

INFORMATION PACKET

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Friday, November 16, 2018



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Communication Accountability Stewardship Professionalism Efficiency Responsiveness

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November 20, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items C = Item is on Consent N = Item is <u>not</u> on Consent		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting: Executive Session Minutes - Nov 6 Personnel & Land Acquisition						
Pre-meeting: Bar & Grill RFP						
Pre-meeting: Zamboni Discussion						
Pre-meeting: Change Order - Treto Construction LLC, for the 2018 Beverly Street Improvements Project.						
Approval of Nov. 6 Executive Session & Nov. 13 Special Session Minutes						
Bright Spot - Bike rider assistance - City Employees Sean Ingledew & Brody Allen						
Establish December 4, 2018 as the Public Hearing Date for Consideration of New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code.		C				
Establish December 4 as the Public Hearing Date for a Transfer of Location for Retail Liquor License No. 5, Travis Taylor, d/b/a Cocktail's, Located at 134 North Center, to Travis Taylor, d/b/a Cocktail's, Located at 138 South Kimball.		C				
Establish January 8, 2019, as the Public Hearing Date for Consideration of the Appeal of Planning & Zoning Commission's Decision to Deny a Conditional Use Permit for an Off-Premise Sign (Billboard) in a C-2 (General Business) Zoning District, on Lot 5, Block 159, Casper Addition, Located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising.		C				
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 1st reading			N			
Budget Amendment			N			
Qwest Corporation, d/b/a CenturyLink QC, Franchise. 3rd reading				N		
Annexation and plat a Portion portion of the S1/2NW1/4, Section 9, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming, and a vacation and replat of Lot 2, Block 1 and Lot 1, Block 2, Bailey Addition No. 2 and Lot 1 Stoval Brothers Addition, to create State Office Building Addition, comprising 11.06 acres, more or less, located at 444 West Collins Drive, and consideration of a request to establish the zoning of the subdivision as City zoning classification OYDSPC (Old Yellowstone District and South Poplar Corridor). 2nd reading				N		
Panhandling Ordinance – Updating Regulations. 2nd reading				N		
Possession of Motor Vehicle Operator's License – Repealing and Replacing Ordinance. 2nd reading				N		
Release of City's Lien on the Truck Tractor and Trailer of the Food Bank of the Rockies					C	
Authorizing the Acceptance of a Grant Award from the Wyoming Office of Homeland Security, in the Amount of \$36,100, to be Used to Purchase Level A Hazardous Materials Suits and Pressurization Testing Instrument.					C	
Authorizing the Sole Source purchase of three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant.					C	
Authorizing an Agreement with Davidson Mechanical, in the Amount of \$44,217, for the Casper Events Center Combination Oven/Steamer Replacements Project.					C	
Authorizing Change Order No. 1, in the Amount of \$33,200, with Treto Construction LLC, for the 2018 Beverly Street Improvements Project.					C	

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Authorizing an Agreement with Modern Electric Co., in the Amount of \$55,930, for the Regional Wastewater System (RWWS) Lift Station Generator-Riverwest Project.				C	
Authorizing and Agreement with Installation and Service Company, Inc., in the Amount of \$169,971.66, for the Police Department Shooting Range Improvements Project.				C	
Authorizing an Agreement with Caspar Building Systems, Inc., in the Amount of \$158,108, for the Compost Equipment Building Heating Project.				C	
Approving a One Year Extension for Bar and Grill Liquor License No. 10, Marvin Piel Family, LLC d/b/a The Tower, Located at 100 North Center Street.					C
Authorizing the Discharge of \$22,430.30 of Uncollectible Accounts Receivable Balances, Aged between the Dates of July 1, 2013 and September 30, 2013, Including a More Recent Bankruptcy.					C
Authorize the Purchase of One (1) New Trailer Mounted Air Compressor, from United Rentals, Inc., Casper, Wyoming, in the Total Amount of \$22,375.00, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of One (1) New One-Ton Crew Cab Pickup Truck with 8" bed and Accessories, from Fremont Motors, Casper WY, in the Total Amount of \$44,746.00, before the Trade-In Allowance, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of Three (3) New Half-Ton Regular Cab Pickup Trucks, from Fremont Motors, Casper, Wyoming, in the Total Amount of \$74,802.00, Before the Trade-In Allowance, for Use by the Building Inspection Section of the Community Development Department.					C
Authorize the Purchase of One (1) Hydraulic Material Handler, from Power Equipment Company, in the Total Amount of \$383,368.00, for Use by the Solid Waste Division of the Public Services Department.					C
Authorize the Purchase of Two (2) New Flatbed Haul Trailers, from CMI Teco, Casper, Wyoming, in the Total Amount of \$91,894.00 for Use by the Solid Waste Division of the Public Services Department.					C
Rejecting all Bids Received for the Wastewater Treatment Plant Dewatering Building Heater Replacement Project.					C

November 27, 2018**Councilmembers Absent: Morgan**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Wyoming Business Council Grant - River Project (Jolene Martinez)	Move Forward for Approval	20 min	4:30
Animal Care and Control Ordinance (John Henley)	Direction Requested	40 min	4:50
6th Cent Funding Discussion (John Henley)	Direction Requested	40 min	5:30
Council Leadership Nominations	Direction Requested	10 min	6:10
Legislative Agenda (Carter Napier)	Move Forward for Approval	30 min	6:20
Agenda Review		20 min	6:50
Legislative Update		10 min	7:10
Council Around the Table		20 min	7:20
Approximate Ending Time			7:40

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December 4, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Hospital Speed Study					
Establish December 18, 2018 as the Public Hearing Date for Consideration of a Vacation and Replat of Betty Luker Parkway Campus #2 and a Portion of Elkhorn Valley No. 5, Lot 1, to Create Elkhorn Village Addition, Comprising 21.0 Acres, More or Less; and Consideration of a Request for Rezoning of the Proposed Elkhorn Village Addition from PUD (Planned Unit Development), AG (Urban Agriculture), and R-2 (One Unit Residential) to Entirely R-2 (One Unit Residential), Said Property is Generally Located Northeast of the Intersection of Newport and E. 12th Streets.	C				
Establish December 18, 2018 as the Public Hearing Date for Consideration of the Wyoming Business Council Grant - River Project	C				
Establish February 19, 2019 as the Public Hearing Date for Consideration of the Annual Renewal of Liquor Licenses.	C				
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - First Reading		N			
Transfer of Location for Retail Liquor License No. 5, Travis Taylor, d/b/a Cocktail's, Located at 134 North Center, to Travis Taylor, d/b/a Cocktail's, Located at 138 South Kimball.		N			
Panhandling Ordinance – Updating Regulations. 3rd reading			N		
Possession of Motor Vehicle Operator's License – Repealing and Replacing Ordinance. 3rd reading			N		
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 2nd reading			N		
Legislative Agenda				C	
Adopting the Special Event Guide and Application Policies and Procedures Along with the Fees Associated with these Policies.				C	
Authorizing a New Lease Agreement between the City of Casper and Union Telephone Company d/b/a Union Wireless, for an Existing Wireless Communication Tower Located at the Municipal Golf Course.				C	
Authorizing the Purchase of the Crowdstrike Falcon Next Generation Antivirus Subscription Service in the Amount of \$24,857.					C

December 11, 2018**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Public Services Rate Model Update (Andrew Beamer)	Information Only	20 min	4:30
Water Main Tap Fee (Andrew Beamer)	Direction Requested	20 min	4:50
Events Center Audit	Information Only	40 min	5:10
Liquor License Ordinance	Move Forward for Approval	60 min	5:50
Council Leadership Straw Poll	Move Forward for Approval	10 min	6:50
Agenda Review		20 min	7:00
Legislative Update		10 min	7:20
Council Around the Table		20 min	7:30
Approximate Ending Time			7:50

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December 18, 2018**Councilmembers Absent:**

Regular Council Meeting Agenda Items C = Item is on Consent N = Item is <u>not</u> on Consent		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Procedural Explanation of Appeal of Planning and Zoning Commission's Decision to Deny a Conditional Use Permit for an Off-premise Sign (billboard) in a C-2 (General Business) Zoning District, on Lot 4, Block 159, Casper Addition, Located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising.		C				
Establish January 8, 2019 as the Public Hearing Date for CATC Route Modifications		C				
Establish January 8, 2019 as the Public Hearing Date for Animal Care Ordinance.		C				
Public Hearing Date for Consideration of Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the State Office Building Addition Complies with W.S. 15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the State Office Building Addition.			N			
Wyoming Business Council Grant - River Project			N			
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - 2nd Reading				N		
Ordinance to Vacate Portions of South Oak Street, South Elm Street, West 8th street, West 9th Street, West 10th Street, Two Alleys Located in Block 84, Casper Addition, an Alley Located in Block 92, Casper Addition, and a Portion of an Alley Located in Block 93, Casper Addition. 3rd reading				N		

January 8, 2019**Councilmembers Absent:**

Regular Council Meeting Agenda Items C = Item is on Consent N = Item is <u>not</u> on Consent		Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Election of Mayor and Vice-President						
Appeal of Planning and Zoning Commission's Decision to Deny a Conditional Use Permit for an off-premise sign (billboard) in a C-2 (General Business) zoning district, on Lot 4, Block 159, Casper Addition, located at 1329 South Poplar Street for Applicants David DeWald and Lamar Advertising. Public Hearing			N			
CATC Route Modifications			N			
New Distillery Satellite Tasting Room Ordinance of the Casper Municipal Code - 3rd Reading				N		
Animal Care Ordinance - First Reading			N			

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January 15, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
CATC Route Modification Update (Liz Becher)	Direction Requested	20 min	4:30
Restricted Parking Areas (John Henley)	Direction Requested	20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

January 22, 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 <u>not</u> on Consent					
Animal Care Ordinance 2nd Reading			N		

January 29, 2019**Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

February 5, 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 <u>not</u> on Consent					
Animal Care Ordinance 3rd Reading			N		

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A working draft of Council Meeting Agendas

Upcoming Work Session Agenda Items
Plains Property RFP (after February 14, 2019)
Pre-Annexation & Island Annexation
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
Property Code Revisions (after January 2019)
Parking on the Parkways (after January 2019)
Sidewalk Cafés



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES

6:00 pm Wednesday, October 10, 2018
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Ben Schrader, Reed Mersch, Bob Chynoweth, Bob Hopkins, Ed Opella, Scott Sissman, and Doug Follick

Excused Absences: Jerad Stack and Bryce Row

Others Present: Renee Hahn (ARAJPB).

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

1. Minutes from the September 12, 2018 Regular Meeting

No corrections were made to the September 12th Minutes.

The motion was made by Mr. Follick and seconded by Mr. Opella to approve the September 12th Minutes. There being no further discussion, the Board proceeded to vote. The motion carried with all in attendance voting aye.

(Copy of Minutes on file.)

2. Treasurer's Report

Details on investment accounts were given by Mr. Chynoweth. He reviewed the vouchers listed on the Treasurer's Report as of October 10, 2018. He also discussed the investments as of the end of September. A motion was made by Mr. Follick and seconded by Mr. Opella to approve the reports and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

- Investment & Financial – Mr. Chynoweth stated he had contacted First Interstate Bank to notify them of a security that will be maturing December 2018. He requested the security not be reinvested until it is determined how much of the funds will be needed for the Three Crowns management transition. The Board agreed with this decision.

3. Committee Reports

- Architectural Review – Mr. Opella stated "He had nothing to report".
- Platte River Commons - Mr. Hopkins reported on the three pedestals being installed along the pathway designed by Jacobs Engineering. Mr. Hopkins has shared the design of the pedestals with the City of Casper with BP's approval. The installation is slated for November 12, 2018.
Mr. Mersch informed the Board that a historical piece of cast iron was located in the Western Opportunity Area (WOA) during the construction of the slurry wall. "It is now in the hands of ARAJPB and I would like to have permission to commission this piece to a local artist for the lobby of the

Innovation Center.” The motion was made by Mr. Opella and seconded by Mr. Merschat to approve spending up to \$3,000 on the art.

There being no further discussion, the Board proceeded to vote. The motion carried with all in attendance voting aye.

- **Refined Properties** - Ms. Hahn informed the Board of the new estimate on testing of the existing dirt pile. The cost is now \$9,200 to be shared with BP. Once testing is complete, it will be determined how to proceed. The most effective and least costly way to proceed would be to acquire WDEQ’s approval to spread the dirt and cover with asphalt. If the testing determines that the dirt should be removed from the site, trucking costs will have to be determined. At this time, the costs range from \$81,000 up to \$141,700.
- **Three Crowns** - Mr. Follick informed the Board that September was a good month, although currently they are \$50,000 below projected budget. Mr. Follick also shared that Landscapes Unlimited (LU) will be visiting on November 8th to meet with staff/public. The staff and Three Crowns Committee Members will be invited to attend an LU overview at 8:30-9:30 am. The public open house will have a putting contest and is scheduled to begin at 11:00 am and end at 2:00 pm. All Board Members and Committee Members are encouraged to attend. Snacks will be provided at the open house. There was board discussion and a request to invite LU on the 7th for dinner to meet the ARAJPB members. Ms. Hahn will follow-up with this request.
Mr. Follick informed the Board that Three Crowns Minutes and Budget has been sent to LU to assist with a smooth transition in December.
- **Executive Committee** - Mr. Schrader reviewed all the upcoming meetings and office closures. Mr. Follick thanked Reed Merschat for all his due diligence and time put into the Three Crowns management transition over the last two years.

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

Mr. Hopkins, City Representative and Mr. Opella, County Representative had nothing to report. **Other**
No Reports.

5. Future Meetings/Agenda

October 18th -Three Crown’s Committee Meeting 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

November 7th - Landscapes Unlimited Dinner/Gathering, 6:30 p.m. held at 2435 King Blvd., Big Horn Conference Room.

November 8th – Landscapes Unlimited Three Crowns Staff Meeting, 8:30-9:30 a.m. held at Three Crowns, 1601 King Blvd.

November 8th – Landscapes Unlimited Public Meet and Greet, 11-2:00 p.m. held at Three Crowns, 1601 King Blvd.

November 14th – ARAJPB Regular Meeting, 6:00 p.m. held at 2435 King Blvd., Big Horn Conference Room.

November 15th – Three Crowns Committee Meeting, 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

December 12th – ARAJPB Regular Meeting and Christmas Party, Meeting begins at 5:00 p.m. and party begins at 5:30 p.m. at Three Crowns, 1601 King Blvd.

December 20th – Three Crowns Committee Meeting, 7:00 a.m. held at 2435 King Blvd., Big Horn Conference Room.

6. Public Comment

None.

7. Good of the Order

None.

8. Adjournment

There being no further action by the Board, a motion was made by Mr. Opella and seconded by Mr. Follick to adjourn the meeting at 7:41 p.m. The motion carried with all members in attendance voting aye.

11/19/18
Date

11-14-18
Date

[Signature]
Board Officer

[Signature]
Presiding Officer



**Salt Creek Heights
Business Center**



**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

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**AMOCO REUSE AGREEMENT
JOINT POWERS BOARD**

FINANCIAL REPORT

JUNE 30, 2018

SKOGEN, & COMETTO *Associates* PC
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

To the Amoco Reuse Agreement Joint Powers Board
Casper, Wyoming

Report on the Financial Statements

We have audited the accompanying financial statements of the Amoco Reuse Agreement Joint Powers Board, as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise Amoco Reuse Agreement Joint Powers Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion

The financial statements referred to above include only the primary government of Amoco Reuse Agreement Joint Powers Board, which consists of the Board's legal entity. The financial statements do not include financial data for the Board's legally separate component unit. Accounting principles generally accepted in the United States of America require financial data for the Amoco Reuse Agreement Joint Powers Board's legally separate component unit to be reported with the financial data of the Board's primary government. The amount by which this departure would affect the assets, liabilities, net position, revenues, expenses, and cash flows of the financial statements has not been determined.

Adverse Opinion

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion" paragraph, the financial statements referred to above do not present fairly the financial position of the reporting entity of the Board as of June 30, 2018, or the changes in financial position or cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Amoco Reuse Agreement Joint Powers Board, as of June 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 13, 2018 on our consideration of the Amoco Reuse Agreement Joint Powers Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Amoco Reuse Agreement Joint Powers Board's internal control over financial reporting and compliance.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 – 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing

standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Accountants' Privity Notification

The accompanying financial statements and our independent auditors' reports are for the purpose of meeting local and state requirements and for the use of those entities, management, and the Joint Powers Board, and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements and independent auditors' reports are hereby advised that the liability of Skogen, Cometto & Associates, P.C. to third party users who use or rely on this information may be limited pursuant to 1995 Wyoming Session Laws, Chapter 155 creating Wyoming Statute §33-3-201.

Skogen, Cometto & Associates, P.C.

Casper, Wyoming
November 13, 2018

Amoco Reuse Agreement Joint Powers Board
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018

This section of the Amoco Reuse Agreement Joint Powers Board's annual financial report presents management's discussion and analysis of the Board's financial performance and provides an overall review of the financial activities for the fiscal year ended June 30, 2018. The intent of this discussion and analysis is to look at the Board's financial performance as a whole; readers should also review the notes to the financial statements and the financial statements to enhance their understanding of the Board's financial performance.

