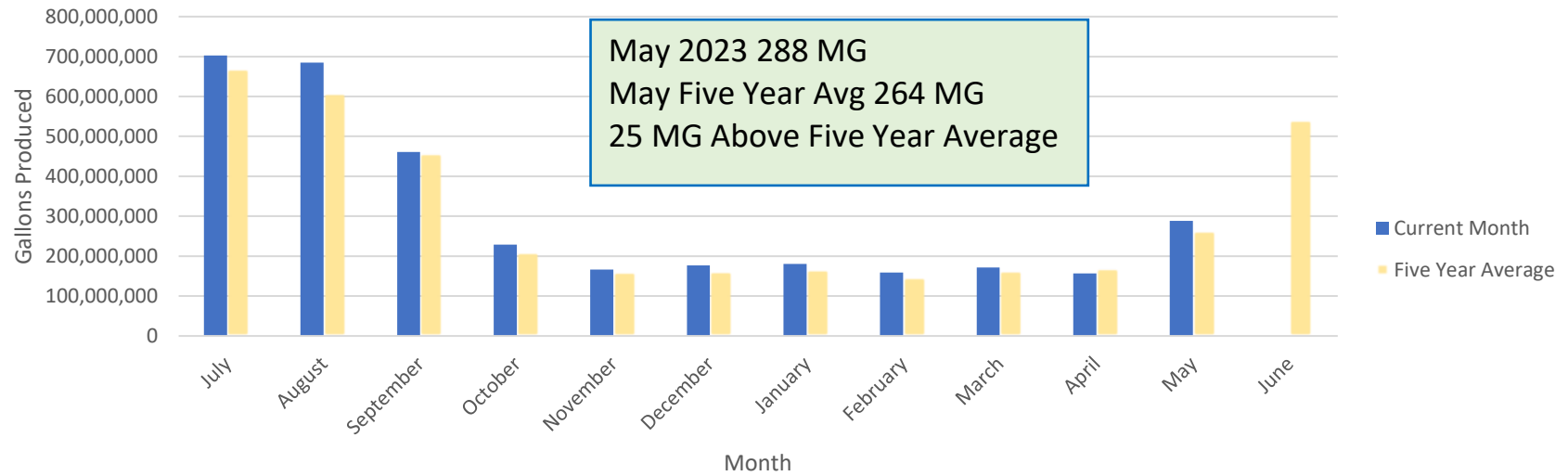
\$ 7,656,471.34

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

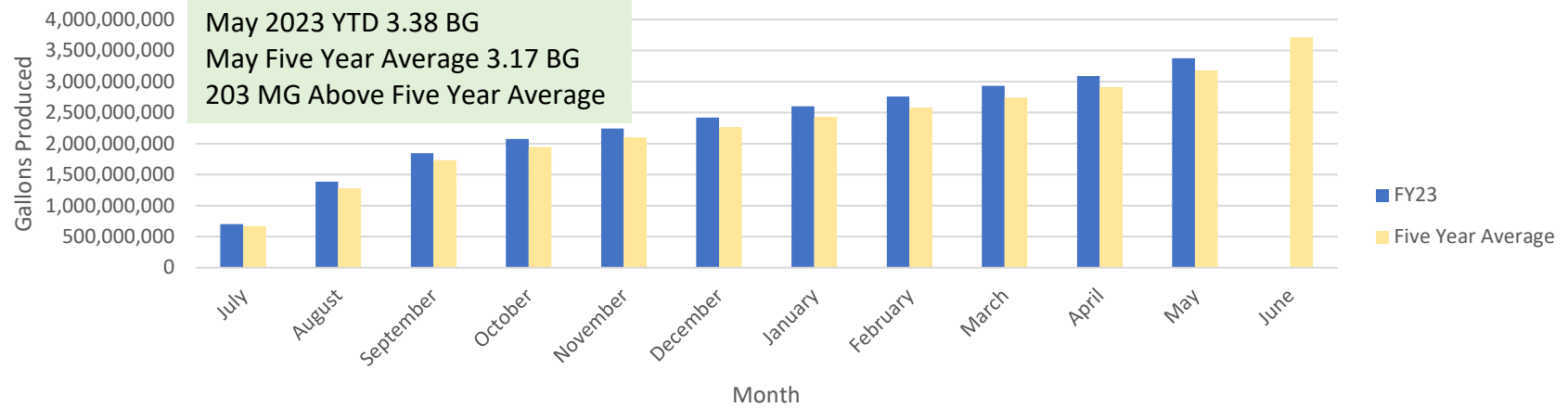
# WTP PRODUCTION

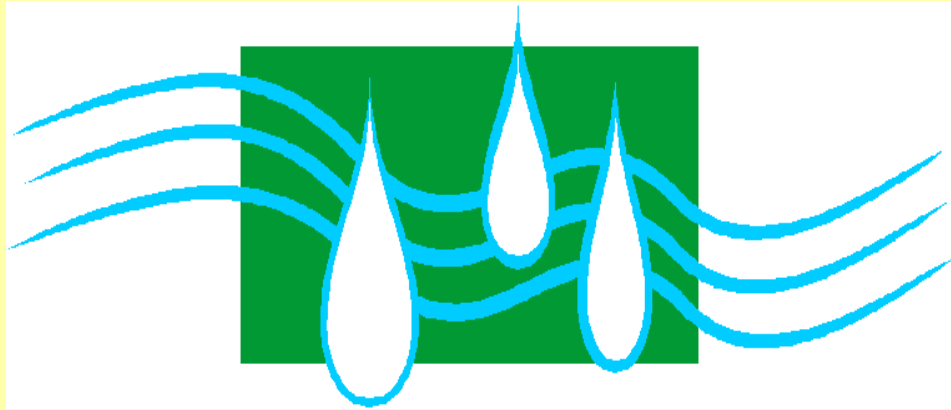


### FY23 Monthly Water Production



### FY23 YTD Water Production





# Central Wyoming Regional Water System Joint Powers Board

## Monthly Compilation

May 31, 2023

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2023 Period 11 (as of May 31, 2023)

Account Number	Description	Account Balance
<b>Consolidate</b>		
<b>Assets</b>		<b>Total Assets</b>
		<b>53,111,566</b>
1000	Cash	2,408,314
	Restricted Cash	1,000,000
1200	Accounts Receivable	662,171
1400	Inventory	598,327
1521	WYO Star Investment - Allocation	2,058,137
1522	WYO Star 2 Investment - Allocation	3,526,694
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>(10,950,014)</b>
2010	Vouchers/Account Payable	(270,532)
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</b>		<b>Total Fund Balance</b>
		<b>(42,161,552)</b>
3000	Net Investment in Capital Assets	(32,339,611)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(8,821,941)
<b>Total Liabilities + Fund Balance</b>		<b>(53,111,566)</b>



# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income Statement

Eleven Months YTD as of May 31, 2023

	2021	2022	2023
<b>Revenue</b>	<b>\$6,928,678</b>	<b>\$6,819,872</b>	<b>\$7,920,497</b>
4501 - Interest Earned	\$2,092	\$8,089	\$207,411
4505 - Misc. Revenue	\$37,378	\$14,127	\$5,197
4601 - Water Utility Charges	\$6,678,001	\$6,530,490	\$7,531,802
4650 - System Development Charges	\$211,207	\$267,166	\$176,086
<b>Expense</b>	<b>\$6,810,293</b>	<b>\$6,819,895</b>	<b>\$6,233,996</b>
6212 - Legal Services	\$11,488	\$16,880	\$9,868
6213 - Investment Services	\$363	\$281	\$71
6214 - Consulting Services	\$4,905	\$7,025	\$5,720
6215 - Acctg/Audit Services	\$31,040	\$27,281	\$28,348
6255 - Other Contractual	\$750	\$750	\$825
6257 - Reimbursable Contract Exp.	\$2,799,245	\$2,521,870	\$3,388,571
6303 - Buildings	\$69,852	\$118,743	\$129,118
6305 - Improvements Other Than Bldgs	\$967,518	\$1,157,219	\$251,936
6307 - Intangibles	\$0	\$96,060	\$4,621
6311 - Light Equipment	\$6,273	\$9,268	\$0
6312 - Light Equipment - Replacement	\$0	\$155	\$0
6321 - Technology - Replacement	\$3,123	\$0	\$0
6501 - Principal	\$2,434,545	\$2,434,924	\$2,046,239
6510 - Interest	\$395,286	\$339,679	\$261,361
6780 - Insurance/Bonds	\$85,906	\$89,761	\$107,319
<b>Net Income:</b>	<b>\$118,385</b>	<b>-\$24</b>	<b>\$1,686,500</b>

# BUDGET COMPARISON

As of May 31, 2023

91.7% OF YEAR EXPIRED

## CWRWS FUND

(FUND 300)

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	YET TO BE COLLECTED	% REC'D
4501	Interest Earned	(70,000)	-	(70,000)	(207,411)	-	296.30%
4505	Misc. Revenue	(100)	-	(100)	(5,197)	-	5197.34%
4601	Water Utility Charges	(8,240,740)	-	(8,240,740)	(7,531,802)	-	91.40%
4650	System Development Charges	(245,000)	-	(245,000)	(176,086)	-	71.87%
<b>TOTAL REVENUES</b>		<b>(8,555,840)</b>	<b>-</b>	<b>(8,555,840)</b>	<b>(7,920,497)</b>	<b>-</b>	<b>92.57%</b>

		ORIGINAL BUDGET	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBERED	AVAILABLE BUDGET	% USED
6212	Legal Services	30,000	-	30,000	9,868	0	20,132	32.89%
6213	Investment Services	1,500	-	1,500	71	0	1,429	4.73%
6214	Consulting Services	15,000	-	15,000	5,720	0	9,280	38.13%
6215	Acctg/Audit Services	32,000	-	32,000	28,348	0	3,652	88.59%
6255	Other Contractual	3,000	-	3,000	825	0	2,175	27.50%
6257	Reimburseable Contract Exp.	3,830,789	18,346	3,849,135	3,388,571	0	460,564	88.03%
6303	Buildings - New	0	194,551	194,551	129,118	53,375	12,058	93.80%
6305	Improvements Other Than Bldgs	1,972,000	739,416	2,711,416	251,936	1,152,352	1,307,128	51.79%
6307	Intangibles - New	0	13,161	13,161	4,621	8,540	0	100.00%
6312	Light Equipment - Replacement	0	86,981	86,981	0	86,981	0	100.00%
6501	Principal	2,244,084	-	2,244,084	2,046,239	0	197,845	91.18%
6510	Interest	307,574	-	307,574	261,361	0	46,213	84.97%
6720	Travel/Training	2,000	-	2,000	0	0	2,000	0.00%
6780	Insurance/Bonds	112,000	-	112,000	107,319	0	4,681	95.82%
<b>TOTAL EXPENDITURES</b>		<b>\$ 8,549,947</b>	<b>\$ 1,052,455</b>	<b>\$ 9,602,402</b>	<b>6,233,996</b>	<b>\$ 1,301,248</b>	<b>\$ 2,067,158</b>	<b>78.47%</b>

**TOTAL REVENUE OVER/(UNDER) EXPENSE**    **\$ 5,893**    **\$ (1,052,455)**    **\$ (1,046,562)**    **1,686,500**    **\$ (1,301,248)**    **\$ (1,431,814)**

June 20, 2023

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

**FROM:** Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager  
Andrew Colling, Engineering Technician

**SUBJECT:** Authorizing Change Order No. 1 with Sheet Metal Specialties, Inc., for a contract time extension of three hundred twenty (320) days, as part of the WTP HVAC Chiller Replacement, Project 20-030.

**Meeting Type & Date:**

CWRWS Joint Powers Board Meeting  
June 20, 2023

**Recommendation:**

That the Central Wyoming Regional Water System Joint Powers Board (Board), authorize Change Order No. 1 with Sheet Metal Specialties, Inc., for a time extension of three hundred twenty (320) days, as part of the WTP HVAC Chiller Replacement, Project 20-030.

