

INFORMATION PACKET

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Friday, May 1, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

May 5, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Sole Source Purchase from LN Curtis for turnout gear					
Pre-Meeting: Re-opening Plan					
Pre-Meeting Boulder Park					
Pre-Meeting: WAM Resolutions					
Approval of April 21 Executive Session Minutes					
Approval of April 14 Regular Session and April 28 Special Session Minutes					
Proclamation from Andrew - Bright Spot					
Establish May 19, 2020 as Public Hearing Date for Consideration of an Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment.	C				
Establish May 19, 2020 as Public Hearing Date for Consideration of Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business).	C				
Establish May 19, 2020 as Public Hearing Date for Consideration of Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street	C				
Establish May 19, 2020 as Public Hearing Date for Consideration of New Restaurant Liquor License No. 44 for Occasions by Cory, LLC, d/b/a Occasions Entertainment Group, Located at 303 South Wolcott Street.	C				
Public Hearing: Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 1st Reading		N			
Local Assessment District 157 - Arrowhead Road and Jade Avenue Roadway Improvements. 3rd reading			N		
Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 2nd Reading Ordinance			N		
Liquor License Sanctions/Update & Open Container 1st Reading Ordinance - tabled at April 21 Meeting			N		
Authorizing an Amendment to the Contract for Professional Services Between the City of Casper and Casper Area Transportation Coalition, Inc., a Wyoming Non-profit Corporation, for Fiscal Year 2020.				C	
Declaring Certain City-Owned Property as Surplus Property.				C	
Authorizing a Contract for Outside-City Water and Sewer Service with Jereco Cleaning Systems, LLC.				C	
Authorizing a Contract for Outside-City Water Service with Ashton J. and Joanna Wilson.				C	

Authorizing an Agreement with Myers & Sons Construction LLC in the Amount of \$2,000,000, for the Sam H. Hobbs Wastewater Treatment Plant Secondary Treatment Rehabilitation Project.				C	
Authorizing an Agreement with SWI, LLC for \$323,155.50 for the Solid Waste Fencing Project.				C	
Acceptance of the U.S. Department of Homeland Security, Federal Emergency Management Agency, State Homeland Security Program Grant.				C	
Authorizing Change Order No. 2 to the Agreement with Shamrock Environmental Corporation for the North Platte River Restoration – 1st Street Reach, Project No. 12-51.				C	
Correcting a Scrivener's Error in Resolution No. 20-51 Pertaining to the White Dog Addition No. 2, and also a Scrivener's Error in the Legal Description Found in the White Dog Addition No. 2 Subdivision Agreement.				C	
Authorizing a Collective Bargaining Agreement for 2020-2022 between the City of Casper and the Fire Fighters Local Union 904, I.A.F.F., AFL-CIO.				C	
Authorizing a Contract Extension for the City of Casper to Host the College National Finals Rodeo for an Additional Five Years.				C	
Rejecting Bids Received for the Mike Sedar Pickleball Courts Project.					C
Authorizing the Sole Source Purchase of 64 Sets of Globe Firefighting Turnout Gear, in the Amount of \$159,000, from L.N. Curtis & Sons.					C
Authorizing the Submission of Seven (7) Wyoming Association of Municipalities Resolutions as Casper's Submission of Legislative Priorities for 2021.					C

May 12, 2020

Councilmembers Absent:

Work Session Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Follow-up	Direction Requested	5 min	4:30
Draft Budget Distribution	Direction Requested	10 min	4:35
Downtown Parking Garage Capital & Operations (Liz Becher)	Direction Requested	20 min	4:45
Class & Comp Follow-up (maybe changes on this) (Tracey Belser)	Direction Requested	30 min	5:05
Animal Control Ordinance Updates (Henley & McPheeters)	Direction Requested	40 min	5:35
Recycling Options (Andrew Beamer)	Direction Requested	30 min	6:15
Capital Budget Review	Direction Requested	30 min	6:45
Social Service Agencies Discussion (?)	Direction Requested	30 min	7:15
Agenda Review		20 min	7:45
Legislative Review		10 min	8:05
Council Around the Table		10 min	8:15
Approximate Ending Time:			8:25

May 18, 2020

Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Session - Part 1	Direction Requested	2 hours	4:30
Approximate Ending Time:			6:30

May 19, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Sontrust No. 1 Addition - Annexation Compliance & 3rd Reading Ordinance		N			
Public Hearing: Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 1st Reading		N			
Public Hearing: Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 1st Reading		N			
Public Hearing: Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 1st Reading		N			
Public Hearing: New Restaurant Liquor License No. 44 for Occasions by Cory, LLC, d/b/a Occasions Entertainment Group, Located at 303 South Wolcott Street.		N			
Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 3rd Reading Ordinance			N		
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 2nd Reading			N		
Liquor License Sanctions/Update & Open Container 2nd Reading Ordinance			N		
Authorizing the Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$104,000, for the Purchase of Equipment for Regional Response Team 2.					C

May 20, 2020 Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Session - Part 2	Direction Requested	2 hours	4:30
Approximate Ending Time:			6:30

May 26, 2020 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Review		20 min	4:35
Legislative Review		10 min	4:55
Council Around the Table		10 min	5:05
Approximate Ending Time:			5:15

June 2, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approve May 20 Special Meeting Minutes					
Summary Proposed Budget published in minutes					
Establish Public Hearing - FY 21 Budget Adoption	C				
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 3rd Reading			N		
Liquor License Sanctions/Update & Open Container 3rd Reading Ordinance			N		
Public Hearing: Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 2nd Reading			N		
Public Hearing: Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 2nd Reading			N		
Public Hearing: Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 2nd Reading			N		

Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
Golf Course Guidelines			
Wayfinding Plan Implementation	June 23	45 min	

Staff Items





Limo Amendment			
Health Plan - Residual Balance			After January 2020
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Community Relations Spec Update		30 min	

Future Council Meeting Items

Public Hearing Date - FY21 Budget Adoption	June 16, 2020
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Retreat Items

Economic Development and City Building Strategy

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 <p>Due to the Coronavirus many meetings will be held virtually or even canceled. (i.e. Youth Empowerment has been canceled during May.) Verify with your board organizer how and when their meeting will be held.</p>					1	2
3	4 <u>5:00 p.m.</u> - CNFR (Freel, Cathey)	5 <u>6:00p</u> - Council Meeting	6 <u>11:30a</u> -Drug Court (Huber) <u>1:00p</u> -Civil Service Commission (None)	7	8	9
10 	11 <u>8:30a</u> -Historic Preservation (Bates)	12 <u>4:30p</u> -Council Work Session	13 <u>11:30a</u> -DDA (Powell) <u>6:00p</u> -Amoco Reuse JPB (Hopkins)	14 <u>7:00a</u> -Advnce Casper (Freel) <u>4:30p</u> -Leisure Services Board (Huber)	15 <u>11:30a</u> -Chamber Coordination/ Infoshare (None)	16
17	18 <u>4:30p</u> -Council Budget Work Session	19 <u>11:30a</u> -Regional Water JPB (Cathey, Powell, Huber, Freel) <u>4:00p</u> -Chamber of Commerce (Cathey) <u>6:00p</u> -Council Meeting	20 <u>10:30a</u> - EDJPB (Powell, Hopkins), <u>4:30p</u> -Council Budget Work Session	21 <u>7:30a</u> -Mayor/ Commissioner <u>11:00a</u> -Housing Authority (Bates) <u>4:00p</u> -Contractors' Licensing Board (Lutz) <u>5:30p</u> - City County Board of Health (Bates) <u>6:00p</u> - Planning & Zoning (Hopkins)	22	23
24 31	25  <u>12:30p</u> -Senior Services (Pacheco) <u>2:00p</u> -CATC (Johnson) <u>4:00p</u> -OYD Advisory Committee (Hopkins, Freel)	26 <u>11:30a</u> -Travel & Tourism (Freel, Johnson) <u>4:30p</u> -Council Work Session	27 <u>7:00a</u> -CPU Advisory Board (Bates) <u>11:30p</u> -NIC (None) <u>5:15p</u> -CAP (None)	28 <u>11:30a</u> - Disability Council (Powell)	29	30 





AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

SALT CREEK HEIGHTS
BUSINESS CENTER

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, March 11, 2020

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

Present: Bob Chynoweth, *Ben Schrader, Terry Lane, Doug Follick, Bob Hopkins, Brook Kaufman, and Jim Belcher

Absences: Reed Merschatt and Rob Hurless

Others Present: *Matt Reams (Three Crowns), and Executive Director Renee Hahn.

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

1. Minutes from February 12, 2020 Regular Meeting

A motion was made by Mr. Schrader and seconded by Mr. Follick to approve the Minutes of the February 12, 2020 Meeting with one correction. The correction was under Refined Properties changing the word in the last sentence to complimented. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of March 11, 2020 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of March 11, 2020 were presented by Mr. Lane.

A motion was made by Mr. Hopkins and seconded by Ms. Kaufman to approve the Treasurer's Report of March 11, 2020, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The February 2020 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He informed the Board the old golf cart fleet was removed from the balance sheet. He inquired if any of the Board had additional questions. No questions were asked.

Investment/Financial Committee

Mr. Lane discussed the security that matured from the Davidson Funds on February 7, 2020.

"The security was transferred into the ARAJPB checking account at Hilltop Bank on February

10th to pay for the Club Car Fleet at Three Crowns.” The check is still being held until the new golf fleet is accepted and approved.

3. Committee Reports

- **Three Crowns**

Mr. Follick discussed the Three Crowns Budget for the 2020-2021 year. This budget contains a predicted loss of (\$321,328) in Operations and Maintenance (O&M). Mr. Follick explained that the Three Crowns Committee voted and approved the budget at their February 27th Meeting.

Mr. Follick also informed the Board that the capital budget which is not to exceed \$90,000 was approved by the Three Crowns Committee. The Capital Equipment includes the following: \$40k in bunker repairs (approximately 8-9 bunkers), \$15k for a used Trackman and Monitor to help promote sales of hard goods, \$5k to replace a cooling unit in the refrigerator, and \$30k for engineering costs for a outdoor venue structure (also called a pavilion).

A motion was made by Mr. Follick and seconded by Mr. Lane to approve the Three Crowns budget with a projected loss of (\$321,328) and the approval to purchase the above noted capital equipment. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Budget and to purchase the Capital Equipment as presented.

- (Copy of Budget on file.)

Mr. Follick stated “The remaining Three Crowns revenue at year-end is estimated at \$47,000. Upon completion of the year, the remaining cash will be subtracted from the requested amount needed for this year’s approved O&M.”

- **PRC**

Mr. Hopkins asked Ms. Hahn to update the Board on the art unveiling on June 5th.

Ms. Hahn informed the Board that she obtained an individual to create a drone video timeline of the area prior to installation, during, and after as well. This video will be shared with the Board and artists for their bio’s.

- **Refined Properties**

Mr. Schrader reported that the SFA Feasibility Study on the Sports Complex is still in draft form.

Mr. Schrader also shared the closing date on the purchased lot in Salt Creek is delayed once again. The purchaser requires a flammable storage tank which is not supported by the PUD. Refined Properties will be meeting with the County to assist moving this item forward on this lot and perhaps change the PUD for the entire SCH Development. More information will be shared at next month’s meeting.

Mr. Schrader stated “Negotiations with the City of Casper continue. Cost are being gathered at this time.”

There is currently no update on lots for sale.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings and stated that the Executive Committee discussed the negotiations with the City of Casper.

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

City Representative Hopkins informed the Board that the City felt that the legislative session was positive this year. The city will be allowed to create a storm water enterprise and pass the cost onto the citizens.

Ms. Kaufman shared that the County is currently involved with the ongoing negotiations with Banner Health to purchase Wyoming Medical Center.

5. Other

Verizon Tower – Ms. Hahn explained the current contract being proposed to allow a tower to be placed on the roof of 2435 King Blvd. The proposed terms are as follows:

\$1950 per month, 2% annual increase, first term is for 4 years, thereafter 4 additional 5-year terms. This rental income would be paid directly to UW who is currently managing the building. Ms. Hahn shared that the City of Casper had shared all their rental information on their towers to assist her with negotiations. She requested that the motion also include that Verizon had access to a 90-day “Right of Entry” to install the tower, as well as obtain permits. A motion was made by Mr. Follick and seconded by Mr. Hopkins to approve the tower, 90-day right of entry and obtain permits. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of documents on file.)

Executive Session

A motion was made by Mr. Schrader and seconded by Ms. Kaufman to enter into Executive Session to discuss personnel matters at 7:05 p.m.

Ms. Hahn and Mr. Reams exited the meeting at 7:06 p.m.

*Mr. Reams exited at 7:44 p.m.

Mr. Follick asked that Ms. Hahn return to the meeting as the others had left upon the completion of the Executive Session at 7:45 p.m.

*Mr. Schrader exited the meeting at 7:46 p.m.

A motion was made by Ms. Kaufman and seconded by Mr. Follick to exit the Executive Session. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye.

6. Future Meetings/Agenda

- Three Crowns Committee Meeting – March 19th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting – April 8th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Committee Meeting – April 16th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

7. Office Closures:

March 17-24th (cancelled)

April 10th - Good Friday

May 25th - Memorial Day

8. Public Comment

There was no public comment.

9. Good of the Order

None.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Belcher and seconded by Mr. Merschat to adjourn the meeting at 8:01 p.m. The motion carried with all members in attendance voting aye.

4-9-20

Date



Board Officer

4-24-20

Date



Presiding Officer

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

MEETING PROCEEDINGS

February 26, 2020

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, February 26, 2020 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Bruce English
 Council Liaison Bates

Absent: Member Richard Jay

Staff Present: Public Utilities Manager, Bruce Martin
 Administrative Technician, Janette Brown

Others:

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

1. President Bell asked for a motion for Officer Elections. A motion was made by Board Member English and seconded by Secretary Lawson to retain the current Board Officers; Mike Bell – President, Jim Jones – Vice President, and John Lawson – Secretary. Motion passed.
2. President Bell asked for a motion to approve the minutes from the November 20, 2019 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the November 20, 2019 minutes. Motion passed with Vice President Jones abstaining from the vote.
3. Mr. Martin asked the Board to reference the January 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in January was 143 MG, which was 11 MG less than the five-year average. Mr. Martin stated that fiscal year to date water purchased is 2.28 BG compared to the five year average of 2.24 BG.

Mr. Martin stated that there was one water main break in January with a total of 15 for the fiscal year compared to seven water main breaks last fiscal year.

Mr. Martin stated that there were no sewer main stoppages in January with a total of five for the year compared to six sewer stoppages at the same time last fiscal year.

Board Member English asked what the ground frost level is. Mr. Martin stated that it is approximately 18 inches.

Mr. Martin stated that there are 22,791 active accounts, which is a 0.25% growth.

Vice President Jones asked why the Total Gallons Purchased was so much higher than November and January. Mr. Martin stated that it could have been due to a combination of things, such as a tank being filled and additional people in town during the holidays.

4. Mr. Martin stated that all outside-City water and sewer agreements are on hold until updated language is approved by Council. Mr. Martin stated that Council approved a resolution in 2019 for annexation requirements. Mr. Martin stated that staff has added a couple of items to a revised resolution, and the proposed language will be in all outside-City agreements.