Financial Highlights

Key financial highlights of the Board for 2018 are as follows:

- ✓ Assets exceeded total liabilities at the close of the most recent fiscal year by \$29,643,730. Of this amount, \$10,089,304 is unrestricted for the Board's discretionary use (\$5,184,181 of the unrestricted amount is invested in land inventory), \$3,370,175 is restricted for buildings and facilities, \$1,246,156 is restricted for economic development, \$967,256 is restricted for operations and maintenance, and \$13,970,839 was invested in capital assets.
- ✓ Total expenditures exceeded revenues, decreasing net position by \$1,573,402.

Overview of the Financial Statements

This management's discussion and analysis is intended to serve as an introduction to the Board's basic financial statements. The Board presents their financial statements as a proprietary fund as it better reflects the type of activity that the Board engages in. As a result, the Board's financial statements include two components: 1) proprietary fund financial statements and 2) notes to the financial statements.

Proprietary fund financial statements. The *proprietary fund financial statements* are designed to provide readers with a broad overview of the Board's finances, in a manner similar to private sector business. These statements contain useful long-term information as well as information for the just completed fiscal year.

The *statement of net position* presents information on all the Board's assets and liabilities, with the difference between the two reports as *net position*. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Board is improving or diminishing.

The *statement of revenues, expenses and changes in net position* presents information showing how the Board's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future periods.

The *statement of cash flows* presents information showing how the cash and cash equivalents for the Board were provided and used during the year.

Amoco Reuse Agreement Joint Powers Board
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

Recall that the Statement of Net Position provides the perspective of the Board as a whole. Table 1 provides a summary of the Board's net position for 2018 and 2017.

Table 1
Net Position

	2018	2017
Assets:		
Current assets	\$ 10,738,184	\$ 10,699,790
Restricted assets	5,583,587	6,254,205
Capital assets, net	14,165,398	15,106,382
Total assets	<u>30,487,169</u>	<u>32,060,377</u>
Liabilities:		
Current Liabilities	169,007	96,209
Non-current Liabilities	132,459	198,495
Total Liabilities	<u>301,466</u>	<u>294,704</u>
Deferred Inflows of Resources:		
Deferred rent	<u>541,973</u>	<u>548,541</u>
Net Position:		
Net investment in capital assets	13,970,839	14,859,752
Restricted for:		
Buildings and facilities	3,370,175	3,799,841
Operations and maintenance	967,256	1,206,333
Economic development	1,246,156	1,248,031
Unrestricted	10,089,304	10,103,175
Total net position	<u>\$ 29,643,730</u>	<u>\$ 31,217,132</u>

The Board's unrestricted net position, the part of net position that can be used to finance day-to-day activities without constraints established by grants or legal requirements, decreased by \$13,871. The decrease was primarily the result of not having any land sales during the year.

Net position invested in capital assets, decreased by \$888,913 due to depreciation on existing assets, net of assets purchased.

Net position restricted for building and facilities, decreased by \$429,666 due to expenses related to Three Crowns operation and maintenance.

Net position restricted for operations and maintenance, decreased by \$239,077 due to normal operating expenses.

Net position restricted for economic development, decreased by \$1,875.

Amoco Reuse Agreement Joint Powers Board
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018

Statements of Revenues, Expenses and Changes in Net Position:

There was no revenue from property sales in 2018 but an increase in investment income.

Table 2
Revenues

Revenues:	2018	2017
Gain (loss) on sale of asset	\$ 1,250	\$ -
Investment earnings (loss)	12,901	(81,664)
Interest income	5,806	-
Property sale	-	1,007,862
Rent income	32,394	32,394
Total revenues	<u>\$ 52,351</u>	<u>\$ 958,592</u>

Expenses

Overall expenditures decreased slightly from 2017.

Table 3
Expenditures

Expenditures:	2018	2017
General government	\$ 1,219,980	\$ 1,156,196
Buildings/facilities	361,176	338,667
Economic development	2,607	103,973
Operations and maintenance	41,990	42,833
Total expenditures	<u>\$ 1,625,753</u>	<u>\$ 1,641,669</u>

Table 4
Change in Net Position

	2018	2017
Revenues	\$ 52,351	\$ 958,592
Expenditures	<u>1,625,753</u>	<u>1,641,669</u>
Excess of expenditures over revenues	(1,573,402)	(683,077)
Net Position, beginning of year	<u>31,217,132</u>	<u>31,900,209</u>
Net Position, end of year	<u>\$ 29,643,730</u>	<u>\$ 31,217,132</u>

Amoco Reuse Agreement Joint Powers Board
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2018

Capital Assets

The following is a breakdown of the capital assets:

	2018	2017
Land	\$ 61,872	\$ 61,872
Equipment	1,054,412	983,694
Furniture	71,827	71,827
Buildings and improvements	11,777,112	11,777,112
Golf course improvements	11,411,779	11,411,779
Equipment under capital lease	274,522	274,522
	<u>\$ 24,651,524</u>	<u>\$ 24,580,806</u>

Current Issues

During the year, the Board produced an RFP for the Conference Center and Hotel which has a submittal date of November 15, 2018. The results of that RFP have yet to be received.

The Three Crowns Taskforce Committee was established and produced an RFP to 32 Management Companies to evaluate and determine a process of reducing loss at Three Crowns Golf Course. Landscapes Unlimited was chosen by The Three Crowns Committee and recommended approval from ARAJPB. Their contract will commence on December 1, 2018.

Contacting the Board's Financial Management

This financial report is designed to provide all those with an interest in the Board's finances a general overview of the Board's finances and to demonstrate the Board's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Renee Hahn, Executive Director
 Amoco Reuse Agreement Joint Powers Board
 2435 King Blvd., Suite 249
 Casper, WY 82604

AMOCO REUSE AGREEMENT JOINT POWERS BOARD
STATEMENT OF NET POSITION
JUNE 30, 2018

	2018	"Memorandum Only" 2017
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 5,550,015	\$ 5,591,366
Prepaid expenses	3,988	3,988
Land inventory	5,184,181	5,104,436
Total current assets	<u>10,738,184</u>	<u>10,699,790</u>
Restricted		
Cash and cash equivalents	<u>5,583,587</u>	<u>6,254,205</u>
Total restricted assets	<u>5,583,587</u>	<u>6,254,205</u>
Capital Assets		
Land	61,872	61,872
Depreciable capital assets (net of accumulated depreciation)	<u>14,103,526</u>	<u>15,044,510</u>
Total capital assets	<u>14,165,398</u>	<u>15,106,382</u>
Total assets	<u>30,487,169</u>	<u>32,060,377</u>
LIABILITIES		
Current Liabilities		
Accounts payable	5,297	18,250
Accrued expenses	1,454	5,026
Advanced costs payable	100,156	24,798
Current portion of long-term debt	<u>62,100</u>	<u>48,135</u>
Total current liabilities	<u>169,007</u>	<u>96,209</u>
Non-current Liabilities		
Long-term liabilities	<u>132,459</u>	<u>198,495</u>
Total Liabilities	<u>301,466</u>	<u>294,704</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred rent	<u>541,973</u>	<u>548,541</u>
Total deferred inflows of resources	<u>541,973</u>	<u>548,541</u>
NET POSTION		
Net investment in capital assets	13,970,839	14,859,752
Restricted for:		
Buildings and facilities	3,370,175	3,799,841
Economic development	1,246,156	1,248,031
Operations and maintenance	967,256	1,206,333
Unrestricted	<u>10,089,304</u>	<u>10,103,175</u>
Total Net Position	<u>\$ 29,643,730</u>	<u>\$ 31,217,132</u>

See accompanying notes to financial statements.

AMOCO REUSE AGREEMENT JOINT POWERS BOARD
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2018

	2018	"Memorandum Only" 2017
OPERATING REVENUES		
Property sale	\$ -	\$ 1,007,862
Rent income	32,394	32,394
Interest income	5,806	-
Total operating revenues	<u>38,200</u>	<u>1,040,256</u>
OPERATING EXPENSES		
General government	1,219,980	1,156,196
Building/facilities	361,176	338,667
Economic development	2,607	103,973
Operations and maintenance	41,990	42,833
Total expenses	<u>1,625,753</u>	<u>1,641,669</u>
OPERATING LOSS	(1,587,553)	(601,413)
NONOPERATING INCOME (LOSS)		
Net interest and investment earnings (loss)	12,901	(81,664)
Gain on sale of asset	1,250	-
Net nonoperating income (loss)	<u>14,151</u>	<u>(81,664)</u>
DECREASE IN NET POSITION	(1,573,402)	(683,077)
NET POSITION		
Total net position - beginning	31,217,132	31,900,209
End of year	<u>\$ 29,643,730</u>	<u>\$ 31,217,132</u>

See accompanying notes to financial statements.

AMOCO REUSE AGREEMENT JOINT POWERS BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018

		"Memorandum Only"
	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from property sales	\$ -	\$ 2,289,064
Other cash receipts	31,632	58,490
Cash payments to employees	(101,050)	(93,495)
Cash payments to suppliers	(177,173)	(881,562)
Cash paid to Three Crowns	(361,126)	(335,020)
Net cash (used in) provided by operating activities	<u>(607,717)</u>	<u>1,037,477</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Acquisition of capital assets	(69,468)	(138,688)
Repayment of Deposit from the City of Casper	-	(5,096,520)
Payment on capital lease obligation	(52,071)	-
Net cash used in) capital and related financing activities	<u>(121,539)</u>	<u>(5,235,208)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Investment (loss) gain	12,901	(245,113)
Interest	4,386	163,132
Net cash provided by (used in) investing activities	<u>17,287</u>	<u>(81,981)</u>
DECREASE IN CASH AND CASH EQUIVALENTS	(711,969)	(4,279,712)
CASH AND CASH EQUIVALENTS		
Beginning of year	11,845,571	16,125,283
End of year	<u>\$ 11,133,602</u>	<u>\$ 11,845,571</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating loss	\$ (1,587,553)	\$ (601,413)
Adjustments to reconcile operating income to net cash (used in) provided by operating activities:		
Depreciation	1,011,702	1,038,960
(Increase) decrease in:		
Accounts Receivable	-	4,273
Prepaid expenses	-	4,772
Land inventory	(79,745)	600,805
Increase (decrease) in:		
Accounts payable	(17,339)	(9,720)
Accrued expenses	(3,572)	320
Advanced costs payable	75,358	6,048
Deferred rent	(6,568)	(6,568)
Net cash (used in) provided by operating activities	<u>\$ (607,717)</u>	<u>\$ 1,037,477</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION AND NONCASH TRANSACTIONS:		
Acquisition of equipment through capital lease	\$ -	\$ 278,681
Acquisition of capital lease obligation	-	268,594
Total noncash transactions	<u>\$ -</u>	<u>\$ 547,275</u>

See accompanying notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS**

Note 1. The Reporting Entity, Nature of Operations, Basis of Presentation, and Significant Accounting Policies

REPORTING ENTITY

For financial reporting purposes, Amoco Reuse Agreement Joint Powers Board (ARAJPB) is organized on the basis of a proprietary or enterprise fund. Enterprise funds are used to account for ongoing activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The reporting entity for the Board consists of (a) the primary government; (b) entities for which the primary government is financially accountable; and (c) other entities for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Component units are legally separate entities for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the entity's governing body and (1) it is able to impose its will on that entity or (2) there is a potential for the entity to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an entity is fiscally dependent on the primary government. The Board appoints the unit's governing body and approves the unit's budget. Based on these criteria it has been determined that Three Crowns, LLC is a component unit of Amoco Reuse Agreement Joint Powers Board and should be discretely presented in a separate column in the government-wide financial statements. The component unit is not presented in this financial report, which is a departure from accounting principles generally accepted in the United States of America.

The Board does not have an oversight unit as neither of the entities creating the Board individually appoints a majority of its governing board.

NATURE OF OPERATIONS

Amoco Reuse Agreement Joint Powers Board (Board) was organized under Wyoming State Statutes and created by a joint agreement between the City of Casper, Wyoming and Natrona County, Wyoming. The Board can be terminated at any time upon agreement between the organizing parties. The purpose of the Board is to administer, manage, and implement the provisions of the Reuse Agreement for real property located in Natrona County. The Reuse Agreement was reached between the City of Casper, Natrona County, and Amoco Oil Company (now known as BP Products North America, Inc.). The property is owned by BP and leased by the Board per the August 1, 2000 lease agreement.

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. The Reporting Entity, Nature of Operations, Basis of Presentation, and Significant Accounting Policies (Continued)

BASIS OF PRESENTATION

Amoco Reuse Agreement Joint Powers Board reports its financial position, revenue and expenses, and cash flows as an enterprise fund. An enterprise fund accounts for operations which are financed and operated in a manner similar to a private business enterprise where property sales and leases will generate income for the entity. The governing body maintains the periodic determination of revenue earned; expenses incurred, and/or net income as is appropriate for capital maintenance, management control, accountability, or other purposes.

SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Amoco Reuse Agreement Joint Powers Board have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Significant accounting policies followed by Amoco Reuse Agreement Joint Powers Board are as follows:

a) Measurement Focus and Basis of Accounting

ARAJPB accounts for operations using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and become measurable, and expenses are recorded in the period in which they are incurred, if measurable. Substantially all revenues and expenses are subject to accrual.

b) Cash and Cash Equivalents

For purposes of the statement of cash flows, the ARAJPB considers cash on hand, demand deposits, certificates of deposit, and short-term investments, (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

c) Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the proprietary fund financial statements.

d) Land inventory

Land inventory is recorded at cost at the time of purchase or at its fair market value as of the date of the gift if received as a donation using the specific identification method.

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. The Reporting Entity, Nature of Operations, Basis of Presentation, and Significant Accounting Policies (Continued)

e) Capital Assets

All capital assets are recorded at cost if purchased, or at fair market value as of the date of the gift if received as a donation. The Board defines capital assets as assets with an initial, individual cost of \$3,000 or more and an estimated useful life in excess of two years. The Board does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are charged to expense.

All reported capital assets except land and construction in progress are depreciated. Improvements are depreciated over the useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and improvements	7 – 50
Furniture and equipment	5 – 20
Golf course improvements	10 – 20

f) Deferred Outflows/Inflows of Resources

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Board has one item that meets the criteria for this category – deferred rent. Upon executing the Platte River Business Plaza lease, the Board assessed a one-time land fee in lieu of rental fees for the term of the contract. This fee is being amortized as rental income by the straight line method over the 94 year term of the lease. The Board also has a long-term lease for commercial property in the Salt Creek Heights Business Center for which prepaid rent has been received and is being amortized by the straight line method on a monthly basis.

g) Net Position

Net position represents the various net earnings from operating and non-operating revenues, expenses and contributions of capital, as applicable. Net investment in capital assets consists of capital assets net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the Board or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. The Reporting Entity, Nature of Operations, Basis of Presentation, and Significant Accounting Policies (Continued)

The Board applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

h) Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and services. It also includes all revenue and expenses not related to capital and financing activities, noncapital financing, or investing activities. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

i) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j) Income Tax

Amoco Reuse Agreement Joint Powers Board is a political subdivision of the State of Wyoming; therefore, is not subject to federal income tax.

k) "Memorandum Only" Total Columns

Included on the financial statements are columns captioned "Memorandum Only" to indicate that they are presented only for informational purposes. The 2017 amounts presented in the "Memorandum Only" columns are included to provide a summarized comparison with comparable 2018 amounts and are not intended to present all information necessary for a fair presentation of financial position and results of operations in accordance with generally accepted accounting principles. Certain amounts for 2017 have been restated for a change in net assets. Additionally, certain amounts for 2017 have been reclassified to conform to the current year's presentation.

Note 2. Cash and Investments

Authorized deposits and assets limited as to use are controlled by State statute and included but are not limited to deposits in banks, sweep accounts, and certificates of deposit. Statutes also authorize Amoco Reuse Agreement Joint Powers Board to invest in the Wyoming Government

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 2. Cash and Investments (Continued)

Investment Fund (WGIF), which was established pursuant to the Wyoming Statutory Trust Act. Funds residing in (WGIF) pools may have a maturity of less than three months. An annual report may be obtained for this entity at: 401 West 19th Street, Suite 300, Cheyenne, WY 82001.

As noted above, the Board invests funds in WGIF, offered through U.S. Bank. Shares of the fund are offered exclusively to Wyoming governmental entities. WGIF invests in short-term commercial paper (maturity dates less than 90 days) and U.S. Government Agency Obligations. These investments are allowed under Wyoming Statutes. Due to the short-term nature of the investments, WGIF reports their investments at amortized cost, which they believe approximates fair value. The investments with WGIF are investments not subject to credit risk categorization and the degree of risk and rate of return depends on the underlying portfolio. At June 30, 2018, the 7-day yield of WGIF was less than 1%.

The Board's other deposits as of June 30, 2018 are categorized as credit risk 1 category, which represents deposits which are insured or collateralized by securities held by the Board or its agent in the Board's name. Amoco Reuse Agreement Joint Powers Board deposits are maintained in commercial checking accounts which, as of June 30, 2018, were insured for \$250,000 by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC are collateralized by securities held by the financial institution.