**Summary:**

Sheet Metal Specialties is under contract with the City of Casper for the WTP HVAC Chiller Replacement. The Project includes the removal and replacement of the chiller and related appurtenances including piping, condensing units, pumps, etc., and the removal and replacement of the Building Management System (BMS) panel.

Sheet Metal Specialties was awarded the contract for the project in October of 2022. They immediately began the submittal process and ordering of equipment, with the chiller order being placed in November of 2022. They began informing the engineer of expected delays from the manufacturer in April of 2023.

Sheet Metal Specialties requests that the contract time be extended three hundred twenty (320) days to allow for equipment delivery, installation, and testing. City Staff recommends the approval of this change order.

With the approval of this Change Order, the substantial completion date will become May 15, 2024.

Change Order No. 1  
Sheet Metal Specialties, Inc.  
WTP HVAC Chiller Replacement  
Project No. 20-030

**Agenda Item**  
**# 8 a**

**Financial Considerations:**

Funding for this Change Order will be from budgeted project funds and project contingency funds.

**Oversight/Project Responsibility:**

Zane Perez, West Plains Engineering

Andrew Colling, Engineering Tech

**Attachments:**

Recommendation letter from WPE

Manufacturers Letters of Delay

CITY OF CASPER  
CHANGE ORDER

NO. One (1)

PROJECT: WTP HVAC Chiller Replacement, Project 20-030  
OWNER: Central Wyoming Regional Water System Joint Powers Board  
CONTRACTOR: Sheet Metal Specialties, Inc.  
ENGINEER: West Plains Engineering

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

Description: Sheet Metal Specialties is under contract to remove and replace the chiller and related appurtenances to include piping, condensing units, pumps, etc., and the removal and replacement of the Building Management System (BMS) panel. Sheet Metal Specialties ordered the required equipment immediately following being awarded the contract in the fall of 2022. The manufacturer(s) are continually indicating delays in manufacturing and delivery of equipment. It is recommended that the contract time be extended three hundred twenty (320) days to allow for equipment to be delivered, installed, and tested.

Attachments: West Plains Engineering Letter of Recommendation, Letters from Manufacturers


CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$494,880.00	Original Contract Time: (days or date) Substantial completion: June 30, 2023 Final completion: July 15, 2023
Previous Change Orders No. <u>  </u> to <u>  </u> : <u>--0--</u>	Net change from previous Change Orders (days): <u>--0--</u>
Contract Price prior to this Change Order: \$494,880.00	Contract Time prior to this Change Order: Substantial completion: June 30, 2023 Final completion: July 15, 2023
Net Increase change of this Change Order: \$0	Net Increase of this Change Order: (days) <u>-- 320 --</u>
Contract Price with all approved Change Orders: \$494,880.00	Contract Time with all approved Change Orders:(date) Substantial completion: May 15, 2024 Final completion: May 15, 2024

ACCEPTED:

RECOMMENDED:

APPROVED:

BY:   
Contractor

BY:   
Engineer

BY: \_\_\_\_\_  
Owner

Date: June 2, 2023

Project: CWRWS Water Plant Chiller Replacement

To: Andrew Colling - City of Casper

Project #: BC21001

From: Zane Perez - WPE

Project Location: Casper, WY

RE: Letter of Recommendation – Modified Construction Schedule

Andrew,

The following has been presented by Parker Larsen with Sheet Metal Specialties, Inc. via email on May 31<sup>th</sup> 2023 as a proposed, revised schedule for the above project. This schedule pushes the completion dates beyond the contracted completion date and will require action to rectify the contract terms with this modification should it be accepted.

The proposed, revised schedule to complete the project is as follows:

- Heating pumps to be installed and operational in hand mode before heating season, no later than October 1, 2023.  
**This will provide temporary operation of the heating system in "Hand" mode until the VFD's can be installed.**
- VFDs and chillers to arrive by mid-October, SMSI will install remaining equipment by end of January.
  - SMSI will install VFDs for heating water pumps first. Estimated completion date for the heating water system is October 15, 2023 with full system operation on VFD's for controllability.
- SMSI will conduct chiller start-up after construction completion, once weather permits, no later than May 15, 2024.

It is our understanding that the chillers and VFDs were ordered and originally given a spring 2023 ship date. New ship dates from the factories were received, indicating the late summer to late fall delivery dates of this equipment. Unfortunately, this has been a regular occurrence on projects with various pieces of equipment and gear. Electrical gear, transformers, chillers, and VFDs are the most common occurrence of such delays. At this time, based on the limited information we have been presented, it appears that the issues surrounding the delays were unforeseen and due to third party component delivery issues for various reasons. Based on that, we would recommend that a no cost change order to extend the completion date be written to extend the substantial completions as noted above with a phased completion for each of those steps. WPE will provide our substantial completion reviews at each step for each portion of the work as they are completed.

Please contact us if you have any additional questions or comments regarding these items.

END OF DOCUMENT – ZP



ATTACHMENTS: Daikin 2023-04-07 Letter  
Daikin 2023-04-12 Letter  
Yaskawa 2023-05-16 Letter





April 7, 2023

Subject: Daikin Applied Order Redate

Dear Valued Customer,

We regret to inform you that Daikin Applied must redate some orders. This letter provides an explanation for the schedule change as well as the revised shipping dates.

While we are recovering from most material shortages that we experienced during the pandemic, it has taken us longer than planned to get up to target throughput levels. Our Minnesota factories are achieving strong performance and have helped offset delays in our San Luis Potosí (SLP) facility; however, this is not creating sufficient capacity to avoid redates. Specific details on equipment types are provided below.

**DPS Rebel Rooftop Systems:** We overestimated how quickly we could ramp up production in SLP. While we are making significant progress and will reach 100% capacity by the end of April, we are not at that level yet. As a result, we need to redate orders and move them out — 1 to 7 weeks.

**AGZ Trailblazer Air-Cooled Scroll Chillers:** Our two, approved control box suppliers, Celestica and DRC, continue to struggle delivering equipment on time and in alignment with Daikin Applied's production sequence. Although the suppliers' performance has dramatically improved, we have been forced to lower our expected throughput and extend shipping dates from 4 to 8 weeks.

**Water Source Heat Pumps:** By dual- and multi-sourcing, we have been able to significantly reduce chronic shortages on ICM thermostats, Enernet circuit boards, Schneider water valves, Packless coax coils and Copeland compressors, and increase production by 40% since January. There is still a significant backlog, however, so we have to redate orders by 1 to 8 weeks.

**Fan Coil & Unit Ventilators:** We have had to take a one-week extension to production as we still see multiple-but-minor part shortages across all lines that have had a negative impact on particular orders. Redates are limited to 2 weeks or less.

You will receive a change order acknowledgement as new dates are assigned, no later than Friday, April 14. Please contact your Sales Representative with any questions.

**Daikin Applied**  
World Headquarters  
13600 Industrial Park Boulevard  
Minneapolis, MN 55441  
763-553-5330





While we do not expect any further mass redates due to supply chain disruptions, or manufacturing planning and staffing, we sincerely regret the disruption this poses to our customers. As always, we do appreciate your business.

Sincerely,

Andrés Benevides  
VP, GM, ATS Products

Kyle Evenson  
VP, GM, AAH Products

**Daikin Applied**  
World Headquarters  
13600 Industrial Park Boulevard  
Minneapolis, MN 55441  
763-553-5330



Date: 4/12/23

Parker Larsen, Sheetmetal Specialties, Inc.  
Casper, WY

Subject: Sales Order # 349281, Daikin Applied Trailblazer® AGZ0065E Air Cooled Chiller  
Casper Water Treatment Plant Chiller Ship Date

Dear Mr.Larsen,

I am writing regarding the production delay and reschedule for the AGZ065E air-cooled chiller on the above referenced order. We apologize for the delay and are working diligently with the production and supply chain teams to expedite your order.

We received this chiller order on 11/1/22. The chiller is currently scheduled to ship on 9/29/23.

The extended build time of this chiller is due to worldwide shortage of parts, electronics, etc. due to COVID. We believe this ship date to be correct based on the current information we have from our supplier.

Best Regards,

*Myra Cook*

Myra D. Cook  
Manager, Chiller Order Management  
Daikin Applied Americas

**Daikin Applied**  
Staunton Facility  
PO Box 2510  
Staunton, VA 24402  
540-248-0711

YASKAWA AMERICA INC.  
2121 Norman Drive South  
Waukegan, IL 60085  
1-800-927-5292

May 16th, 2023

Dear Sheetmetal Specialties Inc.,

RE: Casper Water Treatment Plant, PO# WCD-2202371-01

For the last 32 months, Yaskawa has faced unprecedented challenges with respect to meeting customer demand for our products. Every single customer has unfortunately felt the impact of global supply chain issues. Concurrent with interruptions in the supply chain, demand for our products has reached unprecedented levels.

Depending on the model ordered there are 150-500 'parts' per product. The tack time from when we get the last part to when we ship is typically 3-5 days. The most common scenario: We plan a ship date based on receiving the last component (e.g., plastics, semiconductors, circuit breaker, or even a fuse). If we do not receive part(s) from our supplier as expected, we are unable to provide detailed updates at the most unfortunate time – when we are expecting to ship the finished good. The collective impact of this, despite our team's best efforts, creates a ripple effect in meeting already extended lead times.

**Since January, we are running at manufacturing capacity to fill the backlog.**

**All hands are on deck to catch up.**

**Current dates being communicated are expected to be met.**

Worldwide, Yaskawa is engaged in hundreds of different initiatives to remedy both short term issues and improve resiliency for the future.

Every order receives our attention, including order #WCD-2202371-01. We are committed to communicate order status updates as soon as they become available.

Regards,



Don Cameron

Building Automation Segment Manager

[don\\_cameron@yaskawa.com](mailto:don_cameron@yaskawa.com)

224.374.8254

Cc: David Desrochers – Regional Drive Specialist



Central Wyoming Regional Water System  
Joint Powers Board  
Operations Budget Amendment No. 2  
Fiscal Year 2023

Date: June 20, 2023

It is necessary to increase the FY2023 Operations Budget to cover additional chemical costs related to the increased water production, and prices increases in FY23.