Mr. Martin stated that the following are the proposed additional language:

- 1) Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- 2) Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- 3) Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.
- 4) Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

Mr. Martin stated that water and sewer service lines must have an easement, or be adjacent to the main. Mr. Martin stated that staff is trying to avoid having multiple service lines in the right of way.

Mr. Martin stated that this proposed language will go to a Council Work Session before going to a Regular Council meeting for approval. Mr. Martin stated that once this language has been approved by Council, there are several Outside-City Agreements that will be brought before the Board for consideration.

Board Member English asked if property owners will create a subdivision if their property is annexed, since the proposed language is requiring it to be platted. Vice President Jones stated that was correct, and it will require everything that is involved with creating a new subdivision; sidewalks, roads, etc.

Vice President Jones asked if the annexation of South Garden Creek was completed. Council Liaison Bates stated that Council has finalized the annexation of South Garden Creek and Green Valley, and are currently working on annexing an area on Robertson Road. Council Liaison Bates stated that it was an easy decision for the Green Valley annexation as it is totally surrounded by the City of Casper. Council Liaison Bates stated that the properties in the Robertson Road annexation are still on septic and only a few have water service.

Vice President Jones asked what the main reason was for annexing South Garden Creek properties. Council Liaison Bates stated there were several reasons for the annexation; the area is surrounded by the City of Casper, several properties already have City services, and the Census.

President Bell asked if properties will be annexed if they are contiguous to the City. Mr. Martin stated that has been the criteria used in the past and doesn't think it will change.

President Bell stated that in the past the City has annexed property that was contiguous to a City road. Vice President Jones stated that could create issues for property owners on the West side of Garden Creek if they want to connect to sewer as there is a sewer line going across the creek with a private lift station. Vice President Jones stated that area is checkerboard with City and County properties.

President Bell stated that he remembered that the Planning Commission was revising subdivision plan requirements for sidewalk and curb and gutter and asked if they were approved by Council. Mr. Martin stated that he was unaware of the status of that. Vice President Jones stated that the area south of Coliseum was built with no sidewalk or curb and gutter. Mr. Martin stated that he would look into the status of the subdivision plan requirement revisions.

5. Mr. Martin stated that the City entered into an agreement with Jacobs for the CPU Strategic Plan (Plan), which has been in the works for a while. Mr. Martin stated that while the Plan is not finalized, he would like to review the highlights of the draft report with the Board before it is presented to Council.

- In several efforts over the past two decades, the City has actively engaged members of the community in transportation, cultural, economic and infrastructure planning activities as a way to ensure that its goals and service commitments are in line with the overall vision and values of its residents.
- Understanding that its role in sustaining Casper's economic vitality, public health, and residential quality of life is of paramount interest, the Division is undertaking a strategic planning effort that will ensure its services remain aligned to the City's needs.
- The City of Casper Public Utilities Division wishes to create a strategic plan that ensures it is supporting its service territory and people's vision for their city into the future.
- The specific foundation for the strategic direction described in this report is based on the Generation Casper Comprehensive Plan and the Effective Utility

Management Program (American Water Works Association), and input from the City Manager.

- Generation Casper is the City of Casper's revised and updated Comprehensive Land Use Plan and Transportation Plan.
- Since 2008, a unique coalition that includes the U.S. Environmental Protection Agency and a growing number of major water sector associations, has supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success – known as Effective Utility Management (EUM). EUM is now the most widely recognized water sector utility management program in the country.

Objectives of the Strategic Plan:

- Develop a clear statement of objectives, goals and initiatives
- Establish a foundation for regular stakeholder updates, including:
 - City Council
 - Public
 - Employees (gaining input)
- Establish a method of gathering feedback

Vision Mission Values

- Vision – We are recognized as providers of life-sustaining water and wastewater services and as stewards of our communities' resources, working to meet the needs of current and future generations.
- Mission – Continue to provide safe, reliable, cost effective water and waste water services to maintain a sustainable environment while holding ourselves accountable to those who use our services.
- Values – Stewardship, Professionalism, Accountability, Communication, Quality, Efficiency, Integrity, Safety

EUM Self-Assessment

- The EUM results demonstrate that Casper Public Utilities is already a very high-performing organization, where Product Quality is its top priority (in both importance and performance). Recommended strategic initiatives include several focus areas for improvement: Customer Satisfaction (Customer outreach/customer satisfaction measurement strategy), Financial Viability (Business Performance Model, Revenue and Savings Opportunities), and Employee Leadership and Development (Employee Development and Retention Plan/Succession Plan, expand training opportunities).

Board Member English asked if there are issues with employees having the required licenses. Mr. Martin stated that all operations staff are working towards their required licenses. Mr. Martin stated that both the WTP and WWTP are Level IV plants so the

operators are required to have Level IV DEQ licenses. Mr. Martin stated that three operators achieved their Level IV licenses in the past month.

President Bell asked if the City is now going to promote from within instead of going outside the organization. Mr. Martin stated that if promotions can be made in-house through training, it's always a good thing, but sometimes you have to go outside the organization.

Council Liaison Bates asked if the current plant managers have Level IV licenses. Mr. Martin confirmed that all CPU managers are licensed at the required levels.

Strategic Initiatives – two strategic initiatives were developed to address each of the three focus areas for improvement, as defined by the EUM results.

- Customer Satisfaction Initiative
 - Customer Outreach Program – Develop customer outreach program that benefits customers by providing understanding of services, programs, and events.
 - Customer Satisfaction Measurement Strategy – Develop method for determining customer satisfaction drivers and measuring and reporting satisfaction levels on a regular basis.
- Financial Viability
 - Business Performance Model – Develop a model for vetting and prioritizing business opportunities on the basis of criteria to be determined in alignment with the mission, vision, and values.
 - Revenue & Savings Opportunities – Identify additional revenue and cost savings opportunities that meet the criteria of the business performance model.
- Employee Leadership and Development
 - Employee Development and Retention Program – Create employee development program that serves to attract, retain, and develop necessary knowledge, skills, and attributes within the utility.
 - Succession Plan – Identify current and pending skills and resource gaps and develop succession plan to fill gaps.

Mr. Martin stated that this is a Strategic Plan, but the City Manager wants it geared towards a Business Plan. Mr. Martin stated that the Plan has not been finalized yet, but once it is finalized, Jacobs will present it to Council.

Board Member English stated that he is in agreement with the City Manager that the Plan needs to be geared towards a Business Plan.

6. In Project Updates:

- a. WWTP Emergency Power Project – Under Construction – ITC Electrical Technologies is the contractor. There have been many issues with this project. When the generator was being tested it blew a transformer. The project is moving forward, but is in liquidated damages. Board Member English asked what fuel will be used for the generator. Mr. Martin stated that the generator uses diesel.
 - b. West Casper Zone II Water Supply Project – Under Construction – Treto Construction is the contractor. Project should be completed by early summer. Mr. Martin stated that this project is generating many Outside-City Water Agreements.
 - c. CY Booster Station Replacement – Bidding – Bids were rejected as they were too high. The project was tweaked and is back out to bid.
 - d. WWTP Boiler Project – Under Design by HDR – Ran into Fire Code issues. One bid was received and rejected for being too high. The project has been combined with another HVAC project and put back out to bid.
 - e. WWTP MCC Replacement Project – Under Design by CH2M – Design completed. Funding for this project was moved to the Secondary Treatment project. This project will be moved to the FY22 budget.
 - f. Ten Million Gallon Reservoir Renovations – On Hold Pending Water Master Plan – The reservoir was evaluated by two consultants. One consultant said it should be demolished, the other said it could be repaired. The Master Plan will show if 10 MG of storage is good for this location, or if 5 MG of storage will suffice with another 5 MG in another location. The Master Plan is due soon.
 - g. Midwest Avenue Reconstruction – Elm to David – Under Construction – Treto Construction is the contractor. The water and sewer portion of the project is completed.
 - h. Midwest Avenue Reconstruction – David to Walnut – Under Design by WWC
 - i. WWTP HVAC Replacement – Combined with WWTP Boiler Project to entice more bidders. Original bid was way over the budgeted amount.
 - j. 1st and Poplar Street Improvements – Under Design by CEPI – WYDOT project
 - k. Casper Marginal (I-25 and Walsh Drive) – Under Design by CEPI – WYDOT project – delayed one year
 - l. Ridgecrest Drive Water Main Replacements – Under Design by WLC – hope to get out to bid soon
 - m. WWTP Secondary Rehabilitation Project – Bidding – Bid out twice, but bids were way over budget. Project has been broke into several different projects in order to get more bids.
 - n. North Platte Sanitary Sewer Rehabilitation Project – Funding Secured – Assigned to City Engineer who is working on RFP. President Bell asked if the ferrous chloride is still working on the NPSS. Mr. Martin stated that it is.
 - o. 21st Street – Shattuck Sanitary Sewer Replacement – Under design in-house. Short section of PVC pipe went egg shape and couldn't get equipment through. President Bell stated that it sounds like a liner collapsed. Mr. Martin stated that this sewer line is not lined, it is the actual pipe that changed shape.
7. In Other Business, President Bell asked about the Wardwell Water Tank. Mr. Martin stated that it was in service, but a routine bacti test failed due to leaks in the tank roof. Mr. Martin stated that the tank was taken off line for repairs and once the repairs were

made it was put back in service. Mr. Martin stated that another routine bacti test failed and the tank was taken back out of service. Mr. Martin stated that the roof will be tested for leaks once the weather lets up. Mr. Martin stated that the contractor will be back in the spring to check for leaks.

Board Member English asked if there was another tank of the same type in that area. Mr. Martin stated that there is another bolted steel tank, but it belongs to Wardwell. Mr. Martin stated that it has had issues as well, but he was not sure of the extent of the issues.

President Bell informed the Board that Council approved the water and sewer rate increases that were recommended by staff, and not what was recommended by the Board.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:02 a.m. Motion passed.



Secretary

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

MEETING PROCEEDINGS

March 17, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 17, 2020 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 Waters, Treasurer Bertoglio, and Board Members Cathey and Powell. Board Members Freel and Huber were absent.

City of Casper – Cathey, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Ethan Yonker

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

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

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

1. In Announcements, Board Member Cathey, and Mr. Chapin and Mr. Ridgeway are participating in the meeting by telephone.

Mr. Martin announced that due to the Coronavirus situation, the meeting next month could be all call in. Mr. Martin stated that everything is being done to keep the virus out of the WTP. Mr. Martin stated that access has been limited for salespeople and no unnecessary traffic is allowed. Mr. Martin stated that we don't want the Operators to be exposed to the virus and end up being out sick for a long time.

Mr. Martin also announced that Ms. Brown will hand out the minutes from the Executive Session for the Board to review. Mr. Martin asked the Board to review the minutes and sign the sheet if they approve them, then turn in the minutes to Ms. Brown. Mr. Martin stated that these minutes will be approved at the next meeting.

2. Chairman King asked for a motion to approve the minutes from the February 18, 2020 Regular meeting, February 28, 2020 Special meeting, and February 28, 2020 Executive meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Powell to approve the minutes from the February 18, 2020 Regular meeting and the February 28, 2020 Special meeting, and hold approval of the February 28, 2020 Executive meeting minutes until such time as the entire Board has had an opportunity to review them. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing. Mr. Martin 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 March 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the March 2020 voucher list to include voucher numbers 8128 through 8133 in the amount of \$356,185.78. 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 February 2020 was 141 MG, which is 8 MG less than the five-year average of 149 MG. Mr. Martin stated that year-to-date production is 2.65 BG, which is 46 MG more than the five-year average of 2.6 BG.

Mr. Martin asked the Board to reference page 1 of the monthly compilation. Mr. Martin stated that he would like to discuss Reservations at the bottom of the page. Mr. Martin stated that Mr. Pitlick will be bringing an updated Reserve Policy to the Board in the coming months. Mr. Martin stated that the Debt Service Reserve - Loan does not take into account the new loans. Mr. Martin stated that one year of Debt Service Reserves should be \$2.2 M. Mr. Martin stated that Undesignated Reserves is \$2.9 M, but most of that should be reflected in the Debt Service Reserves – Loan. Mr. Martin stated that if the policy that Mr. Pitlick will be bringing forth to the Board was in place right now, Undesignated Reserves would be between \$600,000 and \$1 M.

Mr. Martin asked the Board to reference page 3 of the Financial Report. Mr. Martin stated that Water Sales for the year are \$5,074,535, which is \$545,932 higher than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that Total Operating Expenses are 2.40% less than last fiscal year. Mr. Martin stated that Total Operating Expenses are bouncing just above, to just below what expenses were last year.

Chairman King asked for a motion to approve the February 2020 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the February 2020 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 the SCADA contractor is working 3 to 4 days a week and pretty much has the work completed. Mr. Schroeder stated that HDR was on site last week to do a punch list for the project. Mr. Schroeder stated that they went through the whole system, checking the boosters and tanks, and went through the entire WTP. Mr. Schroeder stated that HOA has the punch list and is working on it.

Mr. Schroeder stated that this week staff is working on a surface water startup with the new SCADA system. Mr. Schroeder stated that the Operator is currently working with HOA on the startup, but it probably won't be finished today because they will most likely run into issues.

Mr. Schroeder stated that the test run for the emergency power generator failed. Chairman King asked what is not working on the emergency power generator. Mr. Schroeder stated that the generator is not transferring, so when it sees a power outage, the diesel starts up but is not closing the switch to transfer power. Mr. Schroeder stated that the contractor claims they now know what is wrong with it and will tentatively be back next week to make the repair and test it.

Secretary Waters asked who is doing the electrical work. Mr. Schroeder stated that Casper Electric has done most of the electrical work, and Wyoming Machinery has the contract for the project.

Mr. Schroeder stated that staff is finishing repairs on the surface water system in preparation for summer and for starting the plant this week for the SCADA testing. Mr. Schroeder stated that repairs have been made to Actiflo, and to other systems.

Mr. Schroeder stated that Mr. Conner is not in attendance today and asked him to give the Transmission System Update.

Mr. Schroeder stated that Pioneer Booster Station is being worked on. Mr. Schroeder stated that a seal line blew, and a new motor is needed.

Mr. Schroeder stated that Water Distribution (WD) staff is cleaning the backwash basins and Actiflo lagoons to get ready for the summer season.

Mr. Schroeder stated that WD staff is working on non-draining hydrants.

Mr. Schroeder stated that WD staff is draining the Wardwell tank and waiting for better weather to check the roof for leaks.

Mr. Schroeder stated that WD staff is still waiting on materials to fix the drain valves for the ozone system.

Board Member Powell joined the meeting by telephone at 11:52 a.m.

Chairman King asked about the Wardwell tank leaks. Mr. Martin stated that the tank had to be taken offline for a failed bacti test which staff suspects was caused by more leaks. Mr. Martin stated that the tank will be out of service until the contractor comes back and a flood test can be done to check for leaks.

Secretary Waters stated that he thinks the emergency generator test needs to be done while HOA is on site to make sure it will work with the SCADA. Mr. Schroeder stated that is the plan. Mr. Schroeder stated that right now a new switch needs installed so it can be tested again.