After all debit and credit transactions have posted at the end of each business day, excess balances are automatically moved to the Automated Repurchase Investment Sweep accounts overnight in order to maximize the use of idle funds, including the cash float from outstanding checks. This account automatically invests excess funds at competitive market rates. At June 30, 2018 the Sweep account yield was 1.66%.

At June 30, 2018, the carrying amount of bank deposits of Amoco Reuse Agreement Joint Powers Board was \$406,483 and the bank balance was \$413,981. The differences between the carrying amount and the bank balances are due to outstanding checks and deposits not yet processed by the bank.

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 2. Cash and Investments (Continued)

At June 30, 2018 Amoco Reuse Agreement Joint Powers Board had the following investments and maturities:

Investment Type	Fair Value	Interest Rate	Investment Maturities (in Years)	
			Less than 1	1-3
Money Market Funds	\$ 194,605	1.660%	\$ 194,605	\$ -
US Treasury Bills	4,408,515	1.280%	1,986,121	2,422,394
WGIF	15,152	1.750%	15,152	-
FFCBN	1,881,885	1.243%	1,491,522	390,363
FHLMC	393,683	1.580%	-	393,683
FNMA	2,857,613	1.398%	498,005	2,359,608
FNMA	975,466	1.380%	-	975,466
	<u>\$10,726,919</u>		<u>\$ 4,185,405</u>	<u>\$ 6,541,514</u>

Deposits and investments appear in the financial statements as summarized below:

Unrestricted cash and investments, statement of net position	\$ 5,550,015
Restricted cash and investments, statement of net position	<u>5,583,587</u>
	<u>\$ 11,133,602</u>

Interest Rate Risk – The Board’s formal investment policy limits investment maturities to three years as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State statutes limit investments in commercial paper to short term maturities (not greater than 270 days) and to the top ratings issued by nationally recognized statistical rating entities, such as, Moody’s and Standard and Poor’s). The investments in U.S. Government Securities were either not rated, or rated AAA by Standard and Poor’s.

Concentration of Credit Risk – The Board’s formal investment policy limits its exposure to any single credit obligor, except for securities of the U.S. Government and its agencies, to 3% of the Board’s total investments.

Note 3. Capital Assets

Depreciation expense in the amount of \$1,011,702 is included in general government expense on the statement of revenues, expenses, and changes in net position.

AMOCO AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Note 3. Capital Assets (Continued)

Capital asset activity during the year ending June 30, 2018 was as follows:

	Balance June 30, 2017	Additions	Deletions	Balance June 30, 2018
Capital assets not being depreciated:				
Land	\$ 61,872	\$ -	\$ -	\$ 61,872
Capital assets being depreciated:				
Equipment	983,694	70,718	-	1,054,412
Furniture	71,827	-	-	71,827
Buildings and Improvements	11,777,112	-	-	11,777,112
Golf Course Improvements	11,411,779	-	-	11,411,779
Equipment under Capital Lease	274,522	-	-	274,522
Total	24,518,934	70,718	-	24,589,652
Less accumulated depreciation for:				
Equipment	792,471	91,271	-	883,742
Furniture	31,662	3,591	-	35,253
Buildings and Improvements	2,006,968	291,677	-	2,298,645
Golf Course Improvements	6,610,048	570,258	-	7,180,306
Equipment under Capital Lease	33,275	54,905	-	88,180
Total	9,474,424	1,011,702	-	10,486,126
Total capital assets, being depreciated, net	15,044,510	(940,984)	-	14,103,526
Total capital assets, net	\$ 15,106,382	\$ (940,984)	\$ -	\$ 14,165,398

Note 4. Risk Management

The Board is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Board has transferred its risk by participating in the Wyoming Local Government Liability Program (LGLP). Settled claims resulting from these risks have not exceeded insurance coverage for any of the past three years.

The LGLP was created to formulate, develop and administer a program of modified self-funding for the LGLP's membership, obtain lower costs for liability coverage and develop a comprehensive loss control program. The Board pays an annual premium to the LGLP for the comprehensive loss control program and liability coverage. The Board's agreement with the LGLP provides that the LGLP will be self-sustaining through member premiums and will provide individual loss coverage for members.

**AMOCO AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 5. Funding

During the year ended June 30, 2011, BP donated the land known as the Salt Creek Heights Business Center to the Board. The land continues to be developed by the Amoco Reuse Agreement Joint Powers Board for resale purposes. The appraised value of the land at the time of donation was \$2,250,000. During the year ended June 30, 2018, no portions of the land of which development has been completed by Amoco Reuse Agreement Joint Powers Board, were sold.

Note 6. Related Party Transactions

Annually, Amoco Reuse Agreement Joint Powers Board advances funds for operations to its wholly owned subsidiary Three Crowns, LLC. All golf course expenditures paid by the Board were originally expected to be repaid to the entity by the LLC from future golf revenues. Because the operations have resulted in losses each year, the Board has determined that it is unlikely the LLC will be able to repay the obligation and the funding of LLC operations is now determined to be a contribution of capital to the LLC. The current year contribution to capital is presented as an expense in the statement of revenues, expenses, and changes in net position.

Funding for operations of the LLC is as follows:

Fiscal years 2003-2008 transfers	\$	2,045,580
Fiscal years 2009-2013 transfers		2,276,430
Fiscal years 2014-2017 transfers		1,627,309
Fiscal year 2018 transfers		361,126
Total	\$	<u>6,310,445</u>

Note 7. Obligation under Capital Lease

Amoco Reuse Agreement Joint Powers Board has assumed a long-term capital lease obligation for golf carts at an interest rate of 4.5%. The capital lease amount is \$268,594 and the golf carts are capitalized at \$274,522. Interest expense of \$10,029 as a result of the long-term capital lease obligation is included as part of the general government expenses in the statement of revenues, expenses, and changes in net position.

**AMOCO AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 7. Obligation under Capital Lease (Continued)

The following is a schedule by years of minimum future lease payments under capital lease together with present value of the net minimum lease payment as of June 30, 2018:

Payable during the year ended June 30,	
2019	\$ 62,100
2020	145,231
Total	<u>207,331</u>
Less amount representing interest	<u>(12,772)</u>
	<u>\$ 194,559</u>

Note 8. Employee Benefit Plan

Amoco Reuse Agreement Joint Powers Board established a Simple IRA plan for its employee and matches up to 3% of the employee's salary. Contributions of \$2,052 have been recorded for the year ended June 30, 2018.

Note 9. Net Position

Restricted Net Position

Restrictions of net assets are established to either (1) satisfy legal covenants that require a portion of the net assets be segregated or (2) identify the portion of net assets balance that is not appropriate for future expenditures. Specific restrictions on net position are summarized below.

Restricted for buildings and facilities - The reserve for buildings and facilities was created to segregate a portion of the equity based on the BP Reuse Agreement. Funds may only be used for brick and mortar type expenditures, located on the leased properties, except that up to 25% of these funds may be used for projects located in the Corridor.

Restricted for economic development – The reserve for economic development was also created based on the BP Reuse Agreement. This fund shall be used exclusively to promote economic development on the leased properties, except that up to 50% of these funds may be used on economic development projects or for economic development purposes located offsite of the leased properties but within the Casper Urbanized Area.

Restricted for operations and maintenance – The reserve for operations and maintenance was also created based on the BP Reuse Agreement. These funds shall be used exclusively for the purpose of maintaining and operating improvements made to the lease properties.

**AMOCO AGREEMENT JOINT POWERS BOARD
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 9. Net Position (Continued)

Unrestricted Net Position

As required by governmental accounting standards, net position has been classified according to guidelines established for restricted assets. However, the unrestricted assets, although not legally restricted, have been established pursuant to Board policy and are primarily composed of reserves for various purposes.

Note 10. Commitments and Contingencies

The U.S. Department of Commerce has provided a portion of the Casper Area Innovation Center (CAIC) funding passed through Casper College. As a result, they have obtained a first priority lien on the CAIC building which will remain in effect for a period of 20 years.

At July 1, 2013, the project development and administration of the CAIC was transferred from the Casper Area Economic Development Alliance (CAEDA) to the University of Wyoming. The agreement between CAEDA and the University of Wyoming identifies the University as interim manager of the CAIC which will now be called the Wyoming Technology Business Center (WTBC). A sublease agreement between the University of Wyoming and Amoco Reuse Agreement Joint Powers Board was signed on February 26, 2014. Amoco Reuse Agreement Joint Powers Board will continue to own the building and the attached assets, such as the IT equipment, but will not generate revenue from the property.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Amoco Reuse Agreement Joint Powers Board
Casper, Wyoming

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Amoco Reuse Agreement Joint Powers Board, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Amoco Reuse Agreement Joint Powers Board's basic financial statements, and have issued our report thereon dated November 13, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Amoco Reuse Agreement Joint Powers Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Amoco Reuse Agreement Joint Powers Board's internal control. Accordingly, we do not express an opinion on the effectiveness of Amoco Reuse Agreement Joint Powers Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Amoco Reuse Agreement Joint Powers Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Skogen, Cometto & Associates, P.C.

Casper, Wyoming
November 13, 2018



Board Members:

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Charlie Powell,
Secretary

John Lawson,
Treasurer

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

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

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

November 20, 2018

11:30 a.m.

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

Kenye Humphrey

Shawn Johnson

Chris Walsh

Kenneth Waters

1. Announcements
2. Approve Minutes – October 16, 2018 *
3. Approve Vouchers – November 2018 *
4. Approve Financial Report – October 2018 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider Purchase of Ram 1500 Half-Ton Pickup in the Amount of \$19,304 with Trade-In of 2004 Ford Ranger
 - b) Update of Annual Banking Letter – Board Member Johnson
 - c) Other
9. Executive Session – Potential Litigation
10. Chairman's Report

Next Meeting: Regular JPB Meeting – December 18, 2018

****Indicates Attachment***



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

MEETING PROCEEDINGS

September 18, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 18, 2018 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Powell, Treasurer Lawson, and Board Member Tasler. Board Members Humphrey, Walsh, and Johnson were absent.

City of Casper – Powell, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Terry Cottenoir

Natrona County – Lawson

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

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

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, Mr. Martin stated that Ms. Linda Tasler has the proxy for Board

Member Waters.

Mr. Martin stated that Agenda Item # 8b needs removed from the agenda as the signed contract has not been received. Mr. Martin stated that the agreement will be moved to a future meeting agenda.

2. Chairman King asked for a motion to approve the minutes from the August 21, 2018 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the August 21, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that four additional vouchers were added to the listing; voucher 7913 for Williams, Porter, Day & Neville, P.C. in the amount of \$389.20 for the legal expenses; voucher 7914 for Long Building Technologies in the amount of \$12,580 for exhaust fan replacements; voucher 7915 for Wyoming Financial Insurance in the amount of \$85,493 for annual property insurance; voucher 7916 for HDR Engineering, Inc., in the amount of \$16,595.64 for the Source Water Protection Plan. Mr. Martin stated that voucher 7912 would be considered later in the meeting and recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the September 2018 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Board Member Tasler to approve the September 2018 voucher list to include voucher numbers 7902 through 7916 in the amount of \$626,805.32, with voucher 7912 to be considered later in the meeting. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for August 2018 was 572.3 MG, which is 26 MG less than the five year average. Mr. Martin stated that year to date production is 1.148 BG.

Mr. Martin stated that Rates Billed for August were \$1.053 M.

Mr. Martin asked the Board to reference page 1 of the August 2018 Financial Report. Mr. Martin stated that Reserves are down slightly to \$7.165 M, which was expected due to the large capital projects.

Chairman King asked for a motion to approve the August 2018 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Powell to approve the August 2018 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that water production for September is higher than expected.

Mr. Schroeder stated that two weeks ago the river flows were reduced to 500 cubic feet per second. Mr. Schroeder stated that river water is cleaner and more difficult to treat as it uses more chemicals. Mr. Schroeder stated that the well levels are low due to the low flows in the river.

Treasurer Lawson stated that Seminole flows have been less than half of normal because the irrigators shut down early, which caused a domino effect. Treasurer Lawson stated that Glendo is above level for winter.

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

Mr. Conner stated that water temperatures are up which is causing nitrification in the system to increase. Mr. Conner stated that staff has been flushing water mains and overflowing tanks to keep the nitrification under control.

Mr. Conner stated that the materials are in for the Pioneer Booster. Mr. Conner stated that the parts will be installed soon so the meter can be tested.

Mr. Conner stated that staff has been doing valve and ARV maintenance.

Mr. Conner stated that the Airport water line by Mills has been shut down as the Town of Mills is taking over the Hanly Acres area on Thursday.

Mr. Conner stated that staff is surveying the Brooks waterline that crosses the river.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

i. Mr. Martin turned the time over to Mr. Scott Baxter with the City of Casper Engineering Department for an update on the Alternate Backwash Water Supply Tank Project and the Airport Elevated Water Storage Tank Project.

Mr. Baxter stated that paperwork for the Alternate Backwash Water Supply Tank has been completed to put the project into the warranty period. Mr. Baxter stated that the Backwash Tank has been operated by itself, and worked fine. Mr. Baxter stated that if an issue arises with the tank, the contractor must remedy the issue.

Treasurer Lawson asked if the valve for the sample line was fixed. Mr. Baxter stated that the valve was dug up, turned to open, and covered up. Chairman King asked why the valve was buried. Mr. Baxter stated that this is a special valve on the main that then goes to a curb stop. Mr. Conner stated that these valves are all over in the system.

- ii. Mr. Baxter stated that the Airport Elevated Water Storage Tank Project is going well. Mr. Baxter stated that the coating inside and out of the tank has been completed and the finishing crew is on site installing the tank floor and completing the electrical. Mr. Baxter stated that the scheduled finish for the tank is October 12th.

b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin stated that in July 2017 the Board authorized the submittal of an application to the State for funding for the WTP SCADA Improvements Project. Mr. Martin stated that after working with the State, the loan documents are in good order. Mr. Martin stated that HDR Engineering has completed the design for the project and DEQ has issued the permit to construct. Mr. Martin stated that the project is ready to go out for bid.

Mr. Martin recommended approval of Resolution 18-02 authorizing the execution of the Water Treatment Plant SCADA Improvements Project DWSRF Loan #213 documents, and the approval of voucher 7912 in the amount of \$8,000 for the DWSRF #213 loan origination fee.

A motion was made by Treasurer Lawson and seconded by Secretary Powell to approve Resolution 18-02 authorizing the execution of the Water Treatment Plant SCADA Improvements Project DWSRF Loan #213, and approval of voucher 7912 in the amount of \$8,000 for the DWSRF #213 loan origination fee. Motion put and carried.

- b. The agreement with Rocky Mountain Air Solutions for the replacement of one liquid oxygen system heater was removed from the agenda.
- c. Mr. Martin turned the time over to Mr. Baxter to explain Change Order No. 9 with COP Wyoming, LLC.

Mr. Baxter stated that this change order is a reduction in price due to some quantities coming in lower, and due to dirt and asphalt work. Mr. Baxter stated that there is \$33,000 of contingency funds that will not be used. Mr. Baxter stated that this change order will close out the project.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Tasler to approve Change Order No. 9 with COP Wyoming, LLC for a price reduction of \$2,306 for final quantity variations for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37. Motion put and carried.

- d. Mr. Martin turned the time over to Mr. Terry Cottenoir with the City's Engineering Department to discuss the WTP Bulk Sand Crane System Project that was identified in the WTP Facilities Plan Update.

Mr. Cottenoir stated that bids were opened on Tuesday, September 11th for this project, and only one bid was received. Mr. Cottenoir stated that Modern Electric submitted a bid of \$28,380 for the project. Mr. Cottenoir stated that a contingency amount of \$3,000 is recommended, making the total project amount \$31,380. Mr. Cottenoir stated that the project estimate was \$20,000. Mr. Cottenoir stated that the expected completion date of the project is November 18th.

Mr. Martin stated that \$80,000 was budgeted for this project and recommended approval of the contract.

A motion was made by Vice-Chairman Keffer and seconded by Treasurer Lawson to approve the contract with Modern Electric Co., for the Water Treatment Plant Bulk Sand Crane System, Project No. 18-033 in the amount of \$28,380 with a contingency amount of \$3,000, making the total project amount \$31,380. Motion put and carried.

- e. Mr. Martin stated that staff has been working with EPA to develop a plan and schedule due to EPA classifying the system as BIN 2 under the Long Term 2 Enhanced Surface Water Treatment Rule.

Mr. Martin stated that a letter was sent explaining how the requirements of BIN 2 classification will be met, and requested 7 years to implement the required changes.

Mr. Martin stated that EPA wants a detailed schedule for implementing a UV System. Mr. Martin stated that the letter before the Board today details the schedule, starting with applying for SRF and WWDC funding in April. Mr. Martin stated that this schedule was put together with assistance from HDR Engineering.

Mr. Martin requested a motion from the Board for the Chairman to sign the letter to EPA.

Secretary Powell stated that in previous meeting it was discussed that a UV System would cost approximately \$11 M and asked how much would be covered by funding. Mr. Martin stated that WWDC funds would cover 67% of the cost, and the rest would be covered with a DWSRF loan and by rates. Secretary Powell asked if this would require a rate increase. Mr. Martin stated that this project would require a rate increase.

A motion was made by Secretary Powell and seconded by Board Member Tasler to approve the Chairman signing the LT2 BIN2 classification schedule letter to EPA. Motion put and carried.