**Revenue:**

Intergovernmental Reimb. 202-4242 (\$350,000.00)

**Expenses:**

Chemicals \$350,000.00

<b>Original FY23 Operations Budget Amount</b>	<b>\$3,830,789.00</b>
<b>Amendment No. 1 Amount</b>	<b>\$18,346.00</b>
<b>Amendment No. 2 Amount</b>	<b>\$350,000.00</b>
<b>Amended FY23 Operations Budget Amount</b>	<b>\$4,199,135.00</b>

**Approved by Joint Powers Board:**

Date: June 20, 2023

---

H.H. King, Jr., Chairman

---

Stephen R. Cathey, Treasurer



**CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD**  
**BUDGET AMENDMENT NO. 3 TO THE ORIGINAL ADOPTED FY2023 BUDGET**

		Original Approved Budget	Budget Amend No. 1	Budget Amend No. 2	Budget Amend No. 3	Total Budget As Amended	Comments
300-4220	STATE GRANTS	\$0				\$0	
300-4650	SYSTEM DEVELOPMENT CHARGES	\$245,000				\$245,000	
300-4601	WATER RATE REVENUE	\$8,240,740				\$8,240,740	
300-4501	INTEREST ON INVESTMENTS	\$70,000				\$70,000	
300-4505	MISCELLANEOUS REVENUE	\$100				\$100	
	<b>TOTAL REVENUES</b>	<b>\$8,555,840</b>				<b>\$8,555,840</b>	
300-6212	LEGAL	\$30,000				\$30,000	
300-6213	INVESTMENT FEES	\$1,500				\$1,500	
300-6214	CONSULTING	\$15,000				\$15,000	
300-6215	ACCOUNTING	\$32,000				\$32,000	
300-6255	OTHER CONTRACTUAL-WATER	\$3,000				\$3,000	
300-6257	REIMBURSABLE CONTRACT EXPENSES	\$3,830,789		\$18,346	\$350,000	\$4,199,135	Increased Chemical Costs
300-6720	TRAVEL/TRAINING	\$2,000				\$2,000	
300-6780	INSURANCE & BONDS	\$112,000				\$112,000	
300-6501	PRINCIPAL PAYMENTS	\$2,244,084				\$2,244,084	
300-6510	INTEREST EXPENSE	\$307,574				\$307,574	
300-6303	BUILDINGS	\$0	\$194,551			\$194,551	
300-6305	IMPROVEMENTS OTHER THAN BUILDINGS	\$1,972,000	\$739,416			\$2,711,416	
300-6307	INTANGIBLES	\$0	\$13,161			\$13,161	
300-6311	LIGHT EQUIPMENT	\$0				\$0	
300-6312	LIGHT EQUIPMENT	\$0	\$86,981			\$86,981	
	<b>TOTAL EXPENSES</b>	<b>\$8,549,947</b>	<b>\$1,034,109</b>	<b>\$18,346</b>	<b>\$350,000</b>	<b>\$9,952,402</b>	


Approved this 20th day of June, 2023

\_\_\_\_\_  
Stephen R. Cathey, Treasurer

\_\_\_\_\_  
H.H. King, Jr., Chairman

June 12, 2023

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

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

SUBJECT: Fiscal Year 2023-24 CWRWS Wholesale Water Rate

### **Wholesale Water Rate Narrative**

The RWS Wholesale Rate Model is intended to show fund performance and guide wholesale water rate setting for FY24. The Joint Powers Board (JPB) sets and approves the wholesale water rate each June to go into effect July 1 of each year. The JPB discussed the preliminary FY24 water treatment plant operations and JPB Agency budgets at its April meeting. The FY24 operations budget is 13.4% higher than the FY23 operations budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, and an increase in electrical costs. The FY24 RWS Agency budget is 6.9% more than the FY23 budget. The Agency budget is primarily driven by capital costs, the increase is the result of the recent Mountain View tank inspection and noted deficiencies.

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

1. Starting fund balance information obtained from the FY22 audit.
2. The model assumes a 3.5% rate increase effective July 1, 2024.
3. The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.
4. The model assumes a 5% rate of inflation.
5. The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
6. The recommended minimum RWS fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February of 2021. That policy recommends the reserves be the sum of: a) Operating Reserves - 90 days of budgeted operating expense as calculated from most recent Board approved annual budget; b) Debt Service Reserves - the greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements; and c) Capital Reserves - one-year annual depreciation expense as taken from most recent annual audit.

7. Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants, and loans. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan with assumed expenses and revenues for new and replacement capital projects. The capital items on the Capital Improvement Plan (CIP) represent the best projections of needed improvements and/or studies. The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.
8. The model assumes that grant/loan funding will be secured in FY25 for the Disinfection Upgrade Project and in FY26 for the Raw Water Improvements Project.

The results for the model presented are as follows:


- Wholesale water rate increase from \$2.24/1,000 gallons to \$2.32/1,000 gallons.
- FY24 minimum required reserve is \$4.33 M
- FY24 target fund balance is \$4.61 M
- FY24 projected fund balance is \$4.79 M

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



June 12, 2023

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

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

SUBJECT: Fiscal Year 2023-24 Budgets – Water Treatment Plant Operations Budget and  
Regional Water System Agency Budget

### **Budget Narrative**

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

### **Water Treatment Plant Operations Budget**

#### **Personnel Services**

- a) Personnel Costs - \$1,274,037 – This represents an increase of \$92,808 over the FY23 budget. The increase is due to converting the part time administrative assistant to full time from part time, proposed pay increases of 3.5%, and increased insurance costs.

#### **Materials and Supplies**

- a) General Supplies and Materials - \$206,300 – This is an increase of \$58,800 from the FY23 budget. The General Supplies and Materials line includes the following:
- \$12,000 – Office supplies (no change)
  - \$ 4,000 – Other Materials and Supplies (\$1,000 increase)
  - \$ 8,500 – Safety Equipment and Supplies (no change)
  - \$ 4,000 – Pump and Lubricant Supplies (no change)
  - \$25,000 – Machinery Supplies (no change)
  - \$35,000 – Laboratory Supplies (\$5,000 increase)
  - \$ 8,000 – Well Supplies (no change)

- \$ 8,000 – Vehicle Supplies (no change)
  - \$ 1,500 – Building Supplies (new line)
  - \$ 7,000 – Water Line Materials (no change)
  - \$32,000 – Booster Supplies (no change)
  - \$10,000 – Small Tools and Supplies (no change)
  - \$ 2,500 – Equipment Storage Shelving (new, one time)
  - \$ 6,000 – Watson Marlow Pumps for Actiflo Turbidimeters (new, one time)
  - \$ 5,000 – Peristaltic Pumps for Corrosion Inhibitor (new, one time)
  - \$15,000 – Hydrocyclone Wear Parts (new)
  - \$15,000 – Sand Pump Soft Starts (new, one time)
  - \$ 2,800 – Polymer Scale (new)
  - \$ 5,000 – Well House Flushing Line and Hoses (new)
- b) Chemicals - \$1,300,000 – This is an increase of \$300,000 from the FY23 budget. The increase covers an increase in material cost as well as fuel and trucking charges.
- c) Postage and Printing - \$1,500 – This amount is a decrease of \$500 from the FY23 budget.
- d) Electricity - \$880,000 - This amount is an increase of \$24,500 from the FY23 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$80,000 - This amount is unchanged from the FY23 budget.
- f) Bulk Fuel - \$10,000 - This amount is unchanged from the FY23 budget.
- g) Technology Supplies - \$8,500 – This amount is a \$2,500 increase from the FY23 budget and accounts for SCADA computer replacements and ancillary equipment.
- h) Maintenance/Repair (non-contract) - \$85,000 – This is an increase of \$15,000 from the FY23 budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$4,000 – This is an increase of \$1,000 from the FY23 budget. Staff will be utilizing this line more and laundering in-house. Outside laundry services will be reduced.

#### Contractual Services

- a) Professional Services - \$12,000 – This is unchanged from the FY23 budget. This line is used for instrumentation and controls maintenance and repairs.
- b) Maintenance Agreements - \$44,250 – This is a \$2,250 increase from the FY23 budget. This line item covers the following agreements:

- \$13,000 – HVAC Service (\$3,000 increase)
  - \$ 3,500 – Elevator Service (no change)
  - \$ 0.0 – Chiller Maintenance (\$1,500 decrease)
  - \$ 5,500 – Chloramine Analyzer Service (\$500 increase)
  - \$ 1,000 – Fire Sprinkler System Inspection (no change)
  - \$ 2,500 – Work Order Software (\$1,000 decrease)
  - \$15,000 – Ozone Monitor Service (no change)
  - \$ 2,750 – Crane Inspections (\$250 increase)
  - \$ 1,000 – LOX Telemetry (new)
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY23 budget.
- d) Laundry and Towel Service - \$500 – This amount is \$1,500 less than the FY23 budget. More laundry service will be completed in-house rather than from an outside vendor.
- e) Interdepartmental Services - \$294,373 – This is an increase of \$9,298 from the FY23 budget. This line item covers the following:
- \$ 26,559 – Information Technology (\$4,572 increase)
  - \$ 20,566 – Finance (\$1,086 increase)
  - \$ 18,993 – Human Resources (\$3,768 increase)
  - \$ 5,277 – City Council (\$1,714 decrease)
  - \$ 16,379 – City Manager (\$6,145 decrease)
  - \$ 15,698 – City Attorney (\$1,443 increase)
  - \$190,901 – WDG Personnel (\$6,288 increase)

#### Other Costs

- a) Travel/Training - \$5,500 – This is an increase of \$1,500 from the FY23 budget. Staff certifications need to be maintained as well as additional training for newer operators and the instrument technician.
- b) Insurance & Bonds - \$25,323 – This is a decrease of \$11,508 from the FY23 budget. This line item covers liability insurance, etc. for the WTP staff who are City of Casper employees.
- c) Advertising - \$2,100 – This is an increase of \$400 from the FY23 budget. This line is for advertising Board meetings, annual budget, etc.
- d) Dues and Subscriptions - \$1,700 – This amount is an increase of \$500 from the FY23 budget.

#### Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY23 budget.

- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY23 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant.
- c) Sewer - \$500 – This amount is a \$100 increase from the FY23 budget.

### Summary

The FY24 Operations Budget is 13.4% greater than the FY23 Operations Budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, and an increase in electrical costs.

## **Central Wyoming Regional Water System Agency Budget**

### Revenue

- a) Water Rate Revenue - \$8,797,481 – This reflects an increase of \$556,741 over the FY23 budget. These revenues are proportioned to each wholesale entity based on the July 2021 – June 2022 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 3.5% rate increase effective July 1, 2023.
- b) Interest on Investments - \$200,000 – This is an increase of \$130,000 from FY23 budget based on placing funds in the WyoStar accounts.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY23 budget. The SIC rates are from the most recent cost of services and SIC study that went into effect January 1, 2019.

### Personnel Services

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

### Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY23 budget.
- b) Legal Fees - \$30,000 – This amount is unchanged from the FY23 budget.
- c) Accounting & Auditing - \$34,000 – This is an increase of \$2,000 from the FY23 budget.

- d) Insurance & Bonds - \$119,000 – This is an increase of \$7,000 from the FY23 budget.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY23 budget. This is for RWS Board travel and training.

#### Debt Service

- a) Principal Payments - \$1,276,124 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:
  - City Loan - \$508,921
  - WWDC (New Construction) - \$391,941
  - WWDC (Rehabilitation) - \$125,176
  - DWSRF Loan #115 (Emergency Power) - \$106,058
  - DWSRF Loan #129 (Zone IIB Imp.) - \$ 25,015
  - DWSRF Loan #153 (Backwash Tank) - \$ 73,550
  - DWSRF Loan #213 (PLC/SCADA) - \$ 45,463
- b) Interest Expense - \$249,451 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:
  - City Loan - \$ 2,655
  - WWDC (New Const.) - \$103,990
  - WWDC (Rehab.) - \$ 33,212
  - DWSRF Loan #115 (Emergency Power) - \$ 46,468
  - DWSRF Loan #129 (Zone IIB Imp.) - \$ 7,717
  - DWSRF Loan #153 (Backwash Tank) - \$ 32,226
  - DWSRF Loan #213 (PLC/SCADA) - \$ 23,183

#### Capital – New

- a) Buildings - No new buildings expenditures for FY24.
- b) Improvements Other Than Buildings - No new expenditures for FY24.
- c) Light Equipment - No new light equipment expenditures for FY24.
- d) Technologies - No new technology equipment expenditures for FY24.

