

INFORMATION PACKET
Friday, September 2, 2022



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

September 6, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Council Vacancy Interviews (Beginning at 4:00 p.m.)					
Executive Session: Personnel					
Approval of 8/16 Minutes					C
Approval of 8/16 Executive Session Minutes					C
Approval 8/9 Special Meeting Minutes					C
Approval of 8/9 Executive Session Minutes					C
Approval of 9/16 Bills & Claims					C
Appointment of New Councilmembers					
Bright Spot: Hunger Action Month					
Establishing September 20, 2022 as the Date of the Public Hearing for Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)	C				
Establish November 1, 2022 as the date of the Public Hearing for Consideration of a Resolution certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of 2.0 Acres described as Tract 8, Dowler No 2 Subdivision complies with W.S. §15-1-402.	C				
Public Hearing: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.		N			
Public Hearing: North Platte River Park No. 2 Subdivision		N			
3rd Reading: An Ordinance Amending Sections 17.12.070 and 17.105.010 of the Casper Municipal Code			N		
Approving the Vacation and Replat Creating the Plaza Addition No. 3 to the City of Casper.				C	
Authorizing an Agreement with Modern Electric Co., for the Solid Waste CRL Electrical Service Upgrades.				C	
Authorizing a General Service Contract with Rocky Mountain Power for New Power Services as Part of the Solid Waste Thermal Lenses and CRL Electrical Service Upgrades.				C	
Authorizing a Purchase Order for Procurement of Seaquest Corrosion Inhibitor from Aqua Smart, Inc., for Use at the Water Treatment Plant.				C	
Memorandum of Understanding between the City of Evansville and the City of Casper for Metro Animal Shelter Services				C	
Memorandum of Understanding between the City of Mills and the City of Casper for Metro Animal Shelter Services (tentative)				C	
Authorizing the Purchase of One (1) New Mid-Size Utility Vehicle, in the Total Amount of \$37,940, Before Trade, for Use by the Code Enforcement Division of the Community Development Department.					C
Authorizing the Purchase of One (1) New Small Area Mower, in the Total Amount of \$47,779, for Use by the Parks Division of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Purchase of Two (2) New Front-Loading Full Eject 40-Yard Sanitation Trucks, in the Total Amount of \$645,142, Before Trade, for Use by the Sanitation Division of the Public Services Department.					C
Authorizing the Purchase of One (1) New Rear Load Sanitation Truck, in the Total Amount of \$302,233, Before Trade, for Use by the Sanitation Division of the Public Services Department.					C

The Grid

A working draft of Council Meeting Agendas

September 6, 2022 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing the Purchase of One (1) New 64,000 lbs Tandem Axle Roll Off Truck, in the Total Amount of \$211,286, Before Trade, for Use by the Sanitation Division of the Public Services Department.					C
Authorizing the Purchase of Two (2) New Side Loading, 27 Cubic Yard Sanitation Trucks in the Total Amount of \$721,242, Before Trade, for Use by the Solid Waste Section of the Public Services Department.					C
Authorizing the Purchase of Ten (10) Diesel Fuel Shipments for up to a Total Cost of \$186,570 from Homax Oil Company for use in the Casper Solid Waste Division.					C
Executive Session: Personnel, Litigation, Land Acquisition					

September 13, 2022 Councilmembers Absent: Engebretsen

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Investment Policy Corporate Bonds	Move Forward for Approval	4:35	30 min
Project Safe Contract Amendment	Direction Requested	5:05	60 min
Non- Discrimination Ordinance	Move Forward for Approval	6:05	60 min
BYOB Discussion	Direction Requested	7:05	45 min
Meeting Space Discussion	Direction Requested	7:50	30 min
Agenda Review		8:20	20 min
Legislative Review		8:40	20 min
Council Around the Table		9:00	20 min
Approximate Ending Time:			9:20

September 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Wind Turbine Art Installation Follow-up					
Pre-Meeting: Capital Roll Over					
Pre-Meeting: Sales Tax Discussion					
Approval of 9/6 Minutes					C
Public Hearing: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)		N			
2nd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
2nd Reading: North Platte River Park No. 2 Subdivision			N		
Lease for Indoor Sports Complex				C	

The Grid

A working draft of Council Meeting Agendas

September 20, 2022 (continued) Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	
Authorizing a Cooperative Agreement with the Wyoming Department of Transportation for Street Enhancements Related to the Poplar Street Improvements - CY Avenue to Collins Drive.				C	
Authorizing the Re-appointment of Bill Thompson to the City of Casper Investment Advisory Committee.					C

September 27, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Fort Caspar Subsidy			
SRO Program & Contract	Direction Requested	5:05	30 min
Amendment A	Information Only	5:35	20 min
Sponsorships and Naming Rights	Move Forward for Approval	5:55	30 min
Credit Card Fees	Direction Requested	6:25	20 min
Agenda Review		6:45	20 min
Legislative Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

October 4, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Lifejacket Program Update					
Pre-Meeting: Monthly Financial Reports					
Approval of 9/20 Minutes					C
2nd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)			N		
3rd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
3rd Reading: North Platte River Park No. 2 Subdivision			N		

The Grid

A working draft of Council Meeting Agendas

October 11, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ice Arena Subsidy & Expansion	Direction Requested	4:35	30 min
Alarm Licenses	Direction Requested	5:20	60 min
Contractor License Category Updates	Direction Requested	6:20	45 min
Shipping Container Ordinance	Direction Requested	7:05	45 min
Demolition Safety Barriers	Direction Requested	7:50	30 min
Agenda Review		8:20	20 min
Legislative Review		8:40	20 min
Council Around the Table		9:00	20 min
Approximate Ending Time:			9:20

October 18, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/4 Minutes					C
3rd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)			N		

October 25, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Aquatics Subsidy	Direction Requested	4:35	45 min
Transit Stops and Signage Update	Information Only	5:05	40 min
Council Goals Update	Information Only	5:45	30 min
Station #1 Design	Direction Requested	6:15	60 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

The Grid

A working draft of Council Meeting Agendas

November 1, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/18 Minutes					C
Public Hearing: Consideration of a Resolution certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of 2.0 Acres described as Tract 8, Dowler No 2 Subdivision complies with W.S. §15-1-402.		N			

November 8, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Drug Court Update		5:05	
Golf Subsidy	Direction Requested	4:35	30 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

November 15, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/1 Minutes					C

November 22, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Recreation/Sports Subsidy	Direction Requested	4:35	30 min
One Way to Two Way Street Conversion	Direction Requested	4:35	30 min
Agenda Review		5:05	20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

The Grid

A working draft of Council Meeting Agendas

December 6, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/15 Minutes					C

December 13, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ford Wyoming Center Subsidy (tentative)	Direction Requested	4:35	30 min
		5:05	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

December 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 12/6 Minutes					C

December 27, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
		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 in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement - Municipal Code?			
Drug Court Update			November 8?
Class and Compensation Study Follow-up			
Parking Garage Lease			Summer 2024
Detox Funding Discussion			
LGBTQ Advisory Committee Update			
Budget Amendment Discussion			
Fire Station Safe Zones and Cameras			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Council Boards and Commissions			

Staff Items:

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed Contractors			
Recreation Refunds			
Sign Code Revision			
Council Goals Status Update			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
One Cent Community Projects			After November General Election

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

Emergency Response Vehicle			
Resolution on Service Fees Police Response to Alarms			
Changes to the City of Casper Municipal Ordinances, Chapter 8.08, Private Intrusion Alarms.			

Retreat Items:

Economic Development and City Building Strategy

Carter's One Cent presentation during the Coffee Talk



City of Casper Tree Removal Project Reporting

Project Name: Highland Cemetery Tree Removal September 2022

Location of Tree Removal(s): Highland Cemetery Section 212 – Tree ID 3069

Number and Species of Trees to Remove: 1 Silver Poplar

Reasons for Removal: This Silver Poplar has quadruple-dominant trunks, meaning it has four main trunks. The connection points between the trunks risk failure with the uneven weight distribution. There are cracks present, as well as bark overgrowth between the trunk unions. These signs display a high risk of failure in the future. If failure were to occur, damage to private property would likely happen. In addition, Block 212 at the cemetery is scheduled for inground irrigation installation this fall as part of a long-term plan to automate cemetery irrigation. The project will require trenching and pipe installation within three feet of the tree trunk. The added stress of root damage will create a greater risk of tree failure.

Dates/duration of Removal Work: Removal and stump grinding will occur between September 1 and 30, 2022.

Associated Closures/impacts from Tree Work: Section 212 of Highland Cemetery will be closed for a short time during removal. Vehicular traffic will be diverted around section 212 during the tree removal work.

Tree Replacement Plan: Tree replacement will occur once the irrigation project is complete. A Hackberry tree will be planted to replace the Silver Poplar.

Supplemental Information: Hackberry Trees do well in a wide range of soils, thrive in a broad span of temperatures, and can stand up to little water and strong winds. This tree was chosen to replace the existing Silver Poplar because of its hardiness and excellent shade tree properties.

From: Wallace Trembath <wtrembath@casperwy.gov>
Sent: Wednesday, August 24, 2022 3:58 PM
To: Jeremy Tremel <jtremel@casperwy.gov>

Jeremy,

I understand City Council had questions about Rocky Power's Service Quality. Rocky Mountain Power (RMP) is required to produce an annual report that is filed with the Wyoming Public Services Commission every year about service quality. The RMP's service quality must meet Wyoming state standards, and also the standards that were negotiated with the City.

In 2011, the City led an intervention in the Rocky Mountain Power rate case. The intervention led to more than 43 million dollars in electrical upgrades in Natrona County by RMP from 2011-2015, and also tied RMP to service quality numerical standards from 2012 forward. The projects that were performed to get Casper reliable, available, dependable power were as follows:

Rocky Mountain Power Upgrades

Reb Butte to Casper WAPA Transmission Line	\$ 4,846,487.24
Bar Nunn Substation	\$ 9,035,036.00
Community Park to Red Butte Transmission Line	\$ 11,595,435.00
Feeder Hardening (Stipulation Required)	\$ 3,330,610.00
Additional Feeder Hardening	\$ 4,334,325.00
Center Street Substation Upgrade	\$ 837,751.00
Fiber underground project	\$ 500,000.00
Casper Sub add'l work (new 354kVx115kV transformer mobile substation by.	\$ 6,600,000.00
New Yearly maintenance budget (2015)	\$2,700,000.00
TOTAL	\$43,779,644.24

In any event, the report from 2021 is attached. RMP is well within the service quality standards approved by the Wyoming Public Services Commission. The report gives a comprehensive overview with all terminology defined. A report detailing compliance for 2022 will come out in 2023.

Please let me know if you need anything else.

Sincerely,

Wallace Trembath III
Deputy City Attorney



WYOMING SERVICE QUALITY REVIEW

**January 1 – December 31, 2021
Report**

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Executive Summary

Rocky Mountain Power has a number of Customer Service Standards and Service Quality Measures with performance reporting mechanisms currently in place, as outlined in Rules 25 and 26. The standards were developed to demonstrate to customers that the Company is serious about serving them well and willing to back its commitments with cash payments in cases where the Company falls short. The standards also help remind employees about the importance of good customer service. The Company developed these standards by benchmarking its performance against relevant industry reliability and customer service standards. In some cases, Rocky Mountain Power has expanded upon these standards. In other cases, largely where the industry has no established standard, Rocky Mountain Power developed its own metrics, targets and reporting methods. Further, in 2020 the state adopted new statutes to monitor aspects of system reliability and power quality as it transitions to renewable resources. These were proposed in House Bill 200 (HB 200) and codified in Wyoming Statutes.

For 2021, network performance results for System Average Interruption Duration Index (SAIDI) and System Average Interruption Frequency Index (SAIFI) were favorable to the year-end target parameters established in the Rule 26 Commitment. The data included in this report represents the continued improvement achieved by the completion of the reliability projects and efforts that have been put in place.

However, even with these results, Rocky Mountain Power recognizes the continued impact of any outage to its customers. During the reporting period, Wyoming customers experienced no major events. While these represent extreme events, Rocky Mountain Power recognizes the significant impacts to our customers, communities and other important stakeholders.

Our goal continues to be supplying safe, reliable power to Wyoming. We are dedicated to learning from our past service experiences and continuing to make improvements to our operations and customer service to ensure we meet Wyoming's needs.

Below is a summary of the 2021 performance serving the customers of Wyoming.

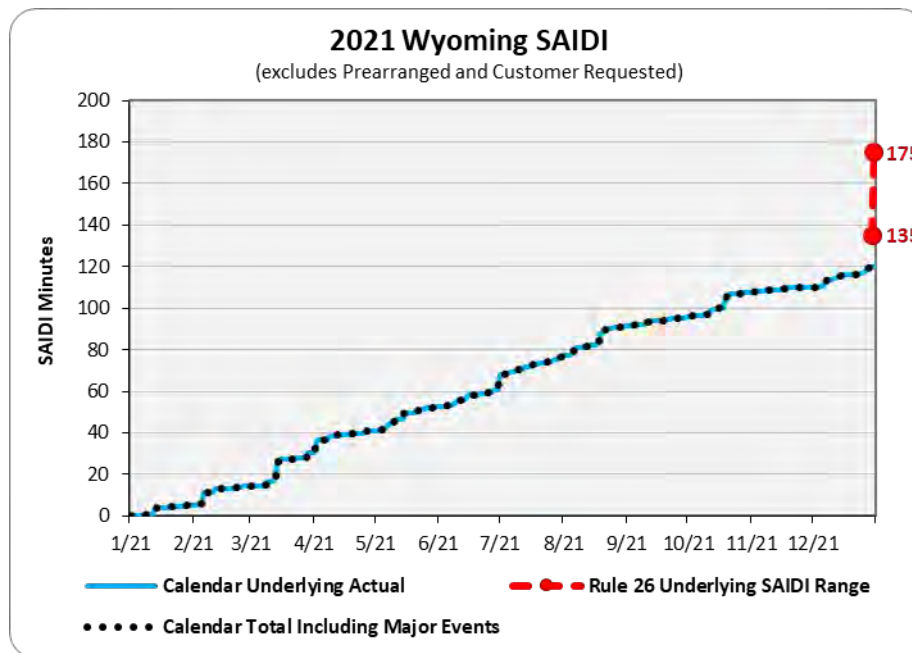
1 Reliability Performance

Rocky Mountain Power strives to deliver reliable service to its customers in Wyoming. In 2021, the Company's network performance results met the Rule 26 Commitments as measured by System Average Interruption Duration Index (SAIDI) and System Average Interruption Frequency Index (SAIFI) in Wyoming. Results for the underlying performance can be seen in subsections 1.1 through 1.3 below. In 2021, there were no major events and seven significant event days. Details regarding these events are found in section 1.4 Finally, section 1.5 shows Company outage response performance.

1.1 System Average Interruption Duration Index (SAIDI)

The Company's underlying interruption duration performance is on track to meet the Rule 26 Commitment.

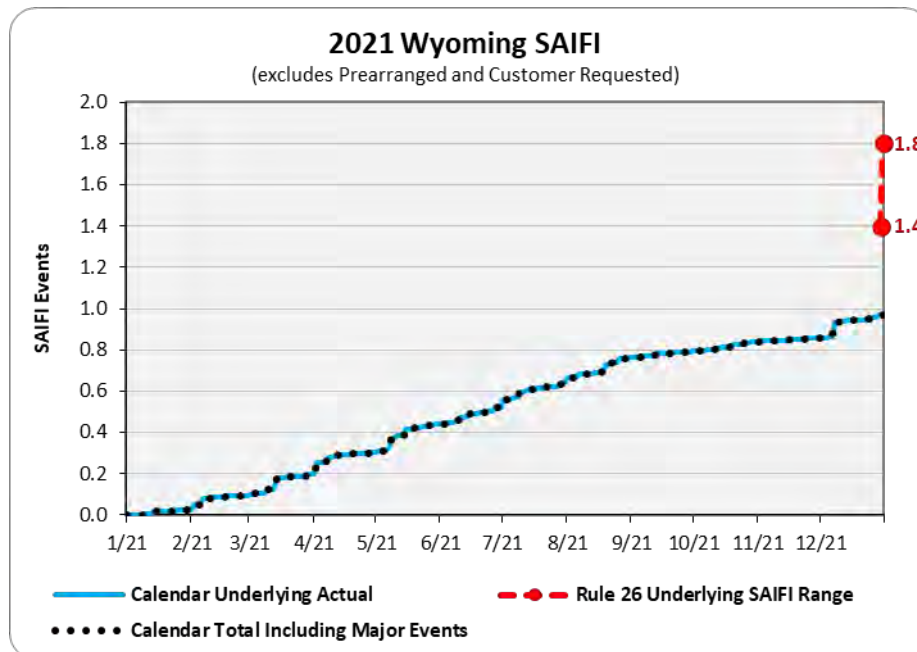
Wyoming	SAIDI	
	Actual (reporting period)	Rule 26 Commitment
Underlying (major event excluded)	120.2	175
Total (major event included)	120.2	-



1.2 System Average Interruption Frequency Index (SAIFI)

The Company's 2021 underlying interruption frequency performance met the Rule 26 commitment.

Wyoming	SAIFI	
	Actual (reporting period)	Rule 26 Commitment
Underlying (major event excluded)	0.970	1.8
Total (major event included)	0.970	-



1.3 Momentary Average Interruption Frequency Index (MAIFI)¹

In 2020 the state adopted new statutes to monitor aspects of system reliability which included MAIFI. These were adopted in the Wyoming Statutes in House Bill 200. MAIFI (momentary average interruption event frequency index) and MAIFI_E (momentary average interruption event frequency index events) is an industry standard index that quantifies the frequency of all momentary interruption events that the average customer experiences during a given timeframe. MAIFI counts all momentary events while MAIFI_E is calculated by counting all momentary interruptions which occur within a 5-minute time period, as long as the interruption event did not result in a device experiencing a sustained interruption.

In order to analyze the data, the Company uses a combination of momentary outage records tracked by the distribution outage record system and trip and reclose events tracked through a manual review of the dispatch log. Using a manual review of the dispatch log allows the Company to additionally track events as a result of circuit breaker trip and reclosers. In 2022, the Company implemented phase one of a new tracking software to record transmission and circuit breaker level outages on equipment. This new process will improve upon the capturing of MAIFI in future reports and will allow the Company to further refine baseline metrics.