- f. Board Member Johnson was not in attendance at the meeting and was unable to

sign his annual banking letter.

g. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on October 16, 2018.

A motion was made by Treasurer Lawson and seconded by Secretary Powell to adjourn the meeting at 12:10 p.m. Motion put and carried.

Chairman

Secretary

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

UNAPPROVED VOUCHER LISTING

November 14, 2018

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
7932	HDR Engineering, Inc.	Capital Expense – WTP SCADA Improvements PP#13	\$2,725.67
7933	HDR Engineering, Inc.	Capital Expense – Wardwell Zone IIIB Tank	\$1,328.32
7934	Arcadis U.S., Inc.	Capital Expense – WTP Emergency Power PP#32	\$582.50
7935	Dell Marketing L.P.	Capital Expense – VLA Office Pro Plus 2019 for 5 Replaced Computers	\$1,900.40
7936	City of Casper	Loan Payment	\$127,960.40
7937	City of Casper	Operations Reimbursement – Oct18	\$320,844.03
7938	Landmark Structures I, LP	Capital Expense – Airport Elevated Tank Project PP#16	\$124,800.00
7939	Landmark Structures I, LP c/o Branch Banking & Trust	Capital Expense – Airport Elevated Tank Retainage	\$240.25
7940	Computer Professionals Unlimited, Inc.	Capital Expense – 5 Replacement Computers	\$6,052.00
7941	Skogen, Cometto & Associates, P.C.	FY2018 Audit Fieldwork in Progress	\$12,500.00
7942	Williams, Porter, Day & Neville, P.C.	Legal Expense – Oct18	\$1,218.00
7943	Hach Company	Capital Expense – Lab Turbidimeter	\$2,572.68
7944	Hach Company	Capital Expense – 3 Chlorine Analyzers	\$10,549.50
7945	Casper Star-Tribune c/o Lee Enterprises	Capital Expense – Advertisement for Bid – North Platte River Exposed Waterline Stabilization Project No. 17-097	\$489.04
		Total	\$613,762.79

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

**INVOICE &
STATEMENT OF ACCOUNT**

7937

Page 1 of 1

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

DATE: 11/6/2018

CUSTOMER ACCOUNT#: 2784

ACCOUNT SUMMARY

Invoices Due Upon Receipt

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
10/31/2018	168403	OCTOBER 2018 OPERATIONS REIMBURSEMENT	CURRENT	\$320,844.03

NEW CHARGES

PREVIOUS BALANCE

TOTAL AMOUNT DUE

\$320,844.03

\$320,844.03

October 2018 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M		\$101,938.08
9020.00	Chemical Charge - O&M		\$86,810.28
9030.00	Utilities - O&M		\$109,620.58
9040.00	Supplies - O&M		\$2,033.61
9060.00	Training - O&M		\$303.00
9070.00	Major Maint, Repair, Replc - O&M		\$15,892.40
9080.00	Testing & Lab Services - O&M		\$4,246.08
9090.00	Other Reimbursable Costs - O&M		\$0.00
	80-404000-5819 Invoice Total		\$320,844.03

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

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

Mail Payments To:

City of Casper
200 N David St
Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$320,844.03

AMOUNT ENCLOSED: \$320,844.03

Pay Invoice(s): 168403

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

City of Casper Wyoming
Expenditure Reimbursement Request
October 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
A&E - Pcard	Instrumentation	10/15/2018	H-164877	951.90	Turbidimeter Set Point Changes - EPA Required
ALSCO - Pcard	Laundry & Towel	10/5/2018	LCAS1223566,	145.08	Mats, Mops, Towels
			LCAS1224995,		
			LCAS1226364,		
			LCAS1227730		
Atlas Office Products - Pcard	Other Materials & Supplies	10/18/2018	41580-0	85.78	Cleaning Supplies
AWWA - Pcard	Training	10/18/2018	7001617124	303.00	Training Books
Black Hills Energy	Energy - Natural Gas	10/10/2018	RIN0028983	1,481.49	Natural Gas Bill
Bobcat of Casper - Pcard	Well Supplies	10/22/2018	21545	250.56	Well Parts
Brenntag Pacific, Inc.	Chemicals	10/1/2018	BPI877854	9,388.53	Ferric Chloride
Brenntag Pacific, Inc.	Chemicals	10/1/2018	BPI879188	14,829.84	Ammonium Hydroxide
Brenntag Pacific, Inc.	Chemicals	10/1/2018	BPI878732	10,248.98	Ferric Chloride
Brenntag Pacific, Inc.	Chemicals	10/5/2018	BPI879814	9,317.99	Ferric Chloride
Brenntag Pacific, Inc.	Chemicals	10/22/2018	BPI882258	9,027.28	Ferric Chloride
Carus Corporation	Chemicals	10/5/2018	SLS 10070311	4,374.00	Polymer
Casper Contractors Supply - Pcard	Well Supplies	10/18/2018	1506517	7.98	Gaskets for Wells
Casper Public Utilities	Sewer	10/5/2018	RIN0028969	22.95	Sewer Bill
Casper Public Utilities	Refuse Collection	10/5/2018	RIN0028969	113.00	Sanitation Bill
Casper Star-Tribune - Pcard	Advertising	10/22/2018	46809	43.54	JPB Meeting Notice Legal Ad
City of Casper Balefill	Refuse Collection	10/10/2018	4361/167601	4,866.43	Sludge Removal
City of Casper Balefill	Refuse Collection	10/10/2018	4361/167636	6,357.67	Sludge Removal
Coastal Chemical - Pcard	Vehicle Supplies	10/15/2018	0117803	208.23	Vehicle Gasoline
Crum Electric - Pcard	Well Supplies	10/18/2018	2023983-00	20.88	Conduit for Wells
DPC Industries, Inc.	Chemicals	10/1/2018	737004383-18	7,038.07	Sodium Hypochlorite
DPC Industries, Inc.	Chemicals	10/5/2018	737004459-18	7,036.51	Sodium Hypochlorite
DPC Industries, Inc.	Chemicals	10/15/2018	737004678-18	6,955.70	Sodium Hypochlorite
Eaton Analytical - Pcard	Lab Testing	10/18/2018	L0416795	200.00	Bromate Testing
Energy Laboratories - Pcard	Lab Testing	10/5/2018	185784, 187198	273.00	NPDES Permit Testing, Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	10/15/2018	188251, 184649	462.00	Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	10/18/2018	189918, 190423, 190037	337.00	TOC/Alkalinity, UV254, Aerobic Spore Testing
Energy Laboratories - Pcard	Lab Testing	10/22/2018	191232	231.00	Aerobic Spore Testing
FedEx - Pcard	Postage	10/15/2018	6-320-04299	33.82	Shipping Fees - DWSRF#213 Loan Documents
Ferguson Waterworks - Pcard	Booster Station Supplies	10/15/2018	0938272	3,962.67	Pioneer Booster Valve Repair
Grainger - Pcard	Other Materials & Supplies	10/5/2018	1332037340	236.50	Safety Respirator
Grainger - Pcard	Other Materials & Supplies	10/15/2018	1333518350	234.50	Light Bulbs for Offices
Grainger - Pcard	Other Materials & Supplies	10/18/2018	1333518350	234.50	Task Light for Settled Water
Greiner Ford - Pcard	Vehicle Supplies	10/15/2018	95797	52.09	Truck Oil Change & Maintenance
Hach Co.	Lab Supplies	10/22/2018	11161449	2,613.68	Chloramine Reagents
Harbor Freight Tools - Pcard	Other Materials & Supplies	10/5/2018	070407	17.94	Locking Clamp
Harbor Freight Tools - Pcard	Other Materials & Supplies	10/5/2018	094641	21.98	Air Compressor Parts
Health Insurance	Health Insurance	10/4/2018		6,152.74	Health Insurance
Health Insurance	Health Insurance	10/18/2018		6,152.74	Health Insurance
Health Insurance Transfer	Transfers Out	10/22/2018		1,583.42	Additional Health Insurance Allocation
Hose & Rubber - Pcard	Other Materials & Supplies	10/5/2018	D93631-001	4.99	Thread Tape

City of Casper Wyoming
Expenditure Reimbursement Request
October 31, 2018

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Hose & Rubber - Pcard	Other Materials & Supplies	10/5/2018	D93630-001	23.94	Parts for Sodium Hypochlorite System
Interdepartmental Charges	Interdepartmental Services Fixed	10/22/2018		7,242.00	2 FTE's from Water Distribution
Interdepartmental Charges	Interdepartmental Services Fixed	10/22/2018		14,091.42	IT, Finance, HR, City Council, City Manager, City Attorney
Interdepartmental Services	Interdepartmental Services	10/22/2018		(2,067.50)	Reimbursement for Shared Employee
Long Building Technologies	Equipment Repairs	10/5/2018	SRVCE0093034	168.15	Repair HVAC Chiller
NAPA Auto Parts - Pcard	Vehicle Supplies	10/15/2018	356719, 052091	11.49	Fix-a-Flat
Norco, Inc. - Pcard	Equipment Repairs	10/5/2018	28738022767	21.84	Guage for Torch Bottles
Norco, Inc. - Pcard	Other Materials & Supplies	10/5/2018	24342231, 24579970, 28736816894	35.86	Gas Bottles for Cutting Torch
Norco, Inc. - Pcard	Other Materials & Supplies	10/5/2018	24794719	19.56	Gas Tank Rental
Other Insurance	Other Insurance	10/4/2018		291.26	Other Insurance Benefits
Overhead Doors - Pcard	Equipment Repairs	10/5/2018	17918, 17946	509.40	Repair & Certify Garage Doors
Payroll	Personnel	10/4/2018		32,645.02	3/13/14 Payroll
Payroll	Personnel	10/18/2018		33,695.23	3/27/14 Payroll
Phone, Email, Internet, Wireless	Telecommunications	6/30/2018		(241.60)	FY18 Telecommunications End of Year Adjustment
Phone, Email, Internet, Wireless	Telecommunications	10/22/2018		90.00	Phone, Email, Internet, Wireless
Pizza Hut - Petty Cash	Other Materials & Supplies	10/18/2018	RIN0029007	9.44	Lunch for CWGG meeting
Power Service - Pcard	Equipment Repairs	10/30/2018	1500000879	8,780.95	Compressors Maintenance
Pro-Kote Engineering & Supply - Pcard	Booster Station Supplies	10/22/2018	43082	755.00	Anodes for Crosstown Pipeline
Respond First Aid Systems - Pcard	Other Materials & Supplies	10/18/2018	185341	49.36	First Aid Supplies
Rocky Mountain Air Solutions - Pcard	Chemicals	10/15/2018	6732981	3,706.62	Liquid Oxygen
Rocky Mountain Air Solutions - Pcard	Chemicals	10/22/2018	6735567	3,489.95	Liquid Oxygen
Rocky Mountain Power	Energy - Electricity	10/15/2018	RIN0028998	85,717.82	Electricity - WTP, Wells
Rocky Mountain Power	Energy - Electricity	10/15/2018	RIN0028998	11,185.70	Electricity - Boosters, Meters, Tanks
Smith's - Pcard	Other Materials & Supplies	10/24/2018	073602	19.98	Coffee
Stace Ryden	Clothing Allowance	10/15/2018	RIN0028997	100.00	Uniform Jeans
Subway - Pcard	Other Materials & Supplies	10/24/2018	025906	96.04	Lunch for JPB Meeting
Subway - Pcard	Other Materials & Supplies	10/24/2018	022501	24.99	Lunch for JPB Meeting
Subway - Sales Tax Reimb	Other Materials & Supplies	10/25/2018	265022	(5.76)	Sales Tax Reimbursement
Sutherlands - Pcard	Other Materials & Supplies	10/18/2018	166404	46.28	Misc. Tools
Swi Fency & Supply - Pcard	Equipment Repairs	10/30/2018	053178	275.81	Front Gate Repairs
Tyler Technologies	Chemicals	10/2/2018	045-236995	1,396.81	New Accounting Software - Partial Payment
UPS - Pcard	Lab Testing	10/15/2018	00008F045W408	129.40	Lab Sample Shipping Fees
USPS - Pcard	Postage	10/5/2018	021280	7.62	Certified Mail - EPA LT2Bin2 Classification Schedule
USPS - Pcard	Postage	10/22/2018	034657	12.90	Certified Mail - DEQ - System Information Update
USPS - Pcard	Postage	10/22/2018	028334	13.40	Certified Mail - WWDC & OSLI Loan Payments
Verizon - Pcard	Telecommunications	10/9/2018	9813837156	27.12	Operator Cell Phone
Wardwell Water & Sewer District	Water Line Materials	10/9/2018	RIN0028959	134.20	Wardwell Booster Station Irrigation
Wear Parts - Pcard	Well Supplies	10/18/2018	352566	53.06	Bolts for Wells
Workers' Compensation	Workers' Compensation	10/22/2018		2,151.75	Workers' Compensation
Xerox - Pcard	Other Materials & Supplies	10/5/2018	094695708	249.56	Copier Lease
Total				\$320,844.03	

Central Wyoming Regional Water System

Gallons Produced and
Water Rates Billed

Fiscal Year 2018-2019

Entity	Gallons of Water Produced					Water Rates Billed				
	10/31/2018	9/30/2018	8/31/2018	7/31/2018	Year-to-Date	10/31/2018	9/30/2018	8/31/2018	7/31/2018	Year-to-Date
Salt Creek JPB	3,207,681.633	3,920,891.837	5,665,450.000	6,443,328.571	19237352.041	\$ 5,902.13	\$ 7,214.44	\$ 10,424.43	\$ 11,855.72	\$ 35,396.73
Wardwell W&S	11,392,635.714	26,621,290.816	33,602,661.224	31,667,788.776	103284376.531	\$ 20,962.45	\$ 48,983.18	\$ 61,828.90	\$ 58,268.73	\$ 190,043.25
Pioneer	3,695,976.531	5,518,868.367	7,228,646.939	7,456,834.694	23900326.531	\$ 6,800.60	\$ 10,154.72	\$ 13,300.71	\$ 13,720.58	\$ 43,976.60
Poison Spider	660,204.082	838,928.571	1,123,316.327	1,104,132.653	3726581.633	\$ 1,214.78	\$ 1,543.63	\$ 2,066.90	\$ 2,031.60	\$ 6,856.91
33 Mile Road	718,367.347	1,052,602.041	1,379,591.837	1,029,081.633	4179642.857	\$ 1,321.80	\$ 1,936.79	\$ 2,538.45	\$ 1,893.51	\$ 7,690.54
Sandy Lake	993,687.755	1,460,154.082	1,923,954.082	1,711,074.490	6088870.408	\$ 1,828.39	\$ 2,686.68	\$ 3,540.08	\$ 3,148.38	\$ 11,203.52
Lakeview	230,795.918	542,930.612	690,248.980	756,117.347	2220092.857	\$ 424.66	\$ 998.99	\$ 1,270.06	\$ 1,391.26	\$ 4,084.97
Mile-Hi	385,222.449	579,183.673	801,223.469	756,579.592	2522209.184	\$ 708.81	\$ 1,065.70	\$ 1,474.25	\$ 1,392.11	\$ 4,640.86
City of Casper	191,727,832.571	435,800,063.000	521,120,523.143	525,811,093.245	1674459511.959	\$ 352,779.21	\$ 801,872.12	\$ 958,861.76	\$ 967,492.41	\$ 3,081,005.50
Regional Water	(4,543,892.000)	(1,119,900.000)	(1,204,620.000)	(907,720.000)	(7,776,132.000)	\$ (8,239.36)	\$ (2,060.62)	\$ (2,216.50)	\$ (1,670.20)	\$ (14,186.68)
TOTAL	208,468,512.000	475,215,013.000	572,330,996.000	575,828,311.000	1,831,842,832.000	\$383,703.46	\$874,395.62	\$1,053,089.03	\$1,059,524.10	\$3,370,712.21

TOTAL PRIOR YEAR (FY2018) GALLONS PRODUCED:

3,565,168,235.046

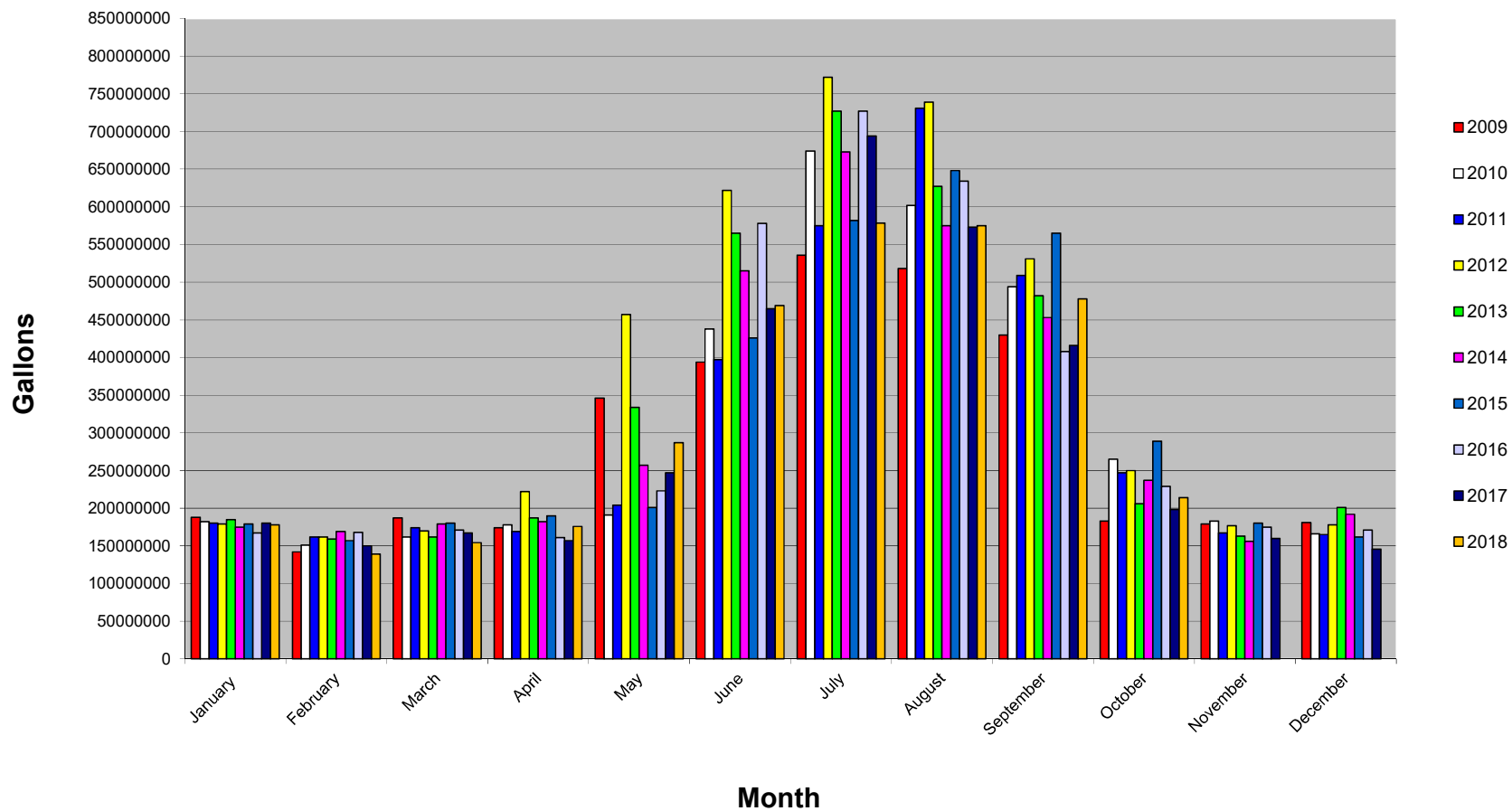
TOTAL PRIOR YEAR (FY2018) BILLING:

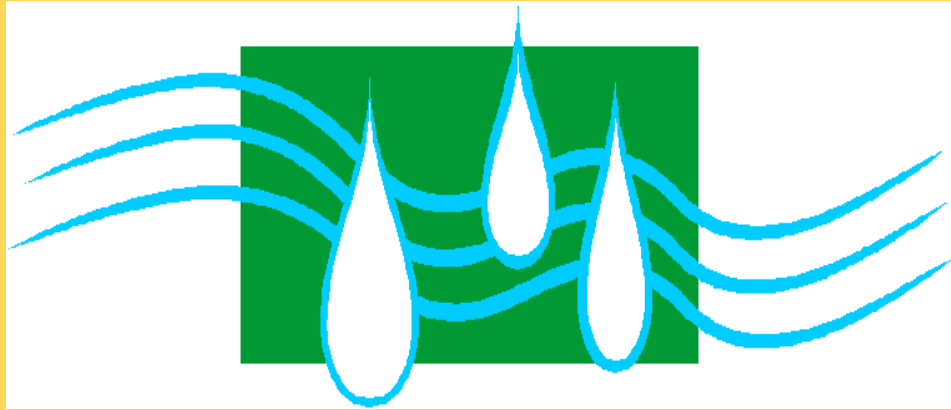
\$ 6,132,089.36

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

Agenda Item
4

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

October 31, 2018

Prepared by:
City of Casper
Finance Department

**Central Wyoming Regional Water System
Joint Powers Board
Balance Sheet
October 31, 2018**

ASSETS	FY 2019	FY 2018
Current Assets		
Cash and cash equivalents	\$ 5,964,222	\$ 6,566,420
Investments	518,695	511,001
Receivables from water service	390,900	338,772
Grant receivables	71,451	613,276
Interest receivable on investments	-	-
Inventory	476,770	405,475
Prepaid insurance	78,369	75,554
Total Current Assets	7,500,407	8,510,499
Capital Assets		
Land	580,874	580,874
Construction in Progress	9,612,119	3,362,491
Depreciable capital assets	78,373,887	78,163,991
Accumulated depreciation	(43,649,567)	(42,280,342)
Total Capital Assets	44,917,313	39,827,013
Total Assets	\$ 52,417,720	\$ 48,337,512
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 320,844	\$ 278,562
Accrued interest	23,360	(27,790)
Accrued expenses	68,045	62,223
Retainage payable	117,861	55,849
Current portion of long-term debt	1,809,009	1,753,696
Total Current Liabilities	2,339,119	2,122,541
Noncurrent Liabilities		
Loans payable	15,162,317	13,226,519
Total Noncurrent Liabilities	15,162,317	13,226,519
Total Liabilities	17,501,436	15,349,060
NET ASSETS		
Invested in capital assets, net of related debt	27,945,988	24,846,798
Reservations		
General operating reserves	427,871	409,251
Emergency reserves	427,871	409,251
Debt service reserve - Loan	654,317	654,317
Water rights development	478,278	478,261
Capital replacement reserves	1,000,000	1,000,000
Capital improvements reserves	2,298,951	2,192,973
Undesignated reserves	1,683,009	2,997,601
Total Reservations	6,970,296	8,141,654
Total Net Assets	34,916,284	32,988,452
Total Liabilities and Net Assets	\$ 52,417,720	\$ 48,337,512

**Central Wyoming Regional Water System
Joint Powers Board
Statement of Revenues and Expenses
October 31, 2018**

OPERATING REVENUES	FY 2019	FY 2018	Variance	Percent Variance
Water sales	\$ 3,370,712	\$ 3,213,638	\$ 157,074	4.89%
Total Operating Revenues	3,370,712	3,213,638	157,074	4.89%
OPERATING EXPENSES				
Operating expenses	1,208,260	1,074,533	133,726	12.45%
Insurance	27,730	28,498	(768)	-2.69%
Legal	2,255	4,548	(2,294)	-50.43%
Auditing	191	13,500	(13,309)	-98.59%
Total Operating Expenses	1,238,435	1,121,080	117,356	10.47%
Net Operating Income	2,132,277	2,092,559	39,718	1.90%
NONOPERATING REVENUE (EXPENSES)				
Interest income	37,048	19,050	17,998	94.48%
State Grant/Loan	314,321	1,802,892	(1,488,571)	-82.57%
Other income - system investment fees	29,598	116,703	(87,105)	-74.64%
Capital expenses	(519,365)	(1,208,860)	689,495	-57.04%
Interest expense	(194,825)	(162,887)	(31,938)	19.61%
Investment fees	(60)	(86)	26	-30.48%
Depreciation	-	(687,205)	687,205	-100.00%
Total Nonoperating Revenue (Expenses)	(333,283)	(120,392)	(212,890)	-230.63%
INCREASE/(DECREASE) IN NET ASSETS	1,798,994	1,972,166	(173,172)	
NET ASSETS				
Beginning of Year	33,117,290	31,016,286		
YTD Balance End of Month	\$ 34,916,284	\$ 32,988,452		

BUDGET COMPARISON
As of October 31, 2018

		Original Budget	CarryOver Encumbrances	Trans/Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD
CWR WATER AGENCY FUND								
	INTERGOVERNMENTAL							
80-404000-42200000122349	State Grant - RWS Airport Elevated Tank	(\$437,872.00)	\$0.00	\$0.00	(\$437,872.00)	\$0.00	(\$437,872.00) -	
80-404000-42290000000000	State Loan Proceeds	(\$1,300,000.00)	\$0.00	\$0.00	(\$1,300,000.00)	\$0.00	(\$1,300,000.00) -	
80-404000-42290000040000	State Loan Proceeds - Emergency Power	\$0.00	\$0.00	\$0.00	\$0.00	(\$28,741.63)	\$28,741.63	
80-404000-42290000071163	State Loan - RWS Backwash Water Supply	(\$212,710.00)	\$0.00	\$0.00	(\$212,710.00)	(\$219,088.18)	\$6,378.18	103.00%
	TOTAL	(\$1,950,582.00)	\$0.00	\$0.00	(\$1,950,582.00)	(\$247,829.81)	(\$1,702,752.19)	12.71%
	CHARGES FOR SERVICES							
80-404000-44390000000000	Water Rate Revenue	(\$6,929,444.00)	\$0.00	\$0.00	(\$6,929,444.00)	(\$2,987,008.76)	(\$3,942,435.24)	43.11%
80-404000-44410000000000	System Investment Charge Revenue	(\$98,500.00)	\$0.00	\$0.00	(\$98,500.00)	(\$23,400.00)	(\$75,100.00)	23.76%
	TOTAL	(\$7,027,944.00)	\$0.00	\$0.00	(\$7,027,944.00)	(\$3,010,408.76)	(\$4,017,535.24)	42.83%
	INTEREST							
80-404000-46000000000000	Interest On Investments	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$25,977.71)	\$8,977.71	152.81%
	TOTAL	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	(\$25,977.71)	\$8,977.71	152.81%
	MISCELLANEOUS							
80-404000-47330000000000	Contributions	(\$300,000.00)	\$0.00	\$0.00	(\$300,000.00)	\$0.00	(\$300,000.00) -	
80-404000-47350000000000	Miscellaneous Revenue	(\$50.00)	\$0.00	\$0.00	(\$50.00)	\$0.09	(\$50.09) -	
	TOTAL	(\$300,050.00)	\$0.00	\$0.00	(\$300,050.00)	\$0.09	(\$300,050.09) -	
	TOTAL REVENUE	(\$9,295,576.00)	\$0.00	\$0.00	(\$9,295,576.00)	(\$3,284,216.19)	(\$6,011,359.81)	35.33%

BUDGET COMPARISON
As of October 31, 2018

		Original Budget	CarryOver Encumbrances	Trans/Adjusts YTD	Revised Budget	Actual YTD	Remaining YTD	% of Budget Used YTD
CWR WATER AGENCY FUND								
CONTRACTUAL								
80-404000-52000000000000	Consulting Fees	\$15,000.00	\$6,641.74	\$0.00	\$21,641.74	\$7,201.74	\$14,440.00	33.28%
80-404000-52100000000000	Investment Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$45.00	\$1,455.00	3.00%
80-404000-52110000000000	Legal	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$2,254.55	\$12,745.45	15.03%
80-404000-52120000000000	Accounting & Auditing	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$190.99	\$30,809.01	-
80-404000-52170000040000	Engineering Services - Emergency Power	\$0.00	\$10,054.26	\$0.00	\$10,054.26	\$10,054.26	\$0.00	100.00%
80-404000-53200000000000	Insurance & Bonds	\$92,023.00	\$0.00	\$0.00	\$92,023.00	\$106,098.77	(\$14,075.77)	115.30%
80-404000-53700000000000	Travel & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	-
80-404000-53910000000000	Other Contractual	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	-
	TOTAL	\$159,523.00	\$16,696.00	\$0.00	\$176,219.00	\$125,845.31	\$50,373.69	71.41%
OTHER								
80-404000-58010000000000	Debt Service	\$1,881,758.00	\$0.00	\$0.00	\$1,881,758.00	\$562,121.69	\$1,319,636.31	29.87%
80-404000-58040000000000	Interest Expense	\$536,410.00	\$0.00	\$0.00	\$536,410.00	\$170,204.74	\$366,205.26	31.73%
80-404000-58190000000000	Reimbursable Contract Expenses	\$3,263,443.00	\$0.00	\$0.00	\$3,263,443.00	\$882,375.92	\$2,381,067.08	27.04%
	TOTAL	\$5,681,611.00	\$0.00	\$0.00	\$5,681,611.00	\$1,614,702.35	\$4,066,908.65	28.42%
CAPITAL OUTLAYS NEW								
80-404000-55200000000000	Buildings	\$90,000.00	\$2,100.00	\$0.00	\$92,100.00	\$3,320.64	\$88,779.36	3.61%
80-404000-55200000040000	Buildings - WTP Emergency Power Loan	\$0.00	\$449,427.14	\$0.00	\$449,427.14	\$449,427.14	\$0.00	100.00%
80-404000-55300000000000	Improv. Other Than Bldgs.	\$45,000.00	\$5.88	\$0.00	\$45,005.88	\$5.88	\$45,000.00	-
80-404000-55400000000000	Light Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$9,750.00	\$250.00	97.50%
80-404000-55800000000000	Technologies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	-
	TOTAL	\$153,000.00	\$451,533.02	\$0.00	\$604,533.02	\$462,503.66	\$142,029.36	76.51%
CAPITAL OUTLAYS REPLACEMENT								
80-404000-57200000000000	Buildings	\$75,000.00	\$12,580.00	\$0.00	\$87,580.00	\$12,580.00	\$75,000.00	14.36%
80-404000-57300000000000	Improv. Other Than Bldgs.	\$3,577,000.00	\$448,693.06	\$0.00	\$4,025,693.06	\$493,588.11	\$3,532,104.95	12.26%
80-404000-57300000000349	Improv Other Than Bldgs-Airport Tank Mch	\$0.00	\$152,465.60	\$539,662.00	\$692,127.60	\$326,383.64	\$365,743.96	47.16%
80-404000-57300000042189	Improv. Other Than Bldgs.-WYDOT W. Winds	\$0.00	\$5,449.09	\$0.00	\$5,449.09	\$5,449.09	\$0.00	100.00%
80-404000-57300000071163	Improv Other Than Bldgs-Backwash Water	\$0.00	\$54,010.79	\$0.00	\$54,010.79	\$54,010.79	\$0.00	100.00%
80-404000-57300000122349	Improv Other Than Bldgs-Airport Tank Gr	\$0.00	\$539,664.07	(\$539,662.00)	\$2.07	\$1.85	\$0.22	89.37%
80-404000-57400000000000	Light Equipment	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	-
80-404000-57600000000000	Intangibles	\$0.00	\$42,905.60	\$0.00	\$42,905.60	\$42,905.60	\$0.00	100.00%
80-404000-57800000000000	Technologies - Replacement	\$29,130.00	\$0.00	\$0.00	\$29,130.00	\$0.00	\$29,130.00	-
	TOTAL	\$3,713,130.00	\$1,255,768.21	\$0.00	\$4,968,898.21	\$934,919.08	\$4,033,979.13	18.82%
	TOTAL FUND EXPENDITURES	\$9,707,264.00	\$1,723,997.23	\$0.00	\$11,431,261.23	\$3,137,970.40	\$8,293,290.83	27.45%
	TOTAL CWR WATER AGENCY FUND	\$411,688.00	\$1,723,997.23	\$0.00	\$2,135,685.23	(\$146,245.79)	\$2,281,931.02	-
	FUND TOTAL CHECK	\$411,688.00	\$1,723,997.23	\$0.00	\$2,135,685.23	(\$146,245.79)	\$2,281,931.02	-

**Central Wyoming Regional Water System
Joint Powers Board
Summary of the Treasury
October 31, 2018**

Operating Accounts at Hilltop Natl Ba	Checking Accounts	Money Market Sweep Accounts	Reconciled Balance	31-Oct-18 Interest Earnings	Interest Rate
Operating Fund Account	\$ 10,020.34	\$ 5,853,431.15	\$ 5,863,260.49	\$ 10,074.41	1.63%
Rate Stabilization Fund Account	10,785.22	82,792.81	93,578.03	137.51	1.63%
General Fund Reserve Account	7,383.10	-	7,383.10	-	0.00%
Total Hilltop Bank Account Deposits	<u>\$ 28,188.66</u>	<u>\$ 5,936,223.96</u>	<u>\$ 5,964,221.62</u>	<u>\$ 10,211.92</u>	

Money Market Investments at WGIF

Wyoming Government Investment Fund					
Total General Reserve		\$ 515,277.05		\$ 852.77	1.22%
Total Water Rights Reserve		\$ 1,149.66		1.90	1.22%
Total Capital Construction Reserve		\$ 2,268.67		3.75	1.22%
Total WGIF Deposits		<u>\$ 518,695.38</u>		<u>\$ 858.42</u>	

Certificates of Deposit at Hilltop Natl Bank

All certificates of deposit have been redeemed and funds moved to the Operating Account.

