

# INFORMATION PACKET

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Friday, March 22, 2019



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## The Grid

A working draft of Council Meeting Agendas

**March 26, 2019**
**Councilmembers Absent: Powell**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		10 min	4:30
Capital Budget Review (Tom Pitlick)	Direction Requested	30 min	4:40
Budget Amendments (Tom Pitlick)	Move Forward for Approval	30 min	5:10
Casper Events Center Audit (Tom Pitlick)	Information Only	20 min	5:40
Community Promotion Funding	Direction Requested	20 min	6:00
CAEDA Proposal Funding Options	Direction Requested	15 min	6:20
Council Goals	Direction Requested	20 min	6:35
Agenda Setting		20 min	6:55
Legislative Review		10 min	7:15
Council Around the Table		10 min	7:25
Approximate Ending Time:			7:35

**April 2, 2019**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolution</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
Pre-Meeting: Distribution of March 19 Executive Session Minutes					
Pre-Meeting: CATC Executive Director Search Funding Request					
Pre-Meeting: Cell Phone Discussion (Tracey Belser, Wallace Trembath)					
Establish the Public Hearing Date for a New Distillery Satellite Liquor License No. 1 for Backwards Distilling Company, LLC, d/b/a Backwards Distilling Company Satellite, Located at 214 South Wolcott.	C				
Establish April 16, 2019 as Public Hearing Date for Consideration of an Ordinance Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8th Street.	C				
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). Public Hearing/First Reading		N			

## The Grid

A working draft of Council Meeting Agendas

**April 2, 2019 (cont.)**
**Councilmembers Absent:**

Fiscal Year 2019 Budget Amendment #2.		N			
Transfer of Location for Retail Liquor License No. 21, from Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 240 & 242 West 1st Street to Modern Electric Co, d/b/a Wyoming Bootlegger Liquor, Located at 100 North Ash.		N			
Vacation and Replat of Cabin Creek Estates No. 3, Lot 1, and Plat of a Portion of the Paradise Valley Golf Course, to Create Cabin Creek No. 4, Comprising 0.22-Acres, More or Less, Located on the West Side of Fairway Drive. 3rd Reading			N		
Council Goals				C	
Authorizing a 3-Year Agreement with Thomson Reuters for Westlaw Internet Legal Research Services for the City Attorney's Office.				C	
Authorizing a Contract for Professional Services with Geosyntec Consultants, Inc., in the Amount of \$177,851, for the Casper Regional Landfill Lifetime Permit Annual Reporting and Monitoring Project.				C	
Authorizing an Agreement with Whited Floor Surfacing, in the Amount of \$51,250, for the Rec Center Floor Refinishing Project.				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$567,657, for the 2019 Residential Streets Improvements Project.				C	
Authorizing an Agreement with Air Innovations, in the Amount of \$32,652, for the 2019 Residential Streets Improvements Project.					
Authorizing and Establishing Funding Guidelines for the City of Casper's Health Fund.				C	
Contract with CAEDA (tentative)				C	
Rejecting Bids for the City Facilities Security Door Upgrades Project.					C
Executive Session - Land Acquisition					

**April 9, 2019**
**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		10 min	4:30
Sidewalk Cafés	Direction Requested	30 min	4:40
Annexation Recommendation	Move Forward for Approval	30 min	5:10
Park Fees Resolution	Move Forward for Approval	30 min	5:40

## The Grid

A working draft of Council Meeting Agendas

**April 9, 2019 (cont.)**
**Councilmembers Absent:**

Food Trucks	Information Only	20 min	6:10
Agenda Setting		20 min	6:30
Legislative Review		10 min	6:50
Council Around the Table		10 min	7:00
Approximate Ending Time:			7:10

**April 16, 2019**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent      N = Item is not on Consent</b>					
New Distillery Satellite Liquor License No. 1 for Backwards Distilling Company, LLC, d/b/a Backwards Distilling Company Satellite, Located at 214 South Wolcott.		N			
Approving the Vacation of a Portion of South Elm Street, Between West Collins and West 8 <sup>th</sup> Street.		N			
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). <u>2nd Reading</u>			N		
Authorizing One-Year Contracts With AAA Landscaping and B & B Sales and Services for Clean-up of Weeds and Trash Covered Properties for Code Enforcement.				C	
Authorizing a Lease Agreement with Boomtown Motocross, for Operation of the Prickly Pear Motocross Facility.				C	
Authorizing a Lease Agreement with the Casper Shooters' Club for Operation of the Stuckenhoff Sports Shooters' Complex.				C	
Rejecting the Bid for Clean-Up of Weeds and Trash Covered Properties for Code Enforcement.					C

# The Grid

A working draft of Council Meeting Agendas

**April 23, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up			4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

**May 7, 2019**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent</b>	<b>N = Item is not on Consent</b>				

**May 14, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up			4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

# The Grid

A working draft of Council Meeting Agendas

May 20, 2019

Councilmembers Absent:

Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			
Approximate Ending Time:			

May 21, 2019

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is not on Consent					
Annexation and Plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). 3rd Reading & annexation compliance		N			
Executive Session - Personnel					

May 22, 2019

Councilmembers Absent:

Special Work Session	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Review			
Approximate Ending Time:			

## The Grid

A working draft of Council Meeting Agendas

**May 28, 2019**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up			4:30
Agenda Setting		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Downtown Parking Study Implementation		45 min	
Goodstein Lot Lease (Long Term Plan)			
Property Code Revisions		40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Sidewalk Cafés		30 min	Anytime after January 2019
Historic Preservation & Building Codes (example - Marvin Piel's property)		40 min	
Code of Ethics		40 min	

### Staff Suggested Items:

Sign Code Revisions		60 min	Anytime after April 2019
Council Resolution Regarding Tow Fees		15 min	
Limo Amendment?			
Trail Project Options			
Small Trailer Parking		10 min	
Position Advancemnt Discussion			
Camping Ordinance		20 min	

### Future Budget Items

June 4 <sup>th</sup> – Set Public Hearing date of June 18 <sup>th</sup> for adoption of FY '20 budget
June 18 <sup>th</sup> – Public Hearing on FY '20 proposed budget
June 18 <sup>th</sup> - Consideration/Adoption of FY '20 Budget





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

### MEETING MINUTES

6:00 p.m. Wednesday, February 13, 2019

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

Present: Reed Mersch, Ben Schrader, Doug Follick, Terry Lane, Jerad Stack, Forrest Chadwick, Bob Hopkins, and \*Jim Belcher

Absences: Bob Chynoweth

Others Present: Dustin Newman (Landscapes Unlimited), and Executive Director Renee Hahn.

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

#### **1. Minutes from January 9, 2019 Regular Meeting**

A motion was made by Mr. Follick and seconded by Mr. Schrader to approve the Minutes of the January 9, 2019 meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

\*Mr. Belcher entered the meeting at 6:08 pm.

#### **2. Approval of February 13, 2019 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of February 13, 2019 were presented by Ms. Hahn.

A motion was made by Mr. Follick and seconded by Mr. Hopkins to approve the Treasurer's Report of February 13, 2019, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

The January 2019 monthly financial statement draft by Lenhart Mason was presented by Ms. Hahn. She inquired if any of the Board had additional questions. No questions were asked.

#### **Investment/Financial Committee**

No Report.

#### **3. Committee Reports**

- **Three Crowns**

Mr. Follick welcomed Mr. Newman from Landscapes Unlimited (LU). Mr. Follick asked Mr. Newman to share the results of the inventory taken on January 1, 2019. Mr. Newman stated that the liquor inventory was currently too heavy. He gave an example that the inventory on



"Shooters" was currently \$2,800. "The staff now understands that dollars tied up on the shelves can't help the cash situation. The shooters will be used and will not go bad, but it will take some time." Murray Archer was sent to another facility last week for training. Mr. Newman stated "Tomorrow night there is a seating for a Valentines Dinner for 56 people." Mr. Newman discussed how LU will be training some of the staff on purchasing for the Pro-Shop. They will focus on price point for the community, basically what the public is able to pay. In addition, there will be on-going sales in the golf shop to continue to reduce the inventory. Mr. Stack inquired on the three positions that LU is planning to fill. Mr. Newman stated "One being the General Manager (GM), who we hope to have in place by the course opening of April 1<sup>st</sup>. This position has been advertised both internally and externally. The second would be someone in marketing/consulting and the third being an outside contractor as the instructor." Mr. Merschat discussed the letter that had been distributed explaining the new go-to person as Mr. McMillion until a new GM is hired.

Mr. Follick informed the Board that next year's budget will be received at the end of February. Mr. Follick believes there will be a cash shortfall in March. Mr. Follick also discussed the golfers survey that had been shared with ARAJPB. "Most individuals have a good impression of the course. There were concerns about the sand traps but with the change in the rules of golf, this will be in favor of the course."

Mr. Hopkins inquired if capital purchases were being considered in the coming budget, Mr. Follick stated "We were informed that our capital equipment looked good and perhaps on the heavy side, so he did not think purchases would be involved."

- **PRC**

Mr. Hopkins had nothing to report. Mr. Lane asked that a meeting be scheduled with the PRC Committee to discuss future plans. Mr. Lane will contact Ms. Hahn to arrange the meeting for all involved.

- **Refined Properties**

Mr. Stack updated the Board on the dirt pile in the Western Opportunity Area (WOA). "The testing has been completed and the report will be shared next week." The City of Casper will receive the report as well. The plan is to separate all the dirt from the debris and have it trucked to the landfill. He believes the project will be completed prior to ARAJPB's next meeting.

Mr. Stack shared information on the Conference Center. He informed the Board that there are two parties still interested in developing the property as well as one hotelier since the closing of the Parkway Plaza Hotel. Mr. Daigle will be invited to next month's meeting and will help explain the report in detail from the Council of Development Finance Agency.

Mr. Stack stated "Mr. Daigle is also working with an architectural firm who is creating drawings for an 90,000 square foot indoor Sports Complex Center in the WOA. Both the Conference Center and/or Sports Complex are suggested buildings in the Master Plan document."

Mr. Stack also discussed that there is continued interest on one lot on Kraft Loop Road.

- **Architectural Review**

- Ms. Hahn had nothing to report.

- **Executive Committee**

Mr. Merschat discussed future meetings dates and times.

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

Mr. Chadwick discussed impending projects the County is involved with including updating the industrial building at the fairgrounds. City Representative Hopkins shared the City's future plan to replace the main sewer upgrade and its funding.

#### **5. Other**

None.

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

- Regular Board meeting - March 13<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room
- Three Crowns Management Committee - March 21<sup>st</sup>, 7:00 am, 2435 King Blvd., Big Horn Conference Room

#### **Office Closures:**

March 25<sup>th</sup> – 27<sup>th</sup>, Office Closure

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

There was no public comment.

#### **8. Good of the Order**

None.

#### **9. Adjournment**

There being no further action by the Board, a motion was made by Mr. Schrader and seconded by Mr. Stack to adjourn the meeting at 7:04 p.m. The motion carried with all members in attendance voting aye.

3-20-19

Date

3/20/19

Date

Robert L. Chynoweth

Board Officer

[Signature]

Presiding Officer

**From:** Roehr, Mary [mailto:Mary.Roehr@charter.com]  
**Sent:** Thursday, March 21, 2019 4:21 PM  
**Subject:** Spectrum Pacific West, LLC

Good Afternoon.

Following an internal corporate reorganization, Spectrum Pacific West, LLC, now holds the franchise to operate the cable system in your community. Spectrum Pacific West, LLC, is an indirect, wholly owned subsidiary of Charter Communications, Inc. ("Charter"). There was no change in control of the cable franchisee, and there will be no change in the service your community receives from Charter. We look forward to continuing to serve you.

Please note that no action on your part is required.

Please feel free to contact me if you have any questions.

Sincerely,

Mary Roehr



**Mary Roehr** | Director, Government Affairs, Colorado, Montana, Wyoming | C: 406-671-7956  
951 W. Custer Ave. | Helena, MT 59601

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**From:** Beth Worthen, Climb Wyoming [mailto:casper@climbwyoming.org]  
**Sent:** Monday, March 18, 2019 11:35 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Building a Support Network



*Restoring Hope for Generations—*

Please join us in congratulating our graduates from the  
Certified Nursing Assistant (CNA) training in Casper.



"As a mock interviewer for this group, I can attest to how much these courageous women will benefit Casper's medical community. They are certainly well-prepared to meet the demands within our healthcare workforce. I was also impressed with their abilities to make connections with each other and develop a support system, learning that it's okay to ask for help and trust other people. It was remarkable to watch these women work hard and build relationships in order to find success in life."

**- Beth Worthen, Climb Wyoming Board Member**

**READ THE REPORT**

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[climbwyoming.org](http://climbwyoming.org) | [casper@climbwyoming.org](mailto:casper@climbwyoming.org) | (307) 237-2855

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1001 W 31st St, Cheyenne, WY 82001-2442



## FY 2019 Specific Entity and One Cent Quarterly Report

*Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

Organization: <u>Casper Climb Wyoming</u>		Program/ Event: <u>Training and Placing Low-Income Single Mothers in Careers that Support their Families</u>	
Contact Person: <u>Jenn Whitehead</u>	Phone Number: <u>307-237-2855</u>	Date: <u>March 20, 2019</u>	
Please Select One:			
1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter <u>X</u>	4 <sup>th</sup> Quarter

### 1. Mission

Please state the agency's mission/vision:

The Casper Climb mission is for low-income single mothers to discover self-sufficiency through career training and placement. Casper Climb's vision is to initiate self-awareness. Climb believes that all growth -- personal, professional and global -- starts with self-awareness. Being aware of your strengths and weaknesses as an individual allows you to discover your full potential in life and gaining that same awareness as an organization opens the door to make a bigger impact. As we hone this skill, we can engage in more meaningful conversations that ultimately lead us to enduring, systemic change. Together, this is how we make the world a better place. Together, this is how we end generational poverty.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

The summary of the revenue and expenses through February 28, 2019 is attached. The financials for March 2019 are in the process of being finalized.

### 3. Program significance

a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Casper Climb is improving the economic conditions of single mothers and children who live at 185% of poverty and below.
- The average participant age is 28 with an average of 2 children.
- Over half (54%) of participants are unemployed when they come to Climb. Of the 46% who are employed, the average monthly wage income is \$1,108 and they are often working more than one job.
- Casper Climb focuses specifically on the high risk and high need category of families led by single mothers with dependent children. According to the U.S.

Census Bureau (2017), 37% of single mother families with children under age 18 live below the poverty level in Casper.