#### Capital – Replacement

- a) Buildings - No replacement building expenditures for FY24.
- b) Improvements Other Than Buildings - \$3,185,000 – This includes:

- Well Rehabilitation - \$500,000 – This project is part of a multi-year project to rehabilitate the groundwater wells. FY24 funding will be used to rehabilitate vertical wells and/or as funding to address recommendations that come from the WWDC Wellfield Management Plan.
- Security Upgrades - \$40,000 – This funding is part of a multi-year effort to address security issues noted in vulnerability and security assessments. Some items to be upgraded include camera's, door access hardware, and perimeter fencing.
- Filter Media Replacement - \$100,000 – This project is to rehabilitate one of six filters.
- Ammonia Piping Replacement - \$50,000 – This project is to upgrade leaking PVC chemical lines to HDPE fused chemical line.
- GW Ozone Contactor Pipe Lining - \$750,000 – This project is to line the ground water ozone contactors.
- Gravity Filter Valve Replacement - \$150,000 – This project is to replace failing valves on the gravity filter piping.
- Sodium Hypochlorite Tank Improvements - \$25,000 – This project is to repair a leaking storage tank and add pumping improvements.
- HVAC Improvements - \$25,000 – This project is to upgrade chilled water valves throughout the HVAC system
- Mountain View Tank Improvements - \$1,500,000 – This project is to complete structural repairs and recoat the interior of the Mountain View water tank.
- Crosstown Air Release Valve Upgrades - \$45,000 – This project is to upgrade the ARV's on the crosstown pipeline.

c) Light Equipment - \$255,000 – This Includes:

- Major Equipment and Valve Replacements - \$150,000 – This is for unanticipated equipment and valve replacements during the year. Water Treatment Plant and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.
- Turbidimeter Replacements - \$40,000 – The RWS has 43 turbidimeters that are required to meet regulatory requirements. The meters require periodic replacement as they fail and/or become unsupported by the vendor.
- Airport Booster Pump Replacement - \$35,000 – Replacement of pump that has reached end of life.
- Sand Pump Replacements - \$30,000 – This project is to purchase two sand pumps for inventory. These are critical pumps that need to be available at all times.

### Summary

The FY23 Agency Budget is 6.9% more than the FY23 budget. The increase is mainly the result of increased capital costs due to the recent Mountain View tank inspection and noted deficiencies. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 3.5% and an increase in earned interest on investments. The total amount budgeted for FY23 capital expenditures is \$3,440,000, an increase of \$1,468,000 from FY23.

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



Proposed Budget - FY 2024

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
202 - Water Treatment Plant Ops Fund	(\$113,042)	(\$386)	\$0	\$0	\$115,381	\$0	\$0	0%
Revenue	(\$3,824,223)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$3,312,273)	(\$4,043,164)	(\$4,344,283)	13%
202 - Regional Water	(\$3,824,223)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$3,312,273)	(\$4,043,164)	(\$4,344,283)	13%
42 - Intergovernmental	(\$3,811,355)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$3,312,273)	(\$4,043,164)	(\$4,344,283)	13%
4242 - Intergovernmental Reimb.	(\$3,811,355)	(\$3,294,894)	(\$3,830,789)	(\$3,849,135)	(\$3,312,273)	(\$4,043,164)	(\$4,344,283)	13%
43 - Goods and Svcs Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4308 - Other Fees & Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
4340 - Interdepartmental Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
47 - Other Sources	(\$12,868)	\$0	\$0	\$0	\$0	\$0	\$0	0%
4702 - Transfers In	(\$12,868)	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>Expense</b>	<b>\$3,711,181</b>	<b>\$3,294,508</b>	<b>\$3,830,789</b>	<b>\$3,849,135</b>	<b>\$3,427,653</b>	<b>\$4,043,164</b>	<b>\$4,344,283</b>	<b>13%</b>
<b>202 - Regional Water</b>	<b>\$1,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
60 - Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6011 - Payroll Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>61 - Materials &amp; Supplies</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6103 - Postage and Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>62 - Contractual Services</b>	<b>\$1,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6250 - Miscellaneous	\$1,794	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>64 - Depreciation / Amort</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6401 - Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>2020002 - Regional Water Operations</b>	<b>\$3,572,293</b>	<b>\$3,156,345</b>	<b>\$3,658,989</b>	<b>\$3,677,335</b>	<b>\$3,308,959</b>	<b>\$3,871,364</b>	<b>\$4,165,983</b>	<b>13%</b>
<b>60 - Personnel Services</b>	<b>\$1,060,807</b>	<b>\$978,139</b>	<b>\$1,162,883</b>	<b>\$1,181,229</b>	<b>\$1,111,050</b>	<b>\$1,165,008</b>	<b>\$1,274,037</b>	<b>8%</b>
6001 - Salaries and Wages - FT	\$677,647	\$612,893	\$727,621	\$740,821	\$714,408	\$727,621	\$832,713	12%
6002 - Salaries and Wages - PT/Season	\$12,703	\$11,727	\$20,000	\$20,000	\$15,332	\$20,000	\$0	-100%
6004 - Overtime	\$6,516	\$3,891	\$7,000	\$7,000	\$7,759	\$8,890	\$8,000	14%
6005 - Standby Pay	\$9,456	\$7,515	\$12,000	\$12,000	\$9,699	\$12,000	\$12,000	0%
6007 - Accrued Leave	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6009 - Supplemental Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6010 - Other Employee Withholdings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6012 - Callback and Callout Pay	\$0	\$0	\$0	\$0	\$368	\$235	\$0	0%
6020 - FICA/MC Contributions	\$52,199	\$49,382	\$58,647	\$60,667	\$54,552	\$58,647	\$62,338	3%
6030 - Retirement Contributions	\$60,720	\$57,367	\$68,176	\$70,650	\$68,003	\$68,176	\$79,900	13%
6032 - Disability Buyback	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6040 - Workers Compensation	\$16,094	\$17,954	\$21,312	\$21,964	\$18,253	\$21,312	\$20,249	-8%
6051 - Health Insurance	\$214,012	\$204,497	\$237,091	\$237,091	\$214,278	\$237,091	\$247,459	4%
6054 - Other Insurance	\$5,438	\$2,232	\$4,240	\$4,240	\$2,502	\$4,240	\$4,962	17%
6080 - Other Employee Compensation	\$6,022	\$10,680	\$6,796	\$6,796	\$5,898	\$6,796	\$6,416	-6%
<b>61 - Materials &amp; Supplies</b>	<b>\$2,073,090</b>	<b>\$1,733,410</b>	<b>\$2,010,800</b>	<b>\$2,010,800</b>	<b>\$1,830,279</b>	<b>\$2,220,900</b>	<b>\$2,405,600</b>	<b>20%</b>
6101 - General Supplies and Materials	\$1,162,675	\$1,001,158	\$108,000	\$108,000	\$100,532	\$108,000	\$166,800	54%
6103 - Postage and Printing	\$36	\$1,342	\$1,800	\$1,800	\$414	\$1,300	\$1,300	-28%
6111 - Electricity	\$809,325	\$570,845	\$732,000	\$732,000	\$605,762	\$732,000	\$750,000	2%
6112 - Natural Gas	\$46,866	\$58,912	\$80,000	\$80,000	\$87,272	\$80,000	\$80,000	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
6113 - Gas/Fuel	\$5,692	\$2,912	\$10,000	\$10,000	\$3,315	\$10,000	\$10,000	0%
6117 - Chemicals	\$0	\$28,945	\$1,000,000	\$1,000,000	\$973,862	\$1,200,000	\$1,300,000	30%
6140 - Technology Supplies	\$0	\$5,544	\$6,000	\$6,000	\$5,177	\$6,000	\$8,500	42%
6150 - Maint/Repair (non contract)	\$47,601	\$62,037	\$70,000	\$70,000	\$53,282	\$80,000	\$85,000	21%
6160 - Uniform Expense	\$895	\$1,713	\$3,000	\$3,000	\$663	\$3,600	\$4,000	33%
<b>62 - Contractual Services</b>	<b>\$358,215</b>	<b>\$366,104</b>	<b>\$379,075</b>	<b>\$379,075</b>	<b>\$319,638</b>	<b>\$378,825</b>	<b>\$389,123</b>	<b>3%</b>
6210 - Professional Services	\$4,199	\$7,587	\$8,000	\$8,000	\$6,227	\$8,000	\$8,000	0%
6230 - Maintenance Agreements	\$28,881	\$36,107	\$42,000	\$42,000	\$25,354	\$42,000	\$44,250	5%
6240 - Testing	\$36,851	\$33,507	\$42,000	\$42,000	\$25,388	\$42,000	\$42,000	0%
6251 - Laundry/Towel	\$1,933	\$1,699	\$2,000	\$2,000	\$1,350	\$1,750	\$500	-75%
6256 - Internal Services	\$286,351	\$287,205	\$285,075	\$285,075	\$261,319	\$285,075	\$294,373	3%
<b>66 - Transfers Out</b>	<b>\$311</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
6601 - Transfers Out	\$311	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>67 - Other Costs</b>	<b>\$31,967</b>	<b>\$32,397</b>	<b>\$43,631</b>	<b>\$43,631</b>	<b>\$37,502</b>	<b>\$44,031</b>	<b>\$34,523</b>	<b>-21%</b>
6720 - Travel/Training	\$206	\$2,552	\$4,000	\$4,000	\$1,457	\$4,000	\$5,500	37%
6780 - Insurance/Bonds	\$29,334	\$27,390	\$36,831	\$36,831	\$33,762	\$36,831	\$25,323	-31%
6791 - Advertising/Promotion	\$1,271	\$1,588	\$1,600	\$1,600	\$1,243	\$1,800	\$2,000	25%
6792 - Over/Short	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
6793 - Dues and Subscriptions	\$1,156	\$867	\$1,200	\$1,200	\$1,041	\$1,400	\$1,700	42%
<b>68 - Utility Expense</b>	<b>\$47,903</b>	<b>\$46,295</b>	<b>\$62,600</b>	<b>\$62,600</b>	<b>\$10,489</b>	<b>\$62,600</b>	<b>\$62,700</b>	<b>0%</b>
6731 - Communication	\$623	\$1,232	\$2,200	\$2,200	\$1,397	\$2,200	\$2,200	0%
6733 - Refuse Collection	\$47,006	\$44,685	\$60,000	\$60,000	\$8,762	\$60,000	\$60,000	0%
6734 - Sewer	\$274	\$378	\$400	\$400	\$331	\$400	\$500	25%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>2020033 - RWS - Booster Stations</b>	<b>\$133,285</b>	<b>\$135,183</b>	<b>\$166,500</b>	<b>\$166,500</b>	<b>\$114,514</b>	<b>\$166,500</b>	<b>\$173,000</b>	<b>4%</b>
61 - Materials & Supplies	\$133,285	\$133,238	\$162,500	\$162,500	\$112,037	\$162,500	\$169,000	4%
6101 - General Supplies and Materials	\$14,504	\$15,944	\$39,000	\$39,000	\$13,002	\$39,000	\$39,000	0%
6111 - Electricity	\$118,781	\$117,294	\$123,500	\$123,500	\$99,035	\$123,500	\$130,000	5%
<b>62 - Contractual Services</b>	<b>\$0</b>	<b>\$1,945</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$2,477</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>0%</b>
6210 - Professional Services	\$0	\$1,945	\$4,000	\$4,000	\$2,477	\$4,000	\$4,000	0%
6256 - Internal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>2020034 - RWS - Guardian</b>	<b>\$3,808</b>	<b>\$2,980</b>	<b>\$5,300</b>	<b>\$5,300</b>	<b>\$4,180</b>	<b>\$5,300</b>	<b>\$5,300</b>	<b>0%</b>
61 - Materials & Supplies	\$39	\$122	\$700	\$700	\$121	\$700	\$700	0%
6101 - General Supplies and Materials	\$39	\$122	\$500	\$500	\$85	\$500	\$500	0%
6103 - Postage and Printing	\$0	\$0	\$200	\$200	\$36	\$200	\$200	0%
<b>62 - Contractual Services</b>	<b>\$3,770</b>	<b>\$2,858</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$4,059</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>0%</b>
6240 - Testing	\$3,770	\$2,858	\$4,500	\$4,500	\$4,059	\$4,500	\$4,500	0%
<b>67 - Other Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>0%</b>
6791 - Advertising/Promotion	\$0	\$0	\$100	\$100	\$0	\$100	\$100	0%