The baseline for MAIFI was developed using historical MAIFI results from 2011 to 2021. During this period annual MAIFI average was 2.11 events; based on results ranging from a high of 3.76 in 2011 to a low of 0.76 in 2021. Historical MAIFI results are shown in section 2. Using 1.5 standard deviations the Company has set a baseline MAIFI of 3.35 to account for the historical result variations. Below are the MAIFI results for the reporting period.

Wyoming	MAIFI		MAIFI _E
	Actual (reporting period)	MAIFI Baseline	Actual (reporting period)
Underlying (major event excluded)	0.76	3.35	0.65
Total (major event included)	0.76	NA	0.65

¹ Note MAIFI is only calculated based on equipment which contains SCADA, therefore the metrics provided represents only a portion of the system. MAIFI_E events are measured using the circuit customer count for those circuits where a trip and reclose occurred during the reporting period, and do not include customer counts for circuits where no event was recorded.

1.4 Major and Significant Event Days

Major Event General Descriptions

No outage events during the 2021 reporting period met the State's major event threshold² level for exclusion from underlying performance results.

Significant Events

Significant event days add substantially to year-on-year cumulative performance results; fewer significant event days generally result in better reliability for the reporting period, while more significant event days generally mean poorer reliability results. In 2021, seven significant event days were recorded, which accounted for 37 SAIDI minutes or 31 percent of the year's underlying SAIDI minutes; this level of significant events reflects strong reliability performance of the electrical network during the period.

Significant Event Days					
Dates	Cause: General Description	SAIDI	SAIFI	% Underlying SAIDI (120.16)	% Underlying SAIFI (0.970)
January 13, 2021	Windstorm	3	0.007	2.5%	0.7%
February 6, 2021	Loss of Substation	5.7	0.035	4.7%	3.6%
March 14, 2021	Snowstorm	7	0.035	5.8%	3.6%
April 2, 2021	Loss of Substation-blown lightning arrestor	5.4	0.052	4.5%	5.4%
July 1, 2021	Loss of Substation	7.6	0.038	6.3%	3.9%
August 19, 2021	Damaged Equipment	4.4	0.025	3.7%	2.6%
October 20, 2021	Snowstorm	3.9	0.009	3.3%	0.9%
TOTAL		37.0	0.201	31%	21%

1.5 Restore Service to 80% of Customers within 3 Hours³

RESTORATIONS WITHIN 3 HOURS					
Reporting Period Cumulative = 80%					
January	February	March	April	May	June
63%	74%	74%	96%	89%	92%
July	August	September	October	November	December
58%	74%	79%	69%	81%	93%

² A Major Event (ME) is defined as a 24-hour period where SAIDI exceeds a statistically derived threshold value (Reliability Standard IEEE 1366-2012) based on the 2.5 beta methodology. The values used for the reporting period are shown below:

Effective Date	ME Threshold SAIDI
1/1-12/31/2021	12.44

³ In some cases, a substation residing in one state may have a circuit which feeds customers within another state. In this case restoration times are allocated to the state in which the feeding substation resides, as opposed to the customer's physical location.

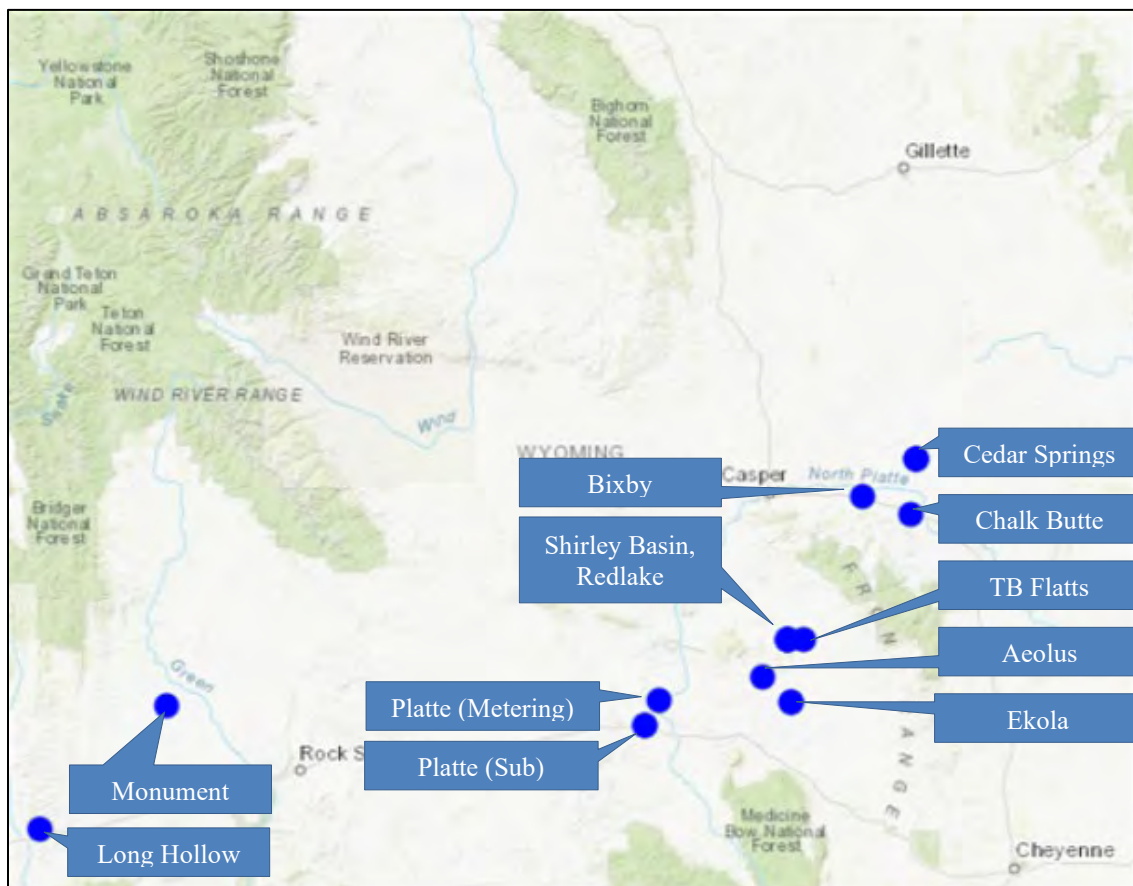
1.6 Power Quality and Harmonic Performance

Power quality as defined in the Wyoming Public Service Commission’s administrative rules as “suitability of the power delivered to customers for its intended purpose as measured by comparison to accepted industry standards applicable to (1) the quality of steady-state power, including voltage magnitude and balance, voltage and current distortion, and repetitive voltage fluctuations; and (2) the quality of power during disturbances, including infrequent voltage fluctuations, voltage sags and swells caused by short circuits and voltage transients.”

This section details the power quality categories outlined in the Wyoming administrative rules’ power quality definition in relation to HB 200 along with measured quantities for each category during 2021. The purpose of this 2021 reporting, in addition to providing power quality data, is to establish the compliance (or non-compliance) of power quality measurements as compared to the baseline power quality standards developed by national institutions such as ANSI and IEEE. Each of these baseline standards is referenced and described in the Appendix – Baseline Power Quality Standards and Definitions.

1.6.1 Power Quality Monitor Locations

The meters utilized for monitoring power quality data are taken from power quality monitors accessible to the Company’s power quality database and software. The monitoring points were limited to the transmission network, which includes the high voltage (HV) and extra high voltage (EHV) levels. Incorporation of power quality monitors may be limited by cyber security requirements and communication capabilities. The Company utilizes power quality monitors installed in various locations throughout PacifiCorp’s transmission system in Wyoming. Substations associated with the monitors are shown in the graphic below, followed by a table listing their voltage class.



Power Quality Monitor Location and Voltage Monitoring			
Monitor Key	Monitors Available	Substation	Voltage (kV)
A	2	Ekola	230
B	1	Monument	230
C	1	Chalk Butte	115
D	3	Cedar Springs	230
E	1	Long Hollow	138
F	3	Red Lake	230
G	1	Shirley Basin	230
H	2	Platte (Metering)	230
I	2	TB Flats	230
J	1	Platte (Sub)	230
K	1	Aeolus	230
L	1	Bixby	115
State	19	-	115-230

1.6.2 Power Quality Data Analysis

Steady State Voltage (PU)

The expected steady state voltage range as defined by ANSI for transmission voltages is 0.95 per unit to 1.06 per unit. As seen from the table below, the average and 99th percentile steady state measured voltages are within the appropriate range.

Steady State Voltage - Per Unit			
Monitoring Points	Voltage	Average	99 th Percentile
16	230	1.02	1.05
2	115	1.04	1.05
1	138	1.04	1.06

Voltage Balance

Voltage imbalance was measured at less than 3 percent as recommended by ANSI standards for both state average and 99th percentile.

Voltage Balance		
Monitoring Points	State Average	State 99 th Percentile
19	0.59%	1.77

Voltage Sag/Swell

Customers should not be affected by voltage sags occurring above the SEMI-F47 line (see Appendix – Baseline Power Quality Standards for example SEMI-F47 plot). Events occurring below the line will likely cause an issue with customers' equipment, typically in the form of an outage to the equipment.

Voltage sag/swell data is only available on the meter at Site H. As site sag/swell data comes available, it will be included in subsequent reports.

Voltage Sag/Swell			
Meter Location	SEMI-F47 Above the Line Events	SEMI-F47 Below the Line Events	Total Voltage event recorded for 2022
H	23	1	24

Voltage - Total Harmonic Distortion Limit

The table below shows the total harmonic distortion for voltage as measured at each site, along with the distortion limit which is dependent on the voltage class.

Voltage Harmonic Distortion								
Site	Monitors	Phase	Voltage	Limit	Average	95 th percentile	99 th percentile	Max
A	2	3-P	230	1.5	0.6	0.96	1.11	1.3
B	1	A-P	230	1.5	10.18	10.84	10.99	11.18
B		B-P	230	1.5	1.28	1.38	1.425	1.49
B		C-P	230	1.5	2.9	3.03	3.07	3.12
C	1	3-P	115	2.5	0.5	0.86	0.9	1.0
D	3	3-P	230	1.5	0.45	0.65	0.77	0.88
E	1	3-P	138	2.5	0.76	1.8	1.9	2.1
F	3	3-P	230	1.5	0.69	1.02	1.16	1.37
G	1	3-P	230	1.5	0.7	1.03	1.19	2.37
H	2	3-P	230	1.5	0.67	1.018	1.218	1.88
I	2	3-P	230	1.5	0.73	1.08	1.2	1.41
J	1	3-P	230	1.5	No Data	No Data	No Data	No Data
K	1	3-P	230	1.5	0.66	1.06	1.22	1.52
L	1	3-P	115	2.5	0.38	0.56	0.69	0.83

Site B has an elevated voltage harmonic distortion above the baseline of 1.5%. Phase A has a large disparity between the other two phases, an atypical situation and requires confirmation. The magnitude and source of this harmonic distortion is under investigation. No generation is directly connected to the Site B substation, so the issue is likely either a power quality monitor issue, or an industrial customer exceeding harmonic standards.

Sites G & H experienced burst harmonic events that were not cyclical and a result of protection equipment operations in response to a fault event. The sites are compliant with the baseline of 1.5% VTHD.

All other sites are below the IEEE baseline for voltage total harmonic distortion.

Pst (Flicker in the short term) 10 Minute

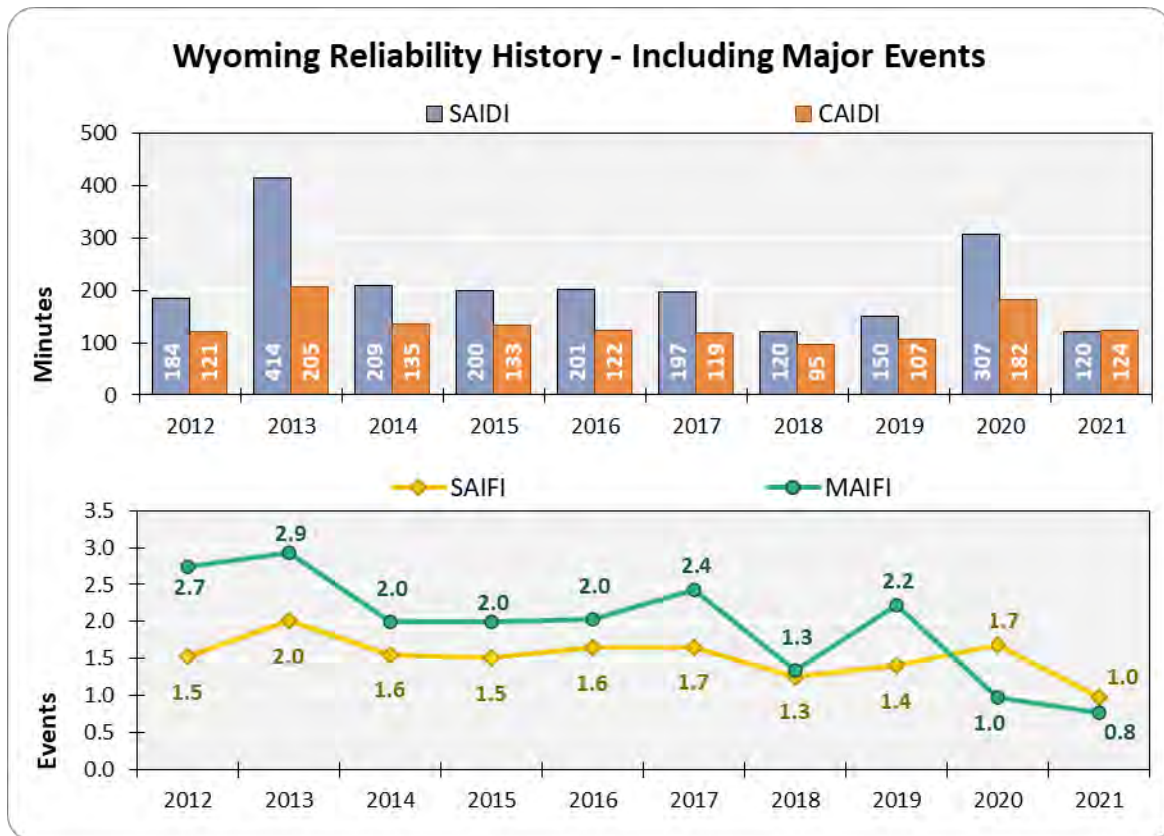
Monitors enabled with Pst monitoring were below the IEEE 1453 baseline of 1.0 Pst 10 Minute measurements.

Monitor Key	Monitor Points	Voltage	Average	99 th percentile
H	2	230	0.07	0.19
K	1	230	0.08	0.31

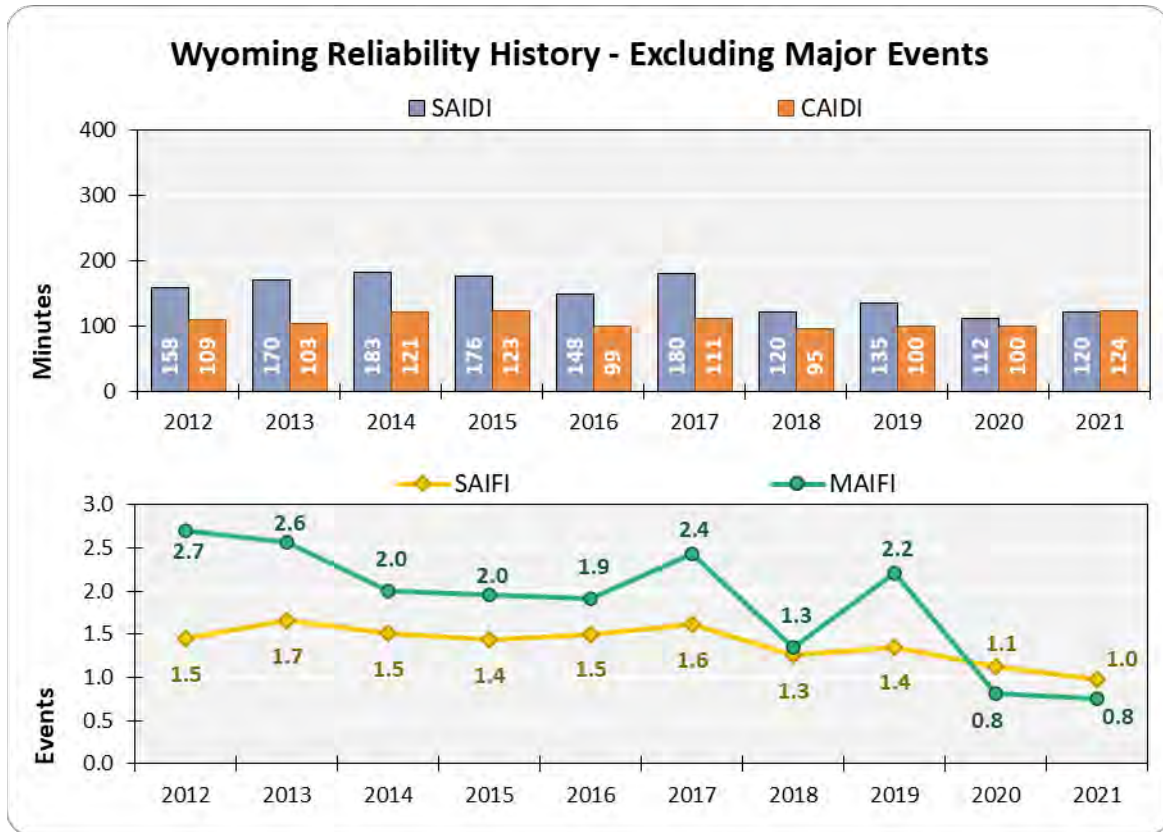
2 Reliability History

The section below captures historical performance, considering both total reliability performance and reliability performance excluding major events. Using this data, the Company and stakeholders are equipped to evaluate a longer period of history. The Company continues to monitor and target reliability improvements as measured by all key reliability indices shown below. When deviations in reliability performance are identified, the Company investigates the root cause and develops action plans. The Company continues to strive for improvement as measured by underlying metrics. The Company expects to continue to improve performance as other reliability-focused projects are implemented.