Account Number	Original Purchase Date	Current CD Balances	Term	Interest Paid & Accrued YTD	Maturity Date	Interest Rate
28562	6/15/2011	\$ -	Cashed in	\$ -	5/14/2017	
28563	6/15/2011	-	Cashed in	-	6/7/2017	
28564	6/15/2011	-	Cashed in	-	6/7/2017	
28565	6/15/2011	-	Cashed in	-	6/15/2017	
28566	6/15/2011	-	Cashed in	-	6/15/2017	
28567	6/15/2011	-	Cashed in	-	6/15/2017	
28756	3/9/2012	-	Cashed in	-	6/2/2017	
Total Certificates of Deposit		<u>\$ -</u>		<u>\$ -</u>		

Total Money Market Funds \$ 6,454,919.34

Pledging Detail

Total Cash and Cash Equivalents \$ 28,188.66

\$ 5,500,000.00 Amount Pledged

\$ 4,950,000.00 90% of Amount Pledged

\$ - Cash Held over 90% of Pledged Amount


If number present, transfer from cash to investment pool may be necessary

Central Wyoming Regional Water System
Joint Powers Board
Aged Trial Balance
By Fund
October 31, 2018

Fund:	80 CWR Water System Agency						
Customer #	Customer Name						
Invoice #	Inv Date	Original Amount	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
<hr/>							
1276	CITY OF CASPER PUBLIC UTILITIES						
168401	10/31/2018	\$6,198.00	\$6,198.00				
***Customer Bal		\$6,198.00	\$6,198.00				
CustomerTotal						*	\$6,198.00
<hr/>							
2091	OFFICE OF STATE LANDS & INVEST.						
161693	3/31/2018	\$24,001.11					\$20.00
164102	6/19/2018	\$118,545.67					\$129.15
165207	7/26/2018	\$3,877.61				\$3,877.61	
165955	8/22/2018	\$932.90			\$932.90		
168319	10/31/2018	\$66,491.46	\$66,491.46				
***Customer Bal		\$213,848.75	\$66,491.46		\$932.90	\$3,877.61	\$149.15
CustomerTotal						*	\$71,451.12
<hr/>							
2594	LAKEVIEW IMPROVEMENT & SERVICE DISTRICT						
167559	9/30/2018	\$998.99		\$998.99			
168475	10/31/2018	\$424.66	\$424.66				
***Customer Bal		\$1,423.65	\$424.66	\$998.99			
CustomerTotal						*	\$1,423.65
<hr/>							
2595	SANDY LAKE ESTATES IMPROVEMENT DISTRICT						
168476	10/31/2018	\$1,203.96	\$1,203.96				
***Customer Bal		\$1,203.96	\$1,203.96				
CustomerTotal						*	\$1,203.96
<hr/>							
2596	33 MILE ROAD IMPROVEMENT & SERVICE DISTRICT						
168477	10/31/2018	\$1,321.80	\$1,321.80				
***Customer Bal		\$1,321.80	\$1,321.80				
CustomerTotal						*	\$1,321.80
<hr/>							
2597	POISON SPIDER WATER						
168478	10/31/2018	\$1,214.78	\$1,214.78				
***Customer Bal		\$1,214.78	\$1,214.78				
CustomerTotal						*	\$1,214.78
<hr/>							
2598	PIONEER WATER & SEWER DISTRICT						
168479	10/31/2018	\$1,879.84	\$1,879.84				
***Customer Bal		\$1,879.84	\$1,879.84				
CustomerTotal						*	\$1,879.84
<hr/>							
2599	WARDWELL WATER & SEWER DISTRICT						
168480	10/31/2018	\$20,191.95	\$20,191.95				
***Customer Bal		\$20,191.95	\$20,191.95				
CustomerTotal						*	\$20,191.95
<hr/>							
2600	SALT CREEK CWRWS JPB						
168481	10/31/2018	\$5,902.13	\$5,902.13				
***Customer Bal		\$5,902.13	\$5,902.13				
CustomerTotal						*	\$5,902.13
<hr/>							
2601	CITY OF CASPER-REGIONAL WATER						
168482	10/31/2018	\$350,855.53	\$350,855.53				
***Customer Bal		\$350,855.53	\$350,855.53				
CustomerTotal						*	\$350,855.53
<hr/>							
5169	MILE-HI IMPROVEMENT & SERVICE DISTRICT						
168483	10/31/2018	\$708.81	\$708.81				
***Customer Bal		\$708.81	\$708.81				
CustomerTotal						*	\$708.81
<hr/>							
***Period Totals		\$604,749.20	\$456,392.92	\$998.99	\$932.90	\$3,877.61	\$149.15
<hr/>							
**Fund Total 80	CWR Water System Agency					*	\$462,351.57
**# of Customers			11	1	1	1	1

November 1, 2018

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

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager
Brian Schroeder, Water Treatment Plant Manager

SUBJECT: Authorize the Purchase of One (1) New Half-Ton Pickup in the Amount of \$19,304.00 with Trade-In

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for November 20, 2018.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize the purchase of one new half-ton crew cab pickup from Fremont Motors in the amount of \$19,304.00 with trade-in.

Summary

Staff included the replacement of a 2004 Ford Ranger extra cab pickup in the FY19 RWS Capital Budget. The truck has low mileage for its age; however, it is in poor condition. To make the repairs recommended by the service department at Greiner Ford, it would be as much or more costly than the truck is worth.

The JPB was able to “piggy back” off the City of Casper’s state bid process. The bid opening took place on October 26, 2018. Three bids were received as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT (minus trade)</u>
Fremont Motor Casper	Casper, WY	\$19,304.00
Fremont Motors Lander	Lander, WY	\$24,413.00
Greiner Ford Casper	Casper, WY	\$24,838.00

Fremont Casper submitted the lowest bid of \$25,304 for a Ram 1500. Trade-in allowance for the 2004 Ranger was \$6,000, for a net cost to the CWRWS of \$19,304.

Financial Considerations

Funding for this project, \$19,304.00, is included in the FY19 RWS Capital Budget.

Oversight/Project Responsibility

Brian Schroeder, Water Treatment Plant Manager, will administer the agreement.

Attachments

Exhibit "A" Bids Received and City of Casper Bid Specification Sheet

**PROPOSAL FOR FURNISHING
ONE (1) NEW HALF TON CREW CAB 4x4 WITH 8 FT BED
FOR THE CENTRAL WYOMING REGIONAL WATER SYSTEM**

Proposal of (Name) Fremont Motor Casper
(Address) 6101 E. 2nd Street Casper WY 82609

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated October 9, 2018.

BID ITEM: NEW 1/2 ton
Description: 2019 Ram 1500

Make and Model: 2019 Ram 1500 Tradesman Cab 4x4
Federal Certified GVW: APX 6500

- I. Price bid for One (1) new half ton Crew Cab Pickup with 5.5' ft. bed, as specified \$ 25,304⁰⁰
- II. Trade-in allowance for 2004 Ford Ranger X-Cab 4x4 VIN #1FTZR15E14PBO3366 \$ 6,000⁰⁰
- III. NET COST TO THE CITY (Total Price): \$ 19,304⁰⁰
- IV. Delivery: F.O.B. City of Casper within 60-90 calendar days after award of contract by City Council.
- V. Trade in unit will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.

In addition to this proposal, the undersigned herewith submits complete information including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, certified check, or cashier's check made payable to the City of Casper, Wyoming, in an amount of five percent (5%) of the total amount of this bid is enclosed. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day 0 %; 20 Days 0 %; 30 Days 0 %.

Submitted By: Brett Osborne Title: Fleet Manager Date: 10/26/18

Signature: [Signature] Phone: 307-233-8654

11

CITY OF CASPER
FLEET MAINTENANCE DIVISION
CITY OF CASPER
October 9, 2018

Notice is hereby given that the City of Casper, Wyoming will receive sealed bids at the Casper Service Center, 1800 E. K Street, Casper, Wyoming, **until 3:30 p.m., October 26, 2018** for the following:

One (1) New **Half Ton Crew Cab 4x4 Pickup Truck with 5.5 Bed**, to be used by the Central Wyoming Regional Water System.

General Specifications:

It is the intent of these specifications to specify the minimum requirement for the furnishing and delivery of One (1) new **Half Ton Crew Cab 4x4 Pickup Truck with 5.5' Bed**, to be used by the Central Wyoming Regional Water System. This unit shall be new with less than two hundred (200) miles and be less than six months old. Unit shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment, as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

APS = As per Spec

Exc = exception to Spec

MINIMUM SPECIFICATIONS

Half Ton Pickup Truck

American Manufacturer

APS

Two sets of keys

APS

Mileage: 200 miles or less

APS

Automatic Transmission

APS

Power Steering

APS

Tilt Steering Wheel

APS

Power Brakes

APS

Power Windows

APS

Power Door Locks

APS

Four Door Crew Cab

APS

5.5' bed with factory spray liner (optional). Provide cost for this option

APS

Incl! Cost is \$250 ~

FREMONT MOTOR CASPER, INC
6101 E 2ND ST
CASPER, WY 826094262

Configuration Preview

Date Printed: 2018-10-26 2:19 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 50418 CITY OF CASPER WY
FAN 2:
Client Code:
Bid Number: TB9099
PO Number:

Sold to:
FREMONT MOTOR CASPER, INC (45518)
6101 E 2ND ST
CASPER, WY 826094262

Ship to:
FREMONT MOTOR CASPER, INC (45518)
6101 E 2ND ST
CASPER, WY 826094262

Vehicle: 2019 1500 CLASSIC ST CREW CAB 4X4 (140 in WB 5 FT 7 IN box) (DS6L98)

	Sales Code	Description	MSRP(USD)
Model:	DS6L98	1500 CLASSIC ST CREW CAB 4X4 (140 in WB 5 FT 7 IN box)	37,195
Package:	22B	Customer Preferred Package 22B	0
	ERB	3.6L V8 24V VVT Engine	0
	DFL	8-Spd Auto 845RE Trans (Make)	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	315
	-X8	Black/Diesel Gray	0
Options:	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	UA1	Uconnect 3.0	195
	NHK	Engine Block Heater	95
	XAA	ParkSense Rear Park Assist System	250
	TTB	LT265/70R17E BSW A/T Tires	250
	4DH	Prepaid Holdback	0
	5N7	Saved Favorites	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB9099	Government Incentives	0
Discounts:	XKN	Flex Fuel Vehicle	0
	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,895
Total Price:			<u>39,995</u>

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address:

PSP Month/Week:
Build Priority: 99

USA

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

**PROPOSAL FOR FURNISHING
ONE (1) NEW HALF TON CREW CAB 4x4 WITH 8 FT BED
FOR THE CENTRAL WYOMING REGIONAL WATER SYSTEM**

Proposal of (Name) FARMONT MOTORS -
(Address) 1731 MAIN STREET LANDON WY 82820

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated October 9, 2018.

BID ITEM: NEW 1/2 TON
Description: 2019 FORD

Make and Model: 2019 FORD F150 CREW CAB 4x4 XL
Federal Certified GVW: APPR 6500

- I. Price bid for One (1) new half ton Crew Cab Pickup with 5.5' ft. bed, as specified \$ 30,413⁰⁰
- II. Trade-in allowance for 2004 Ford Ranger X-Cab 4x4 VIN #1FTZR15E14PBO3366 \$ 6,000⁰⁰
- III. NET COST TO THE CITY (Total Price): \$ 24,413⁰⁰
- IV. Delivery: F.O.B. City of Casper within 90 ~~45~~ calendar days after award of contract by City Council.
- V. Trade in unit will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.

In addition to this proposal, the undersigned herewith submits complete information including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, certified check, or cashier's check made payable to the City of Casper, Wyoming, in an amount of five percent (5%) of the total amount of this bid is enclosed. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day 0 %; 20 Days 0 %; 30 Days 0 %.

Submitted By: BRETT OSBORNE Title: Fleet Manager Date: 10/26/18

Signature: [Signature] Phone: 307-335-3358

Four Wheel Drive

APS

Electronic shift on the fly

APS

Tires/wheels – Radial ply tires as required for GVWR, 5 Tires and wheels (including spare), all season, all terrain tread

APS

Apr

All Terrain P.S.D

Spare Tire & Wheel to include Jack & Lug Wrench

Apr

AM/FM Radio with Bluetooth Factory Installed

APS (sync)

Heater/Defroster

AP/

Current Model Year Emissions Compliant Gas Engine

APS

Factory Air Conditioning

AP/

Intermittent Wipers

APS

Engine Block Heater

APS

Permanent anti-freeze protection to minus 30 degrees F.

Apr

Factory installed back up camera and sensors

Apr

(Incl! Receiver

Manufacturer's standard single color, white

AP S

hitch)

Four-wheel anti-lock braking system

AP/

Cloth seats, matching trim throughout in Standard color, Steel or equivalent

APS

Heavy Duty Vinyl Flooring throughout

AP S

OEM heavy duty rubber floor mats

AP S

Miscellaneous

5 Year 60,000 Mile Power Train Warranty minimum

AP/

All warranties to begin upon delivery of vehicle

AP/

Selling Dealer Must be able to pick up and warranty repairs within 48 hrs. NO EXCEPTIONS

AP/

Bid to be valid for "Piggyback" option up to 120 Days after delivery of the last unit from the initial order.

AP/

VIRTC1DP



CNGP530

VEHICLE ORDER CONFIRMATION

10/26/18 14:36:22

==>

Dealer: F56415

2019 F-150

Page: 1 of 2

Order No: 0001 Priority: M3 Ord FIN: QD543 Order Type: SB Price Level: 920

Ord PEP: 101A Cust/Flt Name: CASPER

PO Number:

RETAIL

RETAIL

W1E F150 4X4 CREW \$38205

6500# GVWR

145" WHEELBASE

FRT LICENSE BKT

NC

YZ OXFORD WHITE

41H ENG BLOCK HTR

90

C CLOTH 40/20/40

SYNC

G MED EARTH GRAY

53B CLASS IV HITCH

95

101A EQUIP GRP 2255

76R REV SENSING SYS

275

.XL SERIES

96W TOUGH BED LINER

595

.POWER EQUIP GRP

TOTAL BASE AND OPTIONS 43305

.CRUISE CONTROL

XL MID DISCOUNT (750)

.17"SILVER STEEL

TOTAL 42555

99B 3.3L V6 PFDI

THIS IS NOT AN INVOICE

446 ELEC 6-SPD AUTO

T7C LT245/70R17E 295

* MORE ORDER INFO NEXT PAGE *

X26 3.73 REG AXLE NC

IMS2 CNGP530 VEHICLE ORDER CON

Page 1 of 1

VIRTC1DP



CNGP530

VEHICLE ORDER CONFIRMATION

10/26/18 14:36:29

==>

Dealer: F56415

2019 F-150

Page: 2 of 2

Order No: 0001 Priority: M3 Ord FIN: QD543 Order Type: SB Price Level: 920

Ord PEP: 101A Cust/Flt Name: CASPER

PO Number:

RETAIL

RETAIL

FLEX FUEL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1495

TOTAL BASE AND OPTIONS 43305

XL MID DISCOUNT (750)

TOTAL 42555

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC02969

V1DP0030

2,6

Not in price, optional:

1) For 5.0 V8 please add

\$2000.00 if desired

(Incl 3.31 axle ratio)

**PROPOSAL FOR FURNISHING
ONE (1) NEW HALF TON CREW CAB 4x4 WITH 8 FT BED
FOR THE CENTRAL WYOMING REGIONAL WATER SYSTEM**

Proposal of (Name) Greiner Ford of Casper
(Address) 3333 CY Ave Casper WY 82404

to furnish equipment as specified to the City of Casper, Wyoming, in accordance with specifications dated October 9, 2018.

BID ITEM: New Half ton crew cab pickup truck w/ 5.5' Bed
Description: Ford crew cab F150

Make and Model: Ford F150
Federal Certified GVW: 10500

- I. Price bid for One (1) new half ton Crew Cab Pickup with 5.5' ft. bed, as specified \$ 29,338
- II. Trade-in allowance for 2004 Ford Ranger X-Cab 4x4 VIN #1FTZR15E14PBO3366 \$ 4500
- III. NET COST TO THE CITY (Total Price): \$ 24,838
- IV. Delivery: F.O.B. City of Casper within 100 calendar days after award of contract by City Council.
- V. Trade in unit will be considered optional if, in the opinion of the City of Casper authorized staff, it is found to be in the best interest of the City of Casper to do so.

In addition to this proposal, the undersigned herewith submits complete information including specifications and descriptive literature to fully describe and illustrate the equipment and accessories offered. Incomplete bid specification will be considered non-compliant and rejected.

Bidder proposes to deliver equipment in accordance with the schedule above and agrees that liquidated damages will be charged to him in accordance with specifications if delivery is not made in accordance with said schedule.

A bid bond, certified check, or cashier's check made payable to the City of Casper, Wyoming, in an amount of five percent (5%) of the total amount of this bid is enclosed. The undersigned certifies that he understands the specifications relating to said bid security and agrees to the conditions set forth in said specifications.

Discounts will be allowed for prompt payment as follows:

10 Day 0 %; 20 Days 0 %; 30 Days 0 %.

Submitted By: Heather Hart Title: Fleet Manager Date: 10/26/18

Signature: [Signature] Phone: 307-261-3732

CITY OF CASPER
FLEET MAINTENANCE DIVISION
CITY OF CASPER

October 9, 2018

Notice is hereby given that the City of Casper, Wyoming will receive sealed bids at the Casper Service Center, 1800 E. K Street, Casper, Wyoming, **until 3:30 p.m., October 26, 2018** for the following:

One (1) New Half Ton Crew Cab 4x4 Pickup Truck with 5.5 Bed, to be used by the Central Wyoming Regional Water System.