- Climb does not discriminate on race or ethnicity and serves a diverse population.
- Poverty causes toxic stress for adults significantly limiting their cognitive bandwidth - similar to a decrease in 13 IQ points (Nature, March 2015).

- b. What impact did the program have on the specified target population and community?

Casper Climb staff held a Certified Nursing Assistant training that started in October with a December 12, 2018 graduation date with 89% graduating. Graduates have taken the Certified Nursing Assistant exam with all but one securing licenses. Staff have worked diligently to build a strong relationship with Prometric for delivering the exam. Employer partners are Shepherd of the Valley, Meadow Wind Assisted Living, Primrose Retirement Communities, and Epsilon Home Health. The moms in the program have shown great resilience and secured strong positions at these locations.

Climb staff are currently researching a non-traditional training for the spring 2019 and hope to offer Commercial Driver's License or Warehousing Training. Since the economy has made it more challenging to offer non-traditional trainings for several years, Climb staff are excited about this opportunity to attract new moms, build new bridges in the community and provide placements with higher starting wages. If a non-traditional training is not feasible, staff are also researching Certified Nursing Assistant due to continued community need.

Along with specialized job training, the Climb program provides all the participants with life skills trainings in topics such as parenting skills, work place professionalism, financial literacy, healthy and safe relationships, child support, food and nutrition and more to ensure success both at home and at work. The Climb program also provides group and individual mental health counseling to address issues and barriers that may interfere long-term success.

In addition, 28 Casper Climb graduates were supported through Climb graduate services during the period January to March 2019 which include networking opportunities, advice on updating resumes, and support for pursuing additional education.

- c. Have there been significant trends over the past months regarding your target population?

Some participants in the current training experienced challenges with the transportation to Paradise Valley. Climb staff will continue to look for future Certified Nursing Assistant trainers that are closer. Some participants have also struggled with transportation to their job placements. Climb staff help participants navigate this challenge by connecting them to public transportation options when needed.

## 4. Results

- a. Please describe the outcomes/outputs

- 89% of Casper Climb participants completed the Certified Nursing Assistant (CNA) Career training successfully.
- The placements for the CNA program have an average hourly starting wage about \$13 per hour.



- 69% of Casper Climb graduates contacted were employed 24-months post program since 2004.
- 77% of Casper Climb graduates show a decrease in their dependence on food stamps 2 years post program.

b. Please describe the method of measurement

Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey. Climb collects food stamp and childcare data from the Wyoming Department of Family Services. Climb stores this data in its secure participant database.

c. Please describe the performance results

Social capital is one area Climb can help participants in being successful. Many of the participants who come into the program don't have a strong support system of friends and family. Completing the program as a group assists the participants in building the size of their support network, giving them more opportunities to make connections and have resources in people they can rely on. A recent graduate, Jamie (name changed for anonymity), began Climb with little to no support system. She was relying on acquaintances and in-home child care providers to watch her daughter during training. Time after time her child care would fall through at the last minute leaving her scurrying to find a backup. She was able to share with the other participants what was happening and her concerns of not being able to successfully complete the program. Within minutes she developed a solid child care plan ensuring she could finish the program successfully. This happened from support of other participants and their resources and networks. When asked about things she learned during Climb, Jamie stated, "I learned that it was okay to ask for help." She is now a licensed Certified Nursing Assistant.

Casper Climb is committed to networking within the community and has established an effective public awareness program to provide community contacts with a continuous information source about programs and services. Climb collaborates with organizations and individuals for participant referrals, specialized services to Climb program participants, life-skills instruction, industry research and job placement.

## 5. Program Results/Impacts (use bullets)

a. Explain how much (quantity) service the program delivered

- From January 2019 – March 2019 Casper Climb placed several participants from the Certified Nursing Assistant training program.
- During this period, Climb continued to serve moms from prior programs.
- During this 3-month period, 28 Casper Climb graduates were supported through Climb graduate services which include networking opportunities, advice on updating resumes, and support for pursuing additional education.

b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.

- In addition to job skills, all participants were provided life skills classes including parenting, communication skills, conflict resolution, nutrition, budgeting, finances and self-care.
  - The participants show gains in executive functioning skills that impact their ability to problem solve, set goals, regulate emotions and engage in long-term planning.
  - Providing therapeutic support and parenting classes to single mothers in poverty may provide a lifetime of benefits for the children, offsetting some of the negative effects on brain anatomy that can be found in poor children.
  - From Niky, program participant, "Climb has been an important experience because in the beginning I said I wanted to succeed. I wanted to do this for my children, family, and myself. I wanted to stick to that."
- c. What does your analysis of the past year's data tell you about what is happening to the impacted target population?
- The Casper Climb site works hard to determine which type of training it will offer next. Casper Climb is researching a non-traditional or Certified Nursing Assistant training for the spring 2019.
  - The moms are not only finding success right at graduation but more notably are maintaining employment 24-months post program while often no longer needing public assistance like food stamps. These results speak to the comprehensive nature of the program including life skills training and therapeutic support that allow the participants to overcome barriers to success for the long-term.
  - Intentionally working with groups of women during the program to allow participants an opportunity to engage with their peers, practice self-regulation and develop relationships that create support networks outside of the Climb program. From a mock interviewer at our most recent program, "As a mock interviewer for this group, I can attest to how much these courageous women will benefit Casper's medical community. They are certainly well-prepared to meet the demands within our healthcare workforce. I was also impressed with their abilities to make connections with each other and develop a support system, learning that it's okay to ask for help and trust other people. It was remarkable to watch these women work hard and build relationships in order to find success in life."

## 6. Results Analysis

- a. How could the program have worked better?

The Climb program strives to serve moms that are most in need. Sometimes this means that they may not have solid core supports such as transportation, housing, and child care. Many of the participants from the program that recently commenced were young, mostly under 25, and living with parents or family members. At the start of the program, these housing arrangements were secure, but as family situations changed, these arrangements became compromised. Situations such as this pose challenges for many reasons. When a participant is uncertain where to spend the night, it makes it extremely difficult to plan how to make it to training the next day. After working with a few of the participants to find safe and secure housing, it became apparent that there is a scarcity of options in Casper to fill this gap. Many resources have long waiting lists or need deposits that participants simply cannot afford.

b. How will you address this?

When personal challenges arise, Climb staff work with participants to problem solve and strategize about the situation. By involving the participant in finding a solution, Climb is helping them advocate for their own needs and secure confidence that they can find successful results. Climb also continues to work with community partners to assist moms with housing options such as helping them identify low-income opportunities as well as housing that is closer to their job placements. Climb works with Interfaith of Natrona County to help provide assistance for those in need. Staff also help participants navigate transportation issues by connecting them to public transportation options.

## 7. Attendance and Participation

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.



## Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

*I can accurately count the number of people who use our program because:*

- ☐ We sold tickets
- ☐ We took a turnstile count or counted people as they came in
- ☐ We conducted an organized head count
- ☒ All participants were registered
- ☐ We used sign-in sheets
- ☐ We used another method that was pre-approved by the City Manager's Office

# Climb Wyoming

1001 W. 31st St. Cheyenne, WY 82001

	Total Casper Expenses 7/1/2015 - 2/28/2019	City of Casper 7/1/2015 - 2/28/2019
Climb Revenue		
Government Grants	\$1,926,510.22	\$119,477.25
Fundraising	\$618,519.13	\$0.00
Total Climb Revenue	<u>\$2,545,029.35</u>	<u>\$119,477.25</u>
<b>Total Climb Revenue</b>	<b><u>\$2,545,029.35</u></b>	<b><u>\$119,477.25</u></b>
Climb Expenses		
Personnel	\$1,089,041.99	\$54,534.56
Tuition	\$86,585.80	\$4,760.00
Job Placement Phase of Climb	\$227,351.30	\$14,175.91
Facilities	\$229,765.26	\$8,260.22
Incentives	\$77,275.00	\$6,150.00
Staff Development, Training & Recognition	\$52,169.68	\$10,923.31
Mental Health Provider	\$345,870.00	\$7,400.00
Recruitment & Professional Networking	\$77,375.68	\$5,944.59
Office Supplies & Equipment	\$29,885.37	\$2,759.64
Life Skills and Other Training Expenses	\$60,159.80	\$11,637.27
Information Technology Services	\$13,156.73	\$602.34
Fundraising	\$9,332.46	\$191.58
Non-profit Consultants	\$4,238.37	\$1,140.00
Travel (Staff & Participants)	\$20,610.41	\$3,788.64
Accountant, Auditor, and Legal Services	\$48.57	\$0.00
Graduate Services	\$11,914.03	\$3,540.91
Liability Insurance	\$58.26	\$0.29
Total Climb Expenses	<u>\$2,334,838.71</u>	<u>\$135,809.26</u>
<b>Total Climb Expenses</b>	<b><u>\$2,334,838.71</u></b>	<b><u>\$135,809.26</u></b>

**CASPER UTILITIES ADVISORY BOARD  
CITY OF CASPER  
MEETING AGENDA**

Casper City Hall  
Downstairs Meeting Room

Wednesday, March 27, 2019 7:00 a.m.

**AGENDA:**

- \* 1. Consider Approval of the November 28, 2018 Meeting Minutes
- \* 2. Discuss Statistical Report
  - a. November 2018
  - b. December 2018
  - c. January 2019
  - d. February 2019
- \* 3. Presentation by the Natrona County Conservation District
- \* 4. Consider Outside-City Water Service with Steven W. Hanson – 1255 Chamberlin Road
- \* 5. Discuss FY2020 Capital Improvement Projects
  - a. Water Fund
  - b. Sewer Fund
  - c. WWTP Fund
- 6. Other Business
- 7. Adjournment

**Additional Information:**

Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, [www.wyowater.com](http://www.wyowater.com), under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

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

**MEETING PROCEEDINGS**

**November 28, 2018**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, November 28, 2018 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 Bruce English  
                  Member Richard Jay

Absent:         Council Liaison Laird

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

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1.     President Bell asked for a motion to approve the August 22, 2018 minutes. A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the August 22, 2018 minutes. Motion passed.
2.     Mr. Martin asked the Board to reference the October 2018 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased in October is 191.7 MG; the five year average is 210 MG. Mr. Martin stated that 177.5 MG were purchased one year ago.

Mr. Martin stated that there were eight new services added in October, compared to six new services one year ago.

Mr. Martin stated that there were no water main breaks in October; there have been three water main breaks this fiscal year.

Mr. Martin stated that there were three service line breaks in October compared to two one year ago.

Mr. Martin stated that there were no sewer stoppages in October, which was the same one year ago.

Mr. Martin stated that the total number of accounts is up slightly from the prior year.

President Bell asked if the service line breaks were in Paradise Valley. Mr. Martin stated that most of the service line breaks were in Paradise Valley. Board Member English asked what is causing the service line breaks. President Bell stated that most of the service lines in Paradise Valley are poly butyl lines, but he is not sure if the cold makes them brittle or what is happening.

3. Mr. Martin asked the Board to reference the Outside-City Water Service Contract with John E. and Karen L. Woods, 7418 Highway 220.

Mr. Martin stated that this parcel of land is located on Highway 220 near the Webb Creek area. Mr. Martin stated that this property is not contiguous, but the owners will be required to sign a Commitment to Annex. Mr. Martin stated that the owners are in the process of getting an easement for their water service line.

Board Member English asked if there will be just the one water service to the property. Mr. Martin stated that was correct.

Vice President Jones asked if the owners split the property, would they be able to serve water to the other portion of the property. Mr. Martin stated that they would not be able to serve water to the other portion of the property unless this contract is modified.

Vice President Jones asked if the description of the property was based off the property deed. Mr. Martin stated that it was. Vice President Jones stated that there seemed to be some anomalies in the description and recommended either attaching the property deed as part of Exhibit "A", or referencing the deed in the contract.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Outside-City Water Service Contract with John E. and Karen L. Woods. Motion passed.

4. Mr. Martin asked the Board to reference the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns, 5700 South Poplar Street. Mr. Martin stated that this property is on the west side of South Poplar Street and approximately one-half mile south of Wyoming Blvd. Mr. Martin stated that this property is contiguous to the City and the owners will be expected to file a Petition to Annex concurrent with this agreement. Mr. Martin stated that this property receives water through a previous agreement.

Mr. Martin stated that the owners are not enthused about annexing so there will be a meeting next week with the Kerns, the City Planner, City Attorney's Office, Mr. Beamer, and himself to discuss the annexation. Mr. Martin stated that if the Kerns choose to annex, sewer service will be available.

Board Member Jay asked if their neighbors annexed to the City. Mr. Martin stated that they have not.

Board Member English asked if this is a gravity main. Mr. Beamer stated that they will have to install a personal lift station to get their sewage from their home to the gravity main.

Board Member English asked if the City Attorney's Office is good with the Board approving this agreement. Mr. Martin stated that the City Attorney's Office is fine with the Board approving the contract contingent upon how the meeting goes next week.

A motion was made by Board Member English and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns.

Secretary Lawson asked if the motion should include that approval is contingent upon annexation.

The motion was amended by Board Member English and seconded by Board Member Jay to approve the Outside-City Sewer Service Contract with Mark W. and Susan E. Kerns contingent upon annexation of the property. Motion passed.

5. Mr. Martin asked the Board to reference the Customer Service Fees Update in the agenda packet. Mr. Martin stated that earlier in the year the Board discussed updates to the System Investment Fees. Mr. Martin stated that these Customer Service Fees are for physical taps made to the water and sewer mains. Mr. Martin stated that these fees have not been updated since 1986.

Mr. Martin stated that the updated fees are based on actual employee time and equipment, and type of pipe to recover actual costs. Mr. Martin stated that contractors/customers will have to provide all materials for physical taps.

Mr. Martin stated that currently, contractors are charged \$694 for water line abandonments. Mr. Martin stated that staff did these abandonments because contractors did not have the equipment to do the abandonment; now pretty much all the contractors have the appropriate equipment. Mr. Martin stated that the updated fee is based on the contractor providing the materials and doing the work; staff would just witness the work to make sure it is done correctly.

Mr. Martin stated that water meter charges are also increasing. Mr. Martin stated that meters over 2-inches in size will be charged out separately based on pricing from the meter supplier.

Mr. Martin stated that all these fees are currently being subsidized by the rate payers; with updated fees, the whole cost will be paid by the contractor/customer requesting the service.



Mr. Martin stated that these updated fees will go to the Council Work Session on December 11<sup>th</sup>, and should go for formal consideration at the December 18<sup>th</sup> Regular Council meeting.