2.1 Wyoming Reliability Historical Performance



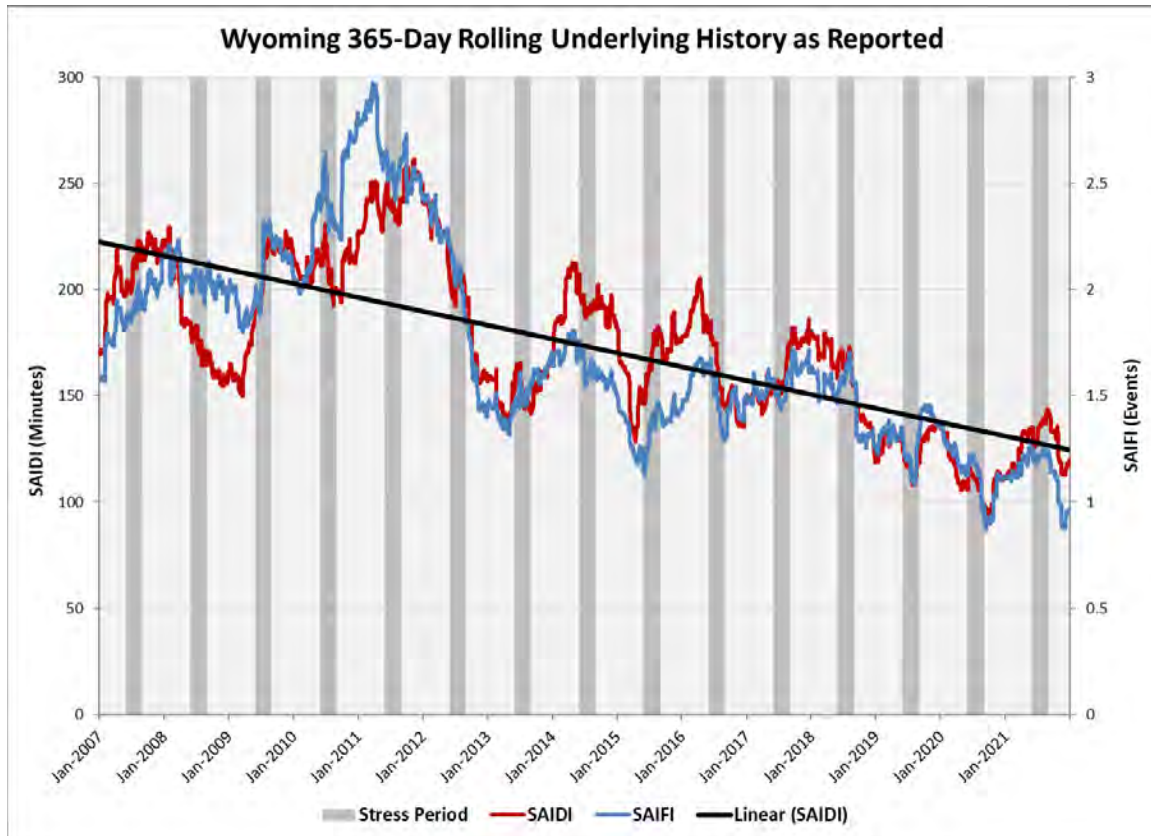
January – December 2021



January – December 2021

2.2 Underlying Performance Review

The graphic below historically demonstrates underlying performance on a rolling 365-day basis. The trend line in the chart below shows a declining trend in both SAIDI minutes and SAIFI events since 2007.



2.3 Underlying Cause Analysis Table

The table and charts below show the total customer minutes lost by cause and the total sustained interruptions by cause. The Underlying cause analysis table excludes major events and includes prearranged outages (*Customer Requested*, *Customer Notice Given*, and *Planned Notice Exempt* line items) with subtotals for their inclusion, while the grand totals in the table exclude these prearranged outages so that grand totals align with reported SAIDI and SAIFI metrics for the period.

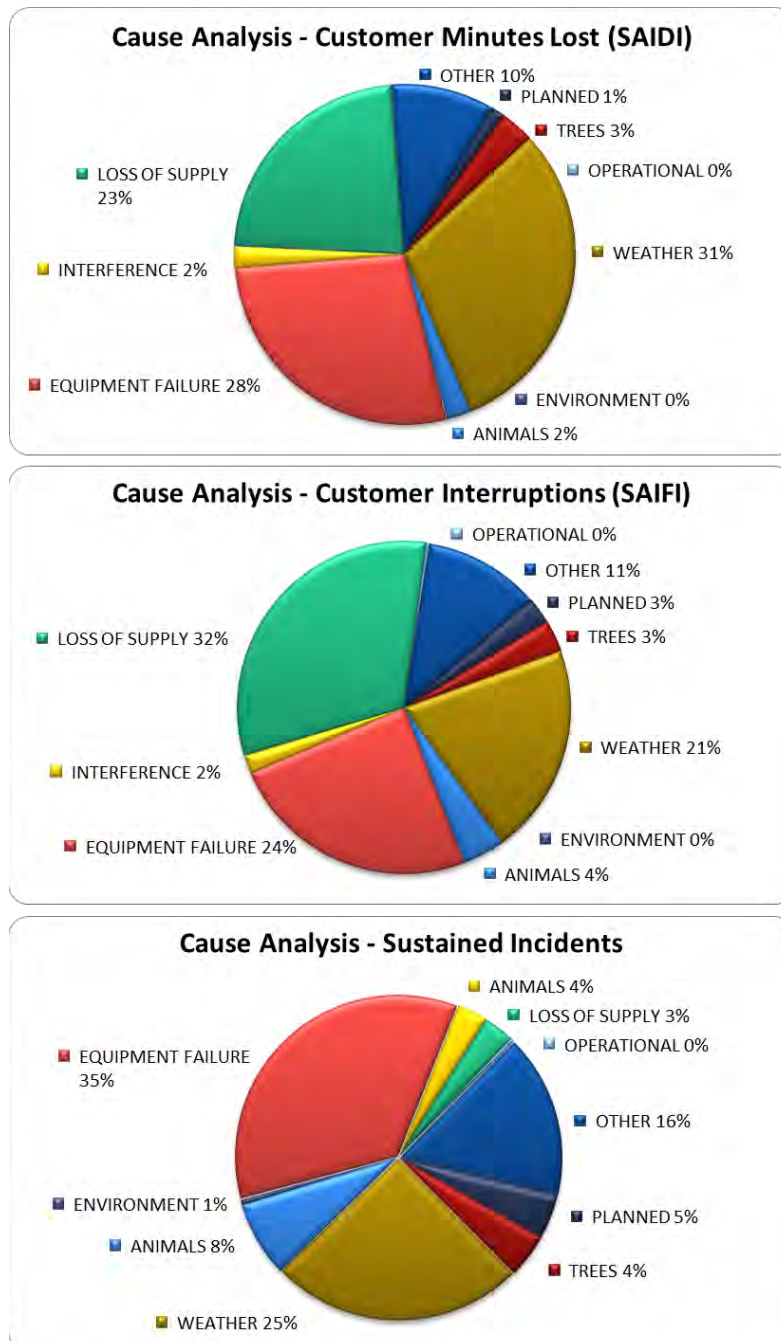
Wyoming Cause Analysis - Underlying 1/1/2021 - 12/31/2021					
Direct Cause	Customer Minutes Lost for Incident	Customers in Incident Sustained	Sustained Incident Count	SAIDI	SAIFI
ANIMALS	145,035	1,501	75	0.99	0.010
BIRD MORTALITY (NON-PROTECTED SPECIES)	21,250	233	53	0.15	0.002
BIRD MORTALITY (PROTECTED SPECIES) (BMTS)	16,823	126	13	0.12	0.001
BIRD NEST (BMTS)	98,252	1,102	13	0.67	0.008
BIRD SUSPECTED, NO MORTALITY	137,699	2,835	37	0.94	0.019
ANIMALS	419,059	5,797	191	2.87	0.040
CONDENSATION / MOISTURE	4,700	34	3	0.03	0.000
CONTAMINATION	173	3	3	0.00	0.000
FIRE/SMOKE (NOT DUE TO FAULTS)	4,148	28	6	0.03	0.000
ENVIRONMENT	9,021	65	12	0.06	0.000
B/O EQUIPMENT	1,557,188	9,413	361	10.66	0.064
DETERIORATION OR ROTTING	2,370,781	15,627	453	16.23	0.107
NEARBY FAULT	51,896	260	16	0.36	0.002
OVERLOAD	158,954	4,409	21	1.09	0.030
POLE FIRE	713,176	4,951	26	4.88	0.034
STRUCTURES, INSULATORS, CONDUCTOR	169	1	8	0.00	0.000
EQUIPMENT FAILURE	4,852,164	34,661	885	33.23	0.237
DIG-IN (NON-PACIFICORP PERSONNEL)	62,901	365	28	0.43	0.002
OTHER INTERFERING OBJECT	52,380	425	13	0.36	0.003
OTHER UTILITY/CONTRACTOR	57,434	303	12	0.39	0.002
VEHICLE ACCIDENT	190,108	1,448	23	1.30	0.010
INTERFERENCE	362,823	2,541	76	2.48	0.017
FAILURE ON OTHER LINE OR STATION	0	0	0	0.00	0.000
LOSS OF FEED FROM SUPPLIER (HB 200)	33,507	1,866	5	0.23	0.013
LOSS OF GENERATION (HB 200)	0	0	0	0.00	0.000
LOSS OF SUBSTATION	3,126,176	20,758	25	21.41	0.142
LOSS OF TRANSMISSION LINE	867,621	22,318	47	5.94	0.153
SYSTEM PROTECTION (HB 200)	0	0	0	0.00	0.000
LOSS OF SUPPLY	4,027,304	44,942	77	27.58	0.308
FAULTY INSTALL	1,465	6	2	0.01	0.000
IMPROPER PROTECTIVE COORDINATION	4,737	64	3	0.03	0.000
INCORRECT RECORDS	840	31	2	0.01	0.000
PACIFICORP EMPLOYEE - FIELD	8,960	403	2	0.06	0.003
UNSAFE SITUATION	79	1	1	0.00	0.000
OPERATIONAL	16,081	505	10	0.11	0.003
OTHER, KNOWN CAUSE	102,583	856	80	0.70	0.006
UNKNOWN	1,599,228	15,199	332	10.95	0.104
OTHER	1,701,811	16,055	412	11.65	0.110

January – December 2021

Wyoming Cause Analysis - Underlying 1/1/2021 - 12/31/2021					
Direct Cause	Customer Minutes Lost for Incident	Customers in Incident Sustained	Sustained Incident Count	SAIDI	SAIFI
CONSTRUCTION	12,419	88	9	0.09	0.001
CUSTOMER NOTICE GIVEN	3,494,508	12,801	434	23.93	0.088
CUSTOMER REQUESTED	846	49	4	0.01	0.000
EMERGENCY DAMAGE REPAIR	195,486	2,659	85	1.34	0.018
ENERGY EMERGENCY INTERRUPTION (HB 200)	69	6	1	0.00	0.000
INTENTIONAL TO CLEAR TROUBLE	28,103	917	16	0.19	0.006
PLANNED NOTICE EXEMPT	638,376	7,930	58	4.37	0.054
PLANNED	4,369,806	24,450	607	29.92	0.167
TREE - NON-PREVENTABLE	529,710	4,214	93	3.63	0.029
TREE - TRIMMABLE	37,239	144	18	0.25	0.001
TREES	566,949	4,358	111	3.88	0.030
FREEZING FOG & FROST	1,378	10	1	0.01	0.000
ICE	65,705	381	11	0.45	0.003
LIGHTNING	675,784	6,807	212	4.63	0.047
SNOW, SLEET AND BLIZZARD	2,499,216	7,501	166	17.11	0.051
WIND	2,114,563	14,428	246	14.48	0.099
WEATHER	5,356,645	29,127	636	36.68	0.199
Wyoming Including Prearranged	21,681,663	162,501	3,017	148.47	1.113
Wyoming Excluding Prearranged	17,547,934	141,721	2,521	120.16	0.970

2.4 Cause Category Analysis Charts

Certain cause categories impact more customers for a given event, while others impact few customers but may take longer to restore. The charts and graphs below show customer minutes lost (SAIDI) and sustained interruptions (SAIFI) by cause category. Customer minutes lost is directly related to SAIDI (the average outage duration for a customer), customer interruptions directly relate to SAIFI (the average outage frequency for a customer) while sustained interruptions depict the total number of outages by their causes. Certain types of outages typically result in a large amount of customer minutes lost, though they occur infrequently, such as Loss of Supply outages. Others tend to be more frequent but result in few customer minutes lost. The pie charts below show the percentage of SAIDI, SAIFI and Incidents by all cause categories. Total excludes major events and prearranged outages within the *Planned* cause category.



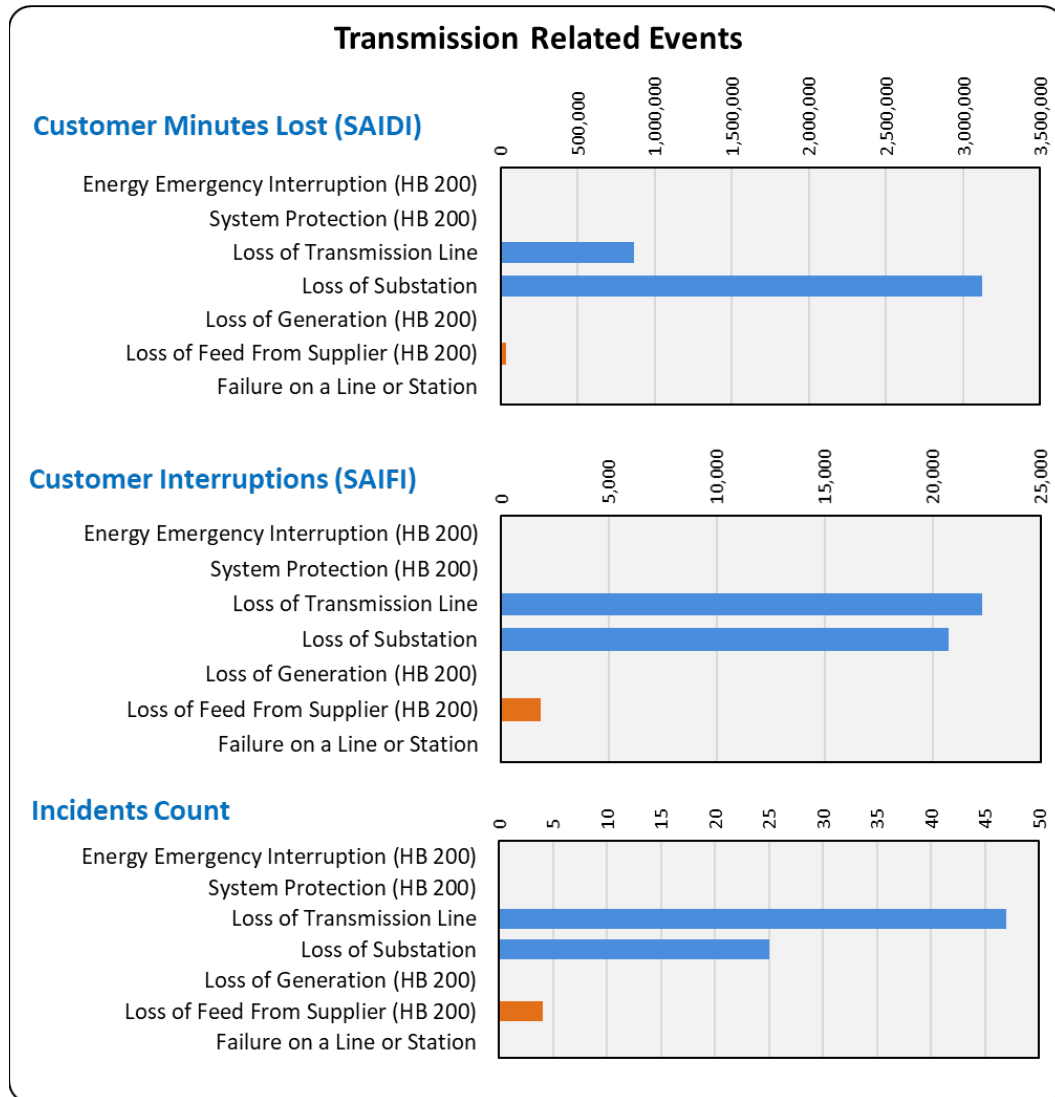
2.5 House Bill 200 Cause Analysis

In 2020, the Wyoming Legislature passed House Bill 200 (HB 200), requiring the Wyoming Public Service Commission (PSC) to establish energy portfolio standards that require a specified percentage of electricity generated to be dispatchable, reliable, low-carbon electricity utilizing carbon capture by 2030. The PSC developed administrative rules that require public utilities to monitor aspects of system reliability and power quality as additional renewable resources are incorporated into the system.

2.5.1 Transmission-Related Events

The information provided in the table below outlines the Company's reliability metrics, for the reporting period, as it relates to loss of supply outages. Further analysis is then performed on outage event causes which can be directly related to HB 200. These causes include system protection, loss of generation, loss of feed from supplier (if reported by supplier as a loss of generation), and planned emergency interruptions, which are shaded orange in the table below.

Transmission Related Outage Events					
Direct Cause Category	Customer Minutes Lost for Incident	Customers in Incident Sustained	Sustained Incident Count	SAIDI	SAIFI
FAILURE ON OTHER LINE OR STATION	-	-	-	-	-
LOSS OF FEED FROM SUPPLIER (HB 200)	33,433	1,865	4	0.23	0.013
LOSS OF GENERATION (HB 200)	-	-	-	-	-
LOSS OF SUBSTATION	3,126,176	20,758	25	21.41	0.142
LOSS OF TRANSMISSION LINE	867,621	22,318	47	5.94	0.153
SYSTEM PROTECTION (HB 200)	-	-	-	-	-
ENERGY EMERGENCY INTERRUPTION (HB 200)	-	-	-	-	-
Total Loss of Supply outages	4,027,230	44,941	76	27.58	0.308
Total Loss of Supply outages HB 200	33,433	1,865	4	0.23	0.013



2.5.2 HB 200 Event Analysis

As outlined in Section 2.5.1 there were four loss of supply events which occurred during the reporting period which qualified for additional analysis under HB 200. The table below outlines each event and its affected distribution circuit and a brief description of the cause. It should be noted none of the reporting from Western Area Power Administration (WAPA) delineated a loss of generation as a direct or indirect cause of the loss of supply.