General Specifications:

It is the intent of these specifications to specify the minimum requirement for the furnishing and delivery of One (1) new **Half Ton Crew Cab 4x4 Pickup Truck with 5.5' Bed**, to be used by the Central Wyoming Regional Water System. This unit shall be new with less than two hundred (200) miles and be less than six months old. Unit shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment, as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

MINIMUM SPECIFICATIONS

Half Ton Pickup Truck

American Manufacturer

Ford

Two sets of keys

✓

Mileage: 200 miles or less

✓

Automatic Transmission

✓

Power Steering

✓

Tilt Steering Wheel

✓

Power Brakes

✓

Power Windows

✓

Power Door Locks

✓

Four Door Crew Cab

✓

5.5' bed with factory spray liner (optional). Provide cost for this option

\$595

- Not included in price -

Four Wheel Drive

✓

Electronic shift on the fly

✓

Tires/wheels – Radial ply tires as required for GVWR, 5 Tires and wheels (including spare), all season, all terrain tread

✓
all terrain

Spare Tire & Wheel to include Jack & Lug Wrench

✓

AM/FM Radio with Bluetooth Factory Installed

✓

Heater/Defroster

✓

Current Model Year Emissions Compliant Gas Engine

✓

Factory Air Conditioning

✓

Intermittent Wipers

✓

Engine Block Heater

✓

Permanent anti-freeze protection to minus 30 degrees F.

✓

Factory installed back up camera and sensors

✓

Manufacturer's standard single color, white

✓

Four-wheel anti-lock braking system

✓

Cloth seats, matching trim throughout in Standard color, Steel or equivalent

✓

Heavy Duty Vinyl Flooring throughout

✓

OEM heavy duty rubber floor mats

✓

Miscellaneous

5 Year 60,000 Mile Power Train Warranty minimum

✓

All warranties to begin upon delivery of vehicle

✓

Selling Dealer Must be able to pick up and warranty repairs within 48 hrs. NO EXCEPTIONS

✓

Bid to be valid for "Piggyback" option up to 120 Days after delivery of the last unit from the initial order.

✓

Copy of Order Confirmation to be provided upon Completion of the order.

✓

City of Casper shall be granted five (5) business days Notice of delivery of the units in order to schedule Vehicle intake appointment.

✓

City of Casper shall be granted five (5) business days From scheduled drop off to inspect/verify specification compliance prior to full acceptance.

✓

Vehicle shall be delivered with a full tank of fuel - Minimum of 85 Octane or required octane for engine as stated by manufacturer.

✓

Original titles to be delivered to 1800 E. "K" Street, Casper, WY 82601, within 30 days of Vehicle Delivery
Title to be made out as: City of Casper,
200 N. David, Casper, WY 82601

✓

NOTE: This form may be duplicated.

Exceptions to any of the provisions of these specifications may be waived provided they are clearly stated in the Bid, and if in the opinion of the City of Casper, the Bid complied with the intent of the specification.

Should funding be inadequate to cover the items bid, all bids may be rejected or quantities adjusted to fit budget amount.

All contacts should be made through Dan Coryell, Casper Service Center, Casper, Wyoming, 82601. Phone 307-235-8410.

BOARD MEETING
November 21, 2018
CAEDA Conference Room
AGENDA

- 1. Call to Order**
- 2. Introductions**
- 3. Approval of Minutes**
 - a. August 28, 2018 Minutes
 - b. October 05, 2018 Special meeting minutes
- 4. Financials**
 - a. Financials (PD)
 - b. FY 2018 Audit
 - c. Update on Attorney
- 5. Presentation of Invoices for Payment**
 - a. Proud to Host the Best (\$30,000.00) Sponsorship Memo #294
 - b. Lenhart, Mason & Associates (\$1,300.00) Audit and Bookkeeping Memo #295
 - c. Skogen, Cometto & Associates (\$10,500.00) Audit work Memo #296
 - d. BRC Grant Admin Fee (\$3,000.00) July-December 2018 Memo #297
 - e. CAEDA Funding Operations (\$136,580.04) Memo #298
 - f. Casper Star Tribune (\$129.56) Public meeting notice publication Memo #299
- 6. Project Report**
 - a. RH Farms
 - b. Wyoming Regional Training Center
 - c. CCR
 - d. Project North Star
- 7. WBC Economic Development Planning Grant Request**
 - a. Sustainable Strategy for Mills, Casper and Natrona County
 - b. \$25K Matching Funds



CASPER, WYOMING

DATE: November 21, 2018
TO: Chairman Mark Pepper
Economic Development Joint Powers Board
FROM: Charles Walsh
President / CEO
Charles@caeda.net
RE: Check Request for Proud to Host the Best Sponsorship

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Proud to Host the Best for sponsorship in the amount of \$30,000.00.

Attached is invoice 5066 from Proud to Host the Best requesting payment to the Economic Development Joint Powers Board for sponsorship of the High School Culminating Events.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #294

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$30,000.00 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____

139 W 2nd Street Suite 1B
WY 82601

Date	Invoice #
10/22/2018	5066

Bill To
Economic Development JPB 300 S Wolcott, Ste 300 Casper, WY 82601-2468

Description	Amount
2018-2019 Proud to Host the Best Sponsorship	30,000.00
Total	\$30,000.00



October 15, 2018

Dear Community Partner,

On behalf of the Proud to Host the Best Committee, I would like to take this opportunity to thank you for your support of our efforts in assuring that our student athletes and fans have the best experience possible during the High School Culminating Events.

Your sponsorship dollars continue to help us off-set the hard costs that are incurred at the culminating events. Casper has set a high standard in our service level during the events and we are doing everything we can to assure that the service level is always our primary concern. Most of the funds are spent on goods and services in the hospitality rooms as well as providing the high level of security that unfortunately we need to be cognizant of. All of this could not be done without your help.

Retaining the tournaments is critical to our community and can not be replaced. We compete with many communities in Wyoming to have the privilege to host the tournaments and with your help we continue to do just that. We are able to present a bid to the Wyoming High School Activities Association with a zero based bid and as a result it is a win for the community as well as the WHSAA.

We thank you for your continued support and we appreciate all that you do for us.

Sincerely,

A handwritten signature in black ink, appearing to be "Karin East".

Karin East

Chairman

Proud to Host the Best Committee



CASPER, WYOMING

DATE: November 21, 2018

TO: Chairman Mark Pepper
Economic Development Joint Powers Board

FROM: Charles Walsh
President / CEO
Charles@caeda.net

RE: Check Request for Bookkeeping Services to Lenhart, Mason & Associates

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Lenhart Mason & Associates, P.C for Bookkeeping services in the amount of \$1,300.00.

Attached is invoice 69436 from Lenhart, Mason & Associates, P.C requesting payment to the Economic Development Joint Powers Board for Bookkeeping Services for Q4 and General Accounting for Audit.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #295

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$1,300.00 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____



CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
900 Werner Ct., Suite 200 • Casper, WY 82601
Tel: (307) 234-7800 Fax (307) 234-9847

INVOICE DATE

August 31, 2018

Economic Development Joint Pwrs Brd
300 S. Wolcott, Suite 300
Casper, WY 82601

AMOUNT DUE
\$ 1,300.00
AMOUNT REMITTED

Client No: E050

PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE

Economic Development Joint Pwrs Brd

Invoice # 69436

Invoice Date
August 31, 2018

Beginning Balance \$ 0.00
For Professional Services Rendered in Connection With:

Bookkeeping Services - Q4	500.00
General Accounting Assistance - audit information, 33 mile project, RH Farms, etc	800.00

Current Period Amount	\$ 1,300.00
Payments to Date	\$ 0.00
Total Amount Due	<u>\$ 1,300.00</u>

LENHART, MASON & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
900 Werner Ct., Suite 200 • Casper, WY 82601
Tel: (307) 234-7800 Fax (307) 234-9847

TERMS: Net due upon receipt. Late fee of 1%, 12% per annum, will be applied to all past due accounts.



CASPER, WYOMING

DATE: November 21, 2018
TO: Chairman Mark Pepper
Economic Development Joint Powers Board
FROM: Charles Walsh
President / CEO
Charles@caeda.net
RE: Check Request for Audit engagement and related accounting services

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Skogen, Cometto & Associates for Audit services in the amount of \$10,500.00.

Attached is invoice 410153 from Skogen, Cometto & Associates requesting payment to the Economic Development Joint Powers Board for Audit engagement and related accounting services for year end.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #296

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$10,500 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____

Skogen Cometto & Associates, P.C.

104 S. Wolcott St., Ste 735

Casper, WY 82601

307-234-5395

Economic Development Joint

300 S. Wolcott St., #300

Casper, WY 82601

Invoice No. 409937

Date Sunday, September 30, 2018

Client No. 1906-RS

Audit fieldwork in process and compiled F32 Annual Report

Interim Bill

Prior Balance \$ 7,500.00
0.00

Total Amount Due \$ 7,500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
7,500.00	0.00	0.00	0.00	0.00	7,500.00

Thank you for your business.

Amount Due is payable upon receipt of bill.

Amount past due will incur a monthly finance charge of 1.50 percent.

I certify, under penalty of perjury,
that this voucher and the items
included herein for payment are
correct in all respects.

Jeffrey Skogen, CPA

Skogen Cometto & Associates, P.C.

104 S. Wolcott St., Ste 735

Casper, WY 82601

307-234-5395

Economic Development Joint

300 S. Wolcott St., #300

Casper, WY 82601

Invoice No. 410153

Date Wednesday, October 31, 2018

Client No. 1906-RS

Completion of audit engagement and related accounting
services for the year ended

Interim Bill

Prior Balance \$ 3,000.00

Prior Balance 7,500.00

Total Amount Due \$ 10,500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
3,000.00	7,500.00	0.00	0.00	0.00	10,500.00

Thank you for your business.

Amount Due is payable upon receipt of bill.

Amount past due will incur a monthly finance charge of 1.50 percent.

I certify, under penalty of perjury,
that this voucher and the items
included herein for payment are
correct in all respects.

Jeffrey S. Skogen CPA



CASPER, WYOMING

DATE: November 21, 2018
TO: Chairman Mark Pepper
Economic Development Joint Powers Board
FROM: Charles Walsh
President / CEO
Charles@caeda.net
RE: Check Request for the BRC Administration Fee for July18 – Dec18

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to CAEDA in the amount of \$3,000.00 for the BRC administration Fee for the months of July, August, September, October, November and December 2018.

Attached is invoices from CAEDA requesting payment to the Economic Development Joint Powers Board for the BRC Administration Fee.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #297

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$3,000.00 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____



CASPER, WYOMING

November 2018

Bill to:

ECONOMIC JOINT POWERS BOARD

300 S. Wolcott, Suite 300

Casper, WY 82601

BRC Grant Administration Fee

July 2018	\$ 500.00
August 2018	\$ 500.00
September 2018	\$ 500.00

TOTAL: \$1,500.00



CASPER, WYOMING

November 2018

Bill to:

ECONOMIC JOINT POWERS BOARD

300 S. Wolcott, Suite 300

Casper, WY 82601

BRC Grant Administration Fee

October 2018	\$ 500.00
November 2018	\$ 500.00
December 2018	\$ 500.00

TOTAL: \$1,500.00



CASPER, WYOMING

DATE: November 21, 2018
TO: Chairman Mark Pepper
Economic Development Joint Powers Board
FROM: Charles Walsh
President / CEO
Charles@caeda.net
RE: Check Request to CAEDA for Quarter 2 Funding

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to CAEDA in the amount of \$136,580.04 for Quarter 2 funding of operations.

Attached is the invoice from CAEDA requesting payment to the Economic Development Joint Powers Board for the Quarter 2 funding of operations.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #298

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$136,580.04 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____

(Board member)

INVOICE

Casper Area Economic
Development Alliance
300 S. Wolcott St Suite 300
Casper, WY 82601
(307) 577-7011

Economic Development Joint Powers Board
300 South Wolcott, Suite 300
Casper, WY 82601
(307) 577-7011
Fax: (307) 577-7014

INVOICE NUMBER | FY2019 – Q2
INVOICE DATE | November 21, 2018

QTY	DESCRIPTION	PRICE	AMOUNT
1	2nd Quarter FY 2019 Administrative & Incentive Funds CAEDA 4th Quarter Funding FY 2018 (\$136,580) Memo #298 <ul style="list-style-type: none">Labor - \$98,406.04Office Rent - \$13,209.00G&A – \$12,299.00Travel - \$1250.00Marketing & Communications - \$11,416.00<ul style="list-style-type: none">CRM (Goldmine)Web Development/Social Media <i>Please make check payable to: Casper Area Economic Development Alliance (CAEDA)</i>	\$136,580.04	\$136,580.04
		SUBTOTAL	\$136,580.04
		TAX RATE	
		TAX	0.00
		FREIGHT	0.00
			\$136,580.04
		TOTAL DUE	

THANK YOU!



CASPER, WYOMING

DATE: November 21, 2018
TO: Chairman Mark Pepper
Economic Development Joint Powers Board
FROM: Charles Walsh
President / CEO
Charles@caeda.net
RE: Check Request to Casper Star Tribune

Casper Area Economic Development Alliance, Inc. requests that the Economic Development Joint Powers Board issue one check to Casper Star Tribune in the amount of \$129.56 for the public meeting notice in correlation to the Q2 EDJPB meeting and the sustainable strategies grant for Opportunity Zones.

Attached is the invoice from Casper Star Tribune requesting payment to the Economic Development Joint Powers Board for the public meeting notice that was entered into the paper on 11/14/18.

If approved, payment will be paid from the First Interstate Administrative account.

Thank you.

JPB Memo #299

"I certify under penalty of perjury, that the invoice, statement or request for reimbursement submitted by CAEDA in the amount of \$129.56 represents a valid claim for payment of goods or services."

Signed by: _____
(Vendor or EDJPB official)

Approved by: _____



877-291-7145

FIRST INVOICE

CASPER STAR-TRIBUNE
C/O LEE ENTERPRISES
PO BOX 540, WATERLOO, IA 50704-0540
Make checks payable to the Casper Star-Tribune

Casper Area Economic Development
Carye Parsons
300 S. WOLCOTT, SUITE 300
CASPER WY 82601

Customer Nbr: 60002516
Phone: (307) 577-7011
Date: 11/15/2018
Page: 1

Amount Paid: _____

Card #: _____

Exp Date: ____ / ____

Check #: _____

Signature: _____



Date: 11/14/2018 Ref #: 48151 Total: 129.56

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send credit card payment to the remittance address located in the upper right corner. You may also send the coupon to a secure fax at 319-291-4014.

Date	Reference #	Type	Description	Lines	Total
11/14/18	48151	INV	NOTICE OF PUBLIC HEARING 2018	74	129.56

Remarks:

Total Due:

129.56

**ECONOMIC DEVELOPMENT JOINT POWERS BOARD
PUBLIC MEETING**

**August 28, 2018 at 9:30am
CAEDA Board Room
DRAFT**

Members Present: Mark Pepper, John Lawson, Bob Hopkins, Forrest Chadwick

Members Absent: Ray Pacheco

Staff Present: Charles Walsh, Cary'e Parsons

Guests: None

CALL TO ORDER:

Chairman Pepper called the meeting to order at 9:31am

APPROVAL OF MINUTES

Chairman Pepper presented the minutes from the special budget board meeting held on June 26, 2018.

Forrest Chadwick motioned to accept the minutes as written, John Lawson seconded. All in favor, motion carries.

FINANCIALS:

Bob Hopkins motioned to approve the June 2018 preliminary financials, John Lawson seconded. All in favor, motion carries.

- Audit Update: Charles Walsh updated the board by letting them know that the audit field work went smoothly and is complete. Minor items were identified that were addressed by the CEO and Board Chairman Mark Pepper.
- Capitalization/Depreciation financial levels: The current capitalization policy is set at \$500.00. Chairman Pepper stated that he believes the limit should be increased to better reflect the current market and EDJPB business needs. After some discussion it was agreed upon that the limit would be set at \$2,500.00.

Bob Hopkins motioned to move the capitalization level from \$500.00 to \$2500.00; Forrest Chadwick seconded. All in favor, motion carries.

Presentation for invoices for payment:

- CAEDA – Reimbursement for Software (\$504.00) Memo #290
- Williams, Porter, Day & Neville, P.C – (\$2,984.80) Memo #291
- Team Networks – Hard Drive replacement (\$92.40) Memo#292

Forrest Chadwick motioned to accept and authorize payment for the invoices as presented, Bob Hopkins seconded. All in favor, motion carries.

OPERATIONS:

Charles Walsh asked the board members if they would be open to establishing new legal counsel for the EDJPB. The group made a few suggestions such as David Drell, Tim Stubson, and Peter Nicolaysen by the members with guidance for Mr. Walsh to proceed interviewing and selecting new legal representation that better reflects the structure and needs of the organization.

PROJECT UPDATE:

RH Farms: Advance paid \$10,000.00 – Up to date until February 2019. The members requested that Mr. Walsh reach out to RH Farms ownership to determine the status of the material in Midwest and plans for the business. Additionally, Mr. Walsh will reach out to Midwest City Mayor Guy Chapman to determine their understanding and thoughts on RH Farms.

Wyoming Regional Training Center: Everything is current and is now earning 2% interest due to the loan restructure. Mr. Walsh will invite Rod Thomas to attend the EDJPB November meeting to provide an update.