President Bell asked what the current physical tap fees are. Mr. Martin showed the Board a comparison between the existing fees and the proposed fees.

Board Member Jay asked if it would make sense that the fees increase on an index. Mr. Martin stated that since contractors will be providing all materials, equipment and employee costs don't increase as much. Mr. Beamer stated that Council is hesitant to have automatic increases. Mr. Martin stated that staff will be reviewing fees and updating them every five years.

Mr. Martin requested the Board conceptually approve the updated Customer Service Fees.

A motion was made by Vice President Jones and seconded by Secretary Lawson to conceptually approve the updated Customer Service Fees.

Vice President Jones asked that the fees be rounded to the nearest dollar instead of having dollars and cents. Mr. Martin stated that the change would be made before going to the Council Work Session.

Motion passed.

6. In Project Updates:

- a. East Casper Zone III Water Supply Project – Under Construction – mostly completed. Coating on interior of tank failed and must be redone. Vice President Jones asked if liquidated damages will be assessed. Mr. Beamer stated that is possible; the interior is a punch list item.
- b. WWTP Emergency Power Project – Under Construction – ITC Electrical Technologies is the contractor, with 71 Construction as a sub. Dirt work was started and the building should be here in the spring. There were issues with the submittals and liquidated damages may be assessed on this project.
- c. West Casper Zone II Water Supply Project – Under Design by WLC – waiting on title opinion
- d. CY Booster Station Replacement – Under Design by CEPI – 90% review of plans soon
- e. WWTP Boiler Project – Under Design by HDR – 90% review completed, ready to submit to DEQ
- f. WWTP MCC Replacement Project – Under Design by CH2M – Air handling units had to be added to design. Bid will be moved to next fiscal year in order to rebudget funding for the project.
- g. Ten Million Gallon Reservoir Renovations – Assigned to a City Engineer – Securing WWDC and SRF funding – Inspection showed worse conditions than anticipated – getting second opinion to decide if a new structure is needed.

- h. Midwest Avenue Reconstruction – Elm to David – Awarded to Treto Construction – start electrical this fall. President Bell asked if this was just a resurface of the street. Mr. Beamer stated that this project is a total reconstruction of the street.
  - i. 2018 Arterials and Collectors – Under Construction – Knife River – working on 15<sup>th</sup> and Durbin now.
  - j. McKinley Street Underpass – Completed
  - k. 3<sup>rd</sup> Street Improvements – Beverly to Conwell – Under Construction – punch list items
  - l. 2018 Beverly Street Improvements – 4<sup>th</sup> to 12<sup>th</sup> Street – Under Construction – asphalt repairs needed. Mr. Beamer stated that the contractor will have to mill and overlay to correct defects in the paving.
  - m. Begonia Lift Station – Under Construction – Treto Construction – work started last week
  - n. WWTP Riverwest Lift Station Generator Replacement – Awarded to Modern Electric – work should start soon.
  - o. WWTP HVAC Replacement – Operations Building Complete – Dewatering Building Bids Rejected – looking at other options – corrosive environment – stainless steel was specified.
  - p. WWTP Digester #3 Cleaning – Completed – inspection was done at the same time – everything looked good
7. In Other Business:
- a. Board Member English stated that the Platte River Trails Pathways has funding from the upcoming 1%#16 to extend the pathway from Robertson Road to Paradise Valley. Mr. Beamer stated that the City owns property in the pathway alignment and an easement will be needed.

A motion was made by Vice President Jones and seconded by Board Member Jay to adjourn the meeting at 8:00 a.m. Motion passed.

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Secretary

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
NOVEMBER 2018**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	<b>142,907,352</b>	<b>191,727,833</b>	<b>144,127,015</b>	<b>1,817,366,864</b>	<b>1,852,075,225</b>
<b>NEW SERVICES</b>	<b>14</b>	<b>8</b>	<b>8</b>	<b>48</b>	<b>37</b>

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	<b>0.94</b>	<b>1.69</b>	<b>0.31</b>	<b>4.86</b>	<b>4.12</b>
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>
<b>SERVICE LINE BREAKS</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>15</b>	<b>16</b>
<b>SEWER MAIN STOPPAGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	<b>20,041</b>	<b>20,032</b>	<b>19,984</b>
<b>COMMERCIAL (WATER &amp; SEWER)</b>	<b>1,733</b>	<b>1,735</b>	<b>1,734</b>
<b>OUTSIDE CITY (WATER RES)</b>	<b>528</b>	<b>535</b>	<b>535</b>
<b>OUTSIDE CITY (WATER-COMM)</b>	<b>136</b>	<b>138</b>	<b>133</b>
<b>IRRIGATION ONLY</b>	<b>282</b>	<b>282</b>	<b>277</b>
<b>TOTAL NUMBER OF ACCOUNTS</b>	<b>22,720</b>	<b>22,722</b>	<b>22,663</b>

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
DECEMBER 2018**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	146,670,054	142,907,352	131,485,906	1,964,036,918	1,983,561,131
<b>NEW SERVICES</b>	12	14	4	60	41
<i>* Billed to Casper by Central Wyoming Regional Water System Joint Powers Board starting October 1, 1997.</i>					
<b>PRECIPITATION (Inches)</b>	0.40	0.94	1.37	5.26	5.49

**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	3	1	2	7	8
<b>SERVICE LINE BREAKS</b>	1	4	3	16	19
<b>SEWER MAIN STOPPAGES</b>	2	0	0	4	4

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	20,051	20,041	19,990
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,735	1,733	1,734
<b>OUTSIDE CITY (WATER RES)</b>	520	528	535
<b>OUTSIDE CITY (WATER-COMM)</b>	134	136	133
<b>IRRIGATION ONLY</b>	282	282	278
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,722	22,720	22,670

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
JANUARY 2019**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	<b>149,804,594</b>	<b>146,670,054</b>	<b>160,396,896</b>	<b>2,113,841,512</b>	<b>2,143,958,027</b>
<b>NEW SERVICES</b>	<b>10</b>	<b>12</b>	<b>7</b>	<b>70</b>	<b>48</b>

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	<b>0.28</b>	<b>0.40</b>	<b>0.68</b>	<b>5.54</b>	<b>6.17</b>
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>9</b>
<b>SERVICE LINE BREAKS</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>20</b>
<b>SEWER MAIN STOPPAGES</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	<b>20,060</b>	<b>20,051</b>	<b>19,992</b>
<b>COMMERCIAL (WATER &amp; SEWER)</b>	<b>1,735</b>	<b>1,735</b>	<b>1,735</b>
<b>OUTSIDE CITY (WATER RES)</b>	<b>519</b>	<b>520</b>	<b>535</b>
<b>OUTSIDE CITY (WATER-COMM)</b>	<b>133</b>	<b>134</b>	<b>133</b>
<b>IRRIGATION ONLY</b>	<b>282</b>	<b>282</b>	<b>279</b>
<b>TOTAL NUMBER OF ACCOUNTS</b>	<b>22,729</b>	<b>22,722</b>	<b>22,674</b>

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
FEBRUARY 2019**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	133,589,748	149,804,594	125,596,367	2,247,431,260	2,269,554,394
<b>NEW SERVICES</b>	4	10	8	74	56

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	0.50	0.28	0.62	6.04	6.79
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	3	0	3	10	12
<b>SERVICE LINE BREAKS</b>	2	1	3	19	23
<b>SEWER MAIN STOPPAGES</b>	1	2	0	7	4

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	20,063	20,060	20,002
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,735	1,735	1,732
<b>OUTSIDE CITY (WATER RES)</b>	519	519	535
<b>OUTSIDE CITY (WATER-COMM)</b>	134	133	134
<b>IRRIGATION ONLY</b>	282	282	279
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,733	22,729	22,682



March 11, 2019

City of Casper Public Utilities  
Attn: President Bell  
200 N. David Street  
Casper, WY 82601

**RE: FY2020 Funding Request from the Natrona County Conservation District**

Dear President Bell and Board Members:

Natrona County Conservation District (NCCD) respectfully requests that the City of Casper Public Utilities approve the amount of \$35,000 for FY2020 for NCCD's annual direct and operational costs. We are also requesting consideration of an additional \$50,000 to be utilized for continued implementation of selenium best management practices (BMPs) within our watershed. The original Selenium Project Funding agreement officially ends with FY2019.

With the Public Utilities' annual contribution to NCCD's direct and operational funding, and combined with an annual match from Natrona County, these funds allow for landowner and conservation project assistance, educational programs throughout the community, a successful seedling tree program, and an avenue for obtaining grants. Also, this operational funding serves as "cash match" for obtaining grants in order to implement conservation projects within the City and County. The NCCD's "Integrated FY2018 Annual Report & FY2019 Annual Plan" is attached.

The Selenium BMP Funding was initiated in FY2016, with a potential County and City contribution of \$50,000 per year for a period of four years. While the four-year commitment is complete, there is still work to be done in the watershed. The North Platte River has been de-listed from the WDEQ's 303(d) Impaired Waters' List, but numerous sizeable pipeline projects remain to be completed. These projects have been completed or are in the construction phase at this time:

- Project NPR319-2017-24 (CAID Lateral 256-21R) is complete, with a final cost of \$346,358. Selenium Project Funds provided \$100,000 for the project. The 3,710' of pipeline efficiently eliminates soil to water contact, leaching, and excess runoff in a high selenium area. Lateral 256-21R serves nine irrigators and 568 acres.
- Project NPR319-2017-25 (CAID Lateral 174 South) is complete, with a final approximated cost of \$361,400. Selenium Project Funds will provide \$100,000 toward the project. This project replaced 6,260' of earthen ditch with pipeline. Lateral 174 South serves 10 irrigators and 250 acres of cropland.



## Natrona County Conservation District

5880 Enterprise Drive, Suite 100 • Casper, Wyoming 82609 • 307-261-5436, ext. 5592

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- Project NPR319-2018-29 (CAID Lateral 256-870) is under contract, with \$52,875 obligated to the conversion of 3,525' of earthen ditch to pipeline within the high priority Oregon Trail Drain. Total project cost is estimated at \$140,000.
- Project NPR319-2019-30 (CAID Lateral 256-190) is under contract, with \$33,550 obligated to the conversion of 2000' of earthen ditch to pipeline. Total project cost is estimated at \$94,910.

I will be attending your March 27, 2019 meeting to answer any questions or concerns about either funding request.

Thank you so much for your consideration. I can be contacted at 307-261-5436, Ext. 5592, or [lisa.ogden@wy.nacdnet.net](mailto:lisa.ogden@wy.nacdnet.net).

Sincerely,

Lisa Ogden  
District Manager



# Natrona County Conservation District

## Integrated FY 2018 Annual Report & FY 2019 Annual Plan





# Table of Contents



## Natrona County Conservation District

5880 Enterprise Drive, Suite 100  
Casper, Wyoming 82609  
307.261.5436 Ext. 5592

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[lisa.ogden@wy.nacdnet.net](mailto:lisa.ogden@wy.nacdnet.net)  
[www.nccdwyoming.com](http://www.nccdwyoming.com)

## Integrated FY2018 Report & FY2019 Plan

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*Conserving our natural resources while  
preserving our way of life.*

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NCCD Board of Supervisors & Staff

Back Row (Left to Right):

**Kenny Wolfley**—NRCS District Conservationist, **Dennis Scott**—Vice-Chairman, **Scott Smith**—Supervisor, **Len Camp**—Supervisor

Front Row (Left to Right):

**Andy Anderson**—Chairman, **Lisa Ogden**—District Manager, **Tammy Cobb**—Treasurer





# Water Quality



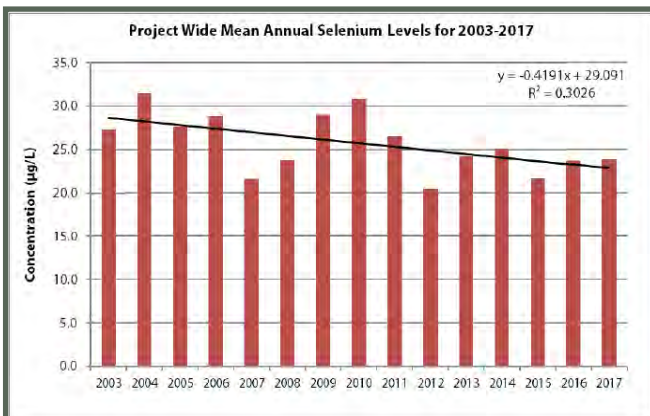
## Natrona County Surface Water Quality -

Total watershed health is the top priority for the Natrona County Conservation District (NCCD). Watershed health includes all aspects of water quality (both chemical and biological), water availability, soil health and management, as well as rangeland quality. The NCCD works to maintain and improve the health of the watershed by implementing best management practices (BMPs) that are determined to be an effective and realistic means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

Large deposits of Cody Shale are prevalent in the underlying geology of much of Natrona County. As a result, large concentrations of the heavy metal selenium are abundant within the soil. Due to the metal's characteristic of being highly soluble in water, the North Platte River and its associated drainages are quite vulnerable to high levels of selenium. The BMPs that are implemented by landowners in partnership with NCCD are primarily focused on the reduction of selenium transportation through the watershed, but also emphasize protection of water quality and promotion of soil conservation within our watershed.

### NCCD Priorities

- Overall Health of the Watershed
- Water Quality & Quantity
- Proper Soil Management
- Rangeland Quality
- Landowner Education & Technical Assistance
- Locally Led & Realistic Conservation
- Ongoing Partnership Development
- Voluntary Landowner Participation
- Conservation Seedling Tree Sales



Extra!

Extra!



### Selenium in the North Platte River

In 1998, the North Platte River was added to the 303(d) List due to excess selenium loading. In 1996, years of water quality data collected by the NCCD was presented to WDEQ for evaluation to determine if the North Platte River was meeting the chronic selenium criteria (<5 mcg/L). After two additional years of more intense sampling, the WDEQ recommended in “Wyoming’s Draft 2016/2018 Integrated 303 (d) Report” that the segment of the North Platte River from the confluence with Muddy Creek upstream to the confluence with Poison Spider Creek be moved from the 303(d) List to Category 2 in 2018.