Treasurer Bertoglio asked if the generator project was part of a grant/loan. Mr. Martin stated that this project is being completed with SRF funds.

6. There was no Public Comment.

7. There was no Old Business.

a. In Other Old Business, Treasurer Bertoglio stated that he spoke with Mr. Mark Pepper with Rural Water, and he is willing to come to a Board meeting and give the Board an update on how Rural Water is dealing with some of the issues related to the crypto issue. Treasurer Bertoglio stated that Mr. Pepper is on a National Board that has been dealing with some of these odd test results.

8. In New Business:

a. Mr. Martin stated that the agreement for the Roof Replacement Project is similar to previous agreements. Mr. Martin stated that roof projects for the City and RWS were combined in order to get better pricing. Mr. Martin stated that the RWS roofs to be replaced include the Raw Water Building, Airport Booster Station and Pioneer Booster Station.

Mr. Martin stated that two bids were received for the 2020 Roof Replacements Project, and the City consummated an agreement with Dave Loden Construction, Inc. in the amount of \$99,985 with a \$10,000 contingency fund for a total project cost of \$109,885.

Mr. Martin stated that the agreement between the City and RWS specifies that at

the end of the project, the RWS will reimburse the City their portion of the project up to a maximum amount of \$54,824.23.

A motion was made by Secretary Waters and seconded by Board Member Cathey to approve the agreement with the City of Casper for the 2020 Roof Replacement Project in the amount not to exceed \$54,824.23. Motion put and carried.

- b. Mr. Martin stated that before the Board today is Change Order No. 4 with HOA Solutions, for a price increase in the amount of \$49,993 and a time extension of 12 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Mr. Martin stated that Mr. Ethan Yonker with the City of Casper Engineering Department is in attendance today to answer any questions the Board might have on the change order.

Mr. Martin stated that this change order is made up of several components as follows:

- 1) Included in the scope of work for the SCADA Contractor is to install new conduit at the WTP Raw Water Pump Station. WTP staff indicated that there is a switch gear onsite that will need to be replaced and will require additional conduit and fiber installation. Staff requested a proposal to have HOA reroute and extend the conduit and fiber installation as part of the SCADA project to avoid additional trenching and potential conflicts for the switch gear replacement in the future. HOA has proposed \$5,483 and one contract day for this work.
- 2) HOA had issues with signal distortion using the proposed digital communications at the Plant Control Panel (PCP). A fix to this distortion would be to install an Anybus Modbus. HOA has proposed \$5,253 and one contract day for this work.
- 3) It was discovered during installation of the operator interface terminal (OIT) that the existing fiber between the PCP and the raw water pump station would require additional strands of fiber to function. The existing fiber was not the standard 6 strand that was expected. Staff requested a proposal from HOA to install a new 12 strand fiber to cover the needs of the OIT as well as provide additional strands for future use. HOA has proposed \$22,057 for this work.
- 4) Upon installation of unlicensed radios for back haul links at the North Park Tank and Sunrise III Tank, it was found that there is much more interference than the original testing during design revealed. Additional radio traffic that did not exist at the time of the testing is the suspected reason. Due to the increased interference, licensed radios will be required at these sites in order to communicate effectively. HOA Solutions has proposed \$7,800 and 5 contract days for this work.
- 5) During reprogramming of the existing ozone generation system, HOA

encountered difficulties in the programming that were not anticipated. Documentation of existing systems and programing logic was not available for this work. HOA has requested that they be compensated for an additional 75 hours of unexpected programing time. HOA has proposed \$9,400 and 5 contract days for this work. Mr. Martin stated that the ozone generators need to communicate with the SCADA upgrade.

Mr. Martin stated that the total amount for this change order is \$49,993 and an increase of 12 days.

Mr. Martin stated that funding for the project is from DWSRF funds in the form of a loan. Mr. Martin stated that the current contract amount is \$1,347,270.08, with a construction contingency in the amount of \$145,545.92. Mr. Martin stated that this change order will increase the contract amount to \$1,410,283.08 and decrease contingency to \$82,532.92. Mr. Martin stated that the DWSRF representative, Wade Verplacke, has given approval for this change order.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve Change Order No. 4 with HOA Solutions for an increase in the amount of \$49,993 and time extension of 12 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Motion put and carried.

- c. Mr. Martin asked the Board to reference the Snowpack Percentage map on the screen. Mr. Martin stated that the Lower North Platte area is at 133%, the Upper North Platte area is at 113%, and the Sweetwater area is at 81%. Mr. Martin stated that snowpack is looking really good and the Bureau of Reclamation has issued its March forecast which indicates the spring snow melt runoff for the North Platte River Basin will be above average, and the April through July runoff for the North Platte River Basin above Glendo will be 1,117,000 acre-feet, which is 124% above the 30-year average. Mr. Martin stated that it is a good snowpack and runoff year so there should not be any calls on the river.
- d. Mr. Martin stated that it is the time of year when the Board reviews Capital Improvement Projects, budget, and rates. Mr. Martin stated that before the Board this month are the preliminary FY21 Capital Improvement Projects. Mr. Martin stated that the FY21 Budget preliminary projects are as follows:

Project	Budget	Comments
Security Improvements	\$15,000	On-going Security Improvements
Well Rehabilitation	\$350,000	Rehabilitate Caisson No. 2
West Hypo Tank Fiberglass Repair	\$6,000	Fiberglass Repair to Fix Tank Leak
Roof Replacements	\$225,000	Filter Gallery
Service Truck	\$100,000	Service Truck w/Snow Plow, Air Compressor, and Crane
Annual Equipment Replacement Allocation	\$100,000	Unanticipated Equipment and Valve Replacement
Groundwater Well Turbidimeters	\$30,000	On-going Project to Replace Failing Turbidimeters
Well Pump Replacements	\$45,000	Spare Well Pumps (3)
Magnetic Water Meter Replacements	\$50,000	On-going Project to Replace Failing Mag Meters
Raw Water Switch Gear and VFD's	\$200,000	Replace Electrical Switch Gear and Add VFD's
High Service Pump VFD Replacement	\$100,000	Replace One High Service Pump VFD
Technologies	\$6,000	Computer Replacements
Shop Tools	\$10,000	Tool and Equipment Purchase for WTP Maintenance
Pipe Restraint	\$16,000	Install Pipe Restraints on Plant Piping
Actiflo Hydrocyclone Improvements	\$56,000	Refurbish Actiflo Hydrocyclones
Ozone Heat Rejection and Cooling Water Pumps	\$33,000	Replace 1 Each Heat Rejection and Cooling Water Pump
HVAC System Chiller Replacement	\$180,000	Replace Chiller Unit
Ground Water Well VFD's	\$32,000	Install VFD's on 5 Wells
Filter Particle Counters	\$30,000	Replace 6 Gravity Filter Particle Counters to Aid in Optimizing Performance
Filter Level Indicators	\$15,000	Replace 6 Gravity Filter Level Indicators to Aid in Optimizing Performance
GW Hydrogen Peroxide Pumps and VFD's	\$10,000	Replace Failed Pumps and Install VFD's
Misc. Recoating Projects	\$20,000	Recoat Misc. Piping and Buildings by Priority
North Platte River Restoration	\$250,000	Funds Pledged Towards River Restoration Projects
Wardwell Tank Floor and Wall Coating	\$175,000	Liner for Wardwell Tank
Filter Monorail Hoist Safety System	\$150,000	Hoist Safety System to be Used When Entering Filters for Maintenance – OSHA Requirement
Actiflo Poly Line Replacement	\$6,000	Poly Line Replacement with Stainless Steel & Additional Supports
Plant Landscaping	\$20,000	Landscape Around New Tank and Generator Site
Total FY21 Capital Costs	\$2,230,000	

Mr. Martin stated that this preliminary list of projects totals \$2,230,000 and includes several projects that were re-budgeted from this year due to the 2.6 MG Tank roof needing replaced. Mr. Martin stated that staff will not know the cost for the 2.6 MG Tank repairs until the bids are received. Mr. Martin stated that last year when the Board reviewed the rate model, the anticipated capital projects totaled just over \$1 M.

Mr. Martin stated that when the Board reviews the rate model in the next couple of months, some projects may have to be removed from the list or delayed, or there might have to be a higher rate increase than what was anticipated last year. Mr. Martin stated that he and Mr. Schroeder have already discussed which projects might be able to be delayed. Mr. Martin stated that in the list of projects just discussed, starting with Misc. Recoating Projects to the end of the list are the potential projects that could be delayed.

Mr. Martin stated that this is a preliminary look at the Capital Projects and the Board will see the list again in the upcoming months.

Chairman King asked if the service truck is used a lot. Mr. Schroeder stated that the service truck is used quite often.

Treasurer Bertoglio stated that he is on the Advisory Board for the River Project. Treasurer Bertoglio stated that the funds that were requested by the City would just go into a bank account right now. Treasurer Bertoglio stated that the funds for the current phase of the River Project are accounted for as near as he could tell. Treasurer Bertoglio stated that he asked the question if these funds and funds requested from the Rec Board are included in the project, and the answer was no. Treasurer Bertoglio stated that the Rec Board funds are for a walkway in the boat launch area. Treasurer Bertoglio stated that from what he understands, these funds would go to the next phase of the project, which is going to be millions of dollars that the City has not identified. Treasurer Bertoglio stated that he felt the Board could budget the money if they wanted, but actually giving the money and encumbering it, he is not sure about as the Board has enough projects that need to be done to produce water and the River Project doesn't produce water. Treasurer Bertoglio stated that he understood why the Board should participate when the project went by the WTP, but as much as he would want available funds to go to the project, as far as he can tell the funds will just go in a bank account. Chairman King asked for clarification that Treasurer Bertoglio thinks the Board should pledge the funds, but not give it to the City yet. Treasurer Bertoglio stated that he would be more inclined to give the funds to the River Project when the next phase comes up since they have the funding for the current phase in place. Treasurer Bertoglio stated that the next phase of the project is quite large.

Secretary Waters asked which Wardwell Tank the tank liner is for. Mr. Martin stated that it is for the Wardwell Tank with the roof issue. Mr. Martin stated that

this is a bolted steel tank and there have been several leaks repaired already. Mr. Martin stated that he was told that as the tank expands and moves, it is going to spring leaks, which means every few years it will have to be inspected and repaired. Mr. Martin stated that staff hoped that a tank wall and floor liner would eliminate the need for this as well as address the leaks that are there now.

Treasurer Bertoglio asked if there is any way that the tank seams could be welded. Mr. Martin stated that is something that could be looked into, but the coating would have to be taken off. Mr. Ridgeway stated that it is an aluminum tank roof, with a glass fused steel body. Vice-Chairman Keffer stated that it would be a challenge.

Board Member Powell stated that the first half of the First Street Reach of the River Project was completed and then the contractor had to stop due to contamination. Board Member Powell stated that it is scheduled to resume the second half this fall. Treasurer Bertoglio stated that it was his understanding that there are sufficient funds in place to handle this phase of the project without the \$250,000 from the RWS, but he could be wrong. Treasurer Bertoglio stated that City staff will have to be asked about this. Board Member Powell stated that no one knows how much contamination will be found in the second half of the First Street Reach, so it isn't known if there is enough funds identified.

Chairman King asked if there was any further discussion on the Preliminary FY21 Capital Projects. Chairman King stated that these projects will be further discussed during budget and rate reviews.

- e. Mr. Martin stated that in accordance with the terms of the Operations contract between the RWS and the City of Casper, the City is responsible to conduct the day-to-day operations of the RWS owned facility. Mr. Martin stated that a component of this responsibility is oversight of financial transactions and cash management, which includes the accounts at Hilltop Bank.

Mr. Martin stated that it was discovered that former City employees are still on the RWS accounts at Hilltop and need to be removed. Mr. Martin stated that the City Finance Department requests that the Board remove Linda Carlson and Shirley Sheehan from all account information/privileges and add Evan Condelario, Budget/Accounting Supervisor with Administrative Access, and add Christa Ladd, Accountant, and Lynn McBride, Administrative Technician, with View Only Access.

Mr. Martin stated that this request is to update the paperwork with Hilltop Bank to allow these current City Employees to view these accounts and reconcile transactions.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the recommendations made by Mr. Pitlick to update the Hilltop Bank

authorizations to view and access the accounts by removing Linda Carlson and Shirley Sheehan from the accounts, and adding Evan Condelario, Budget/Accounting Supervisor, with Administrative Access, and adding Christa Ladd, Accountant, and Lynn McBride, Administrative Technician, with View Only Access. Motion put and carried.

- f. Board Members Freel and Huber were not in attendance at the meeting and were unable to sign their annual banking letters.
- g. The time was turned over to Mr. Chapin to discuss Conflicts of Interest in Voting.

Mr. Chapin stated that he owed someone an apology, as there was a discussion at the last meeting regarding the River Project, and Board Member Powell asked if it would be a conflict of interest if the City of Casper representatives voted on the issue, and he stated that he believed it would be. Mr. Chapin stated that the vote was taken without the City of Casper representatives and that following week he received a letter from the City Attorney, Mr. Henley, which said that it should not cause a conflict of interest for the City of Casper representatives to vote on that issue. Mr. Chapin stated that Mr. Henley's letter listed State Statutes and it stated that the only conflict that should be called on the floor is one that involves the individual Board Members, and not projects with entities that the Board Members represent.

Mr. Chapin stated that he sent an email back to Mr. Henley and informed him that he did not necessarily agree with that and explained that in his opinion, the Board has been good at operating independently from the entity bodies when it is necessary to do what is necessary for Regional Water. Mr. Chapin stated that Mr. Henley responded that when a project or something comes up that involves the City, it should not cause a conflict.

Mr. Chapin stated that so far everyone on the Board has been able to work together for the best interest of Regional Water. Mr. Chapin stated that in the past the Board has had contention and voted as a block to move forward with programs that they want to move forward. Mr. Chapin stated that ultimately his opinion in representing the Board is to take a conservative position and try to protect the Board from respective litigation.

Mr. Chapin stated that the question exists whether a conflict exists if Board Members vote on a project that is predominately for the benefit of their entity. Mr. Chapin stated that it's his opinion that a conflict should not be called when a project benefits the entity of a Board Member.

Treasurer Bertoglio asked Mr. Chapin if a member entity has a project that is specific to them, if they should declare a conflict. Mr. Chapin stated that in the past a conflict has been called, but he is changing his position on that. Mr. Chapin stated that to avoid potential litigation, he doesn't think the conflict needs to be called and all Board Members have the right to vote for any project they

want, even if it benefits the entity they represent.

Treasurer Bertoglio stated that he believes Mr. Chapin is right. Treasurer Bertoglio stated that he has sat on both sides, small entity, and for the City. Treasurer Bertoglio stated that when he represented the City, he voted against City projects because he recognized that the role of Regional Water is to provide safe, reliable, water at the most economical price they can and if he felt a project that the City wanted to do that was not in the best interest of Regional Water, he voted against it. Treasurer Bertoglio stated that the integrity of the Board is such that this is the role for Regional Water, and not to become a slush fund for any entity to raise money for projects that don't meet those goals. Treasurer Bertoglio stated that he trusts the integrity of the Board Members to vote for what is best for Regional Water.