CCR: The land transfer is very close to being complete. Mr. Walsh has been in contact with Josh Jameson and a verbal agreement has been reached regarding the edits on the land transfer documents.

North Star: The loan is complete. There has been some set back regarding fire code and electrical inspections. Charles will reach out to Jason Gutierrez to see how EDJPB/CAEDA might assist to move accelerate a solution.

FY19 STRATEGIC CONSIDERATIONS:

Charles Walsh updated the board with the goals and accomplishments of CAEDA. He also gave them insight into the prospect and projects that are currently in the pipeline. Mr. Walsh updated the board on the Aerospace and Defense (A&D) private/public progress, including the meeting with Gov. Mead. The board is pleased with the direction CAEDA is moving and expressed their full support to continue. Attachment I, CAEDA FY18 Goals presents the details provided by Mr. Walsh.

ADJOURN

Motion: Forrest Chadwick motioned to adjourn the meeting at 10:56am, Bob Hopkins seconded. All in favor.

There being no further business, Chairman Pepper adjourned the meeting at approximately 10:56am.

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

These minutes were adopted by vote of the Economic Development Joint Powers Board as a fair and accurate account of all business conducted when a quorum was present.

APPROVED:

Chairman, Mark Pepper

Date

Treasurer, Bob Hopkins

Date

**ECONOMIC DEVELOPMENT JOINT POWERS BOARD
PUBLIC MEETING**

**October 5, 2018 at 9:30am
CAEDA Board Room**

Members Present: Mark Pepper, Forest Chadwick, John Lawson, Bob Hopkins

Members Absent: Ray Pacheco

Staff Present: Cary'e Parsons

Guests: None

CALL TO ORDER:

Chairman Pepper called the meeting to order at 9:35 a.m. with a quorum present.

PRESENTATIONS:

- a. Presentation of CAEDA funding invoice for Q1 Operations funding (\$136,580.04) Memo #293.

John Lawson motioned to approve the funding invoice to CAEDA for Q1 operations in the amount of \$136,580.04, Bob Hopkins seconded. All in favor, motion carries.

ADJOURN

Motion: Forrest Chadwick motioned to adjourn the meeting; Bob Hopkins seconded. All in favor.

There being no further business, Chairman Pepper adjourned the meeting at approximately at 9:39 am.

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

These minutes were adopted by vote of the Economic Development Joint Powers Board as a fair and accurate account of all business conducted when a quorum was present.

APPROVED:

Chairman, Mark Pepper

Date

Treasurer, Bob Hopkins

Date

Come celebrate with The Amoco Reuse Agreement
Joint Powers Board
at their Annual Holiday Party!



You and a guest are invited to join us on December 12th, at
The Grille located at Three Crowns Golf Course.

The festivities begin at 5:30 p.m.

Appetizers will be served, and there will be a no-host bar
available.

Please RSVP

Renee Hahn at 307-472-5591 or renee@arajpb-casper.org

*Our Regular Board Meeting will be held prior to the party from 5-5:30 p.m. at Three Crowns.

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]

Sent: Friday, November 09, 2018 4:42 PM

To: Andrew Nelson <anelson@kemmerer.org>; Barry Cook <Bcook@cityofcody.com>; Eric Fountain <efountain@cheyennecity.org>; Evan Byrd <ebyrd@starvalleyranchwy.org>; Carter Napier <cnapier@casperwy.gov>; Janine Jordan <jjordan@cityoflaramie.org>; Jed Nebel <jnebel@townoflovell.com>; Jolene Martinez <jmartinez@casperwy.gov>; Jonathan Teichert <jteichert@cityofdouglas.org>; Larry Pardee <lpardee@jacksonwy.gov>; Mark Collins <mcollins@sheridanwy.net>; Marla Brown <mbrown@rawlins-wyoming.com>; Mike Coleman <mcoleman@millswy.gov>; Patrick Davidson <patrickd@gillettewy.gov>; Paul Thur <greybulladmin@wyonet.net>; Rajeane Strube Fossen <rsfossen@landerwyoming.org>; Reed Clevenger <rclevenger@cityofgreenriver.org>; Renee Jordan-Smith <rjordansmith@casperwy.gov>; Roxanne DeVries Robinson <rrobinson@jacksonwy.gov>; Scott Hannum <shannum@rawlins-wyoming.com>; Tony Tolstedt <ttolstedt@rivertonwy.gov>; Violet Sanderson <vsanderson@aftonwyoming.gov>; Zane Logan <zlogan@cityofpowell.com>

Subject: FW: Broadband grant pre-application and proposed definitions available now

FYI if not already received, please share as applicable with your teams.

This will also be sent to Clerks/Treasurers, sorry for duplicate emails.

Enjoy the Holiday weekend.

MANY THANKS TO VETERANS, THOSE IN SERVICE VIA MILITARY, LAW ENFORCEMENT, FIRE FIGHTERS, FIRST RESPONDERS AND ALL THAT SUPPORT THESE HEROES.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



From: Wyoming Business Council <WY-Business-Council@public.govdelivery.com>
Sent: Friday, November 9, 2018 2:14 PM
To: Rick Kaysen <rkaysen@wyomuni.org>
Subject: Broadband grant pre-application and proposed definitions available now

For release Nov. 9, 2018

Broadband Development Grant pre-application and proposed definitions available now

The [pre-application form](#) for the Wyoming Broadband Development Grant program is available now.

In order to qualify for this grant fund, project managers must be able to demonstrate a community or location is currently unserved and provide documentation from area providers or a sample of speed tests that can prove speeds.

In addition, the Wyoming Broadband Development Grant Program is proposing administrative rules and defining key terms as it prepares to review grant applications to expand access to broadband service in unserved areas of the state.

The proposed definitions are:

Eligible applicants -- A city, town, county or joint powers board

Unserved area -- An area with no broadband offering or a broadband offering that only offers maximum download speed of 10Mb and 1Mb upload for residential areas and/or 25Mb and 3Mb upload in a business corridor

Adequate consideration -- the price stipulation within a contract that establishes equivalence in the exchange of value in the form of money, goods or services; any exchange of value that is deemed not to be adequate could render the contract unenforceable

Business corridor -- an area where multiple businesses are, or have undertaken permitting, construction or other substantial steps to be, located in proximity to each other such that the provision of broadband services at the speeds specified is technologically and economically feasible

The public may [view the proposed rules and definitions](#) and submit comments through that page or by emailing Russ Elliott, Broadband Manager, at russ.elliott@wyo.gov by Nov. 30.

The 2018 Wyoming Legislature tasked the Wyoming Business Council, the state's economic development agency, with overseeing [the expansion and improvement of broadband in Wyoming](#). That legislation included funding for broadband infrastructure grants.

For more information, visit wyomingbusiness.org/broadband.

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Friday, November 09, 2018 4:46 PM
Subject: FW: Jobs in YOUR Community!!

FYI—

This will also be sent to Clerks/Treasurers, sorry for duplicate emails.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

"Communities that don't matter, don't exist."



From: Stephanie A Freeman (CENSUS/DN FED)
<stephanie.freeman@2020census.gov>
Sent: Friday, November 9, 2018 4:11 PM
Subject: Jobs in YOUR Community!!

The 2020 Census will count all the people living in Wyoming.

Positions including;

- clerks
- recruiting assistants
- office operations supervisors
- census field supervisors
- census takers

The positions will be located statewide and offer flexible work hours, including daytime, evenings and weekends.

2020census.gov/jobs

- Use automated smart phones or laptop computers to conduct job activities.
- Review assigned work to locate households for verifying addresses and/or conducting interviews.
- Conduct interviews with residents in assigned areas by following stringent guidelines and confidentiality laws.
- Explain the purpose of the census interview, answer respondent's questions, collect information following a script, and record census data using devices and/or paper forms.
- Update address lists and maps.
- Validate address and map updates for quality purposes.
- Follow procedures to conduct accurate work while maintaining acceptable production rates.
- Maintain and submit records of hours worked, miles driven, and expenses incurred in the performance of duties.
- Meet/talk with supervisor, as necessary, to review procedures, report issues or concerns, and receive additional instructions.

Stephanie Freeman, Wyoming Partnership Specialist
Dallas Regional Census Office / Field Division / Denver Region
U.S. Census Bureau
cell: 307.757.5326
email: Stephanie.Freeman@2020census.gov

census.gov | Connect with us [@uscensusbureau](https://twitter.com/uscensusbureau)
Jobs: 2020Census.gov/Jobs

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

Sent: Thursday, November 15, 2018 2:05 PM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Word from WAM - Community Review Opportunity, Wyoming 2-1-1, Trivia!



Wyoming
Association of
Municipalities
Building Strong Communities

Word from WAM!

A Weekly Message

**WBC/UW Community Review
Application Window Open**

The Wyoming Business Council and the University of Wyoming Extension (UW) are now accepting applications for Community Reviews to benefit Wyoming communities in 2019.

A Community Review is a strategic planning process designed and conducted in coordination with leaders, business owners and residents in your community. The centerpiece of the program is a 1- to 2-day visit to your community by a team of community and economic development professionals.

The members of this visiting team volunteer their time and talents to support your community in developing a plan to manage change and pursue your goals on your terms.

The Community Review process will clarify your community's goals and opportunities, improve coordination among individuals and organizations, inform you of available funding and other resources, and provide a substantial in-kind contribution that can be used to support future grant applications.

This is currently a pilot project. Two communities will be accepted in the spring of 2019. The application deadline is February 1 for reviews to be scheduled in late spring.

Click [here](#) for more information and to apply.



WAM Encourages You to Get to Know Wyoming 2-1-1



As we mentioned previously in Word From WAM, over the next few weeks we'll be partnering with Wyoming 2-1-1 to help educate municipalities about the service and how they might be able to use it to help at-risk individuals within their communities. This is the second of four parts.

Who can benefit from using Wyoming 2-1-1?

Wyoming 2-1-1 connects with over 4000 people each year with services that help maintain stability, restore health, enhance productivity and foster system improvement. Individuals looking for help for themselves or for others can call 2-1-1 for assistance. The following are just a few examples of who can benefit from calling 2-1-1:

- Individuals looking for health insurance
- Families seeking services for their children
- Seniors seeking information about financial scams
- Human Resource professionals helping an employee find resources for transportation, childcare, or their aging parents
- Laid-off workers struggling to find employment or feed their families
- Teachers, clergy, and agency staff seeking help for their clients
- Veterans trying to navigate the complicated web of benefits and services available
- Disaster victims seeking housing, food, counseling

Every person who comes into contact with Wyoming 2-1-1 is treated with respect and receives the motivation and means to achieve self-sufficiency, change, and hope. We are proud to play a role in their success.

Laramie County Caller: Thank you for all the resources that you have given me. Whenever I need help you are always there to help me with resources and I really appreciate it. You are the best!

WAM-WCCA Energy Lease Program Proposal Deadline Rapidly Approaching

WAM and the WCCA want to help your community be more energy efficient

Deadline for proposals for the 2019 Energy Lease Program Awards is December 8th. Click the link below for more information.

[Click Here](#)



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: What famous American author married Martha Gellhorn of St. Louis on November 21st, 1940 in Cheyenne? Cheyenne's Justice of the Peace, F. A. Strennett, officiated at the wedding.

[Click to Answer](#)

Congratulations to last week's winner Krysti M. Dycus, Clerk/Treasurer for the Town of Clearmont! She was one of a few who knew that Wyoming began issuing license plates in 1913. Thanks for playing and your gift card is on its way!

2019 WAM Winter Conference Early Bird Registration Open Now!



**Come join us for the WAM Winter Conference to be held
February 20-22, 2019 at Little America in Cheyenne.**

**Be sure to register for rooms before the 19th of January to receive the reduced
conference rate! See the registration page for participating host hotels.**

[Click here to see this year's agenda](#)



Gregg Piburn - WAM General Session Speaker
"BIG Leadership in Small Packages"

[Click Here to Register](#)

Legislative Interim Committee Meetings

Labor

11/19/2018 - 11/20/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Corporations

11/26/2018 - 11/27/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Education

11/27/2018 - 11/28/2018 Casper, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Revenue

11/28/2018 - 11/30/2018 Cheyenne, WY

Livestream available on the Legislature's website at www.wyoleg.gov

Minerals

11/29/2018 - 11/30/2018 Casper, WY

Livestream available on the Legislature's website at www.wyoleg.gov

From: Rick Kaysen [mailto:rkaysen@wyomuni.org]
Sent: Tuesday, November 13, 2018 3:31 PM
Subject: FW: Business Council accepting Community Review applications

FYI, if not already received.

This will also be shared with Clerks/Treasurers—sorry for duplicated emails.

Rick Kaysen, Executive Director
Wyoming Association of Municipalities
315 West 27th Street
Cheyenne, WY 82001
307-632-0398
rkaysen@wyomuni.org
www.wyomuni.org

From: Wyoming Business Council <WY-Business-Council@public.govdelivery.com>
Sent: Tuesday, November 13, 2018 11:19 AM
To: Rick Kaysen <rkaysen@wyomuni.org>
Subject: Business Council accepting Community Review applications

For release Nov. 13, 2018

Business Council accepting Community Review applications

The Wyoming Business Council and the University of Wyoming Extension (UW) are now accepting applications for Community Reviews to benefit Wyoming communities in 2019.

A Community Review is a strategic planning process designed and conducted in coordination with leaders, business owners and residents in your community. The centerpiece of the program is a 1- to 2-day visit to your community by a team of community and economic development professionals. The members of this visiting team volunteer their time and talents to support your community in developing a plan to manage change and pursue your goals on your terms.

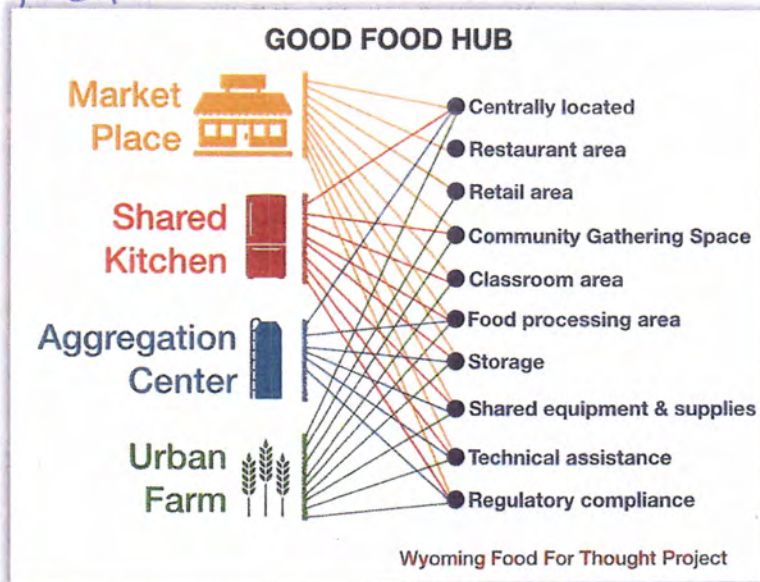
The Community Review process will clarify your community's goals and opportunities, improve coordination among individuals and organizations, inform you of available funding and other resources, and provide a substantial in-kind contribution that can be used to support future grant applications.

This is currently a pilot project. Two communities will be accepted in the spring of 2019. The application deadline is February 1 for reviews to be scheduled in late spring.

Click [here](#) for more information and to apply.

• Update to the Wyoming Community Found.

1/13/2018



Wyoming Food for Thought Project invites you to invest in the **Good Food Hub**:

A mechanism to expand our local food system through aggregation, processing, and sales of Affordable food, available to the community through our Harvest Market, Mobile Market, and through distribution to existing markets.

Job training, paying a living wage to disenfranchised citizens will allow our food prices to stay affordable and accessible.

The Good Food Hub will also provide business incubation through shared use spaces that provide a public benefit to all.

Good Food Hub Total Project Costs/timeline funds needed

Phase 1 (by December 2018)

Building acquisition – 420 West First Street \$450,000 needed (\$200,000 committed)

Phase 2 (by January 2019)

Startup Costs (insurance, refrigerated truck, licenses) \$50,000

Utilities for 12 months \$25,000

Phase 3 (begin January 2019 – completed July 2019)

Improvements to interior of building, and facade \$350,000 (\$75,000 committed)

Greenhouse construction \$200,000

Total project costs \$1,075,000

Total Operations Costs (year 1) \$250,000

Total funds to raise by 2020 \$1,325,000

Funding sources (building purchase and construction)

City of Casper One Cent \$75,000 (Committed)

City of Casper storefront upgrade grant \$20,000

Family Foundations \$250,000

Individual Donations \$530,000 (\$200,000 committed)

USDA grants \$200,000

Total Funding Sources \$1,075,000

We will build out the Good Food Hub in Phases, completing the most cost efficient part first.

The Good Food Hub builds upon our work of the past 5 years. It creates upward mobility for micro-entrepreneurs. It offers business incubation including mentorship. It gives our community an opportunity to access good and healthy food in a central location, creating community, and giving Food for Thought an opportunity to expand our reach for both vendors as well as the less fortunate. By expanding our capacity we can produce more local food for our weekend food bags, too.

Sustainability Community Opportunity

Contact us at info@wyfftp.org or (307) 337-1703