	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>300 - CWR Water System Agency Fund</b>	<b>(\$3,331,946)</b>	<b>(\$2,897,650)</b>	<b>(\$5,893)</b>	<b>\$751,869</b>	<b>(\$2,090,771)</b>	<b>(\$1,510,384)</b>	<b>\$271,777</b>	<b>-64%</b>
<b>Revenue</b>	<b>(\$8,744,974)</b>	<b>(\$7,976,650)</b>	<b>(\$8,555,840)</b>	<b>(\$8,555,840)</b>	<b>(\$7,920,497)</b>	<b>(\$8,550,840)</b>	<b>(\$9,242,581)</b>	<b>8%</b>
<b>300 - CWR System Agency</b>	<b>(\$8,744,974)</b>	<b>(\$7,976,650)</b>	<b>(\$8,555,840)</b>	<b>(\$8,555,840)</b>	<b>(\$7,920,497)</b>	<b>(\$8,550,840)</b>	<b>(\$9,242,581)</b>	<b>8%</b>
45 - Misc Revenue	(\$396,326)	(\$29,965)	(\$70,100)	(\$70,100)	(\$212,608)	(\$150,100)	(\$200,100)	185%
4501 - Interest Earned	(\$2,238)	(\$15,836)	(\$70,000)	(\$70,000)	(\$207,411)	(\$150,000)	(\$200,000)	186%
4505 - Misc. Revenue	(\$394,088)	(\$14,129)	(\$100)	(\$100)	(\$5,197)	(\$100)	(\$100)	0%
<b>46 - Utility Revenue</b>	<b>(\$8,348,648)</b>	<b>(\$7,946,685)</b>	<b>(\$8,485,740)</b>	<b>(\$8,485,740)</b>	<b>(\$7,707,888)</b>	<b>(\$8,400,740)</b>	<b>(\$9,042,481)</b>	<b>7%</b>
4601 - Water Utility Charges	(\$8,077,249)	(\$7,656,341)	(\$8,240,740)	(\$8,240,740)	(\$7,531,802)	(\$8,240,740)	(\$8,797,481)	7%
4650 - System Development Charges	(\$271,399)	(\$290,344)	(\$245,000)	(\$245,000)	(\$176,086)	(\$160,000)	(\$245,000)	0%



	2021 Actual	2022 Actual	2023 Original	2023 Revised	2023 Actual YTD	2023 Projected	2024 Proposed	Change Vs. Rev
<b>Expense</b>	<b>\$5,413,028</b>	<b>\$5,079,001</b>	<b>\$8,549,947</b>	<b>\$9,307,709</b>	<b>\$5,829,726</b>	<b>\$7,040,456</b>	<b>\$9,514,358</b>	<b>2%</b>
<b>300 - CWR System Agency</b>	<b>\$5,413,028</b>	<b>\$5,079,001</b>	<b>\$8,549,947</b>	<b>\$9,307,709</b>	<b>\$5,829,726</b>	<b>\$7,040,456</b>	<b>\$9,514,358</b>	<b>2%</b>
62 - Contractual Services	\$3,694,902	\$3,169,621	\$3,912,289	\$3,930,635	\$3,162,871	\$4,081,500	\$4,427,783	13%
6212 - Legal Services	\$14,963	\$21,183	\$30,000	\$30,000	\$9,868	\$30,000	\$30,000	0%
6213 - Investment Services	\$389	\$315	\$1,500	\$1,500	\$71	\$1,500	\$1,500	0%
6214 - Consulting Services	\$5,614	\$7,025	\$15,000	\$15,000	\$5,720	\$15,000	\$15,000	0%
6215 - Acctg/Audit Services	\$31,040	\$27,281	\$32,000	\$32,000	\$28,348	\$32,000	\$34,000	6%
6255 - Other Contractual	\$750	\$2,253	\$3,000	\$3,000	\$825	\$3,000	\$3,000	0%
6257 - Reimbursable Contract Exp.	\$3,642,145	\$3,111,563	\$3,830,789	\$3,849,135	\$3,118,039	\$4,000,000	\$4,344,283	13%
<b>63 - Capital Outlay</b>	<b>\$1,208,533</b>	<b>\$1,463,809</b>	<b>\$1,972,000</b>	<b>\$2,711,416</b>	<b>\$251,936</b>	<b>\$293,298</b>	<b>\$3,440,000</b>	<b>27%</b>
6305 - Improvements Other Than Bldgs	\$1,202,260	\$1,454,541	\$1,972,000	\$2,711,416	\$251,936	\$293,298	\$3,185,000	17%
6311 - Light Equipment	\$6,273	\$9,268	\$0	\$0	\$0	\$0	\$255,000	999%
<b>65 - Debt Service</b>	<b>\$415,888</b>	<b>\$347,608</b>	<b>\$2,551,658</b>	<b>\$2,551,658</b>	<b>\$2,307,600</b>	<b>\$2,551,658</b>	<b>\$1,525,575</b>	<b>-40%</b>
6501 - Principal	\$0	\$0	\$2,244,084	\$2,244,084	\$2,046,239	\$2,244,084	\$1,276,124	-43%
6510 - Interest	\$415,888	\$347,608	\$307,574	\$307,574	\$261,361	\$307,574	\$249,451	-19%
<b>67 - Other Costs</b>	<b>\$93,705</b>	<b>\$97,963</b>	<b>\$114,000</b>	<b>\$114,000</b>	<b>\$107,319</b>	<b>\$114,000</b>	<b>\$121,000</b>	<b>6%</b>
6720 - Travel/Training	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	0%
6780 - Insurance/Bonds	\$93,705	\$97,963	\$112,000	\$112,000	\$107,319	\$112,000	\$119,000	6%
<b>Report Total</b>	<b>(\$3,444,988)</b>	<b>(\$2,898,035)</b>	<b>(\$5,893)</b>	<b>\$751,869</b>	<b>(\$1,975,391)</b>	<b>(\$1,510,384)</b>	<b>\$271,777</b>	<b>-64%</b>



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, June 14, 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>May 2023 Board Minutes  | T.Schenk             |
| V.    | Financials (DDA & David Street Station)<br>A) <b>May 2023 Reports</b><br>B) <b>June 2023 Payments</b><br>C) Motion to Approve Financials       | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Draft Budget Review<br>-Board Members 3 (renew) of 4 seats<br>-Exec Committee<br>-Strategic Plan<br>-Homelessness Issues | K.Hawley             |
| VII.  | Committee Reports  |                      |
| VIII. | Executive Session (if needed)  |                      |
| VIX.  | Action Items   |                      |
| X.    | Adjourn  |                      |

Next Meeting July 12, 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**  
**May 10th, 2023**  
**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Kerstin Ellis, Deb Clark, Nicholas Grooms, Shawn Houck, Kyle Gamroth

**Staff:** Kevin Hawley, Brooke Montgomery, Brea Price

**Guests:** NA

**Excused:** Greg Dixon, Will Reese, Tony Hager, Critter Murray, Ryan McIntyre, Tim Schenk

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

**III. City Report:**

- Kyle Gamroth
  - Update on homeless coalition –report to city council soon. Want to make sure we are taking a comprehensive approach moving forward including camping ordinances, natural protection along the rivers, continuum of care, increased lighting on Midwest Avenue.
  - Bird scooters are back, up to 200 scooters now. Encouraging people to reach out with experiences on these.
  - Gave preliminary approval for open container from Memorial Day to Labor Day.
  - Just transferred liquor license to Bull Horn Brewing.
  - Every Tuesday city council will be meeting at Lyric.

**IV. Approval of April Board Meeting Minutes**

NA – No Quorum

**V. Financials–** Nicholas Grooms

**Approval of April DDA & DSS Financial Reports**

NA – No Quorum – Per bylaws, email will be sent for electronic vote

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

- June 27<sup>th</sup> is a council meeting regarding homelessness. City has asked if DDA would like to read statements from downtown merchants, including their questions and concerns.

**VII. Committee Reports –** NA – No Quorum

**Motion to adjourn at approximately 1:30 PM**

NA – No Quorum

Approved by:

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

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

Casper Downtown Development Authority

Balance Sheet

As of May 31, 2023

DDA-Balance	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	154,065.38
NOW Acct	187,958.69
Total Checking/Savings	342,024.07
Total Current Assets	342,024.07
<b>TOTAL ASSETS</b>	<b>342,024.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	580.47
Total Other Current Liabilities	580.47
Total Current Liabilities	580.47
Total Liabilities	580.47
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-148,671.97
Net Income	107,791.13
Total Equity	341,443.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>342,024.07</b>

Casper Downtown Development Authority

Profit & Loss

May 2023

	DDA-PL	<u>May 23</u>
Ordinary Income/Expense		
Income		
ACCT. INTEREST		31.02
ASSESSMENTS		<u>2,342.58</u>
Total Income		2,373.60
Expense		
OPERATIONS		
Office Equipment		45.55
Office Rent		
Utilities		139.89
Office Rent - Other		<u>2,650.00</u>
Total Office Rent		<u>2,789.89</u>
Total OPERATIONS		<u>2,835.44</u>
Total Expense		<u>2,835.44</u>
Net Ordinary Income		<u>-461.84</u>
Net Income		<u><u>-461.84</u></u>

Casper Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July 2022 through May 2023

DDA-Budget													TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	2.06	12.67	16.36	17.08	16.53	20.18	20.63	25.35	29.24	26.28	31.02	217.40	25.00	192.40	869.6%
ASSESSMENTS	2,366.97	1,354.47	0.00	0.00	44,644.36	41,135.60	0.00	67,864.27	0.00	2,164.01	2,342.58	161,872.26	150,000.00	11,872.26	107.92%
Total Income	2,369.03	3,367.14	16.36	17.08	44,660.89	41,155.78	20.63	67,889.62	29.24	2,190.29	2,373.60	164,089.66	152,025.00	12,064.66	107.94%
Expense															
ADMINISTRATIVE															
Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	-75,000.00	0.0%
Payroll Allocation to DSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payroll Bonuses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Social Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
Total ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,400.00	-93,400.00	0.0%
MARKETING-COMMUNICATIONS															
Media Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
PR - Director	0.00	0.00	66.78	133.20	0.00	0.00	128.00	0.00	0.00	0.00	0.00	327.98	1,500.00	-1,172.02	21.87%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Sponsorships/PR	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	6,000.00	-1,000.00	83.33%
Strategic Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
MARKETING-COMMUNICATIONS - Ot	68.24	74.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.08	0.00	143.08	100.0%
Total MARKETING-COMMUNICATIONS	68.24	74.84	66.78	133.20	5,000.00	0.00	128.00	0.00	0.00	0.00	0.00	5,471.06	14,500.00	-9,028.94	37.73%
OPERATIONS															
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	201.50	0.00	0.00	0.00	0.00	0.00	188.91	0.00	0.00	0.00	0.00	390.41	0.00	390.41	100.0%
Board Mtg. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Conference Registration	0.00	0.00	0.00	195.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.00	1,500.00	-1,305.00	13.0%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	134.98	0.00	0.00	119.88	0.00	254.86	1,600.00	-1,345.14	15.93%
Planters	15,453.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,453.51	20,000.00	-4,546.49	77.27%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Insurance/Bonding	2,033.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,033.00	3,000.00	-967.00	67.77%
Office Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Music Service	110.00	55.00	55.00	55.00	55.00	385.00	0.00	0.00	0.00	0.00	0.00	715.00	660.00	55.00	108.33%
Office Equipment	159.91	0.00	0.00	0.00	258.75	0.00	49.76	51.77	0.00	0.00	45.55	565.74	1,500.00	-934.26	37.72%
Office Rent															
Utilities	139.89	139.89	139.89	139.89	139.89	139.89	139.89	139.89	0.00	0.00	139.89	1,259.01	0.00	1,259.01	100.0%
Office Rent - Other	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	2,650.00	29,150.00	31,800.00	-2,650.00	91.67%
Total Office Rent	2,789.89	2,789.89	2,789.89	2,789.89	2,789.89	2,789.89	2,789.89	2,789.89	2,650.00	2,650.00	2,789.89	30,409.01	31,800.00	-1,390.99	95.63%
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Pigeon Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
Travel	116.33	0.00	0.00	63.18	0.00	0.00	621.43	0.00	0.00	0.00	0.00	800.94	2,500.00	-1,699.06	32.04%
Total OPERATIONS	20,864.14	2,844.89	2,844.89	3,103.07	3,103.64	3,174.89	3,784.97	2,841.66	2,650.00	2,769.88	2,835.44	50,817.47	74,260.00	-23,442.53	68.43%
Total Expense	20,932.38	2,919.73	2,911.67	3,236.27	8,103.64	3,174.89	3,912.97	2,841.66	2,650.00	2,769.88	2,835.44	56,288.53	182,160.00	-125,871.47	30.9%
Net Ordinary Income	-18,563.35	447.41	-2,895.31	-3,219.19	36,557.25	37,980.89	-3,892.34	65,047.96	-2,620.76	-579.59	-461.84	107,801.13	-30,135.00	137,936.13	-357.73%
Other Income/Expense															
Other Income															
DSS Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Expense															
Bank Service Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00	100.0%
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00	100.0%
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10.00	0.00	0.00	0.00	-10.00	0.00	-10.00	100.0%
Net Income	-18,563.35	447.41	-2,895.31	-3,219.19	36,557.25	37,980.89	-3,892.34	65,037.96	-2,620.76	-579.59	-461.84	107,791.13	-30,135.00	137,926.13	-357.69%