Mr. Chapin stated that he agrees with Treasurer Bertoglio as he considers this one of the best boards he has had the pleasure of representing as the Board Members are dedicated to the best interest of the Regional Water System. Mr. Chapin stated that the Board Members should vote on the projects that are presented by the entity they sit for, unless there are any objections. Chairman King stated that everyone on the Board is aware of what Regional Water is here for, and is not here as a slush fund for other entity projects that don't support Regional Water criteria. Chairman King stated that he trusts everyone on the Board to feel that way and do their job appropriately.

Mr. Chapin stated that this is obviously a charged issue and if he offended anyone he apologized as he did not intend to offend anyone. Chairman King stated that he was sure no one took offence as to what Mr. Chapin stated.

h. There was no Other New Business.

9. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Regular Session and move into Executive Session at 12:39 p.m. to discuss potential litigation. Motion put and carried.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to adjourn from Executive Session and return to Regular Session at 12:47 p.m. Motion put and carried.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to designate Mr. Martin with the authority to sign settlement paperwork. Motion put and carried.


The Board thanked Mr. Ridgeway and Mr. Chapin for their diligent work on this issue.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on April 21, 2020. Chairman King stated that the Board would be informed of any changes to the location, etcetera, of the meeting due to restrictions/closures from the

Coronavirus.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to adjourn the meeting at 12:48 p.m. Motion put and carried.


Chairman


Secretary

From: Roehr, Mary <Mary.Roehr@charter.com>
Sent: Monday, April 27, 2020 9:50 AM
Subject: FW: Charter Channel Lineup Changes

Hello.

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

PROGRAMMING	CHANGE
Mi Plan Latino Package	Launch of 13 channels: Animal Planet, BET, Boomerang, FXX, MTV, Nat Geo, Nick Jr, Nickelodeon, Oxygen, Paramount, Syfy, TV Land, VH1
CMT (Viacom)	Launch

Please contact me at mary.roehr@charter.com, or 406-671-7956 should you have any questions.

Sincerely,

Mary Roehr



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

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Wyoming Rescue Mission



Yesterday at 6:25 PM · 🌐

Thank you so very much to [The City of Casper, WY](#), Mayor Steve Freel and the anonymous donor who sold us this van for helping transport our guests! We can't say it enough: We are so blessed to be part of this community! 🙏💙



👍❤️😮 98

6 Comments 7 Shares

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💬 Comment

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WyomingFoodBank.org

Thank you for everything that the City of Casper does to help Casper families in need. And, especially for your support of Wyoming Food Bank of the Rockies! I can't express how important your 1st friends are to us... But I can share that your generosity, over the past four years, helped provide over one million meals. That's enough for 1 month of food for every food insecure resident of Natrona County.

Thank you!

**THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER CLOSING BARS, RESTAURANTS, THEATERS,
GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES,
UNIVERSITIES, AND TRADE SCHOOLS STATEWIDE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to begin the process of incrementally lifting certain restrictions in previous statewide public health orders through a measured and data-based approach. This Order continues the closures of certain places that are a source of the spread of COVID-19. However, this Order authorizes countywide variances to the closures mandated within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order also authorizes gymnasiums and child care facilities to re-open under certain conditions. This Order is effective on May 1, 2020, and shall remain in effect through May 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before May 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 389 confirmed cases of COVID-19 in Wyoming as of April 28, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 7 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei

Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close theaters, schools, and other public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. The following places of public accommodation are ordered closed to ingress, egress, use, and occupancy by members of the public, except as outlined below:
 - a. Restaurants, food courts, cafes, coffeehouses, and other similar places of public accommodation offering food or beverage for on-premises consumption.

- b. Bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption;
 - c. Cigar bars;
 - d. Gymnasiums; and
 - e. Movie and performance theaters, opera houses, concert halls, and music halls.
- 2. The following conditions apply to places of public accommodation subject to this Order:
 - a. Places of public accommodation are encouraged to offer food and beverage using delivery service, window service, walk-up service, curbside delivery, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. Online and telephonic credit card transactions are strongly encouraged (e.g. Venmo, Squarecash, Google Pay, Apple Pay and similar payment apps).
 - b. Staff who handle cash or credit cards may not be involved in the preparation, handling, or delivery of food.
 - c. In offering food or beverage, a place of public accommodation may permit up to 5 members of the public at one time in the place of public accommodation for the purpose of picking up their food or beverage orders, so long as those individuals are at least 6 feet apart while on the premises.
 - d. For hotel restaurants, food items may only be delivered as room service or as described above.
 - e. Management shall ensure, on a daily basis, that no employee who presents symptoms of illness, or has had close contact with a person with COVID-19 infection during the previous 14 days, will be permitted to work.
- 3. Gymnasiums may open in a limited capacity, under the following restrictions to be enforced by staff of the facility:
 - a. Staff of the facility must wear face coverings at all times.
 - b. Staff must be screened at the beginning of their shift for symptoms of illness, and staff must be screened for exposure to a person with COVID-19 infection during the previous 14 days.

- c. Staff with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not be allowed to work.
 - d. The facility must maintain a record of customer usage, by date and time, and a record of staff working hours, by date and time for purposes of COVID-19 tracing in the event contact tracing is necessary. If this record keeping is done manually, sanitizing measures must be taken on the instruments used for record keeping in between use.
 - e. Close-contact activities are prohibited, including but not limited to one-to-one personal training, close-contact sports, weight lifting requiring "spotters," and any other close-contact activities.
 - f. Locker rooms must remain closed, except for restrooms.
 - g. Workout equipment must be no less than 6 feet apart.
 - h. Workout equipment must be cleaned by staff in between each patron use.
 - i. Handwashing stations or hand sanitizer must be readily available for all patrons.
 - j. No more than 9 patrons are allowed to be in a given room or section at any given time.
 - k. Group workout classes are prohibited.
 - l. Overall number of patrons in the entire facility must not exceed 1 person per 120 square feet and patrons must maintain physical distancing during their workout.
 - m. Swimming pools must be limited to one swimmer per lane.
 - n. Spas and saunas must remain closed.
4. For clarity, this Order does not apply to any of the following:
- a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, retail stores that offer food, convenience stores, pharmacies, drug stores, and food pantries.
 - b. Room service in hotels.
 - c. Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities.
 - d. Crisis shelters or similar institutions.

- e. Airport concessionaires.
 - f. Any emergency facilities necessary for the response to the events surrounding the public health emergency and state of emergency caused by COVID-19.
5. In order to help protect the health and safety of children, child care centers or home daycares may re-open or continue to operate under the following conditions:
- a. The child care provider must restrict groups of people (children and providers) to less than 10 in each separate room. The child care provider can allow 10 or more people in the facility only if each group of less than 10 individuals is in a room separated by walls from other groups.
 - b. The child care provider must ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility.
 - c. The child care provider must ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and not allow any symptomatic individuals to enter the facility.
 - d. In the event of a confirmed case of COVID-19 within the facility, the provider must close the facility and consult with their local county health officer on next steps and when to re-open.
 - e. The child care provider must ensure that enrolled children are met at the entrance and that parents, or other individuals dropping off or picking up children, do not enter the facility, unless absolutely necessary.
 - f. The child care provider must ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls), or at least twice a day (e.g. doorknobs, light switches, toilet handles, sink handles, countertops).
6. Child care providers operating under the measures in paragraph 5 must prioritize providing child care for children of essential personnel. Essential personnel includes:
- a. Staff and providers of childcare and education services, including custodial and kitchen staff and other support staff, who do not do their work remotely.
 - b. Providers of healthcare including, but not limited to, employees of clinics, hospitals, nursing homes, long-term care and post-acute care facilities, respite houses, designated agencies, emergency medical services, as well as necessary custodial, kitchen, administrative, and other support staff.


- c. Criminal justice personnel including those in law enforcement, courts, and correctional services.
 - d. Public health employees.
 - e. Firefighters, Wyoming National Guard personnel called to duty for responding to COVID-19, and other first responders.
 - f. State employees determined to be essential for response to the COVID-19 crisis.
 - g. Active duty military staff.
 - h. Pharmacy staff.
 - i. Foster families with children through grade 8.
 - j. 2-1-1 and 9-1-1 call center staff; critical infrastructure and utility workers, including electrical, plumbing, telecommunications, water, and wastewater operators, workers, and staff.
 - k. State, municipal, and commercial public works and sanitation crews.
 - l. Grocery and food supply workers.
 - m. Supply chain, postal, and delivery drivers and warehouse workers.
 - n. Manufacturers of medical devices, equipment, testing equipment, and supplies.
 - o. Fuel distribution workers.
7. In addition to the measures noted above, a child care center or home daycare that remains open is required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
 8. As child care is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services for essential personnel, as described above.
 9. All K-12 schools shall not hold in person classes until no sooner than May 18, 2020, unless an exception is granted under paragraph 11 or a Countywide Variance Order is granted under paragraph 12. Staff and teachers may continue to work in school buildings to facilitate adaptive learning/instruction or to complete administrative tasks

as directed by school superintendents. Food may still be prepared to be made available to those in need, as directed by school superintendents.

10. All colleges, universities, and trade schools shall not hold in person classes until no sooner than May 18, 2020 unless an exception is granted under paragraph 11 or a Countywide Variance Order is granted under paragraph 12. Staff and teachers may continue to work in facility buildings to facilitate adaptive learning/instruction or to complete administrative tasks. Food may still be prepared to be made available to those in need.
11. Specific exceptions to the closures mandated in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented. Any specific exception under this paragraph must be approved in writing by the State Health Officer.
12. Countywide variances to the closures mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
13. This Order is entered in conjunction with the statewide public health orders titled "Third Continuation, and Modification, of Statewide Public Health Order #2: Forbidding Gatherings of Ten (10) People or More," entered April 28, 2020, and "Third Continuation, and Modification, of Statewide Public Health Order #3: Temporary Closure of Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services," entered April 28, 2020.
14. This Order supersedes all individual county health orders currently in effect. To the extent any county health order currently in effect is more restrictive, the more restrictive provisions of the county health order shall continue to apply.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 28 DAY OF April, 2020.



Alexia Harrist
Wyoming State Health Officer

THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER #2: FORBIDDING GATHERINGS OF TEN (10) PEOPLE OR MORE

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing the restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to begin the process of incrementally lifting certain restrictions in previous statewide public health orders through a measured and data-based approach. This Order continues the restrictions of certain gatherings that contribute to the spread of COVID-19. However, this Order also authorizes countywide variances to the prohibitions within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order is effective May 1, 2020, and shall remain in effect through May 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before May 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 389 confirmed cases of COVID-19 in Wyoming as of April 28, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 7 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. Gatherings of ten (10) people or more are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.
2. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, ten (10) people or more in a single room or a single confined space (whether indoor or outdoor) at the same time.
3. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;

- d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than ten (10) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers; and
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies.
4. Any gathering not covered by this Order should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others including meetings over ten (10) people, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a face covering when in public.
5. Additional specific exceptions to the prohibitions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at a gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer.
6. Countywide variances to the restrictions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.

7. This Order is entered in conjunction with the statewide public health orders titled "Third Continuation, and Modification, of Statewide Public Health Order Closing of Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools," entered April 28, 2020, and "Third Continuation, and Modification, of Statewide Public Health Order #3: Temporary Closure of Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services, entered April 28, 2020.
8. This Order supersedes all individual county health orders currently in effect. To the extent any county health order currently in effect is more restrictive, the more restrictive provisions of the county order shall continue to apply.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 28 DAY OF April, 2020.



Alexia Harrist
Wyoming State Health Officer

**THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER #3: TEMPORARY CLOSURE OF NAIL SALONS, HAIR SALONS,
BARBER SHOPS, MASSAGE THERAPY SERVICES, TATTOO, BODY ART AND
PIERCING SHOPS, AND COSMETOLOGY, ELECTROLOGY, AND ESTHETIC
SERVICES**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

Due in part to the vigilance of Wyoming residents, the metrics measuring outbreak progress and healthcare system capacity allow for the Wyoming Department of Health to begin the process of incrementally lifting certain restrictions in previous statewide public health orders through a measured and data-based approach. This Order authorizes the re-opening of certain businesses and services listed in this Order, under certain specific conditions. This Order also authorizes countywide variances to the restrictions and closures within this Order, in the form of a Countywide Variance Order, if approved by the County Health Officer and the State Health Officer. This Order is effective on May 1, 2020, and shall remain in effect through May 15, 2020, unless the Wyoming Department of Health revokes or extends this Order before May 15, 2020.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 389 confirmed cases of COVID-19 in Wyoming as of April 28, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 7 deaths in Wyoming related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 (the virus)" was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that

has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close certain public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv), beginning on May 1, 2020, and continuing through May 15, 2020, unless revoked or extended by the Wyoming Department of Health before May 15, 2020, the following are ordered to remain closed to members of the public in order to help stop the spread of COVID-19, except as outlined below in paragraph 2:
 - a. Nail salons, hair salons, and barber shops;
 - b. Cosmetology, electrology, and esthetic services;
 - c. Massage therapy services (excluding massage performed for medical purposes); and

d. Tattoo, body art, and piercing shops.

2. The closures listed in Paragraph 1, above, may open in limited capacity, under the following conditions:

- a. At no time shall more than 9 people be present in a room or confined space.
- b. Patrons may only be served at stations that are at least 6 feet apart from other stations serving patrons.
- c. Staff must be screened at the beginning of their shift for symptoms of illness or exposure to a person with COVID-19 infection within the previous 14 days; staff with symptoms of illness or known exposure to a person with COVID-19 infection within the previous 14 days shall not be allowed to work.
- d. All patrons must wear face coverings as much as possible when receiving service.
- e. All staff must wear face coverings.
- f. Service may be provided by appointment only.
- g. The facility must maintain adequate records of its patrons, including names and telephone numbers, for purposes of COVID-19 tracing in the event contact tracing is necessary.
- h. The facility must maintain adequate records of its staff, for purposes of COVID-19 tracing in the event contact tracing is necessary.
- i. No patron shall remain in a waiting area prior to receiving services.
- j. Cleaning and sanitizing must be completed after each patron is served, including hand washing and surface sanitation.

3. The restrictions imposed by this Order do not prohibit owners, employees, contractors, vendors, or suppliers of the services listed above from entering, exiting, or occupying that place of business in their professional capacity.

4. Specific service provider exceptions to the restrictions and closures within this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented by the service provider. Any specific exception under this paragraph must be approved in writing by the State Health Officer.

5. Countywide variances to the restrictions and closures in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.

6. This Order is entered in conjunction with the statewide public health orders titled "Third Continuation, and Modification, of Statewide Public Health Order Closing Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools Statewide," entered April 28, 2020, and "Third Continuation, and Modification, of Statewide Public Health Order #2: Forbidding Gatherings of Ten (10) People or More," entered April 28, 2020.
7. This Order supersedes all individual county health orders currently in effect. To the extent any county health order currently in effect is more restrictive, the more restrictive provisions of the county health order shall continue to apply.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 28 DAY OF April, 2020.