Find the words to complete the word search and solve the sentence below with the remaining letters.

|              |           |
|--------------|-----------|
| CAID         | NCCD      |
| CASPER       | NEWS      |
| CLEAN        | NRCS      |
| CONSERVATION | QUALITY   |
| COUNTY       | SAMPLING  |
| DISTRICT     | SELENIUM  |
| EPA          | WADERS    |
| FLOW         | WATER     |
| HEALTHY      | WATERSHED |
| LANDOWNERS   | WDA       |
| NATRONA      | WDEQ      |

T H E S C R N N H O R C S N T  
W A T E R S H E D H O P E A L  
A T T E R I A V E N R S L T I  
Y S O S F L F I S C F R E R I  
A T W L T L Y E G D L E N O E  
L E I H I S R D N W O N I N T  
N E Y L D V I A I D W W U A S  
O F S E A S P C L E T O M E M  
B E R T T U W L P Q J D L W I  
A G I R R A Q E M Y T N U O C  
K O I H D E A A A V F A W Q N  
N C D E P Q P N S H F L A D W  
T X R C U Y E S C A I D T W J  
J S J M C X S W A N J W E B M

!!!

(Just for fun! The answer is on page 5.)





Read “Wyoming’s  
2016/2018  
Integrated 305(b)  
and 303(d) Report”  
at  
[nccdwyoming.com](http://nccdwyoming.com).



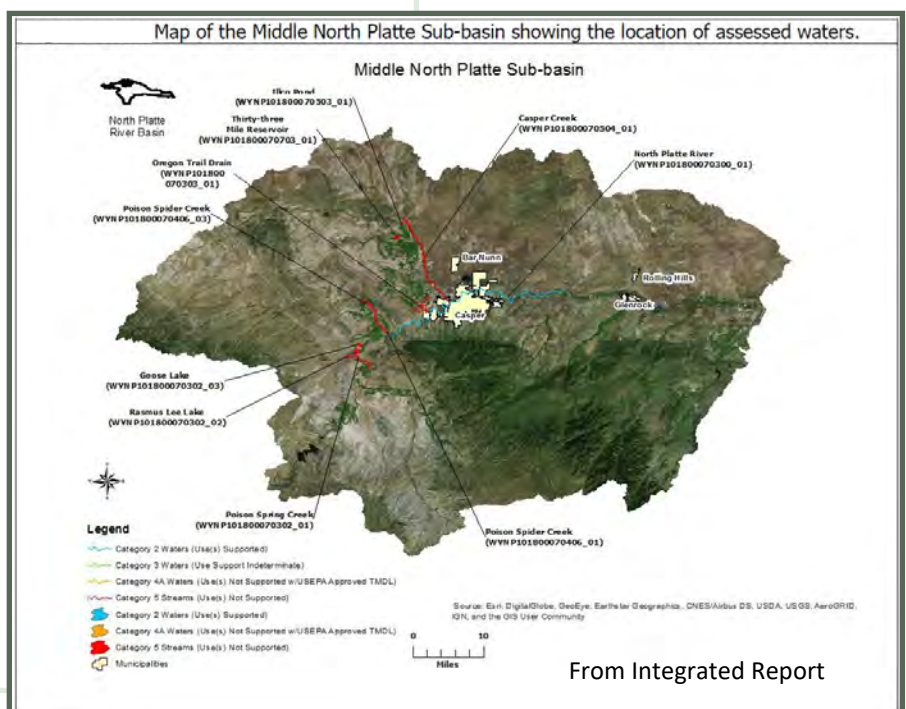
Also, Coming Soon-  
The EPA Success  
Story regarding the  
North Platte River!

~ Read All About It!

**Now for the exciting news! The North Platte River** is officially delisted as of September!!! (Answer for page 4 puzzle.) This is good news for all residents of Natrona County and the City of Casper. The health of the river is improving, with less selenium loading than in previous years. This helps to improve habitat for aquatic life, enhance water quality for wildlife and livestock as well as for residents and visitors who recreate on the North Platte River.

There is still work to be done in the watershed. Still listed on the 303(d) List as impaired for selenium are Casper Creek, Poison Spider Creek, Poison Spring Creek, Oregon Trail Drain, and four ponds and reservoirs. The NCCD will continue to focus on BMPs that will minimize the migration of selenium within our watershed utilizing grant awards, through partnerships and leadership in watershed health issues.

The NCCD is proud to have been a part of the de-listing process, along with landowners, Natural Resources Conservation Service (NRCS), the City of Casper, Natrona County Commissioners, and Casper Alcova Irrigation District (CAID).



# FY2018 Projects in the Watershed



## Actual FY2018—

Flood to Sprinkler ~

**130 Acres**

Earthen Ditch  
Eliminated ~

**2,270 Feet**

Pipeline Installed ~

**3,070 Feet**

Investment in the  
Watershed ~

**\$308,922.85**



## FY2018 Completed Water Quality Projects:

The method of water delivery on cropland is critical for controlling the migration of selenium throughout the watershed. Sprinkler irrigation not only minimizes the selenium transport, but also conserves water, is more effective, and improves production on previously flood irrigated cropland. Eliminating earthen ditches and installing pipeline also minimizes selenium transport, and conserves water by eliminating evaporative losses and seepage. In FY2018, the NCCD managed the conversion of 130 acres of previously flood irrigated cropland to sprinkler irrigation, as well as the conversion of 2,270 feet of earthen ditches to 3,020 feet of buried pipeline. These BMPs were completed utilizing WDEQ Non-Point Source grants (\$151,958.93), NRCS's EQIP funding (\$7,948.98), and landowners providing the additional revenue to complete these BMPs (\$149,014.94), for a total investment in the watershed of \$308,922.85.

Water quality sampling continued throughout the fiscal year, with monthly water samples taken from 11 sampling sites throughout the watershed. The samples were analyzed for total selenium and the results were compiled within an annual water quality report for the NCCD and WDEQ. The project-wide mean annual selenium levels are shown on page 3. Selenium levels in our watershed have continued to decrease overall since 2003.







Projected for FY2019 -

Flood to Sprinkler ~

**100 Acres**

Earthen Ditch

Eliminated ~

**6,000 Feet**

Pipeline Installed ~

**6,000 Feet**

Investment in the  
Watershed ~

**\$300,000**

## Planned Water Quality Projects for FY2019:

The NCCD has three irrigation conversion projects under contract now, expected to be completed during FY2019. These projects will convert another 60 acres of presently flood-irrigated cropland to sprinklers, and see the installation of 4,200 feet of pipeline to replace earthen ditch. The NRCS presently has an additional four irrigation projects to be completed in FY2019.

Several additional landowners have approached the NCCD regarding cost share opportunities for irrigation projects, wells, or stock pipelines and tanks. All cost share projects are voluntary for the landowners, and the projects are designed in partnership with the landowners.

Water quality sampling in the watershed will continue on a monthly basis, on no less than 10 sampling sites each month. During FY2019, the NCCD's Sampling Analysis Plan (SAP) will be updated to reflect the de-listing of the North Platte River and any other needed changes to our water sampling schedule.

The NCCD continues to establish partnerships with land-

owners, government and private agencies, and our elected officials. The NCCD District Manager and the Board of Supervisors will continue to seek out and secure funding for projects that are beneficial to the watershed, the wildlife, the landowners, and the community.



FY2019  
Projects  
in the  
Watershed





# Seedling Tree Sales



## FY2018—

In 2018, the NCCD sold 6,200 seedling trees and shrubs to 87 landowners to establish shelterbelts for wind and snow management, wildlife habitat and fruit production. Out of the almost 100 species offered by the NCCD, the most popular trees and shrubs sold include hardy apricot, Caragana, Nanking cherry, native cottonwood, lilac, McDermand pear, wild rose, spruce, juniper and pine.

Over 150 pounds of planting polymer were sold to help with our dry soil conditions, and 27 rolls of 6'x300' weed barrier to protect soils from wind and erosion, as well as assist with moisture retention.

## FY2019—

Orders for delivery in May of 2019 begin in October of 2018. Tree selection varies each year dependent upon the nursery stock. The latest order form can be found on the NCCD website, [www.nccdwyoming.com](http://www.nccdwyoming.com), along with abundant information on each tree species that is sold by the NCCD.







## FY2018—

- Watershed Tour with WACD and Agricultural Staff from Senator Enzi's Office
- CAID Annual Meeting Presentation for 60 Irrigators
- Legislative Luncheon and Update for 42 Elected Officials
- Project Presentation at National Convention in Nashville, Tennessee for 100+ Attendees
- Soil Health Class for 45 Attendees
- Central Wyoming Tree School for 56 Attendees
- Cole Creek Fire Recovery Tree Planting Presentation
- Central Wyoming Home Show Booth (over 2,000 Attendees)

## FY2019—

- Watershed Tour with NRCS State Conservationist, Board of Supervisors and CAID in October of 2018
- Selenium Class at Natrona County High School in October of 2018
- Project Presentation at WACD State Convention in November of 2019
- Legislative Luncheon in December of 2019
- Irrigation Water Management/Soil Health Class in January of 2019
- Central Wyoming Tree School scheduled in February of 2019
- Central Wyoming Home Show Booth March of 2019

# Education



# Financial Report

(the real dirt)



|                                                                     | FY2018<br>Actual  | FY2019<br>Budget  |
|---------------------------------------------------------------------|-------------------|-------------------|
| Reserves at Beginning of FY                                         | \$ 276,678        | \$ 368,356        |
| General Fund at Beginning of FY                                     | \$ 12,695         | \$ 6,623          |
| <b>Cash on Hand (Beginning of FY)</b>                               | <b>\$ 289,373</b> | <b>\$ 374,979</b> |
| <b>Revenue</b>                                                      |                   |                   |
| Local Support (City of Casper / Natrona County)                     | \$ 70,000         | \$ 70,000         |
| State Support (WDA WQ Funds)                                        | \$ 12,823         | \$ 10,824         |
| Gross Retail Sales (Seedling Trees, Polymer)                        | \$ 12,578         | \$ 10,000         |
| Grants (WDEQ 319, WWDC SWPP, WDA)                                   | \$ 93,642         | \$ 412,328        |
| Project Funds (Selenium Project Funds)                              | \$ 81,678         | \$ 81,678         |
| Interest                                                            | \$ 104            | \$ 150            |
| <b>Total FY Revenue</b>                                             | <b>\$ 270,825</b> | <b>\$ 584,980</b> |
| <b>Expenditures</b>                                                 |                   |                   |
| Administration (Personnel, Board & Office Exp.)                     | \$ 60,047         | \$ 75,492         |
| Operations (BMPs, Retail Costs, Educational)                        | \$ 113,335        | \$ 712,078        |
| Indirect (Insurance, Indirect Payroll Costs)                        | \$ 11,481         | \$ 15,159         |
| <b>Subtotal</b>                                                     | <b>\$ 184,863</b> | <b>\$ 802,729</b> |
| Difference in End of Year Liabilities                               | \$ (356)          |                   |
| <b>Total FY Expenditures</b>                                        | <b>\$ 185,219</b> | <b>\$ 802,729</b> |
| <b>Total Cash on Hand FYE</b>                                       | <b>\$ 374,979</b> | <b>\$ 157,230</b> |
| FYE Balance of Capital Reserves                                     | \$ 15,000         | \$ 15,000         |
| FYE Balance of Restricted Reserves (Pre-Paid Grant & Project Funds) | \$ 293,356        | \$ 70,000         |
| FYE Balance of Emergency Reserves (1 Year Operating Costs)          | \$ 60,000         | \$ 60,000         |
| <b>General Fund at FYE</b>                                          | <b>\$ 6,623</b>   | <b>\$ 12,230</b>  |

MEMO TO: Michael Bell, President  
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Steven W. Hanson

Meeting Type & Date

Regular CPU Advisory Board Meeting Scheduled for March 27, 2019

Action type

Authorization

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Steven W. Hanson.

Summary

This contract provides Outside-City water service for a parcel of land located west of the City of Casper in the Upper Dempsey Acres area. The owner can connect into the 24-inch water transmission line owned by the Central Wyoming Regional Water System Joint Powers Board. The water transmission line is available for retail water service taps in accordance to the "Central Wyoming Regional Water System Joint Powers Board Growth Policy Recommendations," last amended February 27, 2002.

No Commitment to Annex is required as the parcel is located inside the Town of Mills growth boundary. Mills has no water availability in the Upper Dempsey Acres area at the present time and has agreed to let the owner connect into the existing Regional Water System transmission line and become a retail customer of the City of Casper. At some future date, retail water service may be assumed by the Town of Mills for this parcel.

This agreement will be presented to the Casper City Council at the April 16, 2019 regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

Agreement

## CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Steven W. Hanson, 4340 Hideaway Lane, Mills, Wyoming 82604; hereinafter referred to as "Owner."

### RECITALS

- A. Owner is the owner of certain land as described in Exhibit "A" that being a portion of the NE1/4NE1/4, Section 13, Township 33 North, Range 80 West of the 6<sup>th</sup> P.M. (Tract #2, Dempsey Subdivision), in Natrona County, Wyoming, with an address of 1255 Chamberlin Road, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit "A"; and,
- C. Owner can connect by a service line into the 24-inch water main that crosses Chamberlin Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

#### 1. Service

- a. The property served shall be limited to that described in Exhibit "A" (Tract 2, Dempsey Subdivision). No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), 1-inch water service connection and meter to the property shown on Exhibit "A." No other properties may be served from this connection.
- c. The Owner shall, at Owner's sole cost and expense, install one (1), 1-inch or 1.25-inch water service line from the 24" transmission main to service Owner's property. The water service line curb box shall be installed approximately ten (10) feet from the transmission line. Owners shall install a meter pit immediately downstream of the curb box.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

#### 2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located immediately downstream of the curb box.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.
- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper



relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Future Service Providers

The property, as described in Exhibit "A" (Tract 2, Dempsey Subdivision), is located inside the Town of Mills growth boundary. The Town of Mills has agreed to let Owner connect into the existing Regional Water System water transmission lines and become retail customers of the City of Casper.

Owner recognizes that the subject property may, at some future date, become part of a town, or district that provides water service other than the City of Casper. To

that end, Owner agrees that this water service is provided at the City's discretion, and is a temporary right. At such time that an alternate purveyor of water service desires to provide this service and the City agrees to such alternate purveyance; Owner, by execution of this agreement, agrees to become a customer of the alternate purveyor and abide by said alternate purveyor's requirements for service. The City shall then dedicate any applicable facilities previously constructed by Owner and required for water service to the alternate purveyor with the exception of the water meter as owned by the City.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements in the area. The participation may be with the City of Casper, the Town of Mills, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.



- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:
- |                      |                                |
|----------------------|--------------------------------|
| Owner Info           | City of Casper                 |
| Steven W. Hanson     | Attn: Public Services Director |
| 4340 Hideway Lane    | 200 North David                |
| Mills, Wyoming 82604 | Casper, WY 82601               |
- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

EXECUTED the day and year first above written.