Casper Downtown Development Authority  
Transaction Detail by Account  
May through June 2023

DDA-Trans	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
CHECKING										
	Bill Pmt -Check	05/08/2023	6184	Charter Communications	#8313 30 031 0976435		√	Grants Payable	-139.89	-139.89
	Bill Pmt -Check	05/08/2023	6185	Ricoh USA, Inc	#107148435		√	Grants Payable	-45.55	-185.44
	Bill Pmt -Check	05/08/2023	6186	Walsh Property Management	May 2023 rent		√	Grants Payable	-2,650.00	-2,835.44
	Deposit	05/12/2023			Deposit		√	ASSESSMENTS	2,342.58	-492.86
	Deposit	05/31/2023			Interest		√	ACCT. INTEREST	14.03	-478.83
	Bill Pmt -Check	06/13/2023	6187	Charter Communications	#8313 30 031 0976435			Grants Payable	-139.89	-618.72
	Bill Pmt -Check	06/13/2023	6188	Ricoh USA, Inc				Grants Payable	-175.85	-794.57
	Bill Pmt -Check	06/13/2023	6189	Walsh Property Management	June 2023 rent			Grants Payable	-2,650.00	-3,444.57
Total CHECKING									-3,444.57	-3,444.57
NOW Acct										
	Deposit	05/31/2023			Interest		√	ACCT. INTEREST	16.99	16.99
Total NOW Acct									16.99	16.99
TOTAL									-3,427.58	-3,427.58



# Downtown Development Authority

## Balance Sheet

As of May 31, 2023

DSS-Balance	<u>May 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Plaza Checking	116,550.16
Special Events	<u>18,755.26</u>
<b>Total Checking/Savings</b>	135,305.42
<b>Accounts Receivable</b>	
Accounts Receivable	<u>13,827.50</u>
<b>Total Accounts Receivable</b>	13,827.50
<b>Other Current Assets</b>	
Payroll Asset	<u>-47,500.00</u>
<b>Total Other Current Assets</b>	<u>-47,500.00</u>
<b>Total Current Assets</b>	<u>101,632.92</u>
<b>TOTAL ASSETS</b>	<u><u>101,632.92</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Payroll Liabilities	<u>1,789.65</u>
<b>Total Other Current Liabilities</b>	<u>1,789.65</u>
<b>Total Current Liabilities</b>	<u>1,789.65</u>
<b>Total Liabilities</b>	1,789.65
<b>Equity</b>	
Unrestricted Net Assets	236,651.83
Net Income	<u>-136,808.56</u>
<b>Total Equity</b>	<u>99,843.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>101,632.92</u></u>

**Downtown Development Authority**  
**Profit & Loss**  
**May 2023**

DSS-PL	<u>May 23</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	13.01
Direct Public Support	2,000.00
Other Types of Income	
Miscellaneous Revenue	200.00
Total Other Types of Income	200.00
Program Income	
Brew Fest Ticket	489.90
Friends of Station	45.00
Taco Fest Tickets	5,067.03
Vendor Fees	1,586.98
Total Program Income	7,188.91
Total Income	9,401.92
Gross Profit	9,401.92
Expense	
Business Expenses	46.35
Contract Services	
Event Help (Contract)	600.00
Total Contract Services	600.00
Facilities and Equipment	
FF&E	69.63
Landscaping, Repairs/Maint.	232.02
Rent, Parking, Utilities	
DSS	264.89
Rent, Parking, Utilities - Other	1,070.81
Total Rent, Parking, Utilities	1,335.70
Total Facilities and Equipment	1,637.35
Marketing	
Advertising/Media	39.94
Fundraising Expense	287.92
Total Marketing	327.86
Operations	
Books, Subscriptions, Reference	140.86
Equip/Supplies	33.78
Event Expense	
Bands	4,699.90
Entertainment/Rentals	400.00
Event Supplies	1,315.38
Total Event Expense	6,415.28
Overnight Security	2,300.00
Service Charge	111.41
Total Operations	9,001.33
Payroll Expenses	16,047.72
Total Expense	27,660.61
Net Ordinary Income	-18,258.69
Net Income	<u><u>-18,258.69</u></u>

**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July 2022 through May 2023

DSS_Budget													TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
ACCT. INTEREST	2.38	15.65	16.86	15.69	12.97	10.60	17.56	13.52	15.41	12.35	13.01	146.00	0.00	146.00	100.0%
Direct Public Support															
Operational Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	-120,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	15,000.00	0.00	2,000.00	20,500.00			
Total Direct Public Support	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	15,000.00	0.00	2,000.00	20,500.00	120,000.00	-99,500.00	17.08%
Investments															
Endowment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,348.00	0.00	0.00	0.00	32,348.00	32,000.00	348.00	101.09%
Total Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,348.00	0.00	0.00	0.00	32,348.00	32,000.00	348.00	101.09%
Other Types of Income															
Miscellaneous Revenue	200.00	200.00	200.00	200.00	230.00	200.00	200.00	200.00	200.00	200.00	200.00	2,230.00	0.00	2,230.00	100.0%
Other Types of Income - Other	0.00	499.63	0.00	0.00	0.00	0.00	95.76	0.00	0.00	0.00	0.00	595.39	25,000.00	-24,404.61	2.38%
Total Other Types of Income	200.00	699.63	200.00	200.00	230.00	200.00	295.76	200.00	200.00	200.00	200.00	2,825.39	25,000.00	-22,174.61	11.3%
Program Income															
Beverage Sales	5,228.76	21,761.24	2,204.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,194.29	40,000.00	-10,805.71	72.99%
Brew Fest Ticket	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.90	489.90	0.00	489.90	100.0%
Disney Raffle	0.00	103.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.00			
Event Sponsorship	32,652.50	9,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,652.50	125,000.00	-53,347.50	57.32%
Facility Rental	8,825.00	6,180.00	993.64	0.00	0.00	0.00	5,690.00	0.00	0.00	0.00	0.00	21,688.64	35,000.00	-13,311.36	61.97%
Friends of Station															
Treediton	0.00	0.00	0.00	164.20	3,244.60	0.00	0.00	0.00	0.00	0.00	0.00	3,408.80	0.00	3,408.80	100.0%
Friends of Station - Other	45,145.00	55.00	1,545.00	45.00	195.00	2,365.00	2,195.00	45.00	95.00	45.00	45.00	51,775.00	30,000.00	21,775.00	172.58%
Total Friends of Station	45,145.00	55.00	1,545.00	209.20	3,439.60	2,365.00	2,195.00	45.00	95.00	45.00	45.00	55,183.80	30,000.00	25,183.80	183.95%
Ice Skating Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00			
Partners In Progress	1,000.00	0.00	0.00	0.00	0.00	107,000.00	0.00	0.00	0.00	0.00	0.00	108,000.00	115,000.00	-7,000.00	93.91%
Support the Station															
Poinsettia sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Support the Station - Other	1,027.00	7,099.00	0.00	0.00	0.00	50.00	0.00	1,000.00	0.00	0.00	0.00	9,176.00	0.00	9,176.00	100.0%
Total Support the Station	1,027.00	7,099.00	0.00	0.00	0.00	50.00	0.00	1,000.00	0.00	0.00	0.00	9,176.00	0.00	9,176.00	100.0%
Taco Fest Tickets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.35	1,923.15	5,067.03	7,066.53	0.00	7,066.53	100.0%
Vendor Fees	834.86	3,857.71	0.00	169.12	452.42	201.48	87.30	450.00	492.21	2,320.65	1,586.98	10,452.73	0.00	10,452.73	100.0%
Program Income - Other	0.00	3,618.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,618.00	0.00	3,618.00	100.0%
Total Program Income	94,713.12	51,673.95	34,842.93	378.32	3,892.02	109,616.48	7,972.30	1,495.00	663.56	4,288.80	7,188.91	316,725.39	390,000.00	-73,274.61	81.21%
Total Income	94,915.50	52,389.23	35,059.79	4,094.01	4,134.99	109,827.08	8,285.62	34,056.52	15,878.97	4,501.15	9,401.92	372,544.78	567,000.00	-194,455.22	65.71%
Gross Profit	94,915.50	52,389.23	35,059.79	4,094.01	4,134.99	109,827.08	8,285.62	34,056.52	15,878.97	4,501.15	9,401.92	372,544.78	567,000.00	-194,455.22	65.71%
Expense															
Business Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.35	46.35			
Contract Services															
Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Construction Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Event Help (Contract)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00			
Contract Services - Other	1,500.00	1,550.00	1,550.00	750.00	0.00	150.00	750.00	0.00	0.00	0.00	0.00	6,250.00	0.00	6,250.00	100.0%
Total Contract Services	1,500.00	1,550.00	1,550.00	750.00	0.00	150.00	750.00	0.00	0.00	0.00	600.00	6,850.00	7,500.00	-650.00	91.33%
Facilities and Equipment															
Building Repairs/Maint	13,686.78	12,390.14	14,441.54	1,108.89	538.50	1,833.33	1,228.00	851.19	220.49	19.93	0.00	46,318.79	0.00	46,318.79	100.0%
Chiller Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Equip Rental and Maintenance	0.00	162.03	900.13	0.00	0.00	0.00	0.00	0.00	192.81	1,078.85	0.00	2,333.82	0.00	2,333.82	100.0%
FF&E	836.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.63	906.00	30,000.00	-29,094.00	3.02%
Landscaping, Repairs/Maint.	914.33	0.00	729.95	0.00	81.00	0.00	90.26	0.00	793.91	0.00	232.02	2,841.47	40,000.00	-37,158.53	7.1%