Alexia Harrist
Wyoming State Health Officer

NEWS RELEASE



For Immediate Release

Contact:

Rebekah Ladd
Public Information Officer
Casper Police Department
rladd@casperwy.gov
307.235.7598

Casper Police Reinstate Limited Fingerprint Services

Casper, Wyoming (April 30th, 2020) – Starting on Monday, May 4th, the Casper Police Department will be resuming limited fingerprint services for the public.

Fingerprint services will be available by appointment only for specific essential personnel for employment purposes only such as those in the medical field, first responding agencies or state agencies.

To see if you qualify and to schedule an appointment please call the Casper Police Department at 307-235-8469.

These appointments are available Monday from 9:00 am to 12:00 pm, Wednesdays from 1:00 pm to 4:00 pm and Fridays from 9:00 am to 12:00 pm.

Individuals coming to the police department for a fingerprinting appointment must provide their own facial covering. Hand sanitation immediately before the appointment is also required. Those needing appointments are encouraged to pay over the phone to further limit contact. Fingerprint services are \$8.00 per appointment.

Casper Police Department personnel will be wearing personal protective equipment for the duration of the appointment.

The Casper Police Department is dedicated to the protection and safety of our community through the highest standards of professionalism in police services.



NEWS RELEASE

For Immediate Release

Contact:

Phil Moya, Recreation Manager
Parks & Recreation Department / Recreation Division
pmoya@casperwy.gov
307-235-8384

Casper Recreation Center Reopens

Access to gymnasium & cardio room

Casper, Wyoming (April 30, 2020) – The Casper Recreation Center will be reopening its doors to the public on Friday, May 1 from 6:00 a.m. to 5:00 p.m. Under the directives of Governor Mark Gordon, the Casper Recreation Center will limit capacity inside the gymnasium and cardio rooms. The Casper Recreation Center will not be providing organized or drop-in group sports such as; Basketball, Volleyball, Table Tennis or Pickleball at this time. The Aquatics Center will remain closed until further notice.

The Casper Recreation Center is asking the public to contact them at (307) 235-8383 to reserve a time slot for facility-use. The recreation center will be divided into one-hour blocks with separate workout stations for users. Group classes and one-on-one personal training will be prohibited. Staff and patrons are encouraged to keep their social distance at all times. The hours of operation will be Monday through Thursday from 6:00 a.m. to 7:00 p.m. and Friday from 6:00 a.m. to 5:00 p.m. Saturday hours will be 9:00 a.m. to 5:00 p.m. and will be closed on Sundays.

The Casper Recreation Center is taking measures to clean and sanitize each facility to be compliant with the State of Wyoming orders. Recreation staff will be monitoring equipment usage and cleaning areas after each use as well as supplying hand sanitizer for good hand hygiene. The Recreation Division is actively working with local health officials to provide safety measures to help protect against the spread of the coronavirus.

To schedule a time slot at the Casper Recreation Center, please call at (307) 235-8383. We will start taking reservations Friday, May 1 starting at 5:30 a.m.

NATRONA COUNTY

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Developed in coordination with the Casper-Natrona County Health Department, Wyoming Medical Center, Rocky Mountain Infectious Disease, local government officials, and the Natrona County Emergency Operations Center. The following recommendations provide a roadmap for the healthy rehabilitation of our local economy.

DISCLAIMER: These are recommendations that are subject to modification and may be superseded by county or local health department guidance.

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Overview of Guidelines for the General Public and Employers

	Normal Risk	Low Risk	Moderate Risk	High Risk
Intensity of Disruption	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Overview of Guidelines for General Public and Employers	<ul style="list-style-type: none">General public and employers take reasonable precautionsAll businesses operatingCertifications encouraged for businesses; certification must be displayed to the publicSchools are openTraveling restrictions mostly lifted, self-monitor symptoms 14 days upon return; avoid areas of high transmission	<ul style="list-style-type: none">Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)General public and employers take reasonable precautionsFace coverings should be worn in interactions that take place within a 6-foot distanceSchools are openInteractions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 50 or fewerAll businesses operatingEmployers exercise discretion with remote work and returning to onsite workRecommended symptom checking in public/business interactions	<ul style="list-style-type: none">Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)General public and employers take extreme precautionsFace coverings should be worn in interactions that take place within a 6-foot distanceIn-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines. Increase use of virtual interactionsLeave home infrequently, stay 6 feet away from others when outside the homeInteractions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups of 20 or fewerLimit out-of-state travel, quarantine 14 days upon return from high-risk areasSchools closedEmployees and volunteers of businesses operate remotely, unless not possibleHigh-contact businesses can operate under strict protocolsRestaurants are open for dine-in services with strict requirementsSymptom checking in business interactionsEmployers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact	<ul style="list-style-type: none">Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)General public and employers take extreme precautionsFace coverings should be worn at all times in public setting.In-person interactions limited to individual households; increase virtual interactionsEssential travel only. Leave home infrequently; stay 6 feet away from others when outside the homeInteractions in groups up to 10Limit out-of-state travel, quarantine 14 days upon return from high-risk areasSchools closedEmployees and volunteers of businesses operate remotely, unless not possibleEncourage high-contact businesses not to operateSymptom checking in business interactionsEmployers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact

Guidelines for the General Public During Red, Orange and Yellow Phases

Category	Recommendation
General	<ul style="list-style-type: none">Follow strict hygiene standards, including:<ul style="list-style-type: none">Wash hands frequently with soap and water for at least 20 secondsUse hand sanitizer frequentlyAvoid touching your faceCover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Wyoming Department of Health, and Casper/Natrona County Health DepartmentFace coverings should be worn in public spaces in accordance with CDC’s recommendations², especially when difficult to maintain 6-foot distanceDo not shake handsPhone and video chats encouraged in place of in-person meetingsHelp others as reasonably appropriate
Households with high-risk individuals	<p>“High-risk individuals” include those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications)</p> <ul style="list-style-type: none">For those living with a high-risk individual, household members should conduct themselves as if they are a significant risk to the high-risk individualWash hands before interacting with the person, including before feeding or caring for the personIf possible, provide a protected space for high-risk household members, and ensure all utensils and surfaces are cleaned regularlyThose who are, or work with, vulnerable populations should undergo daily screening/symptom monitoring and should be tested if they develop COVID-19 symptomsHigh-risk populations should take extra precaution to avoid close contact with multiple people, including having the same caretakers whenever possible
Households with sick family members	<ul style="list-style-type: none">Give sick members their own room if possible and keep the door closedConsider providing additional protections or more intensive care for high-risk household membersHave only one family member care for them

² <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Tiered Guidelines for the General Public

	Normal Risk	Low Risk	Moderate Risk	High Risk
Social Guidelines	<ul style="list-style-type: none"> General public takes reasonable precautions Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring Evaluate mass gatherings based on herd immunity and monitoring/testing rates 	<ul style="list-style-type: none"> General public takes reasonable precautions Stay 6 feet away from others when outside the home Limit out-of-state travel, quarantine 14 days upon return from high-risk areas Social interactions in groups 50 or fewer; this may be increased incrementally based on data & milestone trends 	<ul style="list-style-type: none"> General public takes extreme precautions Stay 6 feet away from others when outside the home unless not possible Face coverings should be worn in interactions that take place within a 6-foot distance In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines; increase use of virtual interactions Leave home infrequently Limit out-of-state travel, quarantine 14 days upon return from high-risk areas Social interactions in groups of 20 or fewer 	<ul style="list-style-type: none"> General public takes extreme precautions Stay 6 feet away from others when outside the home unless not possible Face coverings should be worn in interactions that take place within a 6-foot distance In-person interactions limited to individual households; increase virtual interactions Essential travel only. Leave home infrequently Limit out-of-state travel, quarantine 14 days upon return from high-risk areas Social interactions in groups of 10 or fewer
Interactions with High-risk Individuals³	<ul style="list-style-type: none"> Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups No symptomatic individuals Take proper precautions when visiting the hospital, nursing homes, or other residential care facilities 	<ul style="list-style-type: none"> Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups No symptomatic individuals Limit visitors to the hospital, nursing homes, or other residential care facilities 	<p>Interactions with High-Risk Individuals</p> <ul style="list-style-type: none"> See “Households with vulnerable populations” guidelines on page 3 Avoid physical interactions with high-risk individuals as much as possible Avoid visits to hospitals, nursing homes, and other residential care facilities <p>Actions by High-Risk Individuals</p> <ul style="list-style-type: none"> Limit travel to only essential travel, as defined on page 5; if telework is not possible, limit travel to work-related travel only Limit visiting friends or family without urgent need Limit physical interactions with other high-risk individuals, except for members of your household or residence Limit attending gatherings of any number of people outside your household or residence Do not visit hospitals, nursing homes, or other residential care facilities 	<p>Interactions with High-Risk Individuals</p> <ul style="list-style-type: none"> See “Households with vulnerable populations” guidelines on page 3 Avoid physical interactions with high-risk individuals as much as possible No visits to hospitals, nursing homes, and other residential care facilities <p>Actions by High-Risk Individuals</p> <ul style="list-style-type: none"> Limit travel to only essential travel, as defined on page 5; if telework is not possible, limit travel to work-related travel only Limit visiting friends or family without urgent need Limit physical interactions with other high-risk individuals, except for members of your household or residence Limit attending gatherings of any number of people outside your household or residence Do not visit hospitals, nursing homes, or other residential care facilities

³ “High-risk individual” includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Family Gatherings (e.g. funeral, wedding, religious ceremonies)	<ul style="list-style-type: none"> Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring 	<ul style="list-style-type: none"> Decreased group sizes that enable all social distancing guidelines to be followed 	<ul style="list-style-type: none"> Small groups of close family and friends may attend, as long as they have been following social distancing and hygiene practices for two weeks 	<ul style="list-style-type: none"> Only members of the same household or residence may attend
Public Space	<ul style="list-style-type: none"> Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces) Provide hand sanitizer for individuals at entrance and exit 	<ul style="list-style-type: none"> Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces) Provide hand sanitizer for individuals at entrance and exit Face coverings should be worn during interactions that take place within 6 feet of one another Recommended symptom checking in public interactions 	<ul style="list-style-type: none"> Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces) Provide hand sanitizer for individuals at entrance and exit Design spaces to maintain 6-foot distance between individuals Face coverings should be worn in public Symptom checking in public and business interactions 	<ul style="list-style-type: none"> Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces) Provide hand sanitizer for individuals at entrance and exit Design spaces to maintain 6-foot distance between individuals Face coverings should be worn in public Symptom checking in public and business interactions
Use of Face Coverings	<ul style="list-style-type: none"> Face coverings not necessary for the general public 	<ul style="list-style-type: none"> Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn during close interactions Launder cloth face coverings routinely Individuals should stay 6 feet away from others even when wearing a face covering 	<ul style="list-style-type: none"> Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance Launder cloth face coverings routinely Individuals should stay 6 feet away from others even when wearing a face covering 	<ul style="list-style-type: none"> Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance Launder cloth face coverings routinely Individuals should stay 6 feet away from others even when wearing a face covering
Children	<ul style="list-style-type: none"> Schools are open, with increased cleaning and hygiene regimen All symptomatic children should stay home from school and childcare 	<ul style="list-style-type: none"> Schools are open, but follow distancing guidelines Increased cleaning and hygiene regimen All symptomatic children should stay home from school and childcare Limit child interaction with other children in public spaces (e.g. playground equipment); a 6-foot distance should be maintained 	<ul style="list-style-type: none"> Do not attend school outside the home Do not arrange or participate in in-person playdates or similar activities Schools closed Schools may send home food 	<ul style="list-style-type: none"> Do not attend school outside the home Do not arrange or participate in in-person playdates or similar activities Do not allow children on public playground equipment Schools closed Schools may send home food
Food	<ul style="list-style-type: none"> Dine-in services operating with hygiene practices followed 	<ul style="list-style-type: none"> Dine-in services operating with adequate distance between tables 	<ul style="list-style-type: none"> Carryout or delivery encouraged. Carryout and pickup services allowable with extreme precaution (see page 14) Decrease shopping frequency Schools may send home food 	<ul style="list-style-type: none"> Do not dine out except for carryout or delivery Decrease shopping frequency Schools may send home food
Travel	<ul style="list-style-type: none"> Normal travel 	<ul style="list-style-type: none"> Limit out of state travel, following destination guidelines⁴ and avoiding areas of high exposure 	<ul style="list-style-type: none"> Limit out of state travel, following destination guidelines⁴ and avoiding areas of high exposure 	<ul style="list-style-type: none"> Limit travel to essential travel only, following destination guidelines⁴ and avoiding areas of high exposure Essential travel means travel to:

⁴ <https://wwwnc.cdc.gov/travel/destinations/list>

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Travel				<ul style="list-style-type: none"> • safely relocate by an individual whose home or residence is unsafe, including individuals who have suffered or are at risk of domestic violence, or for whom the safety, sanitation or essential operations of the home or residence cannot be maintained • care for a family member or friend in the same household or another household, including transporting family members or friends • transport a child according to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services • care for pets, including travel to a veterinarian • seek emergency services • obtain medications and medical services • donate blood • obtain food, including delivery or carry-out services, beverages (alcoholic and non-alcoholic), and other grocery items, gasoline, supplies required to work from home, and products needed to maintain the safety, sanitation, and essential operation of homes and residences, businesses, and personally owned vehicles, including automobiles and bicycles • perform work if you cannot telework • transport/delivery of essential goods • engage in recreational and outdoor activities • laundromats and dry cleaners • return to a home or place of residence
Outdoors and Recreation	<ul style="list-style-type: none"> • Resume activities, follow hygiene standards 	<ul style="list-style-type: none"> • Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.) • Avoid touching high-touch surfaces, including handrails, trail signs, maps • Avoid congregate at trailheads, parks, or other outdoor spaces • Exhibit caution when engaging in close-contact or 	<ul style="list-style-type: none"> • Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.) • Do not touch high-touch surfaces, including handrails, trail signs, maps • Do not congregate at trailheads, parks, or other outdoor spaces • Do not engage in close-contact or team sports 	<ul style="list-style-type: none"> • Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.) • Do not touch high-touch surfaces, including handrails, trail signs, maps • Do not congregate at trailheads, parks, or other outdoor spaces • Do not engage in close-contact or team sports

Phased Guidelines for the General Public and Businesses
to Maximize Public Health and Economic Reactivation

		<p>team sports</p> <ul style="list-style-type: none">• One swimmer per lane, pools at 50% capacity, no congregating on pool decks• Follow guidelines for state and national parks	<ul style="list-style-type: none">• One swimmer per lane, pools at 50% capacity, no congregating on pool decks• Follow guidelines for state and national parks	<ul style="list-style-type: none">• Do not travel to, or participate in activities at, any of the following locations:<ul style="list-style-type: none">• places of public amusement or public activity• public swimming pools• gyms, and fitness centers• Do not go to or engage in activities at a state park located outside the county in which you reside (the availability of national parks will be determined in consultation with the National Park Service and the county in which the park is located)
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Tiered Recommendations for Employers/Businesses and Employees