HB 200 Outage Event Details				
Event Date	Operating Area and Circuit	Customers Affected	Event Duration in Minutes	Event Cause
March 1, 2021	Casper 9H336	559	8	Loss of feed from Western Area Power Administration (WAPA), reports breaker tripped
July 28, 2021	Cody WCY134	647	12	Loss of feed from WAPA, reports breaker tripped

October 27, 2021	Lovell 122	567	32	Loss of feed from WAPA, reports of phase to ground fault on 69 kV line
October 27, 2021	Lovell 7H617	92	32	Loss of feed from WAPA, reports of phase to ground fault on 69 kV line

3 Improve Reliability Performance in Areas of Concern

Over the past decade the Company has developed approaches, including tools, automated and manual processes and methods to improve reliability. As it has done so, the Company’s ability to diagnose portions of the system requiring improvement has improved, which yields its legacy “Worst Performing Circuit” program obsolete. As a result, it devised a more contemporary approach to identifying improvement plans, determining the value of those plans and monitoring to ensure that results delivered meet or exceed expected targets. This program is called Open Reliability Reporting (ORR).

The ORR process shifts the Company’s reliability program from a circuit-based view reliant on blended reliability metrics (using circuit SAIDI, SAIFI and MAIFI) to a more strategic and targeted approach based upon recent trends in performance of the local area, as measured by customer minutes interrupted (from which SAIDI is derived). The decision to fund one performance improvement project versus another is based on cost effectiveness as measured by the cost per avoided annual customer minute interrupted. However, the cost effectiveness measure will not limit funding of improvement projects in areas of low customer density where cost effectiveness per customer may not be as high as projects in more densely populated areas.

3.1 Reliability Work Plans

The Company has worked to improve reliability through Reliability Work Plans (RWP). To assist in identification of problem areas, Area Improvement Teams (AIT) meetings and Frequent Interrupters Requiring Evaluation (FIRE) reports have been established. On a daily basis the Company systems alert operations and engineering team members regarding outages experienced at interrupting devices (circuit breakers, line reclosers and fuses). When repetition occurs, it is an indicator that system improvements may be needed. On a routine basis, local operations and engineering team members review the performance of the network using geospatial and tabular tools to look for opportunities to improve reliability. As system improvement projects are identified, cost estimates of reliability improvement and costs to deliver that improvement are prepared. If the project’s cost effectiveness metrics are favorable, i.e. low cost and high avoidance of future customer minutes interrupted, the project is approved for funding and the forecast customer minutes interrupted are recorded for subsequent comparison. This process allows individual districts to take ownership and identify the greatest impact to their customers. Rather than focusing on a large area at high costs, districts can focus on problem areas or devices.

3.2 Project Approvals by District

The identification of projects is an ongoing process throughout the year. An approval team reviews projects weekly and once approved, design and construction begin. Upon completion of the construction, the project is identified for follow up review of effectiveness. One year after completion, routine assessments of performance are prepared. This comparison is summarized for all projects for each year’s plans, and actual versus forecast results are assessed to determine whether targets were met or if additional work may be required. The table below is provided to demonstrate the measures the Company believes represents cost/effectiveness measures that are important in determining the success of the projects that have been completed.

January – December 2021

2019-2021 District Projects*									
Approval Metrics			Effectiveness Metrics						In Progress
District	Project count	Budgeted Cost/CML	Plans Meeting Goals (>1 year since project completion)	Estimated Avoided annual CML	Actual Avoided annual CML	Budgeted Cost per annual avoided CML	Actual Cost per annual avoided CML	Plans Not Meeting Goals (not included in metrics)	Plans waiting for information
Casper	3	\$1.25	1	1,809	9,046	\$88.43	\$16.41	0	2
Cody	1	\$0.26	1	189,613	324,650	\$0.26	\$0.23	0	0
Douglas	1	\$4.30	0	0	0	\$0.00	\$0.00	0	1
Evanston	1	\$0.11	0	0	0	\$0.00	\$0.00	0	1
Kemmerer	1	\$16.08	0	0	0	\$0.00	\$0.00	0	1
Laramie	2	\$1.29	0	0	0	\$0.00	\$0.00	0	2
Lovell	1	\$13.36	1	8,108	23,165	\$13.36	\$0.00	0	0
Pinedale	4	\$1.76	0	0	0	\$0.00	\$0.00	0	4
Rawlins	3	\$0.83	0	0	0	\$0.00	\$0.00	0	3
Riverton	4	\$10.95	3	10,857	29,748	\$9.16	\$0.14	0	1
Rock Springs	0	\$0.00	0	0	0	\$0.00	\$0.00	0	0
Worland	2	\$1.20	1	139,800	279,600	\$1.13	\$0.12	0	1
Total	23	\$1.18	7	350,187	666,210	\$1.64	\$0.39	0	16

*Metrics cover RWP's approved between 1/1/2019 and 12/31/2021.

4 Customer Response

4.1 Telephone Service and Response to Commission Complaints

COMMITMENT	GOAL	PERFORMANCE
PS5-Answer calls within 30 seconds	80%	82%
PS6a) Respond to commission complaints within 3 days	95%	100%
PS6b) Respond to commission complaints regarding service disconnects within 4 hours	95%	100%
PS6c) Resolve commission complaints within 30 days	95%	100%

4.2 Wyoming State Customer Guarantee Summary Status

customer *guarantees*

January to December 2021

Wyoming

	Description	2021				2020			
		Events	Failures	% Success	Paid	Events	Failures	% Success	Paid
CG1	Restoring Supply	149,619	0	100.00%	\$0	162,490	0	100.00%	\$0
CG2	Appointments	2,079	0	100.00%	\$0	2,052	0	100.00%	\$0
CG3	Switching on Power	965	0	100.00%	\$0	800	0	100.00%	\$0
CG4	Estimates	478	0	100.00%	\$0	394	0	100.00%	\$0
CG5	Respond to Billing Inquiries	332	1	99.70%	\$50	354	0	100.00%	\$0
CG6	Respond to Meter Problems	89	0	100.00%	\$0	107	0	100.00%	\$0
CG7	Notification of Planned Interruptions	12,801	0	100.00%	\$0	6,604	2	99.97%	\$100
		166,363	1	99.99%	\$50	172,801	2	99.99%	\$100

Overall Guarantee performance remains above 99 percent, demonstrating the Company's continued commitment to customer satisfaction. Major Events are excluded from the Customer Guarantees program.

5 Service Standards/Program Summary

5.1 Service Standards Program

As referenced in Rule 25 and Rule 26⁴

5.1.1 Rocky Mountain Power Customer Guarantees

<u>Customer Guarantee 1:</u> Restoring Supply After an Outage	The Company will restore supply after an outage within 24 hours of notification with certain exceptions as described in Rule 25.
<u>Customer Guarantee 2:</u> Appointments	The Company will keep mutually agreed upon appointments, which will be scheduled within a two-hour time window.
<u>Customer Guarantee 3:</u> Switching on Power	The Company will switch on power within 24 hours of the customer or applicant's request, provided no construction is required, all government inspections are met and communicated to the Company and required payments are made. Disconnections for nonpayment, subterfuge or theft/diversion of service are excluded.
<u>Customer Guarantee 4:</u> Estimates For New Supply	The Company will provide an estimate for new supply to the applicant or customer within 15 working days after the initial meeting and all necessary information is provided to the Company.
<u>Customer Guarantee 5:</u> Respond To Billing Inquiries	The Company will respond to most billing inquiries at the time of the initial contact. For those that require further investigation, the Company will investigate and respond to the Customer within 10 working days.
<u>Customer Guarantee 6:</u> Resolving Meter Problems	The Company will investigate and respond to reported problems with a meter or conduct a meter test and report results to the customer within 10 working days.
<u>Customer Guarantee 7:</u> Notification of Planned Interruptions	The Company will provide the customer with at least two days' notice prior to turning off power for planned interruptions consistent with Rule 25 and relevant exemptions.

Note: See Rules for a complete description of terms and conditions for the Customer Guarantee Program.

5.1.2 Rocky Mountain Power Performance Standards

<u>Network Performance Standard 1:</u> Improve System Average Interruption Duration Index (SAIDI)	The Company will deliver an Underlying SAIDI between 135 minutes to 175 minutes as described in Rule 26.
<u>Network Performance Standard 2:</u> Improve System Average Interruption Frequency Index (SAIFI)	The Company will deliver an Underlying SAIFI between 1.4 events to 1.8 events as described in Rule 26.

Note: Performance Standards 1 & 2 are for underlying performance days and exclude those classified as Major Events.

⁴ In December 2013 changes to Rule 26 were ordered by the Commission to recognize changes that had occurred in the Company's Service Standards Program but were not reflected in Rule 26. In October, 2014, the Commission ordered acceptance of the Company's filed Rule 26 with an effective date of October 7, 2014.

5.2 Cause Code Analysis

The Company classifies outages based upon the cause categories and causes; causes are a further delineation within cause categories. It applies the definitions below to determine the outage cause categories. These categories and their causes can help support reliability analysis and improvement efforts.

Direct Cause Category	Category Definition & Example/Direct Cause
Animals	Any problem nest that requires removal, relocation, trimming, etc.; any birds, squirrels or other animals, whether or not remains found.
	<ul style="list-style-type: none"> Animal (Animals) Bird Mortality (Non-protected species) Bird Mortality (Protected species) (BMTS) Bird Nest Bird or Nest Bird Suspected, No Mortality
Environment	Contamination or Airborne Deposit (i.e. salt, trona ash, other chemical dust, sawdust, etc.); corrosive environment; flooding due to rivers, broken water main, etc.; fire/smoke related to forest, brush or building fires (not including fires due to faults or lightning).
	<ul style="list-style-type: none"> Condensation/Moisture Contamination Fire/Smoke (not due to faults) Flooding Major Storm or Disaster Nearby Fault Pole Fire
Equipment Failure	Structural deterioration due to age (incl. pole rot); electrical load above limits; failure for no apparent reason; conditions resulting in a pole/cross arm fire due to reduced insulation qualities; equipment affected by fault on nearby equipment (e.g., broken conductor hits another line).
	<ul style="list-style-type: none"> B/O Equipment Overload Deterioration or Rotting Substation, Relays
Interference	Willful damage, interference or theft, such as gun shots, rock throwing, etc.; customer, contractor or other utility dig-in; contact by outside utility, contractor or other third-party individual; vehicle accident, including car, truck, tractor, aircraft, manned balloon; other interfering object such as straw, shoes, string, balloon.
	<ul style="list-style-type: none"> Dig-in (Non-PacifiCorp Personnel) Other Interfering Object Vandalism or Theft Other Utility/Contractor Vehicle Accident
Loss of Supply	Failure of supply from Generator or Transmission system; failure of distribution substation equipment.
	<ul style="list-style-type: none"> Failure on other line or station Loss of Feed from Supplier (HB 200) Loss of Generator (HB 200) Loss of Substation Loss of Transmission Line System Protection (HB 200)
Operational	Accidental Contact by PacifiCorp or PacifiCorp's Contractors (including live-line work); switching error; testing or commissioning error; relay setting error, including wrong fuse size, equipment by-passed; incorrect circuit records or identification; faulty installation or construction; operational or safety restriction.
	<ul style="list-style-type: none"> Contact by PacifiCorp Faulty Install Improper Protective Coordination Incorrect Records Internal Contractor Internal Tree Contractor Switching Error Testing/Startup Error Unsafe Situation
Other	Cause Unknown; use comments field if there are some possible reasons.
	<ul style="list-style-type: none"> Invalid Code Other, Known Cause Unknown
Planned	Transmission requested, affects distribution sub and distribution circuits; Company outage taken to make repairs after storm damage, car hit pole, etc.; construction work, regardless if notice is given; rolling blackouts.
	<ul style="list-style-type: none"> Construction Customer Notice Given Energy Emergency Interruption (HB 200) Intentional to Clear Trouble Emergency Damage Repair Customer Requested Planned Notice Exempt Transmission Requested
Tree	Growing or falling trees
	<ul style="list-style-type: none"> Tree-Non-preventable Tree-Trimable Tree-Tree felled by Logger
Weather	Wind (excluding windborne material); snow, sleet or blizzard, ice, freezing fog, frost, lightning.
	<ul style="list-style-type: none"> Extreme Cold/Heat Freezing Fog & Frost Wind Lightning Rain Snow, Sleet, Ice and Blizzard

5.3 Reliability Definitions

This section will define the various terms used when referring to interruption types, performance metrics and the internal measures developed to meet its performance targets.

Interruption Types

Below are the definitions for interruption events. For further details, refer to IEEE 1366-2003/2012⁵ Standard for Reliability Indices.

Sustained Outage

A sustained outage is defined as an outage greater than 5 minutes in duration.

Momentary Outage Event

A momentary outage event is defined as an outage equal to or less than 5 minutes in duration, and comprises all operations of the device during the momentary duration; if a breaker goes to lockout (it is unable to clear the faulted condition after the equipment's prescribed number of operations) the momentary operations are part of the ensuing sustained interruption. This sequence of events typically occurs when the system is trying to re-establish energy flow after a faulted condition, and is associated with circuit breakers or other automatic reclosing devices. Rocky Mountain Power uses the locations where SCADA (Supervisory Control and Data Acquisition) exists and calculates consistent with IEEE 1366-2003/2012.

Reliability Indices

SAIDI

SAIDI (system average interruption duration index) is an industry-defined term to define the average duration summed for all sustained outages a customer experiences in a given period. It is calculated by summing all customer minutes lost for sustained outages (those exceeding 5 minutes) and dividing by all customers served within the study area. When not explicitly stated otherwise, this value can be assumed to be a one-year period.

Daily SAIDI

In order to evaluate trends during a year and to establish Major Event Thresholds, a daily SAIDI value is often used as a measure. This concept is contained IEEE Standard 1366-2012. This is the day's total customer minutes out of service divided by the static customer count for the year. It is the total average outage duration customers experienced for that given day. When these daily values are accumulated through the year, it yields the year's SAIDI results.

SAIFI

SAIFI (system average interruption frequency index) is an industry-defined term that attempts to identify the frequency of all sustained outages that the average customer experiences during a given time-frame. It is calculated by summing all customer interruptions for sustained outages (those exceeding 5 minutes in duration) and dividing by all customers served within the study area.

CAIDI

CAIDI (customer average interruption duration index) is an industry standard index that is the result of dividing the duration of the average customer's sustained outages by frequency of outages for that average customer. This is the total customer minutes out of service divided by the total customer interruptions. It represents the average duration of an outage if a customer experiences one and is a measure of outage response promptness.

⁵ IEEE 1366-2003 was adopted by the IEEE on December 23, 2003. It was subsequently modified in IEEE 1366-2012, but all definitions used in this document are consistent between these two versions. The definitions and methodology detailed therein are now industry standards.

MAIFI

MAIFI (momentary average interruption frequency index) is an industry standard index that quantifies the frequency of all momentary interruptions that the average customer experiences during a given time-frame. It is calculated by counting all momentary interruptions which occur, as long as the interruption event did not result in a device experiencing a sustained interruption.

MAIFI_E

MAIFI_E (momentary average interruption event frequency index) is an industry standard index that quantifies the frequency of all momentary interruption events that the average customer experiences during a given time-frame. It is calculated by counting all momentary interruptions which occur within a 5 minute time period, as long as the interruption event did not result in a device experiencing a sustained interruption.

CEMI

CEMI is an acronym for Customers Experiencing Multiple (Sustained and Momentary) Interruptions. This index depicts repetition of outages across the period being reported and can be an indicator of recent portions of the system that have experienced reliability challenges.

ORR

ORR is an acronym for Open Reliability Reporting, which shifts the Company's reliability program from a circuit based metric (RPI) to a targeted approach reviewing performance in a local area, measured by customer minutes lost. Project funding is based on cost effectiveness as measured by the cost per avoided annual customer minute interrupted.

CPI99

CPI99 is an acronym for Circuit Performance Indicator, which uses key reliability metrics (such as SAIDI and SAIFI) to identify underperforming circuits. It excludes Major Event and Loss of Supply or Transmission outages.

CPI05

CPI05 is an acronym for Circuit Performance Indicator, which uses key reliability metrics (such as SAIDI and SAIFI) to identify underperforming circuits. Unlike CPI99, CPI05 includes Major Event and Loss of Supply or Transmission outages.

Performance Types

Rocky Mountain Power recognizes several categories of performance; major events and underlying performance. Underlying performance days may be significant event days.

Major Events

A Major Event (ME) is defined as a 24-hour period where SAIDI exceeds a statistically derived threshold value (Reliability Standard IEEE 1366-2012) based on the 2.5 beta methodology. The values used for the reporting period and the prospective period are shown in Section 2 Reliability Performance.

Significant Events

The Company has evaluated its year-to-year performance and as part of an industry weather normalization task force, sponsored by the IEEE Distribution Reliability Working Group, determined that when the Company recorded a day in excess of 1.75 beta (or 1.75 times the natural log standard deviation beyond the natural log daily average for the day's SAIDI) that generally these days' events are generally associated with weather events and serve as an indicator of a day which accrues substantial reliability metrics, adding to the cumulative reliability results for the period. As a result, the Company individually identifies these days so that year-on-year comparisons are informed by the quantity and their combined impact to the reporting period results.

Underlying Events

January – December 2021

Within the industry, there has been a great need to develop methodologies to evaluate year-on-year performance. This has led to the development of methods for segregating outlier days, via the approaches described above. Those days which fall below the statistically derived threshold represent “underlying” performance, and are valid. If any changes have occurred in outage reporting processes, those impacts need to be considered when making comparisons. The Underlying targets set in Rule 26 are identified on charts in Sections 1.1 and 1.2. Underlying events include all sustained interruptions, whether of a controllable or non-controllable cause, exclusive of major events, prearranged (which can include short notice emergency prearranged outages), customer requested interruptions and forced outages mandated by a public authority, which are typically regarding safety in an emergency situation.

Appendix – Baseline Power Quality Standards and Definitions

Voltage magnitude

The regulation of the voltage magnitude of the transmission network is defined in the permissible voltage range table below. The transmission network voltage is permissible to operate within the baseline voltage ranges as noted.

Voltage classification - 1B.1 (2. Definitions) PacifiCorp Engineering Handbook		
Voltage Range	Network Classification	Subclassification
230 kV & Above	Transmission	Extra High Voltage (EHV)
46 – 161 kV	Subtransmission	High Voltage (HV)
1 – 34.5 kV	Distribution	Medium Voltage (MV)
Less than 1kV	Service	Low Voltage (LV)

Permissible voltage range for the transmission network. 1.B.3 (3.2 Voltage Ranges) PacifiCorp Engineering Handbook				
Operating Mode	Normal Operation		Outage Conditions⁶	
System Configuration	Looped	Radial	Looped	Radial
Max Voltage	1.06 ⁷	1.06 ⁷	1.10	1.10
Min Voltage	0.95	0.90	0.90	0.85

Voltage for Generators Interconnecting with the Company System

All non-company-owned generation entities that interconnect with the Company system, such as Qualifying Facilities (QFs) and Independent Power Producers (IPPs), must include language in their contract that defines the voltage profile requirements to be held under specific system conditions. Generators causing service voltages outside of ANSI ranges A or B as applicable will be required to mitigate their operation to comply with standard voltage ranges.