APPROVED AS TO FORM:

\_\_\_\_\_

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation:

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

WITNESS:

OWNER:  
Steven W. Hanson  
4340 Hideaway Lane  
Mills, Wyoming 82604

\_\_\_\_\_

\_\_\_\_\_  
Steven W. Hanson

The undersigned mortgagee for Steven W. Hanson hereby agrees to, consents, and ratifies this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
MORTGAGEE

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

Printed Name: \_\_\_\_\_

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

[illegible]

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019,  
by Steven W. Hanson.

(seal)

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

[illegible]

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ the Mortgagee.

(seal)

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

[illegible]

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Charles Powell as the Mayor of City of Casper, Wyoming, a Wyoming municipal corporation.

(seal)

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

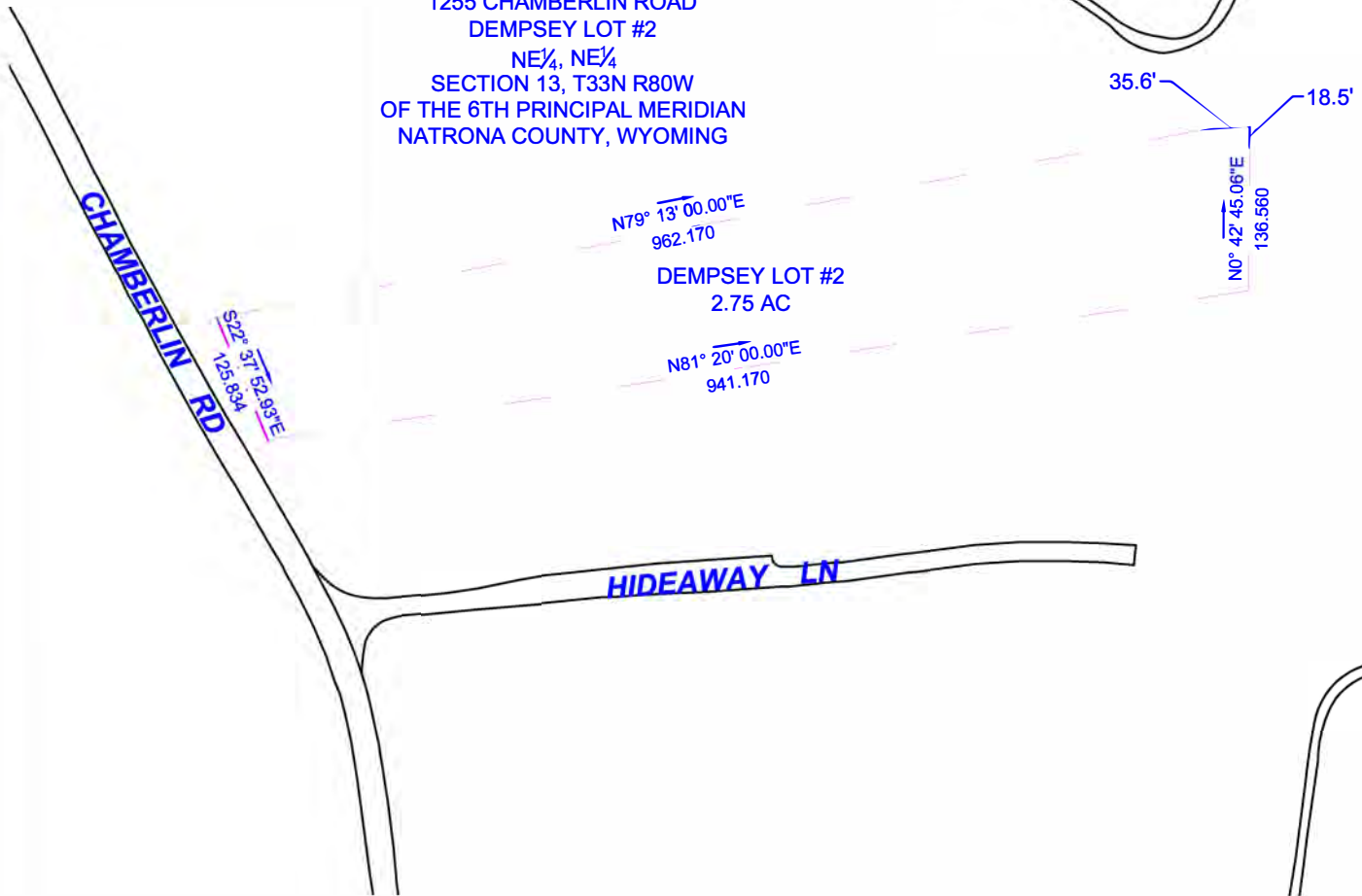


VICINITY MAP  
NOT TO SCALE

# LOCATION MAP EXHIBIT "A"



STEVEN HANSON  
1255 CHAMBERLIN ROAD  
DEMPSEY LOT #2  
NE $\frac{1}{4}$ , NE $\frac{1}{4}$   
SECTION 13, T33N R80W  
OF THE 6TH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING



VICINITY MAP  
NOT TO SCALE

## VICINITY MAP

PROPOSED  
SERVICE  
LOCATION

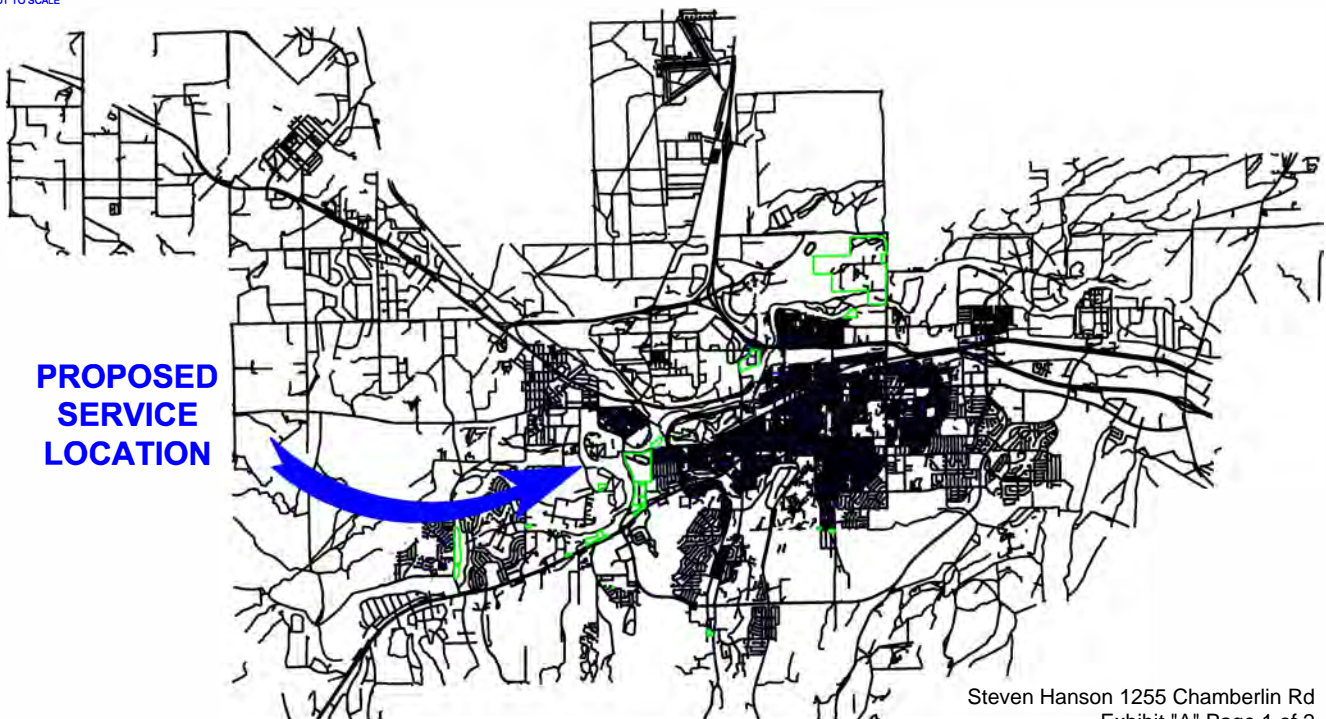
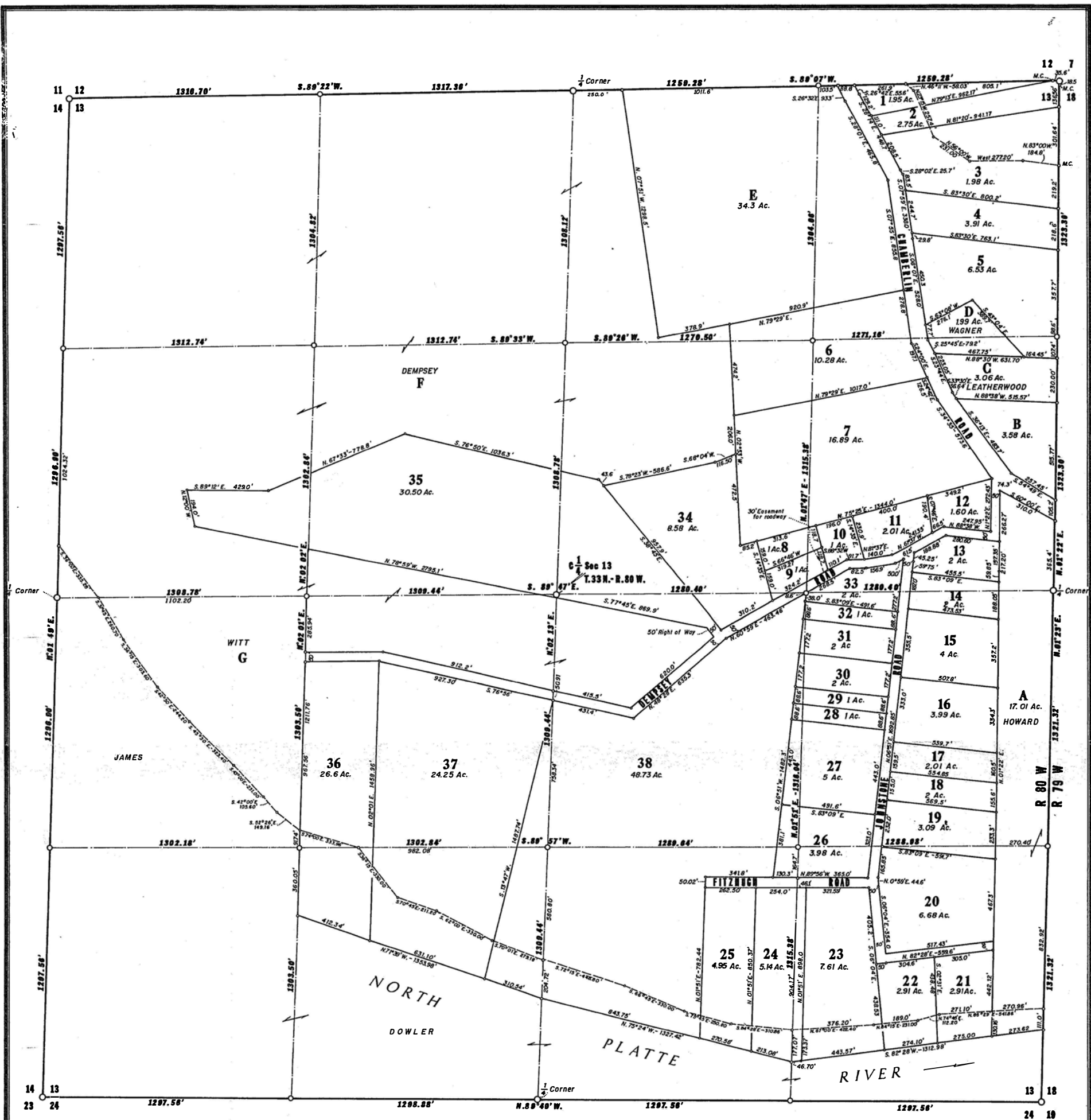


Exhibit "A"



SURVEYORS CERTIFICATE

STATE OF WYOMING }  
COUNTY OF NATRONA } SS

This is to certify that this subdivision, designated The Dempsey Subdivision, comprises portions of Section 13, Township 33 North, Range 80 West, Sixth Principal Meridian, Natrona County, Wyoming, that this survey was made by us during April to October 1951 at the request of James H. Dempsey and Rose I. Johnstone, that this plot shows our subdivision there of into Lots numbered 1 to 38 consecutively, and also the excluded Tracts lettered A, B, C, D, E and F, that all Lot corners and Tract corners are marked by iron pipe; that all bearings, angles and distances as shown on the plot are true to the best of our knowledge and belief.

H. L. Worthington  
H. L. Worthington, Wyo. Reg. No. 142

E. C. Lenhart  
E. C. Lenhart, Wyo. Reg. No. 75

On January 23, 1952 before me appeared H. L. Worthington and E. C. Lenhart, to me personally known, who being by me first duly sworn, did depose and say that they are qualified surveyors duly licensed under the laws of the State of Wyoming and that they signed the foregoing instrument as their free and voluntary act and deed.

My commission expires February 19, 1955

Carlina Worthington  
Notary Public

Approved: This 25 day of Jan, 1952 by the Board of County Commissioners.

Fremont Michie  
Fremont Michie, Chairman

Attest: Carl Thomson  
Carl Thomson, Clerk



DEMPSEY SUBDIVISION  
A SUBDIVISION OF PARTS  
OF  
SECTION 13, T.33 N., R. 80 W., 6th P.M.  
NATRONA COUNTY, WYOMING

SCALE: 1 inch = 200 feet

Inspected and approved: Albert H. Felt  
COUNTY SURVEYOR

STATE OF WYOMING }  
County of Natrona } SS

This instrument was filed for Record  
at 11:50 O'clock AM on Jan. 25, 1952  
and duly Recorded in Book 138  
on Page 383.

Carl Thomson  
County Clerk and Commissioner-Register of Deeds.  
NO. 650910

DEDICATION

STATE OF WYOMING }  
COUNTY OF NATRONA } SS

This is to certify that the above and foregoing subdivision of part of Section 13, Township 33 North, Range 80 West, Sixth Principal Meridian, Natrona County, Wyoming, sub-divided into Lots, as appears on the above map and plot, is with the free consent, and in accordance with the desires of the under-signed owners and proprietors, that the said platted Lots shall be known as Dempsey Subdivision; that the roads shown on the above plot are hereby dedicated to the Public Use; that the Tracts lettered A, B, C, D, E, and F are not a part of this sub-division; that the owners and proprietors hereby release and waive all rights under and by virtue of the homestead laws of the State of Wyoming in the parts thus dedicated to Public Use.