	Normal Risk	Low Risk	Moderate Risk	High Risk
Intensity of Disruption	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
General Employer Guidelines (Applicable Across All Industries)	<p>All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers</p>	<p>Employers encourage flexible working arrangements (rotating shifts, remote work, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being</p> <ul style="list-style-type: none"> Employers take reasonable precautions Provide accommodations to high-risk employees; minimize face-to-face contact, assign tasks that allow them to maintain 6-foot distance from other employees or customers, implement flexible work hours or staggered shifts, allow high-risk individuals to work remotely Encourage remote work when possible Workplaces comply with distancing and hygiene guidelines Limit unnecessary travel 	<p>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being</p> <ul style="list-style-type: none"> Employers take extreme precautions Provide accommodations to high-risk employees Employees and volunteers operate remotely, unless not possible Symptom checking in business interactions; face coverings should be worn in all interactions that occur within a 6-foot distance Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions) Ensure that face coverings are available Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions Require employees to self-quarantine when returning from high-risk⁵ areas Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact 	<p>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being</p> <ul style="list-style-type: none"> Employers take extreme precautions Provide accommodations to high-risk employees Employees and volunteers operate remotely, unless not possible Symptom checking in business interactions; face coverings should be worn in close interactions Encourage high-contact businesses not to operate Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions) Ensure that face coverings are available Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions Require employees to self-quarantine when returning from high-risk⁵ areas Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact

⁵ <https://wwwnc.cdc.gov/travel/destinations/list>

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Restaurants, Food Services, and Liquor Establishments	Dine-in restaurants operating under proper safety precautions for staff and customers	<p>Dine-in service opened, with tables arranged so there is appropriate distance between diners. Increased hygiene practices for customers and staff</p> <ul style="list-style-type: none"> Dine-in tables spaced 10 feet apart; spacing may decrease incrementally based on data & milestone trends Limit the number of people in a restaurant at any time to allow for adequate physical distancing Limit wait times inside the restaurant to 15 minutes and avoid crowding. Individuals should be encouraged to wait outside Set an established door for high-risk groups to come in without pressure from crowds Maintain signage to remind individuals from separate parties to stand at least 6 feet apart Takeout, curbside pickup, or delivery options encouraged Avoid letting guests handle food at buffets or change tongs frequently Clean any surfaces customers touch frequently (e.g. drink machines) Symptom checking of employees Stagger workstations so workers are not facing one another and can maintain a 6-foot distance Encourage contactless payment; disinfect transaction terminal between customers 	<p>Takeout, curbside pickup, or delivery options encouraged. Contactless payment encouraged. Create safe environment for staff</p> <p>For takeout services:</p> <ul style="list-style-type: none"> Symptom checking of employees Staff should wear face coverings Stagger workstations so workers can maintain a 6- foot distance and do not face one another Encourage contactless payment; if not possible, disinfect transaction terminal between customers Staff must sanitize hands between handling payment options and food/containers When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls Bar Seating will be closed at this time <p>For Dine-In Services refer to Appendix guidelines on Page 18</p>	<p>Takeout, curbside pickup or delivery only. Extreme caution taken in food preparation. Physical distancing maintained. Contactless payment encouraged. Create safe environment for staff</p> <ul style="list-style-type: none"> Takeout only. This includes delivery, curbside pickup, third-party delivery (e.g., DoorDash, Grubhub, Uber Eats, etc.) Symptom checking of employees Stagger workstations so workers can maintain a 6- foot distance and do not face one another Encourage contactless payment; if not possible, disinfect transaction terminal between customers Staff must sanitize hands between handling payment options and food/containers When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls Bar Seating will be closed at this time

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Retail (including Grocery Stores, Pharmacy) and other establishments providing services to the public	<p>Retail establishments operate under heightened hygiene and cleaning standards. Monitor employees for symptoms</p> <ul style="list-style-type: none"> • Signage to encourage customers to use cleaning wipes and hand sanitizer • Ensure cleaning wipes are near shopping carts and shopping baskets • Provide hand sanitizer at checkout counters and entrance/exit 	<p>Retail establishments exercise discernment, establishing principles for safe environment and public trust. Monitor employees for symptoms and encourage face coverings for any interactions taking place within 6 feet</p> <ul style="list-style-type: none"> • Face coverings should be worn for interactions that take place within a 6-foot distance • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets regularly • Resume to normal patron capacity • Provide hand sanitizer at checkout counters and entrance/exit • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Staff only come closer than 6 feet when accepting payment or delivering goods or services if wearing a face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers in stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance • Deliver products through curbside pick-up or delivery • Make regular announcements to remind customers to follow physical distancing guidelines • Signage to encourage customers to use cleaning wipes and hand sanitizer • Ensure cleaning wipes are near shopping carts and shopping baskets 	<p>Retail establishments create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor employees for symptoms. Customers and employees wear face coverings</p> <ul style="list-style-type: none"> • Both customers and employees should wear face coverings⁷ • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets after each use • Maximum number of patrons must be such that a 6- foot distance between patrons and employees can be easily maintained (1 person per 120 square feet) • Provide hand sanitizer at checkout counters and entrance/exit • Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Staff may only come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance • Consider delivery of products through curbside pick-up or delivery • Make regular announcements to remind 	<p>Essential retail (e.g., grocery, hardware, etc.) create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor patrons and employees for symptoms. Customers and employees wear face coverings</p> <ul style="list-style-type: none"> • Both customers and employees should wear face coverings • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets after each use • Maximum number of patrons must be such that a 6- foot distance between patrons and employees can be easily maintained (1 person per 120 square feet) • Provide hand sanitizer at checkout counters and entrance/exit • Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines • Set an established window of time for high-risk individuals to come in without pressure from crowds • Staff may only come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance

Phased Guidelines for the General Public and Businesses
to Maximize Public Health and Economic Reactivation

Retail (Including Grocery Stores, Pharmacy and other establishments providing services to the public.)		<ul style="list-style-type: none">• Specific Guidance for Grocery & Pharmacy• Separate order and delivery areas to keep customers from waiting too long in confined areas together• Take extra precautions when permitting self-serving any items that are food-related• Only make bulk items available if they are individually packaged• Allow individuals to bring their own bags, mugs, or reusable items from home• Waive prescription delivery fees for high-risk individuals	customers to follow distancing guidelines Specific Guidance for Grocery & Pharmacy <ul style="list-style-type: none">• Separate order and delivery areas to keep customers from waiting too long in confined areas together• Prevent people from self-serving any items that are food-related; lids for cups provided by staff• Only make bulk items available if they are individually packaged• Do not allow individuals to bring their own bags, mugs, or other reusable items from home• Waive prescription delivery fees	<ul style="list-style-type: none">• Deliver products through curbside pick-up or delivery• Make regular announcements to remind customers to follow physical distancing guidelines• Specific Guidance for Grocery & Pharmacy• Separate order and delivery areas to keep customers from waiting too long in confined areas together• Prevent people from self-serving any items that are food-related; lids for cups provided by staff• Only make bulk items available if they are individually packaged• Do not allow individuals to bring their own bags, mugs, or other reusable items from home• Waive prescription delivery fees
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⁷ Face coverings are extremely important in the retail setting, as customers are passing one another with high frequency

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Normal Risk

Low Risk

Moderate Risk

High Risk

Hospitality, Tourism & Accommodations	Industry open with precautions for staff and guests as outlined in general guidelines	Precautions taken with shared spaces; additional caution is taken with extra sanitation of all areas of the property	Hotels and other accommodations take extreme safety precautions for both staff and guests	Limited operations of this industry. Hotels and other accommodations take extreme safety precautions for both staff and guests
		<ul style="list-style-type: none"> • Staff and guests should wear face coverings when interacting within 6 feet of one another • Maintain signage to remind groups to stand at least 6 feet apart • Social distancing maintained in all common areas or meeting rooms • Digital check-in and checkout encouraged • Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room • Consider designating one staff member to attend to sick guests • Launder all exposed linens and cleaning supplies separately • Food should be served in a takeout-style (grab and go) manner; no buffet-style dining • Swimming pools, gyms and fitness centers open with frequent cleaning 	<ul style="list-style-type: none"> • Staff and guests should wear face coverings • Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas • Social distancing maintained in all common areas or meeting rooms • Digital check-in and checkout encouraged • Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks) • Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room • Consider designating one staff member to attend to sick guests • Discontinue or decrease housekeeping services to prevent transmission between rooms during guest stays • Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA- registered chemical disinfectant • When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning • Launder all exposed linens and cleaning supplies separately • Food should be served in a takeout-style (grab and go); no buffet-style dining • Fitness centers and pools follow gym guidelines on page 14 • Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces) 	<ul style="list-style-type: none"> • Accommodations (hotels, motels, Airbnb, etc.) operate with caution • Staff and guests wear should face coverings • Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas • Gift shops continue to sell food, medicine, or other essential items • Digital check-in and checkout encouraged • Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks) • Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room • Consider designating one staff member to attend to sick guests • Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high- touch areas are completely disinfected with an EPA-registered chemical disinfectant • When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning • Launder all exposed linens and cleaning supplies separately • Food should be served in a takeout-style (grab and go) manner; no buffet-style dining • Swimming pools, gyms and fitness centers closed • Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces)

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Events & Entertainment	In-person operation of this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms	In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met <ul style="list-style-type: none"> A 10-foot distance must be maintained between individual household groups at all times; this may be decreased incrementally based on data & milestone trends For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues Limit the number of people in a confined area to enable adequate distancing at all times Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations Participants (e.g., players, performers, actors) in events should have their symptoms checked Concessions: <ul style="list-style-type: none"> Serving and seating protocols consistent with restaurant guidance Maintain 6-foot distancing for all lines Encourage contactless payment To the extent reasonable, serve grab-and-go food items Any concessions/restaurant seating is compliant with restaurant dine-in recommendations 	In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met <ul style="list-style-type: none"> A 10-foot distance must be maintained between individual household groups at all times For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues Limit the number of people in a confined area to enable adequate distancing at all times Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats Congregating at any point is not allowed Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations Participants (e.g., players, performers, actors) in events should have their symptoms checked Concessions: <ul style="list-style-type: none"> Serving and seating protocols consistent with restaurant guidance Maintain 6-foot distancing for all lines Encourage contactless payment To the extent reasonable, serve grab-and-go food items Any concessions/restaurant seating is compliant with restaurant dine-in recommendations 	In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met <ul style="list-style-type: none"> Spectators encouraged to attend remotely A 10-foot distance must be maintained between individual household groups at all times For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues Limit the number of people in a confined area to enable adequate distancing at all times Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats Congregating at any point is not allowed Encourage contactless payment; disinfect between transactions and comply with other retail recommendations Participants (e.g., players, performers, actors) in events should have their symptoms checked
Personal Services	Industry open with strict hygiene regimen and symptom monitoring	Industry open under strict hygiene protocols. Service provider and customer should wear face coverings. Meticulous monitoring of symptoms <ul style="list-style-type: none"> Both service provider and client should wear face coverings Service provider must wear gloves, changing frequently as required by state and local public health law 	Industry open under strict hygiene protocols. Service provider and customer should wear face coverings. Meticulous monitoring of symptoms <ul style="list-style-type: none"> Both service provider and client should wear face coverings Service provider must wear gloves, changing frequently as required by state and local public health law 	Extreme limitations of this industry (e.g., barbers, hair stylists, tattoo & body artists, nail salons, massage parlors) <ul style="list-style-type: none"> Business that rely on close human interaction (i.e., barbers, hair stylists, tattoo & body artists, massage parlors, etc.) encouraged not to stay open Symptom checking in all interactions; face coverings should be worn by both service provider and client

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Personal Services		<ul style="list-style-type: none"> Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department Customers must have their symptoms checked before services are rendered No walk-ins allowed; services by appointment only Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts When services are not being directly provided, 6 feet of physical distance must be maintained. This includes in waiting areas and between clients at all times Contactless payment encouraged; financial equipment disinfected after each transaction 	<ul style="list-style-type: none"> Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department Customers must have their symptoms checked before services are rendered No walk-ins allowed; services by appointment only Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts When services are not being directly provided, 6 feet of physical distance must be maintained. This includes waiting areas and between clients at all times Contactless payment encouraged; financial equipment disinfected after each transaction 	
Home Repair	Operates under the General Guidelines for Employers. Increased hygiene <ul style="list-style-type: none"> Same has high-risk column, except that employers do not need to actively monitor symptoms; employees self-report 	Operates under the General Guidelines for Employers. Strict hygiene <ul style="list-style-type: none"> Inquire if homes have symptomatic individuals and exercise caution Monitor symptoms of employees Wash or sanitize hands before and after leaving a home Should wear face coverings and gloves, changing between each site Disinfect tools after each site Share estimates, invoices, and other documentation electronically 	Operates under the General Guidelines for Employers. Strict hygiene <ul style="list-style-type: none"> Inquire if homes have symptomatic individuals and exercise caution Monitor symptoms of employees Wash or sanitize hands before and after leaving a home Should wear face coverings and gloves, changing between each site Disinfect tools after each site Share estimates, invoices, and other documentation electronically 	Operates under the General Guidelines for Employers. Strict hygiene <ul style="list-style-type: none"> Inquire if homes have symptomatic individuals and exercise caution Monitor symptoms of employees Wash or sanitize hands before and after leaving a home Should wear face coverings and gloves, changing between each site Disinfect tools after each site Share estimates, invoices, and other documentation electronically
Gyms & Fitness Centers	Fitness centers and gyms are open with cleaning guidance <ul style="list-style-type: none"> Space equipment at normal capacity Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment 	Fitness centers and gyms are open with some distancing and cleaning guidance <ul style="list-style-type: none"> Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department Employees working within 6 feet of patrons should wear face coverings Set an established daily window of time for high-risk individuals to come in without pressure from crowds Limit the number of patrons in the facility at one time 1 person per 120 square feet 	Recommended closure of fitness centers and gyms; if open, fitness centers and gyms must have an employee on site at all times and must follow strict distancing and cleaning guidance <ul style="list-style-type: none"> Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department Employees must wear face coverings; patrons should wear face coverings whenever possible Set an established daily window of time for high-risk individuals to come in with direction from a physician Limit the number of patrons in the facility at one time 1 person per 120 square feet No team or group activities 	Fitness centers and gyms are closed