Voltage Balance

The Company's baseline for voltage imbalance is found in Appendix D of ANSI Std. C84.1, Voltage Ratings for Electrical Power Systems and Equipment. The electric supply systems are designed and operated to a maximum voltage imbalance of three percent when measured at the electric utility revenue meter.

Voltage Fluctuations

Repetitive Voltage Fluctuations & Flicker Limits

Repetitive voltage fluctuations alter the quality of lighting as perceived by customers. Repetitive voltage fluctuations are addressed by IEEE 1453. PacifiCorp's policy that flicker events caused by fluctuating voltage under any load on its power system shall not exceed the Pst or Plt values shown in the Flicker Compatibility table below. Specific tools for planning of a large fluctuating loads are found in IEEE 1453.1. Individual

⁶ Voltages immediately after a system emergency may fall outside these ranges before system adjustments occur to bring the voltage level up to, or above the minimum acceptable level, or down to, or below the maximum acceptable level.

⁷ In some situations, voltages may go as high as 1.08 pu at non-load buses, contingent upon equipment rating review.

compatibility problems between existing LV & MV customers are resolved at the Pst = 1.0 level, and future MV installations are more conservatively planned for the Pst = 0.9 level.

Flicker Compatibility and Planning Levels. 1C.5.1 (4.1.4 Specific Flicker Limits) PacifiCorp Engineering Handbook			
	Compatibility Levels	Planning Levels	
Voltage Level	LV & MV	MV	HV & EHV
Pst	1.0	0.9	0.8
Plt	0.8	0.7	0.6

IEEE methodology permits the limits to be exceeded between 1% and 5% of the time over a one-week measurement period. If the times-of-day of exceedance were objectionable, such as during the evenings when many people had lights turned on in their homes, then the 1% limit is held. If the fluctuating load could commit to nocturnal exceedance, then the Pst limit can permit a 5% exceedance. If the large flickering loads cannot ensure nocturnal operation, then the 1% exceedance limit is enforced.

Voltage Sags and Swells due to Short Circuits

Electrical system faults are the most troublesome to customers. Faults can cause direct outages to customers if the customer is located on a line that is faulted, however they can also be affected indirectly as the fault will cause a voltage sag to lines adjacent to the faulted line.

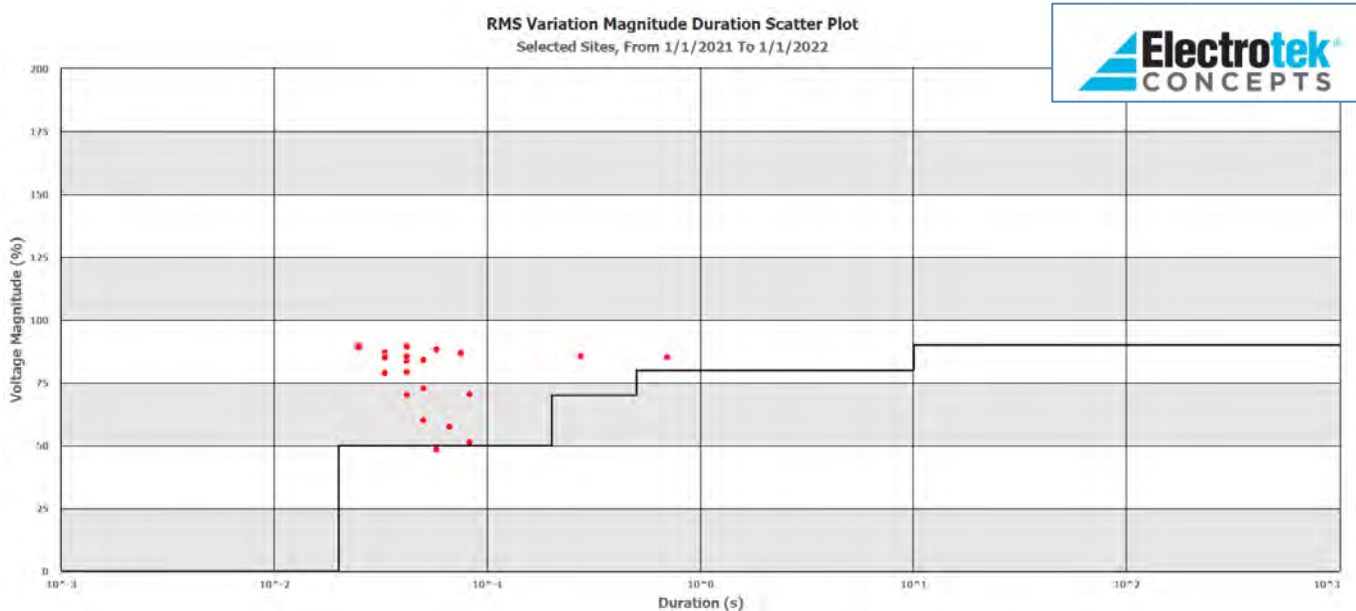
Faults occur whenever lightning hits the line, power lines slap together from excessive wind, or whenever a power line falls to the ground, such as when a power pole is hit by a vehicle. They also occur whenever tree branches contact the power lines, such as during a windstorm; and they occur during a rainstorm when a substantial amount of dust is stirred up, thus compromising the effectiveness of the line insulators. The clearing of these faults is necessary to prevent catastrophic damage to the electrical system, and to ensure public safety.

As the origin of most faults are not within the Company's control the development of a quantitative limit has not been created. The Company implements industry practices to locate and remove faults from the system and encourages customers to develop processes to accommodate for fault clearing.

Power quality monitoring is configured to trigger the recording of a sag/swell log or waveform capture when voltage RMS values drop below 90% of the rated voltage of the service or monitoring point.

Customer Ride-Through Recommendation

The Company encourages customers to implement appropriate voltage sag ride-through protocols to ensure that equipment interruptions occur because of a system design to meet safety and equipment protection guidelines. The hardening of control and low voltage systems can maximize the ride-through of a site. The Company recommends the use of SEMI-F47 ride-through analysis for low voltage control equipment in lieu of the CBEMA or ITIC. Below is an example SEMI-F47 plot showing multiple voltage sags, but only one occurring "below the line." Below the line events will likely cause an issue for customers, but the expectation is for customers to be able to "ride through" events above the line.



Voltage and Current Distortion

Harmonic distortion is commonly produced by customer equipment injecting electrical noise into the power system. This will degrade PacifiCorp's service to other customers. Maintaining electrical noise within tolerable limits will allow PacifiCorp to provide quality electrical service to all its customers. The customer shall take necessary action, at the customer's sole expense, for the customer's facility to stay within these limits.

Voltage Harmonic Distortion Limits

It is the Company's responsibility to provide quality voltage to all its customers. Customers keeping their current distortion within limits of 1C.4.1 in the PacifiCorp engineering handbook and corresponding IEEE 519 guidelines will allow the Company to provide this service. This service is defined as voltage having distortion levels within the limits of the Voltage THD limits table below. During start-ups, shutdowns or unusual non-steady state conditions these limits may be exceeded up to 50%.

Voltage THD limits. 1C.4.1		
Bus Voltage at PCC	Individual Harmonic Voltage Distortion (%)	Total Voltage Distortion THD (%)
$1.0 \leq 69\text{kV}$	3.0	5.0
$69 \text{ kV} < V_{\text{rms}} \leq 161 \text{ kV}$	1.5	2.5
$V_{\text{rms}} > 161 \text{ kV}$	1.0	1.5

Current Total Demand Distortion Limits

Current distortion occurs when customer equipment draws current from the utility in a nonlinear or choppy manner. It always produces harmonics in the load current waveform and can produce significant harmonics in the voltage waveform at the PCC and elsewhere.

Determination of current total demand distortion (CTDD) requires the collection of site's load current I_L and the I_{SC} to determine the I_{SC}/I_L ratio. A higher ratio permits a greater TDD value. Determination of compliance to the IEEE Standard 519 is completed on a case-by-case basis if VTHD is found to be out of compliance. Implementation of widespread IEEE 519 capable metering would be cumbersome in data and not

cost effective for customers. If compliance of a site needs to be determined the statistical analysis of 1C.4.1 Section 8 is used to determine acceptable exceedances and enforcement.

- Measured over a period of 24 hours, 99th percentile very short time (3 sec.) harmonic currents should be less than 2.0 times the values given in 1C.4.1 in the PacifiCorp engineering handbook.
- Measured over a period of 7 days, 99th percentile short time (10 min.) harmonic currents should be less than 1.5 times the values given in 1C.4.1 Section 8

Measured over a period of 7 days, 95th percentile short time (10 min.) harmonic currents should be less than the values given in Section 8

Glossary

ANSI – American National Standards Institute

CBEMA – Computer & Business Equipment Manufacturer’s Association

CBEMA Curve – Ride-through curve developed in 1977 to determine utility power supply requirements for early mainframe computer power supplies

CE – Product marking indicating Conformité Européenne, conforming to European Union standards for health and safety of electrical components.

Company – Represents the entity PacifiCorp d.b.a Rocky Mountain Power

CTDD – Current Total Demand Distortion.

IEEE – Institute of Electrical and Electronics Engineers

ITIC – Information Technology Industry Council

ITIC Curve – Ride-through curve developed in 2000 for 120V 60Hz power supplies of information technology. Application of the curve to higher voltage or systems other than power supplies intended for IT systems has variable value.

ITE – Information technology equipment

kV – kilovolt

Monitor – Device with a primary purpose to measure system values to determine utility and customer compliance with Company power quality standards

Meter – Device with a primary purpose of recording energy use by a customer with ancillary power quality monitoring capabilities.

Pst - Perception of light flicker in the short term. Short term is defined as a 10-minute interval.

PCC – Point of Common Coupling, nearest point on the power system where a potentially offending electrical load could be observed or impact another customer. In the absence of clear agreement on where the PCC is located, the PCC shall be defined as the point where the power system containing the offending load attaches to PacifiCorp’s power system.

PU – The per-unit value of any quantity is defined as the ratio of actual value in any unit to the base or reference value in the same unit. Any quantity is converted into per unit quantity by dividing the numeral value by the chosen base value of the same dimension.

SEMI-F47 Curve – Voltage sag ride-through curve developed by the semiconductor manufacturing industry to ensure that control and manufacturing equipment would not require operator intervention. Implementation of a ride-through curve requirements to applicable control equipment ensures that equipment drop-off is not a result of PLC or control terminal sensitivity but determined by the equipment’s operational limitations and safety requirements.

RMS - The Root Mean Square (RMS) is the mathematical method for determining the effective voltage for a continuous alternating current (AC) wave, also known as a sine wave. It is defined as the square root of the mean of the squares of the values. This is also known as the quadratic mean.

UL – Underwriters Laboratories certification of safety for electrical equipment

VTHD – Voltage Total Harmonic Distortion.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <u>7:00p</u> -Youth Empowerment (Pacheco)	2	3
4	5  <i>Labor Day</i> <i>City Offices Closed</i>	6 <div>4:00p- Interviews 6:00p- Council Meeting</div>	7 <u>11:30a</u> -Drug Court (Engelbrechtsen)	8 <u>7:00a</u> -Advance Casper (Gamroth) <u>4:30p</u> -Leisure Services Board (Engelbrechtsen) <u>5:30p</u> -Platte River Restoration Advisory Committee (Pacheco, Pollock alternate) <u>6:00p</u> - Planning & Zoning (Knell) <u>7:00p</u> -Youth Empowerment (Pacheco)	9	10
11  <u>4:30 p.m.</u> - Casper Youth Council (Gamroth, Pacheco)	12	13 <div>4:30p- Council Work Session</div>	14 <u>11:30a</u> -DDA (Gamroth) <u>6:00p</u> -Amoco Reuse JPB (Sutherland)	15 <u>7:00a</u> -Mayor/Commissioner <u>11:00a</u> -Housing Authority (Gamroth) <u>4:00p</u> -Contractors' Licensing Board (Engelbrechtsen) <u>5:30p</u> - City County Board of Health (TBD) <u>7:00p</u> -Youth Empowerment (Pacheco)	16 <u>3:30p</u> -LGBTQ Advisory Committee (TBD, Pacheco)	17
18	19	20 <u>11:30a</u> -Regional Water JPB (Cathey, Knell, Sutherland, TBD) <u>4:00p</u> -Chamber of Commerce (Cathey, TBD) <div>6:00p- Council Meeting</div>	21	22 <u>7:00p</u> -Youth Empowerment (Pacheco)	23	24  <i>Platte River Revival Volunteer Day</i>
25	26 <u>11:30a</u> - Disability Council (Pacheco) <u>12:30p</u> -Senior Services (Engelbrechtsen) <u>4:00p</u> -OYD Advisory Committee (Pollock, TBD)	27 <u>11:30a</u> -Travel & Tourism (TBD) <div>4:30p- Council Work Session</div>	28 <u>7:00a</u> -CPU Advisory Board (Cathey)	29 <u>7:00p</u> -Youth Empowerment (Pacheco)	30	

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

MEETING PROCEEDINGS

April 27, 2022

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 27, 2022 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Richard Jay
 Member Bruce English
 Council Liaison Steve Cathey

Absent:

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 Administrative Assistant III, Janette Brown

Others:

The regular meeting was called to order at 7:02 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the March 23, 2022 meeting.

A motion was made by Board Member Jay and seconded by Vice President Jones to approve the minutes of the March 23, 2022 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the March 2022 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased in February were 151 MG, which is right at the five-year average.

Mr. Martin stated that Fiscal Year to Date Total Gallons Purchased is 2.44 BG, which is 68 MG less than the five-year average. Mr. Martin stated that this is mainly due to the water conservation efforts in July and August.

Mr. Martin stated that there was one Water Main Break in March, with a year to date total of twenty.

Mr. Martin stated that there were two Service Line Breaks, compared to no breaks a year ago. Mr. Martin stated there were eighteen service line breaks year to date.

Mr. Martin stated that there was one Sewer Main Stoppage, with a total of eleven stoppages year to date.

Mr. Martin stated the current number of Active Accounts is 22,390.

3. Mr. Martin stated that he will be reviewing the preliminary Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for FY2023. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Regional Water System Joint Powers Board.

Water Budget

Revenue

- a) User Fees - \$11,866,312 – This number is taken from the most recent water model approved by City Council and incorporate the 7% rate increase approved by Council that took effect in January 2022 and the 7% rate increase approved to take effect in January 2023.
- b) Other Revenue - \$412,204 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue.
- c) Interdepartmental Services - \$184,613 – This amount is a decrease of \$10,452 from the FY22 budget. This line item covers the salary and benefits for two Utility Worker's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. Mr. Martin stated that the decrease is due to newer employees that are at the lower end of the pay range.
- d) Interest Earned - \$168,092 – This is the amount anticipated to be received from investments.

Board Member English asked how User Fees relate to last year. Mr. Martin stated that it takes into account what was taken in previously, and water usage. Mr. Martin stated that FY21 was a really good year, with above average usage.

Personnel Services

- a) Personnel Costs - \$2,702,963 – This represents a decrease of \$29,509 from the FY22 budget. While there is an increase in salaries and wages, the overall personnel line is less due to less health insurance cost in this fund as well as newer employees starting lower on the pay scale.

Materials and Supplies

- a) General Supplies and Materials - \$289,800 – This is an increase of \$10,660 over the FY22 budget. The increase is a result of the purchase of Meter Service workstations and a slight increase to miscellaneous materials and supplies. General Supplies and Materials include the following:
- \$ 44,500 – Miscellaneous materials and supplies
 - \$120,000 – Meter repair parts
 - \$100,000 – New Meters and ERT's
 - \$ 4,800 – Building supplies
 - \$ 6,000 – Vehicle supplies
 - \$ 4,000 – Signs and Barricades
 - \$ 500 – Engineering Supplies
 - \$ 10,000 – Meter Service Workstations – one-time purchase, will drop from the budget next year
- b) Postage and Printing - \$3,400 – This amount is an increase of \$350 from FY22.
- c) Bulk Water - \$7,535,051 – This represents an increase of \$542,648 from FY22. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System and anticipates a 6% rate increase.
- d) Electricity - \$377,500 – This amount is unchanged from the FY22 budget. Electrical usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$15,000 – This amount is unchanged from the FY22 budget.
- Council Liaison Cathey stated that the World Natural Gas price was \$7.07 this morning. Board Member English asked if Council Liaison Cathey thought the price will drop. Council Liaison Cathey stated that it will drop some, but not much, as it is being shipped to Europe. President Bell stated that Black Hills says they are catching up from the big storm in Texas last year.
- f) Gas/Fuel - \$70,000 – This is an increase of \$15,000 from the FY22 budget.
- g) Water/Sewer Line Materials - \$105,000 – This is a \$10,000 increase from the FY22 budget.
- h) Booster Station Supplies - \$10,000 – This amount is unchanged from FY22.
- i) Technology Supplies - \$14,000 – This is an increase of \$4,500 from the FY22 budget. This line is for computer and tablet replacements. Mr. Martin stated that there are more field tablets for GIS used by staff in the field.

- j) Maintenance/Repair Non-Contract - \$3,500 – This amount is unchanged from the FY22 budget.
- k) Clothing Allowance - \$3,000 – This is a decrease of \$500 from FY22 based off of historical use of this benefit.