**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July 2022 through May 2023

DSS_Budget													TOTAL		
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities															
DSS	127.97	127.97	127.97	127.97	127.97	127.97	127.97	127.97	267.86	139.89	264.89	1,696.40	0.00	1,696.40	100.0%
Rent, Parking, Utilities - Other	2,702.78	1,887.24	3,140.46	860.92	1,561.39	601.11	1,131.14	1,497.25	1,523.80	1,974.17	1,070.81	17,951.07	34,000.00	-16,048.93	52.8%
Total Rent, Parking, Utilities	2,830.75	2,015.21	3,268.43	988.89	1,689.36	729.08	1,259.11	1,625.22	1,791.66	2,114.06	1,335.70	19,647.47	34,000.00	-14,352.53	57.79%
Storage - Rental	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	7,000.00	-6,750.00	3.57%
Facilities and Equipment - Other	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.00	0.00	85.00	100.0%
Total Facilities and Equipment	18,353.23	14,567.38	19,340.05	2,347.78	2,308.86	2,562.41	2,577.37	2,476.41	2,998.87	3,212.84	1,637.35	72,382.55	171,000.00	-98,617.45	42.33%
Marketing															
Advertising/Media	2,124.90	752.22	182.88	8,130.90	500.00	0.00	588.00	0.00	35.00	0.00	39.94	12,353.84	8,000.00	4,353.84	154.42%
Fundraising Expense	1,957.72	253.93	224.89	224.89	224.89	4,759.63	0.00	281.37	348.38	209.45	287.92	8,773.07	3,500.00	5,273.07	250.66%
Website	0.00	71.88	60.51	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432.39	1,000.00	-567.61	43.24%
Marketing - Other	116.67	72.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.38	0.00	189.38	100.0%
Total Marketing	4,199.29	1,150.74	468.28	8,655.79	724.89	4,759.63	588.00	281.37	383.38	209.45	327.86	21,748.68	12,500.00	9,248.68	173.99%
Operations															
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00	100.0%
Books, Subscriptions, Reference	222.61	560.33	9.99	10.99	0.00	0.00	1,224.08	420.83	0.00	310.99	140.86	2,900.68	0.00	2,900.68	100.0%
Equip/Supplies	0.00	0.00	0.00	0.00	97.80	0.00	0.00	0.00	0.00	0.00	33.78	131.58	0.00	131.58	100.0%
Event Expense															
A/V	9,300.00	10,925.00	6,000.00	4,625.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	31,050.00	20,000.00	11,050.00	155.25%
Bands	17,850.00	16,867.42	250.00	700.00	650.00	3,300.00	0.00	9,000.00	0.00	0.00	4,699.90	53,317.32	0.00	53,317.32	100.0%
Entertainment/Rentals	4,100.00	4,500.00	700.00	0.00	179.99	16,344.00	0.00	0.00	0.00	0.00	400.00	26,223.99	75,000.00	-48,776.01	34.97%
Event Supplies	1,764.30	3,052.37	1,896.70	154.40	618.99	0.00	6,388.91	242.59	91.56	2,678.40	1,315.38	18,203.60	30,000.00	-11,796.40	60.68%
Insurance	6,816.00	6,132.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,948.72	0.00	12,948.72	100.0%
Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Security	2,400.00	3,968.50	1,225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,593.50	10,000.00	-2,406.50	75.94%
Event Expense - Other	5,720.28	12,144.39	2,238.48	4,329.50	0.00	0.00	0.00	0.00	0.00	3,971.34	0.00	28,403.99	0.00	28,403.99	100.0%
Total Event Expense	47,950.58	57,590.40	12,310.18	9,808.90	1,448.98	19,844.00	6,388.91	9,242.59	91.56	6,649.74	6,415.28	177,741.12	145,000.00	32,741.12	122.58%
Office Automation	0.00	0.00	10.99	0.00	0.00	0.00	0.00	10.99	314.11	0.00	0.00	336.09	5,000.00	-4,663.91	6.72%
Overnight Security	2,300.00	2,875.00	2,875.00	2,300.00	2,875.00	1,725.00	2,300.00	2,300.00	2,300.00	2,875.00	2,300.00	27,025.00	21,000.00	6,025.00	128.69%
Postage, Mailing Service	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	1.91	0.00	0.00	61.91	1,000.00	-938.09	6.19%
Printing and Copying	308.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	308.00			
Service Charge	385.02	60.63	292.32	22.79	24.45	268.82	83.55	43.29	36.79	40.47	111.41	1,369.54	0.00	1,369.54	100.0%
Software/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Supplies	1,147.49	1,352.31	269.86	59.88	19.20	0.00	0.00	313.13	76.24	126.48	0.00	3,364.59	0.00	3,364.59	100.0%
TIPS Training	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00	100.0%
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operations	52,313.70	62,573.67	15,768.34	12,202.56	4,465.43	21,837.82	9,996.54	12,340.83	2,820.61	10,002.68	9,001.33	213,323.51	178,000.00	35,323.51	119.85%
Payroll Expenses															
Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
Payroll Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
Payroll Expenses - Other	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	16,030.13	19,843.41	15,089.99	15,062.01	15,664.62	16,047.72	194,752.74	206,000.00	-11,247.26	94.54%
Total Payroll Expenses	25,374.06	22,488.60	18,765.76	15,593.55	14,792.89	16,030.13	19,843.41	15,089.99	15,062.01	15,664.62	16,047.72	194,752.74	230,000.00	-35,247.26	84.68%
Travel and Meetings															
Conference, Convention, Meeting	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00			
Travel	0.00	0.00	0.00	99.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.51			
Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Travel and Meetings	0.00	0.00	0.00	249.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	249.51	0.00	249.51	100.0%
Total Expense	101,740.28	102,330.39	55,892.43	39,799.19	22,292.07	45,339.99	33,755.32	30,188.60	21,264.87	29,089.59	27,660.61	509,353.34	599,000.00	-89,646.66	85.03%
Net Ordinary Income	-6,824.78	-49,941.16	-20,832.64	-35,705.18	-18,157.08	64,487.09	-25,469.70	3,867.92	-5,385.90	-24,588.44	-18,258.69	-136,808.56	-32,000.00	-104,808.56	427.53%

Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July 2022 through May 2023

DSS\_Budget

												TOTAL		
Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
-6,824.78	-49,941.16	-20,832.64	-35,705.18	-18,157.08	64,487.09	-25,469.70	3,867.92	-5,385.90	-24,588.44	-18,258.69	-136,808.56	-32,000.00	-104,808.56	427.53%

**Downtown Development Authority**  
**Transaction Detail by Account**  
**May 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Plaza Checking</b>							
Deposit	05/01/2023			Deposit	Taco Fest Tickets	185.40	185.40
Deposit	05/02/2023			Deposit	Taco Fest Tickets	486.75	672.15
Deposit	05/03/2023			Deposit	Taco Fest Tickets	490.80	1,162.95
Deposit	05/04/2023			Deposit	Taco Fest Tickets	968.40	2,131.35
Deposit	05/05/2023			Deposit	Taco Fest Tickets	1,519.65	3,651.00
Deposit	05/07/2023			Deposit	Vendor Fees	145.35	3,796.35
Deposit	05/07/2023			Deposit	Taco Fest Tickets	1,416.03	5,212.38
Deposit	05/07/2023			Deposit	Vendor Fees	145.35	5,357.73
Deposit	05/08/2023			Deposit	-SPLIT-	5,600.00	10,957.73
Bill Pmt -Check	05/08/2023	2782	Charter Communications	#8313 30 031 1113376	Accounts Payable	-264.89	10,692.84
Bill Pmt -Check	05/08/2023	2783	Jake Maurer Band	Casper, WY - flight reimbursemen	Accounts Payable	-3,099.90	7,592.94
Bill Pmt -Check	05/08/2023	2785	Secure Gunz LLC	#710; 744; 750; 751	Accounts Payable	-2,300.00	5,292.94
Bill Pmt -Check	05/08/2023	2784	Stotz Equipment	#P98714	Accounts Payable	-69.63	5,223.31
Liability Check	05/12/2023		United States Treasury	83-0286881	-SPLIT-	-1,674.40	3,548.91
Paycheck	05/14/2023		Emily Cole		-SPLIT-	-221.11	3,327.80
Paycheck	05/14/2023		Isaiah Bates		-SPLIT-	-66.68	3,261.12
Paycheck	05/14/2023		John F Lubner		-SPLIT-	-183.17	3,077.95
Paycheck	05/14/2023		Samantha McCain		-SPLIT-	-152.56	2,925.39
Deposit	05/14/2023			Deposit	Vendor Fees	145.35	3,070.74
Deposit	05/14/2023			Deposit	Vendor Fees	232.44	3,303.18
Paycheck	05/15/2023		Breya Price		-SPLIT-	-1,484.12	1,819.06
Paycheck	05/15/2023		Brooke C Montgomery		-SPLIT-	-1,738.95	80.11
Paycheck	05/15/2023		Kevin T Hawley		-SPLIT-	-2,633.56	-2,553.45
Deposit	05/15/2023			Deposit	-SPLIT-	20.00	-2,533.45
Deposit	05/16/2023			Deposit	Vendor Fees	145.35	-2,388.10
Deposit	05/16/2023			Deposit	Brew Fest Ticket	90.00	-2,298.10
Bill Pmt -Check	05/17/2023	2791	Jeremy D. Adamson	Taco Fest	Accounts Payable	-500.00	-2,798.10
Deposit	05/17/2023			Deposit	Brew Fest Ticket	30.90	-2,767.20
Deposit	05/18/2023			Deposit	Brew Fest Ticket	123.60	-2,643.60
Deposit	05/19/2023			Deposit	Brew Fest Ticket	60.00	-2,583.60
Deposit	05/20/2023			Deposit	Friends of Station	25.00	-2,558.60
Deposit	05/22/2023			Deposit	Brew Fest Ticket	61.80	-2,496.80
Liability Check	05/23/2023	0	United States Treasury	83-0286881	-SPLIT-	-107.92	-2,604.72
Deposit	05/23/2023			Deposit	Vendor Fees	87.09	-2,517.63
Liability Check	05/24/2023		United States Treasury	83-0286881	-SPLIT-	-1,674.32	-4,191.95
Bill Pmt -Check	05/24/2023		Black Hills Energy		Accounts Payable	-54.29	-4,246.24
Bill Pmt -Check	05/24/2023		City of Casper - Water Services		Accounts Payable	-9.69	-4,255.93
Bill Pmt -Check	05/24/2023		Rivers Edge Storage		Accounts Payable	-300.00	-4,555.93
Bill Pmt -Check	05/24/2023		Rocky Mountain Power		Accounts Payable	-346.03	-4,901.96
Bill Pmt -Check	05/24/2023		City of Casper - Water Services		Accounts Payable	-21.72	-4,923.68
Bill Pmt -Check	05/24/2023		Rocky Mountain Power		Accounts Payable	-339.08	-5,262.76
Bill Pmt -Check	05/24/2023		Donor Perfect	Failed trans. that was deposited o	Accounts Payable	-46.35	-5,309.11
Deposit	05/25/2023			Deposit	Brew Fest Ticket	61.80	-5,247.31
Deposit	05/28/2023			Deposit	Vendor Fees	145.35	-5,101.96
Deposit	05/29/2023			Deposit	Brew Fest Ticket	61.80	-5,040.16
Bill Pmt -Check	05/30/2023	2792	Dennis Volk	6.1.23 DSS Performance	Accounts Payable	-500.00	-5,540.16
Bill Pmt -Check	05/30/2023	2793	Harmonyx Audio	6/1/23 DSS Performance	Accounts Payable	-600.00	-6,140.16
Bill Pmt -Check	05/30/2023	2794	Mastercard	#9423	Accounts Payable	-804.72	-6,944.88
Bill Pmt -Check	05/30/2023	2795	Mastercard	#9839	Accounts Payable	-828.73	-7,773.61
Bill Pmt -Check	05/30/2023	2796	Jackie Landess	Bookkeeping & SplashPad startu	Accounts Payable	-600.00	-8,373.61
Bill Pmt -Check	05/30/2023	2797	Mastercard	#9471	Accounts Payable	-816.45	-9,190.06
Paycheck	05/31/2023		Breya Price		-SPLIT-	-1,484.13	-10,674.19
Paycheck	05/31/2023		Brooke C Montgomery		-SPLIT-	-1,738.96	-12,413.15
Paycheck	05/31/2023		Kevin T Hawley		-SPLIT-	-2,633.58	-15,046.73
Deposit	05/31/2023			Deposit	Vendor Fees	140.70	-14,906.03
Check	05/31/2023			Service Charge	Service Charge	-111.41	-15,017.44
Deposit	05/31/2023			Interest	ACCT. INTEREST	12.17	-15,005.27
Total Plaza Checking						-15,005.27	-15,005.27
<b>TOTAL</b>						<b>-15,005.27</b>	<b>-15,005.27</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
**June 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Plaza Checking</b>							
Liability Check	06/01/2023		United States Treasury	83-0286881	-SPLIT-	-245.74	-245.74
Paycheck	06/02/2023		Emily Cole		-SPLIT-	-434.05	-679.79
Paycheck	06/02/2023		Samantha McCain		-SPLIT-	-145.55	-825.34
Paycheck	06/02/2023		Isaiah Bates		-SPLIT-	-14.04	-839.38
Paycheck	06/02/2023		Sarah S Strube		-SPLIT-	-376.78	-1,216.16
Paycheck	06/02/2023		John F Lubner		-SPLIT-	-301.68	-1,517.84
Bill Pmt -Check	06/05/2023	2786	Eat All Day	TacoFest -reimbursement for food cost for charity	Accounts Payable	-300.00	-1,817.84
Bill Pmt -Check	06/05/2023	2787	Egginton's	TacoFest -reimbursement for food cost for charity	Accounts Payable	-300.00	-2,117.84
Bill Pmt -Check	06/05/2023	2788	Jeremy D. Adamson	VOID: TacoFest	Accounts Payable	0.00	-2,117.84
Bill Pmt -Check	06/05/2023	2789	Kelly Phanuekthong	TacoFest -reimbursement for food cost for charity	Accounts Payable	-300.00	-2,417.84
Bill Pmt -Check	06/05/2023	2790	Tacos Locos	TacoFest -reimbursement for food cost for charity	Accounts Payable	-300.00	-2,717.84
Deposit	06/06/2023			Deposit	Brew Fest Ticket	61.80	-2,656.04
Liability Check	06/09/2023		United States Treasury	83-0286881	-SPLIT-	-1,674.40	-4,330.44
Deposit	06/11/2023			Deposit	Beverage Sales	4,153.95	-176.49
Deposit	06/11/2023			Deposit	Beverage Sales	319.53	143.04
Deposit	06/12/2023			Deposit	-SPLIT-	3,703.00	3,846.04
Bill Pmt -Check	06/13/2023	2798	Boogie Machine, Inc.	6.22.23 Performance-David Street Station	Accounts Payable	-3,000.00	846.04
Bill Pmt -Check	06/13/2023	2799	Charter Communications	8313 30 031 1113376	Accounts Payable	-127.97	718.07
Bill Pmt -Check	06/13/2023	2800	Cowdin Cleaning	#6.1.23	Accounts Payable	-150.00	568.07
Bill Pmt -Check	06/13/2023	2801	Deluxe	#9001485754	Accounts Payable	-664.31	-96.24
Bill Pmt -Check	06/13/2023	2802	Dewitt Water Systems & Services	#82345	Accounts Payable	-19.50	-115.74
Bill Pmt -Check	06/13/2023	2803	Joey Patterson	Farmers Market - 6.27.23	Accounts Payable	-300.00	-415.74
Bill Pmt -Check	06/13/2023	2804	Quality Brands of Casper	6052450; 6091781; 6102481	Accounts Payable	-3,533.80	-3,949.54
Bill Pmt -Check	06/13/2023	2805	R&R Rest Stops of Casper	#62515	Accounts Payable	-1,168.00	-5,117.54
Bill Pmt -Check	06/13/2023	2806	Secure Gunz LLC	753; 754; 755; 756; 758; 762	Accounts Payable	-4,887.50	-10,005.04
Bill Pmt -Check	06/13/2023	2807	Spiral Cell, LLC	DSS performance 6.22.23	Accounts Payable	-1,000.00	-11,005.04
Bill Pmt -Check	06/13/2023	2808	Star Video Library, LLC	6.24.23 -David Street Station performance	Accounts Payable	-2,500.00	-13,505.04
Bill Pmt -Check	06/13/2023	2809	The Kinkead Entertainment Agency	C. Campbell deposit - 5150 Festival - Casper, WY	Accounts Payable	-6,000.00	-19,505.04
Bill Pmt -Check	06/13/2023	2810	William Morris Endeavos Entertainment	Mark Wills deposit- Casper, WY 7.20.23	Accounts Payable	-5,000.00	-24,505.04
Bill Pmt -Check	06/13/2023	2811	Zack Schommer	6.13.23 Farmers Market	Accounts Payable	-450.00	-24,955.04
Paycheck	06/15/2023		Breya Price		-SPLIT-	-1,484.12	-26,439.16
Paycheck	06/15/2023		Brooke C Montgomery		-SPLIT-	-1,738.95	-28,178.11
Paycheck	06/15/2023		Kevin T Hawley		-SPLIT-	-2,633.56	-30,811.67
Paycheck	06/16/2023		Emily Cole		-SPLIT-	-445.91	-31,257.58
Paycheck	06/16/2023		Isaiah Bates		-SPLIT-	-291.82	-31,549.40
Paycheck	06/16/2023		John F Lubner		-SPLIT-	-370.32	-31,919.72
Paycheck	06/16/2023		Samantha McCain		-SPLIT-	-352.59	-32,272.31
Paycheck	06/16/2023		Sarah S Strube		-SPLIT-	-718.18	-32,990.49
Paycheck	06/16/2023		Abigail Gazda		-SPLIT-	-200.95	-33,191.44
Total Plaza Checking						-33,191.44	-33,191.44
						<b>-33,191.44</b>	<b>-33,191.44</b>