Witness: Bill Christberg

James Dempsey  
James H. Dempsey  
Rose I. Johnstone  
Rose I. Johnstone

On January 23, 1952 before me personally appeared James H. Dempsey and Rose I. Johnstone to me known, to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed same as their free act and deed, including the release and waiver of the homestead.

My commission expires February 19, 1955

Carlina Worthington  
Notary Public

NOTE: This is a copy of the original Dempsey Subdivision Plot prepared for the convenience of the users. Every effort has been made to insure its accuracy, however errors may exist, please check against the original plot.

Last revision: 9-90

## Casper Public Utilities FY20 Capital Improvement Projects

| <b>Water Distribution</b>                        |                    |                                                                                                                                            |
|--------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project</b>                                   | <b>Budget</b>      | <b>Comments</b>                                                                                                                            |
| Ridgecrest Zone II and III Waterline Replacement | \$1,500,000        | Replace Water Mains in Ridgecrest Drive from 39 <sup>th</sup> to Mariposa                                                                  |
| Fleet Replacements                               | \$15,000           | Mower Replacement                                                                                                                          |
| In-house Water Main Replacements                 | \$250,000          | Annual In-house Water Main Replacement                                                                                                     |
| Misc. Water Main Replacements                    | \$1,000,000        | Annual Contract Water Main Replacement                                                                                                     |
| Oversizing Reimbursement                         | \$85,000           | Annual Developer Oversizing Reimbursement                                                                                                  |
| Booster Station Renovations                      | \$50,000           | Upgrade to Pumps, Valves, and Meters                                                                                                       |
| Small Equipment & Projects                       | \$4,000            | Signs and Barricades                                                                                                                       |
| Nitrification Control Project                    | \$70,000           | PAX Mixers for North Park and Manor Tanks                                                                                                  |
| Trench Box Replacement                           | \$18,000           | Trench Box Replacement to Meet OSHA Requirements                                                                                           |
| Roof Replacement                                 | \$27,000           | Replace Roofs at Sun II and Pratt Booster Stations                                                                                         |
| Technologies                                     | \$87,000           | Computer, iPads, Meter Encoder Receiver Transmitters (ERT's)                                                                               |
| Door Replacements                                | \$42,000           | Door replacements for Pratt, N Park, Mtn Road, and SW Booster Stations<br>Wind Blocks for Mtn Road, Sun I, Sun II, and SW Booster Stations |
| Water Meters and Radio Readout Devices           | \$130,000          | New Water Meters and Radio Readout Devices                                                                                                 |
| Water Rights Studies                             | \$75,000           | On-going Water Rights Studies and Issues                                                                                                   |
|                                                  |                    |                                                                                                                                            |
|                                                  |                    |                                                                                                                                            |
| <b>Total</b>                                     | <b>\$3,353,000</b> |                                                                                                                                            |

## Casper Public Utilities FY20 Capital Improvement Projects

| <b>Sewer</b>                  |                    |                                                                    |
|-------------------------------|--------------------|--------------------------------------------------------------------|
| <b>Project</b>                | <b>Budget</b>      | <b>Comments</b>                                                    |
| Misc. Sewer Main Replacements | \$500,000          | Annual Misc. Sewer Main Replacement/Rehabilitation                 |
| Oversizing Reimbursement      | \$35,000           | Annual Developer Oversizing Reimbursement                          |
| Collins Drive Relief Sewer    | \$350,000          | Upsize 18" Sewer to 24" and Tie Into NPSS                          |
| Sewage Pump Replacement       | \$25,000           | Replace Pumps at One Sewage Lift Station                           |
| Pathogen Defense System       | \$7,500            | Install PDS on Vactor                                              |
| Technologies                  | \$3,500            | Computer Replacements                                              |
| Shop Tools and Equipment      | \$4,000            | Shop Tools for Maintenance and Repair as Well as Metal Fabrication |
| Vactor Equipment              | \$10,000           | Cleaning Nozzles, Hoses, Misc Vactor Tools                         |
| Fleet Replacements            | \$480,000          | Vac Truck Replacement                                              |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
|                               |                    |                                                                    |
| <b>Total</b>                  | <b>\$1,415,000</b> |                                                                    |

## Casper Public Utilities FY20 Capital Improvement Projects

| <b>Wastewater Treatment Plant</b>            |               |                                                                                       |
|----------------------------------------------|---------------|---------------------------------------------------------------------------------------|
| <b>Project</b>                               | <b>Budget</b> | <b>Comments</b>                                                                       |
| Automatic Strainer PW2                       | \$50,000      | Replace Strainer in PW2                                                               |
| Sludge Grinder                               | \$10,000      | Renovate One Sludge Grinder                                                           |
| Lift Station Generator                       | \$90,000      | Replace Emergency Generator at One Remote Lift Station                                |
| Fleet Replacements                           | \$20,000      | Replace One Utility Cart and Mower                                                    |
| Meter Station Upgrades                       | \$10,000      | Upgrades to One Meter Station                                                         |
| Lab Equipment                                | \$12,000      | Annual Lab Equipment Replacement                                                      |
| Lighting Renovations                         | \$30,000      | Annual Lighting System Upgrades                                                       |
| Technologies                                 | \$9,285       | Computer and Time Clock Replacements                                                  |
| UV Equipment                                 | \$50,000      | Annual UV Equipment Upgrades                                                          |
| Aeration Basin Piping Recoating              | \$60,000      | Recoat Outside Aeration Basin Piping                                                  |
| Security Enhancements                        | \$30,000      | Annual Security System Upgrades                                                       |
| North Platte Sanitary Sewer Rehabilitation   | \$8,000,000   | Rehabilitation of North Platte Sanitary Sewer per Consultant Recommendations          |
| Secondary Building Concrete Repairs          | \$300,000     | Concrete Repairs as Recommended in WWTP Facilities Plan                               |
| Grit System Rehabilitation                   | \$90,000      | Replace the Grit Pump, Cyclone, Classifier, and Associated Piping for Grit System #1. |
| Roof Replacements                            | \$80,000      | Roof Replacements for Digester Control Building                                       |
| Critical Valve Replacement Annual Allocation | \$75,000      | Annual Valve Replacement                                                              |
| Equipment Replacement Annual Allocation      | \$125,000     | Annual Unanticipated Equipment Replacement                                            |
| Shop Equipment                               | \$5,000       | Purchase Power Tools and Other Shop Equipment                                         |



## Casper Public Utilities FY20 Capital Improvement Projects

|                                  |                    |                                                    |
|----------------------------------|--------------------|----------------------------------------------------|
| HVAC System Replacements         | \$125,000          | Replace HVAC Unites on Dewatering Building         |
| Primary Sludge Pump Replacements | \$60,000           | Replace One Primary Sludge Pump                    |
| NCCD Funding                     | \$50,000           | Annual Natrona County Conservation Funding         |
| Misc. Recoating Projects         | \$15,000           | Recoat Piping and Buildings on a Priority Basis    |
| MCC Replacement Project          | \$500,000          | Additional Funding for the MCC Replacement Project |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
|                                  |                    |                                                    |
| <b>Total</b>                     | <b>\$9,796,285</b> |                                                    |

March 8, 2019

To: J. Carter Napier, City Manager  
Liz Becher, Community Development Director  
Aaron Kloke, MPO

From: Carol Crump, CATC Board Vice President  
CATC Board

Re: CATC Foundation Funding Expended on Executive Director Search and Employment

CATC's new Executive Director, John Jones will begin work on March 11, 2019. I hope you and the city council can formally meet him soon.

The CATC Board is confident that the national search process carried out with assistance from the Employers Council produced an excellent candidate to work with you to carry CATC forward. For your information, the contract with the Employers' Council is attached.

John is an experienced transit manager who will be an asset to CATC, the City of Casper and the MPO. He's well aware of the big shoes he has to fill as Marge Cole moves toward her well-deserved retirement by the end of the current fiscal year.

Per your request, attached is an outline of the costs borne by the CATC Foundation to search for and bring Marge's replacement on board. None of these costs were anticipated in the current CATC budget or contract.

The CATC Board was happy to step up and use the CATC Foundation interest income available to fund both the search and the extra budget expense of an additional employee through the end of the current fiscal year. During the next four months, Marge and John will share the executive director responsibilities. Marge's compensation is included in the current budget. John's negotiated salary and benefits will be paid by the CATC Foundation until June 30, 2019.

Our hope is that the City of Casper will be able to offset a portion of the \$67,558.43 total cost of replacing Marge with a new executive director for CATC. I'd be happy to visit with you to answer any questions.

CATC Executive Director  
Funding Provided by Casper Area Transportation Coalition (CATC) Foundation

Search , Recruitment and Hiring Costs

Executive Director recruitment assistance per Employers' Council

Contract:

|                                               |              |
|-----------------------------------------------|--------------|
| Employers Council consultant @ \$115 per hour | \$ 14,039.67 |
| Consultant travel to Casper                   |              |

|                                                                                           |             |
|-------------------------------------------------------------------------------------------|-------------|
| Advertising – Casper Star Tribune                                                         | \$ 1,338.00 |
| National advertising in trade publications<br>provided by Employers Council at<br>no cost |             |

|                                                     |             |
|-----------------------------------------------------|-------------|
| Finalist Candidates Travel to Casper for Interviews | \$ 2,265.01 |
|-----------------------------------------------------|-------------|

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Finalist candidate background check/employment verification | \$ 495.00 |
|-------------------------------------------------------------|-----------|

|                                                |                 |
|------------------------------------------------|-----------------|
| Miscellaneous (lunch for candidate interviews) | \$ <u>48.75</u> |
|------------------------------------------------|-----------------|

|                               |                     |
|-------------------------------|---------------------|
| <u>Total Recruitment Cost</u> | <u>\$ 18,186.43</u> |
|-------------------------------|---------------------|

Budget Expense of New Executive Director

(from date of employment of March 11 through June 30, 2019  
per negotiated employment agreement)

|                                                                                                   |             |
|---------------------------------------------------------------------------------------------------|-------------|
| Relocation assistance<br>(reimbursement of actual expenses will be approved<br>up to this amount) | \$ 7,000.00 |
|---------------------------------------------------------------------------------------------------|-------------|

|                                           |              |
|-------------------------------------------|--------------|
| Salary @ \$105,000 annually               |              |
| 4 months until end of current fiscal year | \$ 26,250.00 |
| FICA, Unemployment, Workers' Comp         | \$ 10,587.00 |

|                                                                     |             |
|---------------------------------------------------------------------|-------------|
| Employee Insurance<br>(Blue Cross requires a 60 day waiting period) |             |
| Employee @ 80% of monthly premium<br>(2 months)                     | \$ 3,735.00 |
| Employee's Spouse @ 50% of monthly premium<br>(2 months)            | \$ 1,800.00 |

|                                          |                     |
|------------------------------------------|---------------------|
| <u>Total New Employee Budget Expense</u> | <u>\$ 49,372.00</u> |
|------------------------------------------|---------------------|

|                                      |                     |
|--------------------------------------|---------------------|
| <u>Total CATC Foundation Expense</u> | <u>\$ 67,558.43</u> |
|--------------------------------------|---------------------|



Formerly  MSEC

November 9, 2018

Lou Grunewald, President  
Marge Cole, Executive Director  
Board of Directors  
Casper Area Transportation Coalition  
The Bus  
1715 East 4th Street  
Casper, WY 82601

Dear Lou, Marge and Members of the Board:

On behalf of the Employers Council organization, thank you for the opportunity to finalize the proposal to provide our Employers Council Executive Search Services for your Executive Director position.

Attached, please find the original proposal further revised to address the items discussed during the October 29<sup>th</sup> 2018 teleconference call with the Search Committee. As an accelerated search process, we will move quickly beginning with the posting of the position beginning Monday, November 5.

I look forward to conducting an efficient process and will work quickly towards a good outcome. Thank you once again for this opportunity.

Very Sincerely,

Mark Spiroff, MBA, SPHR  
Human Resources Professional Services  
Employers Council

Attachment: *Executive Search - accelerated option – final proposal*

### **Executive Search - *accelerated option***

Casper Area Transportation Coalition has inquired with Employers Council for assistance with recruiting its anticipated Executive Director position vacancy through an accelerated search process. From Employers Council's Human Resources Professional Services (HRPS), please consider the following schedule for assistance:

#### **Expectations:**

- The assigned HRPS Consultant will work with Casper Area Transportation Coalition's designated staff and the Board's Search Committee to determine the schedule for day-to-day activities and priorities with the project now having been awarded.
- The HRPS Consultant and designees will determine a mutually convenient communication avenue so that decisions can be made promptly and efficiently. The goal is for the project to proceed smoothly to avoid any unnecessary delays.
- Casper Area Transportation Coalition may continue to utilize the HRPS Consultant for all aspects of the search or may choose during the course of this process to do some of the work internally.
- The following outline is a best estimate, where future circumstances may require greater or less time and expenditures.
- All executive-level search / recruiting work performed by the HRPS consultant is billed at \$115 per hour of work.

| <b>Objective</b>                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Duration / Calendar</b>                   | <b>Estimated Cost</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------|
| The Employers Council HR Professional Services Consultant will collect a detailed understanding of the job duties and expectations based on the Job Description to be provided. Employers Council HR Professional Services Consultant will present an initial proposal; and will work with a Search Committee of the Board to draft a Position Profile to clarify the expectations of the Executive Director role.     | 8 hours<br>October 29 – November 4,<br>2018  | \$920                 |
| <b>Search Parameters and Logistics</b> – The Employers Council HR Professional Services Consultant will take responsibility for placing all ads and job postings with applicable recruitment resources. Employers Council does not have candidates it desires to place but instead, will recruit for candidates that have the necessary job skills required and have the same philosophical goals as the organization. | 6 – 8 hours<br>Beginning November 5,<br>2018 | \$690 - \$920         |

**Review Responses**

- Develop candidate analysis matrix based on Board of Director (BOD) priorities
- Review candidate resumes - Rank based on candidate analysis matrix

As applications are received, Employers Council HR Professional Services Consultant will review all resumes against the job description and the primary mission.

Recruitment Period:  
November 5 – December  
7, 2018

Recruitment Closing  
deadline:  
**December 7, 2018**

- Sort and rank candidates:

The HR Professional Services Consultant will create a list of candidates for interview in order to find the most qualified applicants. This list will be prioritized into three sections; those who meet the requirements of the position, those who may have some of the requirements, and those who do not qualify for the position.