Contractual Services

- a) Investment Services - \$11,986 – This is a \$18,237 decrease from the FY22 budget.
- b) Other Contractual - \$313,950 – This line item increased by \$22,250 from the FY22 budget due to anticipated water contract negotiation costs, a slight increase in other contractual costs, and the addition of bad debt to this line. Other Contractual contains the following:
- \$17,000 – Other Contractual – Monies for yearly CCRs, annual license fees, etc.
 - \$50,000 – Laboratory Testing
 - \$11,000 – Bureau of Reclamation – Water Contract Negotiation
 - \$75,000 – CAID – Yearly rehabilitation and betterment charge
 - \$ 5,000 – NCCD – Yearly funding for workshops, water conservation
 - \$20,000 – PMP Readiness – Pathfinder Water Standby Charges
 - \$ 3,000 – AVL Support Services – Charge for automated vehicle location
 - \$ 2,000 – Dispatch Services – Water Fund share of PSCC
 - \$ 5,500 – Locate Service – Charge for Locate Services (One-Call)
 - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 750 – Meter Services – Misc. Fees
 - \$75,000 – Water Rights Analysis – Water Rights Consultant
 - \$40,000 – Standard Specifications Update
 - \$ 7,000 – Bad Debt
- c) Interdepartmental Services - \$698,948 – This represents a decrease of \$44,428 from the FY22 budget. This line item represents transfers to the General Fund for various services, and is calculated by the Finance Department.
- d) Professional Services - \$205,000 – This amount is unchanged from the FY22 budget, and is for the following:
- \$190,000 – Street Repairs – Street repairs from main breaks
 - \$ 8,000 – Compaction Testing – Compaction testing for various projects
 - \$ 7,000 – Instrumentation – Repair of instrumentation items
- e) Maintenance Agreements - \$41,400 – This is an increase of \$26,500 from the FY22 budget and is mainly for software licenses and maintenance.
- f) Laundry and Towel Service - \$1,000 – This amount is unchanged from the FY22 budget.

Debt Service

a) Principal Payments - \$669,023 – This reflects the Principal for the various DWSRF loans per the amortization schedules.

• SRF Loan #015 (2002 Mains)	- \$ 93,874
• SRF Loan #025 (2003 Mains)	- \$ 91,584
• SRF Loan #036 (2004 Mains)	- \$ 87,171
• SRF Loan #046 (Downtown Mains)	- \$ 85,045
• SRF Loan #051 (Meter Replacements)	- \$ 32,147
• SRF Loan #055 (2006 Mains)	- \$ 82,971
• SRF Loan #062 (Zone II – Phase II)	- \$ 63,627
• SRF Loan #089 (2.5% Area Wide Water)	- \$125,996
• SRF Loan #089 (0% Area Wide Water)	- \$ 6,608

b) Interest Expense - \$86,199 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	- \$ 2,347
• SRF Loan #025 (2003 Mains)	- \$ 4,636
• SRF Loan #036 (2004 Mains)	- \$ 9,049
• SRF Loan #046 (Downtown Mains)	- \$11,176
• SRF Loan #051 (Meter Replacements)	- \$ 4,224
• SRF Loan #055 (2006 Mains)	- \$13,250
• SRF Loan #062 (Zone II – Phase II)	- \$10,161
• SRF Loan #089 (2.5% Area Wide Water)	- \$31,356
• SRF Loan #089 (0% Area Wide Water)	- \$ 0

Other Costs

a) Travel/Training - \$36,500 – This represents an increase of \$16,000 over the FY22 budget. The increase is due to increased training costs to meet DOT CDL training requirements for new employees.

b) Insurance and Bonds - \$70,751 – This represents an increase of \$2,534 from the FY22 budget.

c) Dues and Subscriptions - \$6,000 – This is an increase of \$400 over the FY22 budget.

Utility Expense

a) Communication - \$25,000 – This is an increase of \$500 from the FY22 budget.

b) Refuse Collection - \$2,500 – This is a decrease of \$500 from the FY22 budget. Eliminated a cardboard recycling dumpster.

Capital Revenue

- a) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY22 budget.
- b) Operating Transfers In - \$2,500,000 – This represents \$2,500,000 of 1%#16 monies for water main replacements.

Capital – Mr. Martin stated that the Capital Budget was reviewed in detail last month, so he will just review a couple of highlights.

Capital – New

- a) Buildings - \$1,300,000 – This is additional funding for the WDG Meter Services building. Mr. Martin stated that the project engineer spoke to several contractors and they feel the price might be high, however this amount will stay in the budget.

Capital – Replacement

- a) Improvements Other Than Buildings - \$2,913,000 – This represents the following:
 - Pavement - \$175,000 – Internal Public Utilities Water Main Replacement Program
 - Water Line Materials - \$125,000 – Internal Public Utilities Water main Replacement Program
 - Miscellaneous Water Main Replacement Program - \$2,500,000 – Contracted Water Main Replacements
 - Pumps & Control Valves - \$100,000 – Pump, valve, and meter replacements at various City booster stations
 - Water Sample Test Stations - \$13,000

Summary

Budget operating revenue for the Water Distribution Fund increased by \$40,469 from the FY22 budget. The FY23 Water Distribution operations expenses are 4.2% above the FY22 budget. The majority of this increase is anticipated from the purchase of bulk water.

Major capital projects for FY23 include water main replacements, additional funding for the Water Garage Meter Services building, and the backhoe replacement purchase. The FY23 capital budget is \$882,900 more than last year and is in line with the most recent rate model. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding in FY23.

The FY23 total Water Fund budget indicates a deficit of approximately \$2.5 M. This deficit was anticipated and is the spending down of Water Fund reserves.

Board Member English asked if the One Cent is tracking well. Mr. Beamer stated that the One Cent is tracking very well.

Board Member Jay asked about the difference in the Bulk Water on the detail sheets. Mr. Martin stated that the RWS uses a five-year average when calculating rates, and the City uses actuals.

Board Member Jay asked how much is in reserves. President Bell stated that there's approximately \$4 M in reserves, which is a couple of million over the minimum requirement. Board Member Jay stated that he doesn't necessarily want the reserves spent down too far. Mr. Beamer stated that if it is a typical year, revenues could be higher, which would increase the reserves.

Board Member English asked how Regional Water calculates their billing. Mr. Martin stated that Regional Water uses master meters for each entity, and bulk purchases are based on actual usage.

President Bell asked if the 12th Street Project includes water main replacement. Mr. Martin stated that it does not, but it does include some fire hydrants.

Sewer Budget

Revenue

- a) User Fees - \$6,117,095 – This number is taken from the most recent water model approved by City Council and incorporates the 11% rate increase approved by Council that took effect in January 2022 and the 11% rate increase approved to take effect in January 2023.
- b) Administrative Fees - \$225,184 – This fee (Sewer Collection Charges and Sewer Administration Charges), is calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System "Interagency Agreement." These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

Personnel Services

- a) Personnel Costs - \$951,820 – This represents an increase of \$34,251 from the FY22 budget. The increase anticipates a 3% COLA, raises, and natural progressions.

Materials and Supplies

- a) General Supplies and Materials - \$44,000 – This is an increase of \$10,050 from the FY22 budget. The majority of the increase, \$10,000, comes from adding vector supplies to this line. Vector supplies were previously listed under the maintenance/repair line. General Supplies and Materials includes the following:

- \$ 650 – Miscellaneous materials and supplies
 - \$ 900 – Vehicle supplies
 - \$ 3,050 – Office Supplies
 - \$ 3,000 – Safety Supplies
 - \$ 4,100 – Small Tools and Supplies
 - \$ 800 – Postage and Shipping
 - \$ 1,000 – Chemicals
 - \$ 500 – Engineering Supplies
 - \$20,000 – Programs and Projects – Storm Water
 - \$10,000 – Vactor Supplies (nozzles, hoses, etc.)
- b) Postage and Printing - \$1,000 – This amount is unchanged from the FY22 budget.
- c) Electricity - \$6,500 – This amount is unchanged from the FY22 budget.
- d) Natural Gas - \$4000 – This is a \$50 increase from the FY22 budget. Not much use is expected as this is for a lift station generator.
- e) Gas/Fuel - \$18,000 – This amount is an increase of \$3,000 from the FY22 budget.
- f) Water and Sewer Line Materials - \$4,000 – This amount is unchanged from the FY22 budget.
- g) Lift Station Supplies - \$6,200 – This amount is unchanged from the FY22 budget.
- h) Maintenance/Repair - \$6,500 – This is a \$10,000 decrease from the FY22 budget. The decrease is from moving vactor supplies to the materials and supplies line.
- i) Clothing Allowance - \$1,800 – This amount is unchanged from FY22.
- j) Technology Supplies - \$12,000 – This is an increase of \$9,500 from FY22. The line is for the replacement of computers and tablets and includes an upgrade in pipeline assessment software (one-time cost).

Board Member English asked if the postage increase was included in the budget. Mr. Martin stated that the amount is based on historical usage.

Contractual Services

- a) Investment Services - \$3,911 – This is a decrease of \$7,582 from the FY22 budget.
- b) Other Contractual - \$62,500 – This amount is unchanged from the FY22 budget. Other Contractual contains the following:

- \$ 1,500 – Other Contractual – Monies for yearly license fees, etc.
 - \$ 3,500 – Railroad Easements
 - \$ 1,800 – AVL Support Service – Automated vehicle location
 - \$ 5,500 – Software Support – Sewer Model, Pipelogix, etc.
 - \$ 2,000 – Dispatch Services – Sewer Fund share of PSCC
 - \$ 4,000 – Locate Service – One-Call Locates
 - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 1,500 – 33 Mile Flushing – Sewer system flushing
 - \$40,000 – Standard Specifications Update – Originally budget in FY22, rebudget in FY23 – One-time cost
- c) Interdepartmental Service - \$177,896 – The FY23 budget represents a decrease of \$178,456 from the FY22 budget. This line item represents transfers to the General Fund for services. Mr. Martin stated that he anticipates changes to this line item before final approval by Council.
- d) Laundry and Towel Service - \$3,400 – This amount is unchanged from the FY22 budget. This is a multi-year contract.

Other Costs

- a) Bad Debt - \$2,500 – This amount is unchanged from the FY22 budget.
- b) Travel/Training - \$18,000 – This represents an increase of \$7,900 from the FY22 budget. The increase is due to increased training costs to meet DOT CDL training requirements.
- c) Insurance and Bonds - \$30,756 – This represents an increase of \$7,672 from the FY22 budget.
- d) Dues and Subscriptions - \$1,400 – This represents an increase of \$355 from the FY22 budget.
- e) Stormwater Operations & Education - \$16,000 – This amount is unchanged from the FY22 budget.

Utility Expense

- a) Communication - \$5,000 – This amount is unchanged from the FY22 budget.
- b) Sewer Treatment - \$5,415,613 – This is an increase of \$124,247 from the FY22 Budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater System. The budget expense is based upon the “Interagency Agreement” cost accounting formula.

Capital Revenue

- a) System Development Charges - \$40,000 – This fee, charged to all new connections, is unchanged from the FY22 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

Capital was reviewed in detail last month.

Summary

Budgeted operating revenue for the Sewer Fund decreased by \$53,845 from the FY22 budget. The decrease is mainly due to the overstating of User Fee revenue in the FY22 budget. Additionally, FY23 Interest is projected to be less than FY22. The FY23 Sewer Fund operations expenses are 1.27% below the FY22 budget. Increases seen in sewer treatment charges, personnel services, materials and supplies, and fuel, were largely offset by a significant reduction (\$178,456) in Interdepartmental charges.

The major capital project expense in FY23 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. The FY23 capital Sewer Fund budget is \$54,700 more than last year and is in line with the most recent rate model.

The FY23 total Sewer Budget indicates a deficit of \$1 M. This deficit was anticipated and is the spending down of Sewer Fund reserves. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$90,000 – These amounts for hauled waste are unchanged from the FY22 budget.
- b) Intergovernmental User Charges - \$6,339,983 – This represents an increase of \$76,746 from the FY22 budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”.

Personnel Services

- a) Personnel Costs - \$1,688,237 – This is an increase of \$150,088 from the FY22 budget. The increase anticipates a 3% COLA, raises, and natural progressions.

Materials and Supplies

- a) General Supplies and Materials - \$129,000 – This is an increase of \$9,000 from the FY22 budget. Slight increases were seen in lubricants, machinery supplies, and other structures/building supplies. General supplies and materials includes the following:
- \$ 3,000 – Office Supplies
 - \$ 5,000 – Misc. Supplies
 - \$10,000 – Safety Equipment and Supplies
 - \$ 9,000 – Lubricants
 - \$65,000 – Machinery Supplies
 - \$ 5,000 – Small Tools and Supplies
 - \$12,000 – Lab Supplies
 - \$20,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$3,000 – This amount is unchanged from the FY22 budget.
- c) Electricity - \$360,000 – This is an increase of \$10,000 from the FY22 budget.
- d) Natural Gas - \$72,000 – This is an increase of \$1,000 from the FY22 budget.
- e) Gas/Fuel - \$15,000 – This amount is unchanged from the FY22 budget. This is for generator fuel.
- f) Chemicals - \$356,000 – This is an increase of \$8,000 from the FY22 budget.
- g) Lift Station Supplies - \$14,000 – This amount is unchanged from the FY22 budget.
- h) Technology Supplies - \$7,500 – This amount is unchanged from the FY22 budget. No field tablets are used at the WWTP.
- i) Maintenance/Repair - \$170,000 – This is an increase of \$25,000 from the FY22 budget. The increase is seen in the UV disinfection equipment line. Included are:
- \$75,000 – UV Disinfection Equipment – This is an aging system and maintenance intensive, which has increased costs.
 - \$10,000 – Meter Station Components
 - \$75,000 – Plant Valves and Piping
 - \$10,000 – Lighting System Components
- j) Clothing Allowance - \$2,000 – This is an increase of \$800 from FY22.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY22 budget. This line is for instrumentation repair.

- b) Investment Services - \$6,121 –This is a decrease of \$8,110 from the FY22 budget.
- c) Maintenance Agreements - \$46,000 – This is an increase of \$7,840 from the FY22 budget. Slight increases are seen in all of the following items that includes:
- \$ 6,000 – CMMS Software
 - \$ 3,000 – Operations Data Tracking Software
 - \$ 1,000 – Laser Alignment Tool Calibration
 - \$ 2,000 – Fire Sprinkler System Inspection
 - \$ 2,000 – Fire Extinguisher Inspection/Exchange
 - \$ 3,000 – HVAC Service
 - \$ 4,000 – Crane Inspections
 - \$ 2,000 – Copier Maintenance/Lease
 - \$ 1,000 – Lab Equipment Certification
 - \$ 2,000 – Instrumentation – Contractual
 - \$20,000 – Professional Cleaning Services

Board Member Jay asked what the Professional Cleaning entails. Mr. Martin stated that a cleaning service cleans the office buildings.

- d) Other Contractual - \$46,000 – This is a decrease of \$103,500 from FY22. While increase were seen in most of the items listed below, FY22 included digester cleaning in the amount of \$110,000. Other Contractual contains the following:
- \$ 1,000 – Legal Services
 - \$35,000 – NCCD Funding Agreements
 - \$ 2,000 – Railroad Easements
 - \$ 5,000 – Other Misc. Contractual
 - \$ 3,000 – Public Outreach

Vice President Jones asked what the Railroad Easements were for. Mr. Martin stated that this is for license fees for sewer lines crossing the railroads. Mr. Beamer stated that the license fees weren't invoiced or paid for years, then the City received a letter from Railroad management.

- e) Interdepartmental Services - \$610,806 – The FY23 budget represents a decrease of \$46,671 from the FY22 budget. This line item represents transfers to the General Fund for services.
- f) Laundry and Towel Service - \$8,200 – This is an increase of \$200 over the FY22 budget.
- g) Testing - \$40,000 – This is a \$10,000 increase from the FY22 budget and is for DEQ/EPA lab testing requirements. There was an increase in the amount of required tests and in the cost.

Other Costs

- a) Travel/Training - \$8,000 – This is a \$500 increase from the FY22 budget. The increased amount is for new operator training. No CDL training is included for the WWTP.
- b) Insurance and Bonds - \$53,222 – This represents an increase of \$13,381 from the FY22 budget.

Utility Expense

- a) Communication - \$28,000 – This is a decrease of \$800 from the FY22 budget. The decrease is from converting some remote stations to radio from CenturyLink.

Debt Service

- a) Principal Payment - \$743,917 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$580,796
 - CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582
- b) Interest Expense - \$316,981 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$ 92,749
 - CWSRF Loan #128 (Biosolids Turner) - \$ 0
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$122,278
 - CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Capital Revenues

- a) System Development Charges - \$190,000 – This amount is unchanged from the FY22 budget.

Capital was reviewed in detail last month. A few highlighted items are as follows:

Capital – Replacement

- a) Improvements Other Than Buildings - \$2,210,000 – Includes the following:
 - Lift Station Generator Replacement - \$90,000 – The existing emergency generators are 30+ years old and require replacement.

- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building.
- DAFT Pressure Tank Replacement - \$40,000 – This is to replace one DAFT pressure tank.
- AB Basin Cleaning and Diffuser Replacement - \$80,000
- Sludge Conveyor - \$100,000 – This amount is to rehab the existing sludge conveyor and augers.
- Secondary Rehab Phase 2 - \$1,500,000 – This is to replace the 48-inch mixed liquor piping. This was a part of a larger project that was broke out in phases.
- Transformer Replacement - \$75,000 – This is to replace the operations building transformer.
- Secondary Concrete Repair - \$25,000 – This is to repair the concrete stairs on the secondary building.
- RWWS Interceptor Rehab - \$150,000 – This annual amount is for rehabilitation on RWWS interceptors and manholes.

b) Light Equipment - \$227,000 – This is for the following:

- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old WWTP where equipment will fail unexpectedly, needing immediate replacement or renovation.
- Utility Cart Replacement - \$15,000
- Skidsteer - \$75,000
- Roll-off Box Replacement - \$12,000

c) Technologies - \$175,000 – This is for the following:

- AB Blower Control Upgrade - \$150,000 – This is to upgrade the existing HMI's and PLC's for the blowers. There have been multiple failures.
- Utility Cart Replacement - \$25,000 – Sewage Lift Station Communication Upgrade.

Summary

Budgeted Operating Revenue for the WWTP Fund increased by \$47,676 from the FY22 budget. The increase is due to user fee increases stemming from an operations budget increase which is somewhat offset from a projected decrease in Interest Revenue. The FY23 WWTP Fund operations expenses are 1.5% above the FY22 budget. Increases are projected for personnel expense, materials and supplies, electricity, maintenance and repair. These increases are offset somewhat by a decrease in Interdepartmental expense.

Major capital projects for FY23 include the second phase of the Secondary Rehabilitation Project, HVAC unit replacement and the Aeration Blower Controls Upgrade Project. The FY23 WWTP Fund capital budget is \$781,000 more than last fiscal year.

The total FY23 WWTP budget shows a deficit of \$445,000. This deficit was anticipated and is the spending down of WWTP Fund reserves. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

Board Member Jay stated that the WWTP budget detail year to date shows an Operations profit, but the memo has a projected deficit. Mr. Martin stated that is due to the SRF Loan for the North Platte Sanitary Sewer Rehabilitation Project. Mr. Martin stated that expenses for this project are reimbursed as the project goes along.