Downtown Dev. Authority  
Budget Summary 2023-2024

	Revenue	Expense	
DDA	\$177,100	\$185,660	-\$8,560
DSS	\$852,000	\$873,200	-\$21,200
	<hr/>	<hr/>	<hr/>
	\$1,029,100	\$1,058,860	-\$29,760



## Casper DDA Budget for FY July 2023 - June 2024

EXPENSE	BUDGET
<b>ADMINISTRATIVE</b>	
Director's Salary	\$82,500.00
ED Bonus/Incentives	\$10,000.00
Cell phone Stipend	\$900.00
Payroll Liabilities	\$8,000.00
<b>TOTAL ADMINISTRATIVE</b>	<b>\$101,400.00</b>
<b>OPERATIONS</b>	
Board MTG Expense	\$500.00
Office Automation	\$1,000.00
Conference Registration	\$1,500.00
Copier Maintenance Plan	\$3,000.00
Accountant/Bookkeeper	\$2,000.00
Planters	\$20,000.00
Graffiti	\$1,500.00
Insurance/Bonding (WARM)	\$3,000.00
Subscriptions	\$2,000.00
Music Service	\$660.00
Office Equipment	\$1,500.00
Office Rent	\$12,000.00
Office Supplies	\$2,000.00
Pigeon Control	\$8,500.00
Postage	\$600.00
Employee Development	\$1,500.00
Travel	\$2,500.00
<b>TOTAL OPERATIONS</b>	<b>\$63,760.00</b>
<b>MARKETING/COMMUNICATIONS</b>	
Sponsorships	\$6,000.00
Strategic Planning	\$3,500.00
Media Expenditures	\$6,000.00
Other Projects	\$2,000.00
Recognition Awards	\$1,500.00
PR - Director	\$1,500.00
<b>TOTAL Marketing/Comm.</b>	<b>\$20,500.00</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>\$185,660.00</b>
<b>REVENUE</b>	
Assessments @ Mill Levy of 16%	\$175,000.00
Interest (Savings and CD's)	\$100.00
<b>Donations</b>	
Planter Donation	\$2,000.00
Banners	
Other	
<b>TOTAL REVENUE</b>	<b>\$177,100.00</b>
<b>OPERATING SURPLUS/DEFICIT</b>	<b>(\$8,560.00)</b>
<b>BUDGET SUMMARY</b>	<b>BUDGET</b>
BEGINNING BANK BAL (ALL ACCTS)	\$200,000.00
OPERATING EXPENSE	(\$185,660.00)
RESERVES EXPENSE	\$0.00
REVENUE COLLECTED	\$177,100.00
ENDING BANK BALANCE	\$191,440.00

David Street Station -Operational Budget				
EXPENSE		Jul'23-Jun'24		Notes
<b>ADMINISTRATIVE</b>				
Marketing Mgr.	\$52,000.00	1500		
Mkt Assistant	\$10,000.00	1500		
Event Coordinator	\$43,000.00	1500		
Support 1	\$12,000.00			
Support 2	\$12,000.00			
Summer Event Support	\$15,000.00			
Ice Staff	\$15,000.00			
Lubner (Zam + Summer)	\$20,000.00	1000		
Payroll Bonuses	\$5,500.00			
Payroll Liabilities	\$18,500.00			
<b>TOTAL ADMINISTRATIVE</b>	<b>\$203,000.00</b>			
<b>OPERATIONS</b>				
Website Development/Support	\$1,000.00			
Marketing/Advertising/Promotion	\$8,000.00			
Event Expenses				
AV	\$32,000.00			
Security				
Event	\$15,000.00			
Overnight	\$30,000.00			
Cleaning	\$16,000.00			
Event Supplies/Support	\$35,000.00			
Entertainment	\$75,000.00			
Total Event Expense		\$203,000.00		
Mail/Postage	\$1,000.00			
PR/Staff Comm. Engagement	\$5,000.00			
Software/Subscriptions	\$6,000.00			
Accounting and Legal	\$7,500.00			
Maintenance Contractor(s)	\$20,000.00			
Storage	\$7,200.00			
Office Automation	\$5,000.00			
Utilities	\$34,000.00			
Building/Landscape/Maintenance	\$30,000.00			
FF&E	\$30,000.00			
Insurance (Liability)	\$20,000.00			
Fundraising	\$7,500.00			
Chiller Purchase	\$285,000.00			
<b>TOTAL OPERATIONS</b>	<b>\$670,200.00</b>			
<b>TOTAL ADMIN &amp; OPERATIONS</b>	<b>\$873,200.00</b>			
<b>REVENUE</b>				
Event Sponsorships	\$125,000.00			
Endowment	\$32,000.00			
Ice Skating Income	\$45,000.00			
Operational Grants	\$120,000.00			
Partners in Progress	\$115,000.00			
Friends of Station	\$30,000.00			
Event Rental/Vendor Fees/Sales	\$35,000.00			
5150 Funding	\$25,000.00			
Beverage Sales	\$40,000.00			
Chiller Grant	\$ 285,000.00			
<b>TOTAL REVENUE</b>	<b>852,000.00</b>			
<b>Net Profit/Loss</b>	<b>(\$21,200.00)</b>			
<b>(LESS INVESTMENT BY DDA)</b>				

**From:** Kelly Smario <kelly.smario2@wyo.gov>

**Sent:** Thursday, June 15, 2023 2:44 PM

**Subject:** 90th WHP Anniversary Celebration in Casper, Wyoming

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

Wyoming Highway Patrol will celebrate its 90th Anniversary in Casper, Wyoming, on June 21, 2023.

It is set to commence promptly at 10:00 a.m. and will conclude at 3:00 p.m. During this time, attendees can peruse various fascinating historical exhibits, engage in children's activities, and indulge in a delicious lunch provided by WYDOT and the Wyoming Highway Patrol.

Please refer to the attachment with the event address location. Do note that the celebration will be moving to other areas throughout the state in the coming weeks.

Thank you!

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.



## **YOU ARE INVITED TO THE WYOMING HIGHWAY PATROL**

### **90th ANNIVERSARY CELEBRATION**

#### **Date & Time**

June 21, 2023 - 10:00 a.m. - 3:00 p.m.

#### **Where**

Casper WYDOT Facility  
900 Bryan Stock Trail

#### **What**

Lunch provided by WYDOT and the Wyoming Highway Patrol

Kid activities

- Face painting
- Bounce House
- Games

Historical displays

- Historic uniforms
- Photos
- Badges

YOU ARE INVITED TO

# SAVE THE DATE

FOR THE WHP 90th ANNIVERSARY CELEBRATION



Scan for details



WED | JUN | 2023  
21

Casper WYDOT Facility, 900 Bryan Stock Trail