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Gyms & Fitness Centers		<ul style="list-style-type: none"> Remove equipment so patrons maintain 10 feet of distance at all times Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment Towels should be provided by staff (not self serve) Showers at the facility are discouraged unless proper clearing can be provided by employees Spas and Saunas must be closed 	<ul style="list-style-type: none"> Employees must disinfect all equipment after each use No sign-in sheets, touchpads, or touch surfaces required for entry All lockers must be assigned, and disinfected by employees between each user High-risk individuals are discouraged from using facilities at this time unless directed by a physician. Pools should be limited to one swimmer per lane, 50% pool capacity, congregating on the pool deck is not allowed Space or close off equipment so patrons maintain 10 feet of distance at all times Towels should be provided by staff (not self serve) Showers at the facility are discouraged unless proper clearing can be provided by employees Spas and Saunas must be closed 	
Construction, General Contractors, Real Estate, and Manufacturing	Operates under the General Guidelines for Employers	Operates under the General Guidelines for Employers. Strict hygiene <ul style="list-style-type: none"> Ensure nobody with symptoms enters a job site Provide additional hand washing stations; wash or sanitize hands before and after leaving a site Should wear face coverings and gloves Clean and disinfect project sites, including high-touch surfaces and tools frequently Share estimates, invoices, and other documentation electronically 	Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions <ul style="list-style-type: none"> Ensure nobody with symptoms enters a job site Provide additional hand washing stations; wash or sanitize hands before and after leaving a site Should wear face coverings and gloves Clean and disinfect project sites, including high-touch surfaces and tools frequently Share estimates, invoices, and other documentation electronically 	Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions <ul style="list-style-type: none"> Ensure nobody with symptoms enters a job site Provide additional hand washing stations; wash or sanitize hands before and after leaving a site Should wear face coverings and gloves Clean and disinfect project sites, including high-touch surfaces and tools frequently Share estimates, invoices, and other documentation electronically No open houses
Day Care	Enhanced cleaning and distancing protocols. No symptomatic children <ul style="list-style-type: none"> Enhanced cleaning and disinfecting, Don't use toys that can't be cleaned Children and staff should stay home if they're sick 	Enhanced cleaning and distancing protocols. No symptomatic children <ul style="list-style-type: none"> Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department Enhanced cleaning and disinfecting Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times) Don't use toys that can't be washed and disinfected Groups must be restricted to groups of 20 unless a wall can physically separate each group All individuals must wash hands with soap and running water upon arrival Childers and staff get their temperatures checked at the facility If there is a confirmed case, the facility must 	Enhanced cleaning and distancing protocols. No symptomatic children <ul style="list-style-type: none"> Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department Enhanced cleaning and disinfecting Encourage children to be 6 feet apart as much as possible Groups must be restricted to groups of 10 unless a wall can physically separate each group Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times) Curbside drop off and pick up All individuals must wash hands with soap and running water upon arrival Don't use toys that can't be washed and disinfected Children and staff should stay home if they're sick 	Enhanced cleaning and distancing protocols. No symptomatic children <ul style="list-style-type: none"> Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department Enhanced cleaning and disinfecting Encourage children to be 6 feet apart as much as possible Groups must be restricted to groups of 10 unless a wall can physically separate each group Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times) Curbside drop off and pick up All individuals must wash hands with soap and running water upon arrival

Phased Guidelines for the General Public and Businesses
to Maximize Public Health and Economic Reactivation

Day Care		<p>be closed and alert local health department</p> <ul style="list-style-type: none">• All high-touch surfaces should be cleaned and disinfected regularly	<ul style="list-style-type: none">• Children and staff get their temperature checked at the facility• If there is a confirmed case, facility must be closed and alert local health department• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day	<ul style="list-style-type: none">• Don't use toys that can't be washed and disinfected• Children and staff should stay home if they're sick• Children and staff get their temperature checked at the facility• If there is a confirmed case, facility must be closed and alert local health department• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day
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General Guidelines for Employers

Best Practices for Employers

- Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance (6 or 10 feet) where appropriate
- Employers should provide face coverings for their employees
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas)
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment)
- Consider the possibility of interruptions to water or power that might force closure
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations
- Ensure every employee’s contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors
- Provide signage at each public entrance to inform all employees and customers that they should:
 - Avoid entering if they fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell
 - Maintain a minimum 6-foot distance (10-foot distance in restaurants, gyms, fitness centers, or large event spaces due to prolonged exposure, increased movement, exertion, heavier breathing, cheering)
 - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
 - Avoid hand shaking or unnecessary physical contact
 - Wear face coverings
- [Centers for Disease Control and Prevention](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance
- Ensure adequate air circulation and post tips on how to stop the spread of germs
- When possible, discourage sharing of work tools and equipment
- Avoid handshaking
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
 - Wear gloves
 - Prior to disinfecting, clean surfaces with soap and water if soiled
 - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfectant wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- After using gloves, employees should wash their hands

Employers Monitoring Symptoms

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days

Appendix: Guidelines for Dine-in Restaurants Open in Orange/Moderate

Operational Practice

- Limit tables to groups of 6, preferably members of the same household
- Tables with guests must be at least 10 feet⁸ apart, from edge to edge. Either move tables or mark off tables not to be used
- In waiting areas, a 6-foot distance must be maintained between parties, whether indoor or outdoor
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart; waiting area has floor markers to indicate proper spacing
- Hosts preferably open doors for customers and guide them to their seats to prevent traffic or congregating; hand sanitizer available at door
- Upon entry, hosts point guests to signage that includes the following information:
 - Outlines symptoms⁹ and encourages that if the patron, or someone they live with, has experienced COVID-19 symptoms, to please order takeout instead
 - Recommendation for high-risk individuals¹⁰ to order takeout/delivery instead of dining in for the protection of that individual
- Manager checks each employee for symptoms before every shift with temperatures taken and asks if any member of the employee's household has tested positive for COVID-19 in the past 14 days. Log must be kept and available for inspection by the local health officer
- Staff should wear face coverings at all times and perform hand hygiene between interactions with each table
- Cups, lids, napkins and straws must be handed directly to customers by staff
- Do not place utensils on table until patron is seated
- Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use. Staff must sanitize hands between handling payment options and food/containers
- Staff avoid touching items that have been placed on the table (menus, plates, utensils, pens, cups, etc.). The table will be cleared by a dedicated staff member once all guests have left
- Dedicated staff member sanitizes the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers, etc. Consider use of disposable items if necessary
- The restaurant may not operate if PPE, EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available; sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is recommended
- Hand sanitizer must be available immediately adjacent to bathrooms
- Close restaurant for cleaning and disinfecting in the morning, afternoon, and evening. Cleaning and disinfecting includes all tables, chairs, door handles, floors, bathrooms, and any high-touch surfaces
- No self-serve food service or buffet options unless food is pre-packaged
- Stagger workstations so employees are not facing one another and are 6 feet apart
- To-go boxes, pizza boxes, paper cups, and any other paper product that touches food must be treated as food
- Staff must use gloves when handling ready-to-eat foods (including ice). Gloves are not required when handling foods that have yet to be cooked
- Playgrounds in restaurants remain closed


⁸ 10-foot distance is required to ensure a 6-foot distance is maintained when pulling out chairs, moving between tables, and to ensure the safety of restaurant patrons during periods of prolonged exposure to one space

⁹ Symptoms include fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath

¹⁰ High-risk individual" includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).



Search

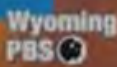


WHAT IS CHANGING MAY 1

VARIANCE/EXCEPTIONS: County-Level Decision Making

1. Local discussion on variance order or exception request.
2. CHO consideration of any planning documents.
3. CHO approves or denies request (if it is a specific exception).
4. CHO discusses proposed variance order or exception request with SHO, submits to SHO.
5. SHO consults with AG and approves/denies order and/or exceptions.

CHO = County Health Officer | SHO = State Health Officer | AG = Attorney General



COVID-19

Get the latest information from the CDC about COVID-19.

[LEARN MORE](#)

Top chat

- Shelly Cohee What a joke Gover
- James Vigil Follow Gov. Kristi No
- Pete hanson [message deleted]
- Bill Mael there's that ECHO again
- Carl Harris The out of state cars yellowstone are rentals
- Ryelan Sjostrom so many people reelected
- Ticket Sleuth can we have anym inalienable rights back pretty plea gubament man?
- Pete hanson yeah please momm government can i come out and p
- Mike Newquist [message deleted]
- M E They are NOT doing this Go doctors and a radiologist show up county and we sent t away.

Say something...



Type here to search



From: notification@civiclive.com <notification@civiclive.com>
Sent: Monday, April 27, 2020 6:16 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Public Comment 2020-04-27 06:16 PM(MST) Submission Notification

Public Comment 2020-04-27 06:16 PM(MST) was submitted by Guest on 4/27/2020 8:16:39 PM (GMT-07:00) US/Mountain

Name		Value
Last Name		Allen
First Name		EDIS
Email Address		edissix@gmail.com
Phone Number		3072586809
Comments		Get a Big Ribbon and an even bigger pair of sissors. Cut the ribbon, Smile and wave.

To view this form submission online, please follow the link below:

<https://casperwy.gov/form/one.aspx?objectId=16684926&contextId=15932970&returnto=submissions>

From: notification@civiclive.com <notification@civiclive.com>
Sent: Friday, April 24, 2020 10:26 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Public Comment 2020-04-24 10:26 AM(MST) Submission Notification

Public Comment 2020-04-24 10:26 AM(MST) was submitted by Guest on 4/24/2020 12:26:20 PM (GMT-07:00) US/Mountain

Name	Value
Last Name	Demos
First Name	Airian
Email Address	AIRIANATION@HOTMAIL.COM
Phone Number	3077978300
Comments	Tattoo parlors should be allowed to reopen and operate on a one on one appointment only basis. Our front door will remain locked and no gathering of more than 10 people will occur. All areas are disinfected after each customer and medical information paperwork is collected. Electric Hare Tattoo has only 3 full time tattooers and a maximum of 7 people will ever be in the business at once.

To view this form submission online, please follow the link below:
<https://casperwy.gov/form/one.aspx?objectId=16678691&contextId=15932970&returnto=submissions>

From: Carter Napier
Sent: Thursday, April 23, 2020 2:00 PM
To: Jolene Martinez
Subject: FW: My thoughts on the ordinance

From: becke dixon <beckedixon@yahoo.com>
Sent: Tuesday, April 21, 2020 8:46 AM
To: CouncilComments <CouncilComments@Casperwy.gov>
Subject: My thoughts on the ordinance

Dear Council Members,

We have lived in Casper for almost 7 years and absolutely love Casper and it's neighbors helping neighbor spirit. Coming from Ohio we still have family there and realized how fortunate we, who live in Wyoming, have been to skirt the worst of this disease by virtue of our remote location and low population density. Our children have been at home with their children for nearly a month under orders of Governor DeWine and it has been a tough time for them. I hear the stress levels when I talk to them but they know what they have to do to get through and past this extremely contagious disease. It's a blessing to have been given the benefit of the doubt by our governor to behave responsibly and act like adults when it comes to matters this life threatening.

I was a practicing Dental Hygienist during the AIDS outbreak and so I was exposed to potentially a deadly disease on a regular basis just by doing my job. I would come home from work and shower before coming in contact with my family and that was not as contagious nor was it transmitted in the same manner as COVID, yet I felt the precautions protected those I cared about because it was a death sentence to get that disease at the time, and heaven knows what other viral or bacterial buddies I had transported on my skin and clothing. AIDS frightened everyone then and it was not transmitted simply by exhaling...that is even more scary.

As to the matter of enforcement of quarantine to those who are positive for COVID or been exposed to positive cases, we can only hope you will take the steps to ensure that you act on the behalf of the good of the greater community. You can't fix stupid, but you can do your best to control those who do stupid things that cause harm to the general public at large. That's why our laws exist. They look at the big picture and say, okay, this person has the right to own a gun, (and I do own guns by the way) but if they walk down Second street randomly pointing it at people they're going to find themselves in the company of the police...well they never had the "intention" to pull the trigger, only carrying their gun and exercising their "freedom" granted by the second amendment. Self centered people are dangerous. Did that person act intentionally or with no regard to threaten others. You need to find that balance of freedom and temper it with wisdom that protects the innocent who are following the safe measures to stay healthy. A well worded ordinance perhaps with a phased timeframe to appeal to those who fear government overreach, that basically expires with the threat, or at such time when a vaccine or herd immunity is reached. I don't think it has to be all or nothing, nor does it have to go on into perpetuity. I'm not at all familiar with how these can be constructed, as you can tell. My college education was in the sciences so I saw first hand what can grow in a Petri dish off of appearingly innocent sources. There may and likely will be a second wave in the fall, it's a virus with little regard for it's host. It's only concern is it's self survival, much like the actions of the person or persons who attended the house parties.

We need to quit dragging our feet, put on our big boy pants to past this and get Casper back in business!!!

Best of Luck,
Becke Dixon

From: notification@civiclive.com <notification@civiclive.com>
Sent: Friday, April 24, 2020 8:36 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Public Comment 2020-04-24 08:36 AM(MST) Submission Notification

Public Comment 2020-04-24 08:36 AM(MST) was submitted by Guest on 4/24/2020 10:36:25 AM (GMT-07:00) US/Mountain

Name	Value
Last Name	Madzey
First Name	Lance
Email Address	lmadzey@hotmail.com
Phone Number	3079203565

Comments Great job so far! Please stay the course! My only idea would be to listen to Dr. Dowell. He knows whats up! Thanks!

To view this form submission online, please follow the link below:
<https://casperwy.gov/form/one.aspx?objectId=16678238&contextId=15932970&returnto=submissions>

Dear Mayor Freel,

I am writing you this letter to express my concern about the reopening of Wyoming. I provide salon services for my clients and do not feel that the reopening of my business is safe for my clients, my family, or myself.

The types of services provided by cosmetologists, and other types of beauty services are hands-on. I consider myself to be very creative in my art, but no matter how creative I am, I would need to be within 6 feet of each and every client that would like to be provided my services. This often includes touching their skin, hair, or nails.

I have read that some states are asking that temperatures be taken with contactless thermometers. Where are businesses like mine to obtain something like this in a time of high demand? I would be happy to screen clients, but how do I go about this if I don't have the equipment?

PPE is also going to be a requirement for workers providing beauty services. While I am working on incorporating these items into my services moving forward, these items are also hard to find right now. Am I to be taking masks, gloves, face shields, paper gowns, etc, that are already hard to find for hospitals, away from those medical professionals on the front lines? As a small business owner, I have neither the connections nor the funds to order large quantities of PPE, especially with price gouging going on in our state and across the country.

I also understand that I am to ask my clients if they have symptoms or have been around anyone sick or with symptoms. What if the client is an asymptomatic carrier? I am endangering all clients, my family, and myself if everyone is not being tested. There have not been adequate testing procedures put in place.

While I pride myself on my infection control skills, we're also not able to readily buy disinfectants and other disposable products with regularity at this time.

Lastly, many of the workers in the beauty industry do not have employer-provided health benefits, sick leave, or paid time off. You are asking this industry to gamble with their lives on the honesty of their clients. Asking them to return to work without providing resources for supplies or medical assistance is unfair and unethical.

Please reconsider keeping our workers, clients, and families safe,

Sincerely, Trina Munsey

Downtown Development Authority
City of Casper, Wyoming
341 W Yellowstone Hwy
Casper, WY 82601

Dear Board of Directors,

In planning and performing our audit of the financial statements of the City of Casper, Wyoming as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Downtown Development Authority's (DDA) internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of DDA's internal control. Accordingly, we do not express an opinion on the effectiveness of DDA's internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The points below summarize our comments and suggestions regarding those matters. This letter does not affect our report dated March 25, 2020, on the financial statements of the City of Casper, Wyoming.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Trial Balance and General Ledger

We received the trial balance adjusted with the proper accruals; however, the QuickBooks file did not have the entries posted. This made it difficult to review the detail in each of the accounts, as the amounts did not agree. We recommend that the journal entries be entered in QuickBooks to agree to your adjusted trial balance. These entities can be set to auto-reverse if you need them to after year end.

Penalty of Perjury

We noted disbursements were not consistently certified under penalty of perjury. We want to remind the Board and management that Wyoming Statutes require all disbursements to be certified under penalty of perjury. Vouchers not certified under penalty of perjury are not in compliance with Wyoming Statutes.