President Bell asked what the bid price of this project was. Mr. Beamer stated that the bid came in at \$6.6 M. Mr. Beamer stated that the project had to be scaled back. Mr. Martin stated that this project will have to be bid out in phases. President Bell asked if additional SRF funds will be used for the future phases of the project. Mr. Martin stated that Grant and/or Loan funding of some kind will have to be used.

Board Member English stated that he is concerned about spending down reserves as he doesn't want them to get too low of a balance. Mr. Martin stated that it is the excess reserves that are being spent down.

4. In Other Business:

- a) President Bell asked if the City is looking into transitioning the fleet to electric cars. Mr. Beamer stated that he is not sure. Mr. Beamer stated that it was looked into for the trash trucks, but it is not feasible.
- b) Board Member English asked if there has been any consideration for installing solar panels on the WTP or WWTP. President Bell stated that he noticed the Balefill has a bank of solar panels. Board Member English stated that he thinks a cost analysis should be done. Mr. Martin stated that the WWTP had an electric truck, but it was not very reliable. Mr. Martin stated that he knows there have been improvements in electric vehicles since then. Secretary Lawson stated that he would wait a few years as there are too many ifs associated with electric vehicles at this time.

5. President Bell asked if there would be a meeting in May. Mr. Martin stated that at this time it does not look like there will be a meeting in May. Mr. Martin stated that if any Outside-City agreements come in, there will be a meeting.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 8:09 a.m. Motion passed.


Secretary

DATE: SEPTEMBER 7, 2022
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING
WEDNESDAY, SEPTEMBER 7, 2022**

1:00 P.M.

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

AGENDA

1. Approval of August 3rd, 2022, Meeting Minutes
2. Civil Service Rule Changes
3. Other Business
4. Set Next Meeting Date(s)

October 5th – One Cent presentation

November 2nd – Certify Entry-Level Police List



RULES AND REGULATIONS OF THE
CIVIL SERVICE COMMISSION OF THE
CITY OF CASPER, WYOMING

I certify that the copy hereto attached is a true copy of the Rules of the City of Casper Civil Service Commission, as adopted on ~~September 7~~^{July 6}, 2022, relating to the Police and Fire-EMS Departments of said City, adopted in accordance with section 15-5-101 et seq., of the Wyoming State Statutes. These rules supersede all other rules previously filed.

Prior to adoption, these rules were made available for public inspection on the ~~4th~~^{6th} day of ~~May~~^{July} 2022.

Formatted: Superscript

Greg Groves, Chairman
Civil Service Commission

Date

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CHAPTER I – DEFINITIONS

Section 1. Extent of Amendment. Chapters I through XVIII, inclusive, of the Rules and Regulations of the Civil Service Commission of the City of Casper, Natrona County, Wyoming, are hereby repealed and are replaced by the following Chapters.

Section 2. Public Safety Director. Where the words "Fire Chief" or "Police Chief" are used, "Public Safety Director" can be substituted if applicable.

Section 3. Days. Unless otherwise specified, the term "days" refers to calendar days.

Section 4. Appointing Authority. As defined herein, the term "Appointing Authority" shall mean the Fire Chief or Police Chief.

Section 5. Eligibility List/Eligibility Register. These terms refer to the initial list of all candidates who passed the testing process with acceptable scores. This list is in ranking order and then becomes certified by the Civil Service Commission.

Section 6. Certified List. Once the eligibility list or eligibility register is certified by the Civil Service Commission, it becomes a certified list.

Section 7. Notification of Scores. Human Resources or its designee will notify candidates of their score(s) on examinations by posting in the Human Resources Office and respective department office.

CHAPTER II – GENERAL PROVISIONS

Section 1. Authority. In accordance with the provisions of Section 15-5-101 et seq., Wyoming Statutes (1977 Republished Edition) and the Wyoming Administrative Procedures Act 16-3-101 et seq., the Civil Service Commission of the City of Casper, Wyoming, adopts the following Rules and Regulations to govern its procedures under Civil Service laws relating to the Fire-EMS and Police Departments.

CHAPTER III - ADMINISTRATION

Section 1. Administration of Civil Service Rules and Regulations. The Commission, established and authorized in accordance with the laws of the State of Wyoming and the City of Casper, shall from its own membership, choose a Chairman who shall serve as the Chief Officer of the Commission and shall have general authority and responsibility in the administration of the Rules and Regulations.

Section 2. Appointment of Members. The Chairman may appoint one or more Commission members or another independent party to preside at any hearing or rule-making proceeding coming before the Commission. Such persons shall serve as Hearing Examiners. Final decisions, however, shall be made in such case on the record, by the Commission.

CHAPTER IV - ELIGIBILITY

Section 1. Employment of Eligible Persons. No person shall be employed or appointed except eligible persons certified by the Commission, provided that emergency appointments may be made under Section 15-5-111 of the Wyoming Statutes.

CHAPTER V – CLASSIFIED SERVICE REVISED

Section 1. Grades. All officers and positions in the Police and Fire-EMS Departments in the City of Casper, Wyoming, are classified into grades as follows:

FIRE-EMS DEPARTMENT

Grade 1A	Fire Fighter I - Probationary
Grade 1B	Fire Fighter II - Third Class
Grade 1C	Fire Fighter II - Second Class
Grade 1D	Senior Fire Fighter - First Class
Grade 2	Fire Engineer
Grade 3	Fire Captain Community Risk Reduction Officer
Grade 4	Battalion Chief
Grade 5	Deputy Fire Chief
Grade 6	Fire Chief, Public Safety Director

POLICE DEPARTMENT

Grade 1A	Probationary Police Officer
Grade 1B	Police Officer
Grade 1C	Master Officer
Grade 2	Police Sergeant
Grade 3	Police Lieutenant
Grade 4	Police Captain
Grade 5	Deputy Police Chief
Grade 6	Police Chief, Public Safety Director

The City Manager, upon recommendation of the Civil Service Commission, may subdivide any grade within the classified service.

Unless otherwise designated, subdivisions within a grade do not constitute a separate grade.

Police Department positions in Grades 4, 5, and 6 and Fire-EMS Department positions in Grades 5 and 6 require an employment contract with the City Manager, in which the employee has knowingly and voluntarily agreed to waive his/her due process rights to notice and a hearing under Wyoming's civil service statutory provisions, and agrees to be governed by the terms of the employment contract.

CHAPTER VI – APPLICATIONS FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) TESTING

Section 1. Requirements for Application.

a. Applicants must be of good moral character and citizens of the United States. The application of no person shall be considered if he/she has ever been convicted of a felony (for which the person may be confined in a penitentiary; if the felony was committed as a minor, penitentiary confinement may not have been an option) or is not qualified to perform the essential functions of the position.

b. Applications for examination for positions in the classified service shall be submitted to the Human Resources Department and shall specify name, address, and such personal and background information deemed appropriate by the Human Resources Department.

c. Application forms shall be available to applicants on the City of Casper website.

d. In order to test for any open position, a completed application must be received by the Human Resources Department by the published deadline.

e. A notice that entry-level and lateral level examinations will be administered shall be advertised at least one week prior to the date of the examination deadline.

f. Applicants must show proof of a high school diploma or GED prior to hire. The Appointing Authority retains the right to establish minimum hiring criteria not otherwise required by state statute.

g. Applicants for the position of Fire Fighter I and Community Risk Reduction Officer, Probationary, must be at least 19 years of age on the date of employment.

h. Applicants for the position of Probationary Police Officer must be at least 21 years of age on the date of graduation from the Wyoming Law Enforcement Academy (WLEA).

i. Lateral level applicants must have three (3) years of previous related qualifying law enforcement experience in good standing within the three (3) year period immediately preceding the application.

CHAPTER VII – PHYSICAL/PSYCHOLOGICAL QUALIFICATIONS

Section 1. Qualifications. All applicants may be required to demonstrate their ability to perform the essential functions of the job with or without reasonable accommodation. The Appointing Authority may require a medical and/or psychological examination.

CHAPTER VIII – EXAMINATION FOR ENTRY-LEVEL AND LATERAL LEVEL (POLICE) APPLICANTS

Section 1. Examination Requirements. The Commission shall examine the qualifications and competency of all applicants for entry-level and lateral level positions for the Fire-EMS and Police Departments.

The Fire-EMS Department and Casper Police Department entry-level and lateral level tests shall be approved by the Civil Service Commission and overseen by the Human Resources Department.

The Fire-EMS Department may participate in the multi-jurisdictional written testing process. The written exam shall be administered by an outside testing facility that has a Professional Services Agreement with the City of Casper, which will specifically define their roles and responsibilities in the testing process.

The Casper Police Department may participate in the multi-jurisdictional written testing process given through the Wyoming Law Enforcement Academy. All written and physical exams, regardless of the location at which they are administered, shall be proctored by a Casper Police Department representative designated by the Police Chief. All potential applicants will be advised to contact the Wyoming Law Enforcement Academy or Peace Officer's Standard and Training (P.O.S.T.) register to take their written test, which is given multiple times a year.

If the multi-jurisdictional testing process is used, the Casper Police Department may begin the testing process for entry-level and lateral level applicants by obtaining the most current Wyoming Law Enforcement Academy or Peace Officer's Standard and Training (P.O.S.T.) register of those who passed the written test. The P.O.S.T. register used cannot be more than 12 months old. Applicants from this register may be eligible for the next phase of the testing process if their score is on or above a percentage score established annually by the Civil Service Commission. This percentage shall not be less than 75%.

Subject to Commission approval and its determination of the relative weight to be assigned to each, testing will consist of the following examinations: physical, written, and

oral. All examinations shall be related to the duties established for those positions for which the examination is scheduled and in accordance with State and Federal rules and regulations.

The Civil Service Commission reserves the right to utilize alternative testing methods.

The examination process will be initiated only when there is a position to be filled or when there is an anticipated hiring need.

Section 2. Permitted Matter. All examinations shall be impartial and shall relate only to matters which will test the fitness of the persons to be examined for the position to be filled.

Section 3. Scoring Requirements. No person shall be allowed to continue the examination process or be placed upon the eligibility list whose aggregate percentage of proficiency in each test is less than 75%. When multiple sections of a test are used, Casper Fire-EMS Department applicants must pass each section with a score of no less than 75% or, in the case of a pass/fail test, with a pass. When multiple sections of a test are used, Casper Police Department applicants must pass each section with a score of no less than 70% or, in the case of a pass/fail test, with a pass and an aggregate score of no less than 75%.

The subjects covered in the examination shall be approved by the Civil Service Commission.

Section 4. Right of Review. Upon completion of the scoring of examinations administered by the Human Resources Department, each candidate shall be advised of his/her scores and shall, upon request, be permitted to review his/her test results under proper supervision by the Human Resources Department. Candidates will receive, at a minimum, a percentage score for each category of each section of the examination.

Section 5. Review. An applicant may request a review of the testing process upon filing a written request for such review with the Commission within ten (10) calendar days of the date the test scores are certified by the Commission. An applicant will be deemed to have waived any and all objections to the testing process unless the applicant shall have filed a written request with the Human Resources Department for a review thereof within such a ten (10) day period.

Upon a timely request for a review of the testing process as provided herein, the Commission, whenever in its judgment the interest of the public service requires it, may order a re-examination of applicants; and where it appears that an error or injustice has been done, shall have the power to correct any error or amend or revoke any schedule, list,

or other paper or record. Notice shall be given to all persons affected by the alterations and the reason for every such action shall be recorded in full in the minutes of the Commission.

Section 6. Retention of Papers. All examination papers shall be retained for a period of five (5) years by the Human Resources Department.

Section 7. Oral Examination. The Commission shall require oral examination. Entry-level and lateral level oral examinations shall be conducted by the department head or his/her designate.

CHAPTER IX – ENTRY LEVEL AND LATERAL LEVEL (POLICE) ELIGIBILITY REGISTER

Section 1. Eligibility Register. Following the testing process approved by the Civil Service Commission, the names of all candidates shall be placed on the proper eligibility register in the order of their standing in the examination. The eligibility register shall contain the date of the composite score of test results. Eligible applicants for the Fire-EMS Department shall remain on the register for two (2) years, except the Appointing Authority may choose the option of a one (1) year register. Eligible Police Department applicants shall remain on the register for one (1) year without reexamination and certification. Nothing contained herein shall prevent the Commission, in its discretion, from requiring further examination as to physical fitness, health, and minimum age qualifications prior to certifying the applicant for employment.

Section 2. Certification. When a position is to be filled, the procedure shall be:

- 1) The governing body or the Appointing Authority shall submit a written request to the Commission asking for the names of five (5) eligible persons for the Fire-EMS Department and five (5) eligible persons for the Police Department. The Department will receive the names of five (5) eligible persons per vacancy.
- 2) The Commission may orally request the Human Resources Department to release for the Fire-EMS Department the names of five (5) and for the Police Department, the names of five (5) qualified applicants having the highest percentage of proficiency, one (1) of whom shall be employed.
- 3) In the event that all persons certified are unsuitable for the position, the Appointing Authority shall again request additional names from the Commission, up to the limit of five (5) for Fire-EMS and five (5) for Police. This request must be in writing and the reason for certification of additional names shall be stated in the written

request. Again, the Commission may orally request the Human Resources Department to release these names to the Appointing Authority.

- 4) If multiple positions are to be filled, the Civil Service Commission will authorize the Human Resources Department to release additional names from the certified list until all positions are filled.
- 5) As each position is filled, the Human Resources Department is authorized to release the next name on the certified list.
- 6) If there are no registered eligible applicants, the Commission may allow provisional employment, or it may authorize the Appointing Authority to select a suitable person for examination, and if qualified, he/she shall be certified for employment.

Section 3. Reemployment Eligibility. Employees discharged because of a reduction in force are eligible for reemployment within two (2) years following the date of their discharge without further written examination.

Section 4. Veterans' Preference. All other things being equal, persons honorably discharged from military service of the United States shall be given preference for employment over other candidates as provided by law.

Section 5. Exclusion or Removal from Eligibility List. Any false statements or evidence of bad character or dissolute habits shall be deemed sufficient cause to exclude or remove an applicant from the eligibility list.

Section 6. Inquiries Regarding Scores. An inquiring applicant, identified by Social Security number, may be informed of his/her ranking on the eligibility register, the number of candidates on the eligibility register, and his/her composite test score.

CHAPTER X – TRIAL EMPLOYMENT

Section 1. Trial Employment. Appointment to the classified service shall be on a trial basis for the period of time established by Wyoming State Statute.

Section 2. Withdrawal of Appointment. At any time during the trial period as established, an initial appointment to the Fire-EMS Department and Police Department may be withdrawn if, in the judgment of the department chief, the conduct or capacity of the person appointed has not been satisfactory. Withdrawal of an appointment does not constitute disciplinary action, a demotion, discharge, or reduction for cause; therefore, provisions of Chapters XIII and XV do not apply.

In the event of a withdrawal of appointment, City of Casper Rules and Regulations probationary discharge procedures will apply.

Section 3. Confirmation of Appointment. If, at the end of the trial period, it has been found that the conduct and capacity of the person appointed has been satisfactory, such appointment shall be documented in the employee's personnel file.

CHAPTER XI – APPLICATIONS FOR PROMOTIONAL TESTING

Section 1. Requirements for Application.

a. Applications for examination for positions in the classified service shall be submitted to the Human Resources Department and shall specify name, address, and such personal and background information deemed appropriate by the Human Resources Department.

b. Application forms shall be available to applicants on the City of Casper website.

c. In order to test for any open position, a completed application must be received by the Human Resources Department by the published deadline.

CHAPTER XII – EXAMINATION OF CANDIDATES FOR PROMOTION

Section 1. Examination Requirements. The Commission shall examine the qualifications and competency of all applicants for promotional positions for the Fire-EMS and Police Departments. Written examinations shall be approved by the Commission and conducted by the Human Resources Department. Such examinations shall be related to the duties established for those positions for which the examination is scheduled and in accordance with State and Federal rules and regulations.

Section 2. Permitted Matter. All examinations shall be impartial and shall relate only to matters which will test the fitness of the persons to be examined for the position to be filled.

Section 3. Determination by Commission. The subjects covered in the examination shall be approved by the Commission.

No person shall be placed upon the Police eligibility list whose total aggregate percentage of proficiency is less than 75%.

No person shall be placed upon the Fire-EMS eligibility list whose total aggregate percentage of proficiency is less than 75% in each section of the testing process.

Section 4. Applicant to Receive Notice. Upon completion of the scoring of examinations, each candidate shall be advised of his/her scores and shall, upon request, be permitted to review his/her test results under proper supervision by the Human Resources Department. Candidates will receive, at a minimum, a percentage score for each category of each section of the examination.

Section 5. Review. An applicant may request a review of the testing process upon filing a written request with the Human Resources Department for such review with the Commission within ten (10) calendar days of the date the test scores are certified by the Commission. An applicant will be deemed to have waived any and all objections to the testing process unless the applicant shall have filed a written request for a review thereof within such a ten (10) day period.

Upon a timely request for a review of the testing process as provided herein, the Commission, whenever in its judgment the interest of the public service requires it, may order a re-examination of applicants; and where it appears that an error or injustice has been done, shall have the power to correct any error, decertify, or amend or revoke, or declare exhausted any schedule, eligibility list or certified list, or other paper or record. Notice shall be given to all persons affected by the alterations and the reason for every such action shall be recorded in full in the minutes of the Commission.

Section 6. Retaking Examination. An applicant who has failed an examination shall not be admitted to a subsequent examination for the same position within one (1) month from the date of the failed examination.

Section 7. Retention of Papers. All promotional examination papers shall be retained for five (5) years by the Human Resources Department.