Based on 100 responses      \$1,725 - \$2,300  
15 – 20 hours

**Optional and Recommended - Written**

**Exercise** The HR consultant will work with a subcommittee of the Search Committee to facilitate, collect, review and screen-forward responses from candidates who respond to a Written Exercise / Questionnaire. Semi-finalist candidates are then selected by the HR consultant from this group to move forward to the Telephone Interview phase.

8 – 10 hours      \$920 - \$1150

**Conduct First Phase Telephone Interviews**

- Schedule & Conduct telephone and in-person interviews

The HR Consultant will conduct telephone screening interviews with the selected candidates using an agreed upon set of questions that are prepared by the Employers Council HR Professional Services Consultant.

10 – 20 hours      \$1,150 - \$2,300  
Telephone interviews with  
semi-finalists

**-Summarize results of telephone interviews for the Search Committee**

Employers Council HR Professional Services Consultant will prepare a summary report from the information content of these interviews as necessary to provide the top three-five qualified candidates for consideration. The resumes of these candidates and their telephone reports will be forwarded for review.

Report due:  
Friday, December 14<sup>th</sup>  
2018      \$345  
3 hours prep

**- Design of Board Panel interview process**

4 – 5 hours      \$460 - \$575

**Participation in Board interview process**

Employers Council HR Professional Services Consultant will coordinate and facilitate the finalist candidate interview process with the Board.

6 – 8 hours  
In-person interviews with  
CATC Board

\$690 - \$920

**Held the first two weeks  
in January 2019**

**Total Estimated HRPS Consulting Time:**

**60 – 82 Hours**

**\$6,900 - \$9,430**

**Recruiting Expenses:**

|                                         |                |
|-----------------------------------------|----------------|
| Indeed.com                              | free           |
| Community Trans Assoc of America (CTAA) | free           |
| CASTA – Colo Assoc of Transit Agencies  | free           |
| WYTRANS –                               | free           |
| Casper Star-Tribune                     | \$1,422        |
| CATC Website:                           | free           |
| <b>Total</b>                            | <b>\$1,422</b> |

**Additional Services Available Upon Request:**

**Optional and Recommended - Background Checks and Employment Verification** - The Employers Council Pre-Employment Screening (PES) staff will conduct background checks and employment verifications.

Estimated, and varies  
depending on the  
candidate's location

\$400

**Optional Wrap-up Activities** - Inform candidate finalists of the final results of the process, document the process for sharing as appropriate, and provide any post selection support as needed.

Upon Request

TBD

| <b>Other expenses, as applicable</b>                              | <b>Rate</b>             | <b>Cost</b> |
|-------------------------------------------------------------------|-------------------------|-------------|
| Mileage to and from primary work location to Casper, 600 miles RT | \$0.54 per mile         | \$324       |
| Travel Allowance >1 Hour (8 hours RT)                             | \$25 per hour           | \$200       |
| Lodging, 1 or 2 nights                                            | \$120/night             | \$240       |
| Other project expenses incurred to HRPS consultant                | At cost with no mark-up | TBD         |
| 2586                                                              |                         |             |

Total Estimated Costs:

**\$10,650 - \$12,016**

Total billable time for the objectives will be based upon actual hours worked on- and off-site rather than the estimates quoted above. Any change of scope requested by CATC may require

an adjustment to projected costs. Invoices are issued on a monthly basis and due within 30 days of receipt.

All invoicing represented in this proposal will be through Employers Council Services (ECS) a wholly owned subsidiary of Employers Council. Employers Council and its employees understand the responsibility to respect the confidentiality of CATC and the information contained in its Human Resource files in order to protect privacy, and to perform in a professional manner. This preliminary service quotation includes information that shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal.

The following is a description of our Employers Council Human Resources Professional Services program we make available to members with similar needs:

***Employers Council Human Resources Professional Services***

*Employers Council business members belong to the most powerful, proactive and cost-effective human resource service in the Western states. Highly-trained, experienced professionals are available to assess and address your day-to-day HR needs.*

*On behalf of myself and my fellow HRPS consultants, we are Employers Council employees who have the full resources of the Council at their fingertips. We are available to come to your location when you want, for as long as you want, to do what you want in a timely and cost-effective fashion. Employers Council Human Resources Professional Staff perform ongoing HR management and specialized projects in organizations large and small. HRPS consultants often team with our other Employers Council professionals on multidisciplinary projects, providing a highly-efficient way of delivering our services.*

*As a benefit of Employers Council membership, choosing HRPS requires no cumbersome, restrictive contracts. Our HRPS Services are billed on an hourly basis – you pay only for what you need, avoiding unnecessary overhead costs. We also make strides to match the most appropriate consultant with your organization's culture and unique needs. When you need an HR partner, call Employers Council first to access our unparalleled advantage.*

**Summary:**

Employers Council Human Resources Professional Services would be available to assist with any customization necessary to provide an Executive Search process successful to meet your needs. We look forward to assisting however possible.



March 22, 2019

Employee Full Name

Employee Address #1

Employee Address #2

Dear Employee First Name,

Last week we shared some great news with you! The City of Casper's pay steps are no longer frozen. The Human Resources and Finance teams have been working diligently over the past week to update pay rates for every employee who was impacted by the wage freeze on September 4, 2017.

The process of determining the step at which you should be placed has been carefully decided and reviewed.

Current Position: Position Title

Current Grade & Step: Current Grade/Step

Current Base Wage: Current Rate

New Grade/Step: New Grade/Step

New Base Wage: New Rate

The unfrozen steps will be reflected on the April 4<sup>th</sup> pay check (April 11<sup>th</sup> if you are on the Fire-EMS pay period), which is the first full pay period since the decision was made. Employees that have not reached a Step 5 in their current grade are also eligible to receive additional step increase(s) on their anniversary date. Your next step increase will be on **date**. If no date is listed, our records indicate that you have reached the maximum number of steps allowed in your current position grade.

We ask that you verify that our records match with what you believe your step should be and contact Human Resources at 235-8344 with any questions or concerns.

We sincerely appreciate your patience through this economic rough patch and are so grateful you are a part of our team at the City of Casper! Providing great public service every day starts with our employees and we appreciate your continued contributions to our organization and the public.

Sincerely,

Tracey Belser  
Support Services Director



KIDS' ART A LA CARTE

# HOPE & SUNSHINE EVENT

MAY 18<sup>TH</sup>





KIDS' ART A LA CARTE

# HOPE & SUNSHINE EVENT

MAY 18<sup>TH</sup>

5:30 PM

AT THE CASPER EVENTS CENTER

WEARING YELLOW IS ENCOURAGED

- \$65/INDIVIDUAL TICKET
- SPONSORSHIP/DONOR OPPORTUNITIES AVAILABLE
- RSVP BY APRIL 26
- CALL 307.235.5097 OR EMAIL  
JRIDDLE@CDCCASPER.ORG

VISIT [CDCCASPER.ORG/AALC](http://CDCCASPER.ORG/AALC)  
TO RESERVE YOUR SEAT  
& GET MORE INFORMATION



WIN ME!

2002 FORD THUNDERBIRD

• BUY TICKETS ONLINE • \$50 EACH OR 5 FOR \$200 •

# NEWS RELEASE

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## For Immediate Release

### Contact:

Liz Becher, Community Development Director  
Community Development Department  
lbecher@casperwy.gov  
307-235-8241



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COMMUNITY DEVELOPMENT  
DEPARTMENT

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## Sale of City-Owned Properties

**Casper, Wyoming** (March 22, 2019) – The City of Casper continues to put its unneeded City-owned properties back into productive use by selling them to the private sector for development. Anyone interested in purchasing one or both of the properties listed below is encouraged to submit sealed bids. All sealed bids must be received no later than 5:00 P.M. on Friday, April 12, 2019, in the Community Development Office, City Hall, 200 North David Street, Casper, Wyoming 82601. Location maps, plats and supporting documentation for the properties may be viewed on the City of Casper website (casperwy.gov) under “Public Notices.”

The two properties currently for sale are as follows:

1. **“Former Beverly Street Ball Fields Parcel”** – A 3-acre, more or less, parcel consisting of two platted lots described as Lots 2 and 3, Highland Park Addition No. 6, generally located north of Fire Station No. 3 at the intersection of South Beverly Street and East 12<sup>th</sup> Street. Said property is zoned C-2 (General Business) and has an “As-Is” “Market Value” of One Million Two Hundred Fifty-Five Thousand Dollars (\$1,255,000).
2. **“Former Fire Station No. 5”** – A 14,260 square foot, more or less, parcel described as Lot 4, Block 20 of the Kelly-Gate Addition, located at 4000 East 15<sup>th</sup> Street. Said property is zoned R-1 (Residential Estate) and has an “As-Is” “Market Value” of One Hundred Ninety Five Thousand Dollars (\$195,000).

**The Former Fire Station No. 5 property will be open to anyone who is interested in walking through the property on March 28, 2019 from 11:00 am to 1:00 pm and on April 2, 2019 from Noon to 1:00pm.**

The properties are being offered “as-is, where-is,” and the City reserves the right to reject any and all bids. The specific Terms and Conditions and legal descriptions may viewed in the Legal Notice on the City of Casper website (casperwy.gov), under “Public Notices.” Those interested in the properties are HIGHLY encouraged to read and follow the Terms and Conditions when submitting bids. Any bids that are received that do not meet ALL the Terms and Conditions, or that include any contingencies, will be disregarded.

For questions about any of the properties, or about the bid Terms and Conditions, please contact Liz Becher, Community Development Director, or Craig Collins, City Planner, City of Casper, Wyoming, 200 N. David, Casper, WY 82601, (307) 235-8241, [lbecher@casperwy.gov](mailto:lbecher@casperwy.gov) [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov)

# NEWS RELEASE

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## For Immediate Release

### Contact:

Jason Ostlund  
Meter Services Supervisor  
jostlund@casperwy.gov  
307.235.8333

## **Casper to change water meter reading routes**

*Efficiency move for City may impact customer water bills temporarily*

**Casper, Wyoming (March 21, 2019)** – In April, the City of Casper will be changing its water meter reading schedule to be more efficient. “We have been reading water meters since 1930 and the routes were developed to be efficient on foot,” stated Peter Meyers, assistant financial services director. “Now that we drive the routes and read the meters using radio signals, we can utilize technology to make us more efficient.” About 16,305 of the water customers will be affected by the schedule change.

According to Meyers, April water bills may be higher or lower than normal. “A sample scenario might be a water meter read the first week of March may not be read until the last week of April. In this example, the water bill would be higher than normal because the bill is for seven weeks of water use,” explained Meyers. “We do want to emphasize that no customer will be charged for water they have not used.” According to Meyers, the May water bills will be back to normal reflecting a 4 week bill. City officials chose the March and April cycles when water usage is at a low point for most customers.

The City of Casper provides drinking water to 23,339 customers. Its annual drinking water quality report is sent to customers every year in May. More information on the water meter reading change or the drinking water quality report is available at [casperwy.gov](http://casperwy.gov).



**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]

**Sent:** Friday, March 15, 2019 4:37 PM

**To:** Renee Jordan-Smith <[rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov)>

**Subject:** Word from WAM - WAM Region Meeting Schedule, Winter Conference Recap, Rural Health Workshop, Trivia!



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

*Word from WAM!*

*A Weekly Message*

**WAM Spring Regional Meetings Announced**





SAVE THE DATE! Ensure Your Community is Represented,  
Plan to Attend Your Region Meeting in April

It's hard to believe, but Spring is nearly upon us, and that means it's time for WAM Spring Regional Meetings. This is an important set of meetings, as all six regions have

Regional Director Elections to hold, so be sure your municipality's voice is heard. In addition, WAM will give a full review and recap of the legislative session, and discuss the interim topics that will be debated this committee season.

The afternoon will start though with an informational session on how Wyoming 2-1-1 can help people in your community given by Wyoming 2-1-1 Executive Director Sabrina Lane, as well as a talk on the current state and future of 911 systems by Laramie County Combined Communications Center Director Glenn Crumpton.

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### RSVP for Spring Region Meeting

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Any questions, please call WAM Member Services Manager Justin Schilling at 307-275-8380.

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Expectations With Near Record Attendance**





Municipal Leaders and Officials From All Over Wyoming Gathered for Three Days of Learning, Networking, and Fun

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cocktails west of New Orleans. In short, the enthusiasm at this year's was infectious, with dozens of first time participants who got to witness WAM at its best. If you were there, thanks again for making the time to be actively involved in your association!

We've compiled the presentation materials from all of our [breakout sessions here](#).

If you attended and haven't already, we would appreciate it if you would take our 3-5 minute [feedback survey here](#).



## National Center for Rural Health Works Workshop in Casper

The National Center for Rural Health Works workshop is an interactive learning experience designed for rural healthcare leaders. Participants of the workshop will gain a better understanding of the economic impact of their healthcare sector through use of specific tools and methods developed by NCRHW for hospitals, clinics, dentists, veterinarians, and healthcare workforce demand.

Additionally, participants will learn how to access NCAHD's free, national healthcare workforce mapping portal. Participants will learn how to map, analyze and download healthcare workforce, demographics, shortage designations, healthcare determinants and over 100 other data-sets for FREE.

NCRHW has developed tools and templates, and can provide training and technical assistance in a multitude of areas:

### Economic Impact

- Rural Health Needs Analysis
- Specialty Physician Supply and Demand
- Community Health Needs Assessment Development

These tools and templates created by NCRHW help to make the case for the importance of local healthcare services by engaging community leaders to make informed decisions and developing a plan of action.

There is a block of rooms available at the Hilton Garden Inn at a rate of \$109/per night for Tuesday night. If you would like to book one of these rooms, [reserve here](#). Also, breakfast will be provided on Wednesday morning for the workshop.

If you would like more information about the National Center for Rural Health Works and the workshop you can visit our website at [ruralhealthworks.org](http://ruralhealthworks.org).

JOIN US AT  
Hilton Garden Inn  
1150 North Poplar St.  
Casper, WY, 82601

Tuesday, March 26th, 2019  
1:00-4:30 PM  
Wednesday, March 27, 2019  
8:30 AM-12:00 Noon

[Register Now](#)

## Grant Management Workshop Coming to Cheyenne in April

### Grants Management Training in Cheyenne, WY - April 11-12, 2019

Laramie County and Grant Writing USA will present a two-day grant management workshop in Cheyenne, April 11-12, 2019. This training is for grant recipient organizations across all disciplines. Attend this class and you'll learn how to administer government grants and stay in compliance with applicable rules and regulations.