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180

1

PMCH.COM   



LOCATION: 600 East 1st Street
Casper, WY 82601

Segregation of Duties (Reminder)

Internal controls are designed to safeguard assets and help prevent losses from employee dishonesty or error. A fundamental concept in an adequate system of internal control is the segregation of duties. At DDA a small number of persons have the primary responsibility for performing most of the accounting and financial duties. As a result, some of the aspects of accounting control which rely upon adequate segregation of duties are missing.

The following suggestions are procedures which should continue to be performed by the Board to further compensate for known weaknesses attributable to an inadequate segregation of duties:

- Receive all bank statements unopened and review their contents
- Have bank statements reconciled immediately
- Review bank reconciliations carefully
- Review supporting documentation for all disbursements in excess of predetermined amounts
- Approve and monitor changes to payroll
- Review monthly financial statements and question variances
- Have a questioning attitude

Porter, Muirhead, Cornia & Howard

Porter, Muirhead, Cornia & Howard
Certified Public Accountants

March 25, 2020
Casper, Wyoming

Client: 03007 - City of Casper
Engagement: Audit 2019 - City of Casper, Wyoming
Period Ending: 6/30/2019
Trial Balance: 30 - TB
Workpaper: 31 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 161		17053 DDA		
To adjust CIP to actual - needed to add final payment for satellite				
73-000000-13000000000000	Construction in Progress		1,262.55	
73-000000-50120000000000	Contract Services:Construction			1,262.55
Total			1,262.55	1,262.55

Adjusting Journal Entries JE # 163		DDA		
DDA - to reconcile fund balance (entries provided by Grooms & Harkins)				
71-000000-30000000000000	Unrestricted Net Assets		4,150.76	
71-000000-30000000000000	Unrestricted Net Assets		1,892.49	
71-000000-30000000000000	Unrestricted Net Assets		19.00	
71-000000-50520000000000	Insurance (Liability)		2,500.00	
72-000000-40000000000000	Fund Balance		6.08	
73-000000-30000000000000	Unrestricted Net Assets		3,268.33	
71-000000-30000000000000	Unrestricted Net Assets			2,500.00
71-000000-40000000000000	Parking Fees			19.00
71-000000-50200000000000	Garage Staff Payroll Expense			1,892.49
71-000000-50360000000000	Office Automation			180.77
71-000000-50370000000000	Utilities			977.39
71-000000-50400000000000	Equip. & Supplies			129.60
71-000000-50520000000000	Insurance (Liability)			2,500.00
71-000000-50530000000000	Parking Structure Rent			363.00
72-000000-70600000000000	Bank Service Charge			6.08
73-000000-40400000000000	Direct Public Support			3,268.33
Total			11,836.66	11,836.66

Reclassifying Journal Entries JE # 155		DDA 13052		
DDA - to record additional accounts receivable				
71-000000-10100000000000	Accounts Receivable		5,000.00	
71-000000-50020000000000	Uncategorized Income			5,000.00
Total			5,000.00	5,000.00

Reclassifying Journal Entries JE # 156		DDA 30052		
DDA - to adjust restricted net assets				
73-000000-31000000000000	Restricted Net Assets		101,440.38	
73-000000-30000000000000	Unrestricted Net Assets			101,440.38
Total			101,440.38	101,440.38

Reclassifying Journal Entries JE # 157		DDA - 17051		
DDA - depreciation was posted backwards, reversed original entry and posted				
72-000000-70750000000000	Depreciation		314.04	
72-000000-19990000000000	Accumulated depreciation - equipment			314.04
Total			314.04	314.04

Reclassifying Journal Entries JE # 162**DDA 21052**

DDA - to record additional payables found during subsequent receipt

73-000000-507300000000000	Marketing:Website	4,612.50	
73-000000-512100000000000	Operations:Event Expense:S	3,650.00	
73-000000-200000000000000	Accounts Payable		8,262.50
Total		8,262.50	8,262.50

Reclassifying Journal Entries JE # 167**DDA 13054**

DDA - to adjust property taxes and deferred revenue for

72-000000-122900000000000	Property Taxes Receivable	128,253.00	
72-000000-220000000000000	Deferred Property Taxes	165,576.00	
72-000000-122900000000000	Property Taxes Receivable		166,765.00
72-000000-220000000000000	Deferred Property Taxes		127,064.00
Total		293,829.00	293,829.00

Reclassifying Journal Entries JE # 183**DDA 17051**

DDA - to adjust Investment in fixed assets to appropriate number

73-000000-300000000000000	Unrestricted Net Assets	102,448.07	
72-000000-350000000000000	Investment in GFA		102,448.07
Total		102,448.07	102,448.07



21ST
ANNUAL

KIDS' ART A LA CARTE
storybook
EVENING



Dear CDC Supporter:

It's with a heavy heart we inform you that CDC has made the decision to cancel our Kids' Art A La Carte event for this year.

Our Decision: With the current situation of the COVID-19 pandemic and not knowing when mandates will be lifted, we feel it's for the best to cancel this year's event.

What Now: As you know, CDC serves 575 children each year with and without special needs. Kids' Art A La Carte helps to support the CDC in serving the many children that we do with much needed early intervention services. **Not hosting Kids' Art A La Carte will significantly impact the CDC's budget this year.**

Thankfully, the community businesses and local foundations that already committed as sponsors of Kids' Art A La Carte have agreed to be our **Partners in Providing Hope** this year and are letting CDC leverage their sponsorship funds to create a **community match**. The grand total we are asking our community to try and match is **\$63,446!**

How You Can Help: Between now and June 5th community supporters will have the opportunity to contribute towards the match. **For every \$25 contributed, CDC will enter your name to win the travel trailer AND a number of donated gift certificates.**

Donations are tax deductible and you will receive a donation letter in return. The drawing will be posted live on the CDC's Facebook page on June 5th and winners will be notified. **Will you join us as a Partner in Providing Hope?**

You better believe, next year's Kids' Art A La Carte event on May 1, 2021 will be better than ever! Thank you in advance for your understanding and your continued support of the CDC.

For the CDC,

Alisha Rone
Executive Director

If you would like to become our Partner in Providing Hope, visit us online at cdccasper.org/aalc and click "Become a Sponsor/Donor." Thank you for your support!

PARTNERS IN PROVIDING HOPE



2020 GIFT CERTIFICATE DONATIONS

- BACKWARDS - CASE OF GIN FROM MARY RICHARDS
- CASPER COLLEGE - THEATRE TICKETS
- EGGINGTONS - GIFT CARD
- FIREROCK - GIFT CARD
- GALLES GREENHOUSE - GIFT CARD
- HILTON GARDEN INN - ONE NIGHT'S STAY
- HQ BBQ - 5 \$20 GIFT CERTIFICATES
- LIFETIME - 6 MONTH AND YEARLY MEMBERSHIPS
- PARADISE VALLEY COUNTRY CLUB - ROUND OF GOLF FROM JASON BEST
- SUNSATIIONS - 100 GOLD MINUTES OF TANNING
- SUTHERLAND'S - 5 \$20 GIFT CERTIFICATES
- THREE CROWNS GOLF CLUB - ROUND OF GOLF
- TOWNSQUARE MEDIA - 2 VIP WEEKEND TICKETS FOR BEARTRAP
- UGLY BUG FLY SHOP - GUIDED FULL DAY FLOAT TRIP
- YMCA - YEARLY MEMBERSHIP
- WYOMING FINANCIAL INSURANCE -
- WINE, GLASSES, AND DONNEL'S CHOCOLATES BASKET
- BRATTIS - BOTTLES OF SAUCES
- CITY OF CASPER - RECREATION PASSES

**Youth Crisis
Center, Inc.**

Big Deal News-Because serving Casper's youth is a big deal!

Volume 1, Issue 3

**April 2020
Quarter 3**

THANK YOU FOR MAKING YCC YOUR VALENTINE!!

Adam & Angela Booth
Charlie & Loraine Powell
Chris & Jo
The Cortez Girls
Emily Weaver
Giggles & Wiggles
Jane Morgareidge
John Smith
Joni Kumor
USA Trucking
Wyoming Behavioral Institute

So far this year: (January-March 2020)

- 466 youth served
- 3,418 nights provided
- 6,855 meals served
- 252 family intervention meetings
- 414 youth intervention meetings
- 464 hours of support group provided
- 4 group home graduations
- 78% youth to home or lower level of care
- 82 safety plans developed

YCC & COVID-19

During this time of uncertainty and worry, the Youth Crisis Center continues provide emergency shelter, crisis intervention, and group home services to youth and their families. Our highest priority is to provide safety for youth and our team. To do our best to reduce risk, we have decreased traffic coming into our building and have begun screening anyone who is seeking access. While we continue to serve children and youth in crisis, parents, providers, and referral agencies are asked to call the center first prior to placement. We will continue to accept youth and children in crisis on a case-by case-basis for as long as possible.

To continue to meet the needs of youth and families, we have developed telehealth services for counseling, case management, and youth/family visits; partnered with the Natrona County School District to provide virtual educational services; and developed social distancing and other health practices for our center. We have developed staff scheduling and quarantine policies and procedures following CDC and other health guidelines to reduce risk and provide necessary care. We have an incredible team of essential staff who are working tirelessly to provide services, reduce risk, and take care of youth and children when they have nowhere else to go.

We are grateful for the many community members who have reached and continue to support YCC during this time!!

Goal Setting Group

Written by Tori Shepard (YCC Student Intern)

This quarter a goal setting group was added to the Youth Crisis Center! Goal setting for youth builds purpose, provides focus, and increases motivation, all of which increases resiliency and responsibility. Using an engaging activity, youth learn how their actions and choices help them to get closer to and further from their goals.

Activity

The group starts by having youth write their goals down on a piece of paper and set it down on the floor to signify the finish line. Youth then stand across from their goal, several feet away, on the "start line". The youth read a series of scenarios that guide them to either take a step forwards or backwards, depending on their responses. For example, "take a step forward if your peer group supports your goals" or "take a step backwards if you use substances."

Process and Planning

After the activity, the youth discuss the experience and how they might overcome obstacles that prevent them from reaching their goals. After discussing their experience, the youth choose a goal they want to achieve, set **SMART Goals** (see picture), and create a treasure map with steps they will take to achieve their goal!

Big Deal Donors!

Our donors make success a reality in the lives of over 600 youth and their families each year!

Here are this quarter's donors:

Christ United Methodist Church
City of Casper

Irene Eshleman Testamentary Trust
Natrona County Commissioners
St. Mark's Episcopal Church
United Way of Natrona County

THANK YOU!

**YOUR SUPPORT IS A BIG DEAL AND MAKES
A BIG DIFFERENCE!**



(Goal Setting Group-Continued)

Aha Moment

The group has been helpful in allowing youth to see how their current actions align with their future goals. A big "Aha" moment for a group of youth came when many of them took a step forward for substance use during the activity, insisting that their substance use was not a problem and did not interfere with their goals. The group facilitator responded by asking who had been placed at YCC for reasons related to their substance use and all those who argued raised their hand. This led to a learning opportunity about the stages of change and a powerful discussion about specific steps to overcome peer pressure and other obstacles.

This group is giving youth the insight and education they need to learn what steps to take to achieve their goals, as well as what is preventing them from reaching these.

Reward Store Success!!

Written by Ashley Mikels (Clinical Supervisor)

The Youth Crisis Center recognizes that identifying what youth do well and rewarding positive behavior is an important part of building positive self-esteem and guiding youth in decision making. Our group home has achieved much success with the implementation of a reward store. Throughout their stay, youth can earn tokens for going above and beyond program expectations. This might include putting away groceries, navigating a conflict well, teaching a peer something new, or doing something kind for another person. Every member of our team is able to give tokens to youth, allowing each person to build a positive connection and recognize a good deed. Youth are then given the opportunity to spend their tokens in our reward store, which includes snacks, fidgets, notebooks, and other goodies requested by youth. There are even tickets for extra TV time that youth can purchase to treat themselves and their peers! The reward store has been a welcomed addition to our program by youth and team members alike.



Youth Crisis Center's Youth Achieve Success!!!!

Written by Nichelle DeWald (YCC Case Manager)

Emma* began her stay at YCCGH to work through past traumas and challenges with emotional development she was struggling with. These challenges made it difficult for her to form healthy and positive relationships with her family, peers, and others.

She experienced many struggles throughout her stay, some of which were serious, such as getting into altercations with other youth in the center; others were less serious, such as struggling to leave appropriate voicemail messages. Our group home team assisted her in learning to recognize when she was becoming upset and how to utilize her coping skills. One way of doing this was through the creation of a safety plan; the safety plan assisted both her and staff with noticing triggers that had previously created problems for her. With the support of our team, she began to use coping strategies, such as taking time in her room, playing a game, or going outside. She began to identify when she needed to take breathers and to work through a problem before jumping to a conclusion.

By providing unique and individualized case plans, Emma was able to build community supports. She joined her school chess club, youth program through the college, and a swim group. We guided and watched as she began to ignore conflicts, build relationships with peers and family, and increase confidence in her ability to communicate her needs in a healthy and positive way.

The work she did at YCC helped Emma not only to successfully complete the YCC Group Home program, but also to transition back into her forever home.

We are so proud of the work Emma did while she was at YCC and we are grateful to have been a part of her success.

**Name and information has been changed to protect confidentiality*

WELCOME TO THE TEAM!

We are excited and proud to announce this quarter's newest team members!

Taylor G. - Student Intern

Laura J. - Youth Worker

SO GLAD TO HAVE YOU!

To learn more about the rest of our incredible team visit:
www.casperycc.org

Don't forget to "like" us on Facebook



@casperyouthcrisiscenter



1656 East 12th Street
Casper, WY 82601

**YOUTH CRISIS
CENTER, INC.**

Phone: 307-577-5718
Fax: 307-577-5716

*Providing emergency shelter, crisis
intervention, and group home services
to youth and their families.*

Visit our new website:

www.casperycc.org



United Way
of Natrona County



CTBOANS 82601

NON PROFIT
ORGANIZATION



U.S. POSTAGE >> PITNEY BOWES
ZIP 82601 \$ 000.11²
Q2 4W
0000334620

Casper City Council
Mayor - Steve Freel
200 N. David Street
Casper, WY 82601



YCC Wraparound is Here for Families!

Written by Ashley Mikels (Clinical Supervisor)

Wraparound is a Medicaid-based support service for youth who are struggling to stay at home, in school, or out of trouble. A family care coordinator (FCC) will work the youth, their family, and supports to develop appropriate goals and find the path to success. In light of the need to limit face-to-face contact, FCCs are continuing to build strong, positive relationships with youth and families, and all services continue to be provided virtually. Youth are benefitting from structured, planned activities provided directly by FCCs online, including homework assistance, physical activity, baking, crafting, and other guided activities. Checking in regularly is helping youth to stay on track with their education and other Wraparound goals.

**If you or someone you know would benefit from these services,
please contact one of our providers:**

Jackie Knox: (307) 215-3055 OR Chad Hopkins: (307) 215-3076

Qualifications:

- Ages 4-20
- Behavioral or mental health diagnosis
- Medicaid (if families do not have Medicaid, they may still be able to receive services)