Section 8. Filling Vacancies.

a. Except as otherwise provided by law, no person may be employed or appointed in the Fire-EMS or Police Department except from the list of eligible persons certified by the commissions to the governing body.

b. Appointment of a person to the office of Fire Chief may be made from within or outside the department and any appointment shall be based upon competitive examinations and merit. However, subject to equal qualifications, members of the department from the next lower grade shall be given preference for appointment to that office.

c. This section does not apply to the appointment, tenure, or office of the Police Chief. However, if any member of the Police Department is appointed Police Chief, he shall remain on the list of eligible persons certified and his classification remains the same at the end of his term as Police Chief. (This provision does not apply to a Fire Chief or Police Chief with an employment contract.)

d. Fire-EMS Department. Each vacancy in positions within the Fire-EMS Department, if filled, shall be filled by promotion of a competent person from the next lowest grade.

e. Police Department. Each vacancy in positions within the Police Department, if filled, shall be filled by promotion of a competent person from the next lowest grade; and the following time in grade requirements shall be observed:

No persons with less than four (4) years of qualifying law enforcement service, of which no less than two (2) years have been served with the Casper Police Department and no less than two (2) years of previous qualifying law enforcement service was served within the three year period immediately preceding current employment with the Casper Police Department prior to the application deadline for a promotional examination shall be eligible for promotion to the rank of Grade 2; persons must complete at least one (1) year of service at Grade 2 prior to the application deadline for a promotional examination to be eligible for promotion to Grade 3.

Section 9. Notice. Notice of examination for promotion shall be posted in the office of the branch of service in which the promotion is to be made, at least forty-five (45) days in advance of such examination and shall state the character of the examination, who is admissible to it, the date upon which the receipt of application will close, and the date of the examination.

Section 10. Promotional Examination. An application for a promotional examination must be filed by the applicant with the department head at least thirty (30) days before the date fixed for the examination. Subsequent promotional examinations may be held prior to the exhaustion of an existing promotional list.

Section 11. Promotional Criteria. Promotion shall be based on competitive examination and ascertained merit.

a. Competitive Examination. Subject to Commission approval and its determination of the relative weight to be assigned to each, testing shall consist of one or more of the following examinations: written, oral, or other. Examination shall be a practical test of the applicant's knowledge of the duties of the position to be filled by promotion and of the applicant's competence to satisfactorily discharge the same.

b. Ascertained Merit. Ascertained merit shall be based upon a report of the head of the department on efficiency, character, and conduct. The concerned department shall maintain personnel records for each employee, showing: (a) the quality of work performed; (b) the quantity of work performed; (c) his/her aptitude and capacity for initiative; (d) punctuality and attendance; and, (e) character and habits, as far as it affects his/her efficiency and trustworthiness, and such record shall also show all fines and penalties imposed, and all commendations bestowed whenever these are a matter of record. Such record shall be open to the inspection of classified employees under proper supervision.

If an oral examination is used, oral examinations for promotions shall be conducted by not less than two (2) examiners.

If an assessment center is used, the Civil Service Commission will approve the assessment center process.

c. Minimum Average. A list of eligibility for promotion shall be kept by the Commission and the Human Resources Department and shall be certified by the Commission for the City Manager.

- i. Fire-EMS Department. No person shall be allowed to continue in the promotional examination process or be placed upon the eligibility list whose percentage of proficiency in each test is less than 75%.
- ii. Police Department. No person who fails to attain an average of at least 75% aggregate score of proficiency on all competitive examination promotional criteria shall be deemed eligible for promotion or be placed upon the eligibility list.

d. Physical and/or Psychological Fitness. Physical and/or psychological fitness requirements as approved by the Commission may be made a part of the practical testing process for all promotional applicants. Those applicants who fail to meet these requirements shall become ineligible for promotion to the next highest rank.

Section 12. Certification of Scores. The Human Resources Department shall certify to the Commission the scores of all applicants on the examinations within the time prescribed by the Fire-EMS Department contract and within thirty (30) days for the Police Department.

Section 13. Selection of Applicant. The Police Chief or Fire Chief shall have the sole discretion to fill a promotional vacancy in their respective departments from the certified list of all eligible candidates, for which any such candidate's efficiency, character,

and past conduct may be taken into consideration for any such promotion. The Commission shall be notified of the name of the candidate promoted to any such position.

CHAPTER XIII – PREDEPRIVATION HEARING

Section 1. Predeprivation Hearing. Prior to the suspension of more than 16 hours, demotion, discharge, or a reduction or cause, a Civil Service employee shall have the right to a pre-deprivation hearing with the Human Resources Director, or the Risk Manager, at the sole discretion of the Human Resources Director (“hearing officer”). The employee shall be notified of his or her right to this hearing in writing by the Chief of the Department or his or her designee at least five (5) business days before the hearing.

At this hearing, the employee shall be presented with the reasons for the disciplinary action and shall have an opportunity to present relevant information and rebuttal to the hearing officer. The employee shall have no right to have an attorney or any other representative present at this hearing.

Should the hearing officer find a reasonable basis for the proposed discipline, he or she shall so indicate their finding, in writing, to the Chief of the Department and to the employee and the written finding shall affirm the proposed discipline. Upon the written finding of the hearing officer, any of the discipline and its appeal process, if applicable, shall proceed pursuant to these rules contained herein.

Should the hearing officer find that there is no reasonable basis for the proposed discipline, he or she shall report such finding, in writing to the Chief of the Department and the employee. As such, and the discipline will not be implemented and, if the employee had been on administrative leave pending the proposed discipline, the employee shall be returned to duty if they were on administrative leave pending the discipline (unless matters of an investigation are unresolved). Where relevant matters of the investigation are, as yet, unresolved, and said matters are of sufficient concern so as to reasonably necessitate doing so, the Chief of the Department may choose to place the employee back on administrative leave pending the outcome of the investigation of the unresolved aspects of the investigation.

CHAPTER XIV – SUSPENSION

Section 1. Suspension Authority. The Appointing Authority may suspend subordinates within their respective departments for disciplinary purposes.

a. Suspensions of Sixteen (16) Hours or Less. A suspension of an employee without pay for sixteen (16) hours or less ordered by either the Police Chief or the Fire Chief for any given incident is a *De Minimis* deprivation for which the employee shall have no right of appeal or review by the Commission, and any such suspension shall be deemed to be final.

b. Suspensions of Greater than Sixteen (16) Hours, ~~or More~~ but Less Than One Hundred Twenty (120) Hours. In the case of suspensions without pay of greater than sixteen (16) hours, ~~or more~~ but less than one hundred twenty (120) hours, written notice of the charges supporting the suspension shall be given to the employee and the Commission concurrently with the suspension, or as soon as practical thereafter. The affected employee may make a written request for a hearing before the Commission within ten (10) days of the date of the written suspension notice. If requested, a hearing before the Commission or Hearing Examiner shall be scheduled, at which the disciplinary action shall be reviewed. The procedure to be followed in such a case shall be as outlined in Chapter XVI. The Commission may either uphold, ~~or reverse~~, or modify the disciplinary action following the hearing. If not so requested, said hearing right shall be considered waived.

c. Suspensions of One Hundred Twenty (120) Hours or More. Suspensions without pay for a period of one hundred twenty (120) hours or more shall require the prior written consent of the Commission. In such case, written notice of the charges supporting the suspension shall be given to the affected employee and to the Commission, and the Commission or Hearing Examiner shall schedule a hearing. Following such hearing (as outlined in Chapter XVI), the Commission may either issue its written consent, decline to do so, or issue its consent conditionally.

Section 2. Waiver. The affected employee may waive his or her right to a hearing by submitting a signed, notarized letter to this effect to the Civil Service Commission in care of the Human Resources Department. The waiver must be voluntary, knowing, and complete.

CHAPTER XV – DEMOTION, DISCHARGE OR REDUCTION FOR CAUSE

Section 1. Discharge and Reduction for Cause. Discharge from a department, or reduction in grade or compensation, or both, may be made by the Appointing Authority with the consent of the Commission, for any cause not political or religious, which will promote the efficiency of the service. Any discharge or reduction shall be effective upon the consent of the Commission after a hearing.

Section 2. Request. The Appointing Authority shall make a request to the Commission for its consent for any discharge, reduction in grade or compensation, specifying therein the grounds, therefore, and requesting the Commission to set a hearing on the request. The Appointing Authority shall, at the same time, provide a copy of the request to the affected employee.

Section 3. Notice and Response.

a. Immediately after receipt of such request, the Commission or Hearing Examiner shall set a time and place for the hearing thereon, the schedule of which shall be not less than ten (10) days, nor more than twenty (20) days after receipt of such request. As soon as practicable, the Commission or Hearing Examiner shall notify the employee by notice served personally on him/her, or by mail, at his/her last known address, and on the Appointing Authority, of the time and place of the hearing. Such notice shall contain the following:

1. The time, place, and nature of the hearing;
2. The legal authority and jurisdiction under which the hearing is to be held;
3. The particular sections of the statutes and rules involved;
4. A short and plain statement of the matters asserted. If the Commission or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved, and thereafter upon application, a more definite and detailed statement shall be furnished.

b. Any employee who is notified of a request that he or she be discharged or reduced in grade or compensation has the right to answer, in writing, the statement of the authority requesting discharge or reduction, and to file this with the Commission within five (5) business days of the Appointing Authority's request, as provided in Section 2. Such employee shall at the same time provide a copy of the response to the Appointing Authority.

Section 4. Waiver. An employee may waive his or her right to a hearing by submitting a signed, notarized letter to this effect to the Civil Service Commission in care of the Human Resources Department. The waiver must be voluntary, knowing, and complete.

CHAPTER XVI - HEARING

Section 1. Prehearing Requirements.

a. Time of Hearing. The Commission or Hearing Examiner shall proceed to hear the request at the time and place set in the notice. In the event the Commission,

Hearing Examiner, or either party, shall request a resetting, then the Commission or Hearing Examiner may reset the matter for hearing at a time not more than thirty (30) days from that set in the original notice.

b. **Docket.** When a case is instituted by the filing of a request, the Commission or Hearing Examiner shall establish a separate file and docket of said case, which shall contain and show all pleadings pertaining thereto.

c. **Default in Responding or Appearing.** In the event of failure of the employee to respond or otherwise plead under these Rules, the Commission or Hearing Examiner may summarily proceed with an ex parte hearing on the request.

d. **Discovery.** The Commission, through its presiding officer or Hearing Examiner, upon application of any party shall issue a subpoena requiring the appearance of witnesses for the purpose of taking evidence or requiring the production of any books, papers, or other documents relevant or material to the inquiry. Other discovery shall be available pursuant to the Wyoming Administrative Procedure Act.

Section 2. Hearing. At the date, time, and place of hearing, any party may be represented personally or by counsel, provided that such counsel be duly authorized to practice law in the State of Wyoming, at the hearing with one or more attorneys authorized to practice law in this state.

Section 3. Order of Procedure at Hearing. As nearly as possible, hearings shall be conducted in accordance with the following order of procedure.

a. The Commission or Hearing Examiner shall announce that the hearing is convened upon the call of the docket number and title of the matter and case to be heard, and thereupon the Commission or Hearing Examiner shall note for the record the appearance of parties and their counsels of record.

b. Opening statements may be made.

c. The Appointing Authority shall proceed to present evidence. Witnesses may be cross-examined. All exhibits offered by, and on behalf of the Appointing Authority shall be marked by numbers, beginning with "1".

d. The employee shall be heard in the same manner as the Appointing Authority. Each of the employee's exhibits shall be marked separately to identify them, commencing with the letters of the alphabet, beginning with "A".

e. Each of the parties may offer rebuttal evidence within the discretion of and by order of the Commission or Hearing Examiner.

f. Closing statements, ~~of~~ after the presentation of evidence, may be made by the representative of the parties.

g. After all proceedings have been concluded, the Commission or Hearing Examiner shall dismiss and excuse all witnesses and declare the hearing closed. The Commission shall take the case under advisement and the decision of the Commission shall be announced within a reasonable time.

Section 4. Witnesses to be Sworn. All persons testifying at any hearing before the Commission or Hearing Examiner shall stand and be administered the following oath by the presiding officer or Hearing Examiner:

"Do you swear (or affirm) to tell the truth, the whole truth, and nothing but the truth in this hearing?"

Section 5. Attorneys. The filing of an answer or other appearance by an attorney constitutes his/her appearance for the party for whom the pleading is filed. The Commission or Hearing Examiner shall be notified in writing of his/her withdrawal from any hearing. Any person appearing before the Commission or Hearing Examiner at a hearing in a representative capacity shall be precluded from examining or cross-examining any witness unless such person shall be an attorney licensed to practice law in the State of Wyoming, or a nonresident attorney associated with a Wyoming attorney qualified to practice law in the State of Wyoming. This rule shall not be construed to prohibit any person from representing himself in any hearing before the Commission, but any such person appearing personally must abide by the Rules of Evidence and the Administrative Procedures Act under the laws of the State of Wyoming.

Section 6. Applicability of Wyoming Administrative Procedure Act. The hearing and all related matters shall be conducted as a contested case, pursuant to the Wyoming Administrative Procedure Act.

CHAPTER XVII – DELEGATION

The Commission may delegate any duty prescribed by these Rules, where such delegation is not prohibited by State or Federal Law.

CHAPTER XVIII – RATIFICATION AND CONFIRMATION

The Commission ratifies and confirms the existing classifications and employees of the Fire-EMS and Police Departments which are not inconsistent with these Rules and Regulations.



FY 2021 General Agency Funding Biannual Report

Please file this form biannually. Submit it electronically to rjordansmith@casperwy.gov. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: <u>Wyoming Rescue Mission</u>		Program: <u>Project Transformation</u>
Contact Person: <u>Brenda Thomson</u>		Phone Number: <u>307-473-6942</u> Date: <u>9/1/2021</u>
Email address: <u>bthomson@wyomission.org</u>		
Please Select One:	1 st Reporting Period _____	2 nd Reporting Period <u>X</u> _____
	July 1 – December 31	January 1 – June 30
	Due on January 10	Due on July 10

1. Mission

Mission Statement - The Wyoming Rescue Mission restores with the love of Christ those struggling with homelessness back to society as independent community members.

2. Financial Information

Please see attached financial summary of Project Transformation.

3. Program Significance

Target Population:

- a. Homeless individuals and families.
- b. Individuals struggling with substance abuse and other addictions.
- c. Individuals and families escaping domestic violence.
- d. Individuals exiting the correctional system.

Impact:

- a. Meet the basic physical needs of the homeless and needy.
- b. Provide a sanctuary providing both physical and mental rest.
- c. Allow guests to find stability during transition to self-sufficiency.
- d. Reduction in hospital and jail stays for detox.
- e. Reduction in criminal recidivism.

Trends:

- a. 42% increase in community members seeking meals since facility opened
- b. 19% increase in shelter nights provided since facility opened
- c. 10% increase in women sheltered, 19% increase in children sheltered since pandemic
- d. 13% increase in veterans sheltered since pandemic.
- e. 122% increase in guests with mental illness sheltered since pandemic (153% increase since opening of new building).

4. Results

Outputs:

- a. Nights of shelter.
- b. Meals served.
- c. Case management sessions.

Outcomes:

- a. Guests in the Emergency Services Program will become employed and find suitable housing within 90 days.
- b. Guests in the Discipleship Program will maintain stable housing after completing the program.
- c. Reduction in recidivism rate of substance abuse and legal infractions.

Methods of Measurement:

Outputs are measured by a physical count of individuals receiving services and entered into our program database. Outcomes are measured through qualitative methods including surveys 4, 8, and 12 months after guests leave Wyoming Rescue Mission.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered.
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?

Outputs:

- a. 41,037 nights of shelter provided from 7/1/21 – 6/30/21 to 996 unique individuals. *
- b. 60,862 meals served from 7/1/21 – 6/30/22. *
- c. 5,597 sessions with a Case Manager completed. *

* As reporting in FY21, we expected these numbers to begin rebounding in FY22 after major impacts of the pandemic were alleviated. Service quantities have begun to rebound, but unique individuals served remains around the same level. This is partially due to covid-related delays to our building projects and continued housing of Discipleship program guests in the Emergency Services quarters. With those buildings completed this year, space for the Emergency Services program will be freed up, and we would expect to see additional individuals served as driven by the total homelessness in our area.

Outcomes:

- a. 80% of Emergency Services Program guests gain employment within 4 weeks.
- b. WRM is currently unable to attain the number of guests maintaining stable housing 12 months after completing the program.
- c. Wyoming Rescue Mission programs significantly contribute to Wyoming's recidivism rate being the 2nd lowest in the nation, per Wyoming Department of Corrections (Dec. 2016).

Quality of Services:

Those we provided services to were able to receive warm nutritious meals, safe shelter, employment, and recovery programs to address their life controlling issues. Quality of services has significantly improved since opening the new facility in October 2018, with more spacious living quarters and shorter wait times for services such as meals and showers. Lessons learned during the pandemic include better overall sanitation protocols, and ongoing protocols to better accommodate those with contagious diseases. After a significant pandemic-related impact on numbers in FY21, all services have returned to an upward trajectory in FY22.

Data Analysis Trends:

Prior to the 2020 pandemic our target population had continued to grow year over year. During the pandemic, due to guest concerns about living in a shared environment, pandemic-related restrictions, and government actions which alleviated evictions for a time, WRM guest numbers declined. In FY21&22 guests served in each area has begun to rebound and return to prior year-over-year increases as homelessness continues to be a significant and increasing issue across the nation.

6. Results Analysis

- a. How could the program have worked better?

The biggest historic obstacle our programs faced was being over capacity. Since opening of the new Emergency Services facility in October 2018, overcrowding of our guests has been greatly

relieved. During 2020's pandemic, the extra space and ability to use separate rooms to quarantine individuals in testing were absolutely critical to serving those without a home quarantine option throughout the crisis but overcrowding remained an issue due to delays in construction for our Discipleship Recovery facilities. Since last report, the two Discipleship Recovery Centers have been completed, alleviating the overcrowding we were still experiencing at the Emergency Shelter. Sufficient beds are now available to serve Casper's current needs with room to host additional guests if/when numbers increase.

b. How will you address this?

Construction of the two Discipleship Recovery Program housing units, completed in August 2022 has now alleviated the remaining overcrowding in the Emergency Service program, as well as providing for additional participation in longer-term Recovery.

7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

All participants were registered (entered into our database).

From: Lee, John L <John.L.Lee@charter.com>
Sent: Thursday, September 1, 2022 11:28 AM
To: Lee, John L <John.L.Lee@charter.com>
Subject: Charter Programming Update

Hello.

Charter Communications/Spectrum is making changes to our residential channel lineup for customers in your community.

Programming	Change
Caracol Television HD	Launch in HD (currently SD only)
Olympic Channel	Shutdown. Service will be discontinued 10/1/22

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

Please contact me should you have any questions.

Sincerely,
John Lee



John Lee | Senior Manager, Government Affairs
6399 S. Fiddler's Green Circle 2nd Floor | Greenwood Village, Colorado 80111
O: 720 482-6086
C: 303 949-6671
E: John.L.Lee@Charter.com