[Click here for full event details.](#)

We are excited to offer you a special tuition rate of \$565. Please use code "WYASSN" to receive this \$30 discount off full price at registration. Tuition includes Grant Writing USA's 400-page grant management workbook and reference guide.

Multi-enrollment discounts and discounts for Grant Writing USA returning alumni are available. Tuition payment is not required at the time of enrollment.

Complete event details including learning objectives, class location, graduate testimonials and online registration are [available here](#).

Contacts:

Tammy Pitts  
Grant Writing USA  
888.435.7281 toll free  
[tammyp@grantwritingusa.com](mailto:tammyp@grantwritingusa.com)

Sandra Newland  
Laramie County  
307.633.4201  
[snewland@laramiecounty.com](mailto:snewland@laramiecounty.com)

## One-Call Wyoming to Provide Underground Facilities Damage Prevention Education

Encourage Any Professional Excavators Who Dig In Your Community to Attend

Events to be held across the state starting in early February. Breakfast is included and an RSVP is required to attend.

[Click here](#) to see the event flier for dates and locations.

[Click Here](#) to register.



## Weekly WAM Wyo-centric Trivia!

### This Week's Winner Gets a \$10 Pre-Paid Card

As Executive Director Rick Kaysen always reminds me, "You've got to have a little fun in life." So, every week in Word From WAM, we'll be posting a Wyo-centric trivia question for fun and fabulous prizes. Click the button below to submit your answer, and we'll draw a winner from all the correct answers we receive to get a \$10 pre-paid card from your friends here at WAM. Have fun and good luck!

*\*Please Note\** These cards are good for in-person purchases anywhere Mastercard is accepted, but cannot be used for online purchases.

**Question: Owen Wister's famous 1902 novel *The Virginian* is based in and around what Wyoming town?**

[Click to Answer](#)

**Congratulations** to last week's winner Kelly Lewis, Treasurer for the Town of Glenrock. She remembered that it was indeed Queen Elizabeth who vacationed in and around Sheridan in 1984. Thanks for playing and your gift card is on its way.

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tel: 307.632.0398 | fax: 307.632.1942 | [www.wyomuni.org](http://www.wyomuni.org)

**From:** Justin Schilling [mailto:[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)]

**Sent:** Friday, March 22, 2019 2:05 PM

**To:** Renee Jordan-Smith <[rjordansmith@casperwy.gov](mailto:rjordansmith@casperwy.gov)>

**Subject:** Word from WAM - Meet WAM's New Director, WAM Awards, Region Meetings, Trivia!



Wyoming  
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## *Word from WAM!*

*A Weekly Message*

**Introducing WAM's New Executive Director  
J. David Fraser**



## Fraser Returns to His Wyoming Roots With a Wealth of Municipal Experience

The Board of Directors of the Wyoming Association of Municipalities (WAM) named J David Fraser Executive Director starting on April 20th, 2019.

"WAM is in a strong position during this transition," stated WAM President Paul Brooks, Mayor, Sundance. "Dave provides a diverse background and skill set he has developed over the years in serving in various municipal capacities".

Fraser has held positions as a municipal administrator and manager in Colorado, Michigan, Kansas and Nevada. In addition, he served as the Executive Director for the Nevada League of Cities & Municipalities, and as a Board Member for the National League of Cities. His experience is not only at the local municipal level, but also includes state and national levels.

"Having spent my career in public service all over the country, I am thrilled to return home to serve our Wyoming communities," Fraser said.

Fraser was raised first in Greeley, Colorado before moving to Sundance in his pre-teen years. He is currently in the process of setting up his new residence in Cheyenne with his wife of 29 years, Anna. He and Anna have four grown children and one grandchild.

Director Fraser can be reached via e-mail at [dfraser@wyomuni.org](mailto:dfraser@wyomuni.org) or in the office at 307-632-0398.



**WAM is Looking for Nominees for Annual Awards to Be Given Out at Convention**

## Please Nominate The Deserving Folks in Your Community

Click on the links below to read the description of each awards program and to apply.



[Bartley Skinner Award](#) honoring a deserving spouse or partner of a WAM member.

[Community Hero Award](#) honoring citizens in your community who go the extra mile to help make it a town or city worth living in.

[WAM Honorary Member](#) recognizes those not still in elected office, but who made extraordinary positive impacts to their communities and showed leadership in service through WAM.

[LTS Summer Convention Scholarship](#) pays for a WAM Member who is enrolled in the Leadership Program to receive free registration and lodging for this year's WAM Summer Convention in Sheridan.

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## Wyoming Workforce Services Encourages Participation in National Workzone Awareness Week

In advance of the 20th annual spring National Work Zone Awareness Week (NWZAW), which will take place April 8- 12, 2019, we wanted to provide you with information about available outreach and compliance assistance materials. This event raises awareness across the country in an effort to encourage safe driving through highway work zones, and this year's theme is "Drive Like You Work Here." The key message is for drivers to use extra caution in work zones.



- How to Participate: NWZAW's kick-off event will be held on April 9, 2019 in Washington, D.C. and hosted by the District Department of Transportation (DDOT). The kickoff event will be held at the Frederick Douglass Memorial Bridge at 11:00 a.m. Any organization,

publication or individual can participate by taking a break to host a toolbox talk, attend or host an event, or wear orange and promote via social media.

- o For tips and ideas for your Work Zone Awareness event, see the NWZAW toolkit. Additional Resources are also available on OSHA's website, including a links to NIOSH's webpage Highway Work Zones, and information on Roadway Work Zone Training Program, which was developed through an OSHA Susan Hardwood Training Grant and is available in English, Spanish, and in Portuguese.
- o To find a NWZAW event in your area, see their calendar of Events page with events that are free and open to the public.
- o As part of NWZAW, all are also encouraged to participate in Go Orange Day on April 10, a day where individuals are encouraged to wear orange as a visual reminder to others of work zones, and post photos of their "Go Orange Day" activities to further spread awareness of work zone safety

- Posters: Download the digital poster file for use online or personal printing. Printed poster orders are now being accepted. Limited quantities available on a first-come, first-served basis.
- Toolkit: The NWZAW toolkit is a comprehensive guide for all individuals and organizations planning to host NWZAW and Go Orange Day events in their community. The toolkit includes event setup guides, press release and invitation templates, and ideas for social media and is available for download here.
- Social Media: Be sure to participate by spreading the message of work zone safety with your friends, family, and community, and by liking, commenting, and sharing on social media using the hashtags #NWZAW and #GoOrange4Safety.
- Information: For additional information or questions, contact ATSSA's communications contact Mitzi Osterhout at [communications@atssa.com](mailto:communications@atssa.com).

For more information please contact,  
Brad Westby  
Interim Consultation Program Supervisor  
Workforce Services - OSHA  
[Brad.Westby1@wyo.gov](mailto:Brad.Westby1@wyo.gov)  
307.777.5951

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The afternoon will start though with an informational session on how Wyoming 2-1-1 can help people in your community given by Wyoming 2-1-1 Executive Director Sabrina Lane, as well as a talk on the current state and future of 911 systems by Laramie County Combined Communications Center Director Glenn Crumpton.

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**Question: What famous Wyoming-born (Cody 1912) artist is considered the originator of "abstract expressionism"?**





[Click to Answer](#)

**Congratulations** to last week's winner George Siglin, Mayor of the Town of Lingle. He remembered that Owen Wister's novel "The Virginian" was based in and around the Town of Medicine Bow. Thanks for playing and your gift card is on its way.

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## FY 2019 Specific Entity and One Cent Quarterly Report

*Please file this form at the conclusion of the quarter. Failure to complete and send in this form could result in a denial of payment for any current or future funding.*

|                                                    |                                                 |                                                          |                                                 |
|----------------------------------------------------|-------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Organization: <u>Wyoming Senior Citizens, Inc</u>  |                                                 | Program/ Event: <u>WY Senior Companion Program</u>       |                                                 |
| Contact Person: <u>Nita Stephenson</u>             | Phone Number: <u>307-634-1010</u>               | Date: <u>3/19/2019</u>                                   |                                                 |
| Email address: _____                               |                                                 |                                                          |                                                 |
| Please Select One:                                 |                                                 |                                                          |                                                 |
| 1 <sup>st</sup> Quarter _____<br>Jul. 1-Sep. 30    | 2 <sup>nd</sup> Quarter _____<br>Oct. 1-Dec. 31 | 3 <sup>rd</sup> Quarter <u>X</u> _____<br>Jan. 1-Mar. 31 | 4 <sup>th</sup> Quarter _____<br>Apr. 1-Jun. 30 |
| <b>Reports are due the last day of the quarter</b> |                                                 |                                                          |                                                 |

### 1. Mission

:

Wyoming Senior Citizens, Inc. is a state-wide private non-profit organization founded in 1975 for the purpose of helping older Wyoming residents maintain their independence. We have operated several programs that work toward that goal for forty years, which proves our qualifications and expertise in managing grants. These programs include the Senior Companion Program, the National Family Caregiver Support Program, the Senior Medicare Patrol Program, the Wyoming State Health Insurance Information Program, The Foster Grandparent Program and the Long-Term Care Ombudsman Program.

### 2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this event. **Please include the amount you were allocated from One Cent funding or General Fund Agency funding.**

### 3. Program significance

a. Individuals who are our focus and influenced by our activities are both volunteers and clients:

- The Wyoming Senior Companion Program is a service initiative with a dual purpose.
- We serve low-income seniors (55 years or older) and provide them with an opportunity to volunteer and receive a monthly tax-free stipend, a meal and mileage reimbursement and a yearly physical plus a benefits package to offset the cost of volunteering.
- We serve at-risk adults who are over 21 and primarily the frail elderly and their caregivers in order to maintain their independence and age in place.

b. Impact on volunteers, clients and the community:

- Due the efforts of our free Senior Companions services, many of our clients are able to avoid or at least delay placement in a more structured living environment such as a nursing home if this is their choice, therefore saving the community long-term care costs.
- Senior Companions are not burdened by costs associated with volunteering and have a little extra income to help with needs such as groceries and medication costs.

c. Trends over the past months:

- A higher incidence of elderly being exploited or neglected
- Number of persons with Alzheimer's disease greatly increasing and requiring respite
- Baby Boomers are aging and requiring assistance

#### **4. Results**

- Eleven Senior Companions visit an average of 10 clients once a week from 1-5 hours per week and help with shopping, errands and appointments, , home management, personal wellness, respite care for caregivers and client advocacy..
- Volunteer time sheets and client assignment sheets are entered into a data base to chart input and measure outcome..
- Results are measured at the end of the year using both Volunteer surveys and client surveys

#### **5. Program Results/Impacts (use bullets)**

- Quantity:
  - 11 Companions visited clients for 1-5 hours once a week
  - 103 clients received free services from Companions
  - Companions served 2,161.5 hours this quarter
  - 80% of clients were able to get to necessary appointments and to buy groceries.
- Companions were better off financially and had more energy and enthusiasm as well as a better quality of life as a result of helping others. Clients have something to look forward to every week. .Many clients have no family or friends and their Senior Companion may be the only person they see all week.
- Data every year is similar. There are many more people each year who long for and need to services and friendship of a Senior Companion volunteer.

#### **6. Results Analysis**

- Our program could have worked better if we were able to hire more qualified volunteers and if there weren't such a large waiting list.
- Hopefully we will address this issue when we have sufficient funding and increasing access to qualified volunteers. This year we had many illnesses which impacted our numbers.

#### **7. Attendance and Participation**

In order to gauge the impact that your event has had on the community, it is important that we know how many people use your program. **Please fill out the information in the box on the opposite side of this page.** If you intend to use a counting method that is not listed, then please contact Fleur Tremel in the City Manager's Office (235-8224) to inquire about pre-approval.

## Attendance and Participation

Please fill in the section below as instructed on the opposite side of this page.

*I can accurately count the number of people who use our program because:*

- ☐ We sold tickets
- ☐ We took a turnstile count or counted people as they came in
- ☐ We conducted an organized head count
- ☐ All participants were registered
- ☒ We used sign-in sheets
- ☐ *We used another method that was pre-approved by the City Manager's Office*

In order to accurately count the number of our Senior Companions and their hours we use monthly time sheets. In order to count the number of clients served we use Client/Companion Assignment Sheets which state what day/time the volunteer will be visiting each week... All of this information is entered into an extensive data base which is referred to often.

**WYOMING SENIOR CITIZENS INC**  
**Statement of Revenues and Expenditures - SCP SUB REPORTS FY19**  
35 - COUNTY-NATRONA  
**From 1/1/2019 Through 3/31/2019**

|                                      | <b>Total Budget \$<br/>- Original</b> | <b>Current<br/>Period Actual</b> | <b>Current Year<br/>Actual</b> | <b>Total Budget \$<br/>Variance -<br/>Original</b> | <b>Percent Total<br/>Budget \$<br/>Remaining -<br/>Original</b> |
|--------------------------------------|---------------------------------------|----------------------------------|--------------------------------|----------------------------------------------------|-----------------------------------------------------------------|
| REVENUE                              |                                       |                                  |                                |                                                    |                                                                 |
| INCOME-COUNTY                        |                                       |                                  |                                |                                                    |                                                                 |
|                                      | 4,702.95                              | 4,702.95                         | 4,702.95                       | 0.00                                               | 0.00%                                                           |
| Total REVENUE                        | 4,702.95                              | 4,702.95                         | 4,702.95                       | 0.00                                               | 0.00%                                                           |
| EXPENSES                             |                                       |                                  |                                |                                                    |                                                                 |
| MEALS                                |                                       |                                  |                                |                                                    |                                                                 |
| Meals                                | 1,175.00                              | 576.00                           | 688.00                         | 487.00                                             | 41.45%                                                          |
| Total MEALS                          | 1,175.00                              | 576.00                           | 688.00                         | 487.00                                             | 41.45%                                                          |
| TRAVEL-PARTICIPANT                   |                                       |                                  |                                |                                                    |                                                                 |
| Travel Participant                   | 3,527.95                              | 1,454.07                         | 1,831.22                       | 1,696.73                                           | 48.09%                                                          |
| Total TRAVEL-PARTICIPANT             | 3,527.95                              | 1,454.07                         | 1,831.22                       | 1,696.73                                           | 48.09%                                                          |
| Total EXPENSES                       | 4,702.95                              | 2,030.07                         | 2,519.22                       | 2,183.73                                           | 46.43%                                                          |
| NET REVENUE OVER<br>(UNDER) EXPENSES | 0.00                                  | 2,672.88                         | 2,183.73                       | 2,183.73                                           | 0.00%                                                           |