

# INFORMATION PACKET

Friday, July 14, 2023



## **TABLE OF CONTENTS**

### CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum .....	2
FY24 Optional Sales Tax Report July .....	7
FY24 Sales Tax Chart July .....	8

### AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

ARAJPB Minutes 06.14.23 .....	9
ARAJPB Minutes 06.30.23 .....	12
Arc of Natrona County Biannual Report 07.11.23 .....	14
Big Brothers Big Sisters of Wyoming Biannual Report 07.11.23 .....	37
Central WY Regional Water System JPB packet 07.18.23 .....	38
Downtown Development Authority Packet 07.12.23 .....	101
Na. Co. Adult Drug Court Board meeting 07.12.23 .....	109

### INVITATIONS, NEWSLETTERS & OTHER INFORMATION

Charter Communications Channel Changes 07.12.23 .....	110
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C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

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

**Tuesday, July 18, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Casper Rec League Assoc. Agreement					
Pre-Meeting: Additional Bar and Grill Licenses					
Pre-Meeting: Non-Domesticated Animal Feeding Preview					
Approval of 7/5 Minutes					C
Approval of 7/5 Executive Session Minutes					C
Est PH - New Special Malt Beverage Permit No. 2 for Casper Ice Arena	C				
Public Hearing - JTL Group Inc Addition Subdivision		N			
Public Hearing - Elkhorn Village Addition No. 3		N			
Public Hearing-Non-Domesticated Animal Feeding Ordinance		N			
Public Hearing- Optional 1% Sales Tax		N			
Approving and Adopting the Evansville Texas Street Extension Study for the Casper Metropolitan Area.				C	
Authorizing a Contract for Professional Services with Kone, Inc., for Servicing and Maintenance of Elevators Located at City Facilities.				C	
Authorizing an Agreement with GH Phipps Wyoming, LLC, for the Casper Family Aquatics Center Natatorium Improvements, Project No. 21-031.				C	
Approving a Right of Way Easement Agreement Between the City of Casper and Flack Warehouse, LLC.				C	
Adopting Metro Fees				C	

**July 25, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
North Platte Development Master Plan	Direction Requested	4:35	40 min
Rec Enterprise Business Plans Part 2 Fort Caspar and Pony Express	Direction Requested	5:15	60 min
Banner Health & Fire Agreement	Move Forward for Approval	6:15	30 min
Council Goals Follow-up	Direction Requested	6:45	60 min
Agenda Review		7:05	20 min
Legislative Review		7:25	20 min
Council Around the Table		7:45	20 min
Approximate Ending Time:			8:05

## The Grid

**August 1, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Parks Master Plan MOUs					
Approval of 7/18 Minutes					C
Public Hearing - New Special Malt Beverage Permit No. 2 for Casper Ice Arena		N			
2nd Reading - JTL Group Inc Addition Subdivision			N		
2nd Reading - Elkhorn Village Addition No. 3			N		
2nd Reading - Non-Domesticated Animal Feeding Ordinance			N		
2nd Reading - Optional 1% Sales Tax			N		
OVG				C	
Donor Alliance				C	
Council Goals Resolution				C	
Metro TNR Trial Period (Tentative)				C	
MOU School District and City for Youth Volleyball & Basketball				C	
Sponsorship & Naming Rights Global Spectrum ( tentative)				C	
MRG Request				C	
Environmental Systems Research Institute, Inc. (ESRI) Regional Government Enterprise Agreement (RG1) Renewal and Amendment				C	

**August 8, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Rec Enterprise Business Plans Part 3	Direction Requested	4:35	60 min
Speed Limit Ordinance Review	Direction Requested	5:35	30 min
Agenda Review		6:05	20 min
Legislative Review		6:25	20 min
Council Around the Table		6:45	20 min
Approximate Ending Time:			7:05

**August 15, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approval of 8/1 Minutes					C
Est PH - Budget Amendment #1 FY24	C				
3rd Reading - Non-Domesticated Animal Feeding Ordinance			N		
3rd Reading - Optional 1% Sales Tax			N		
Parks Master Plan MOU					

## The Grid

**August 22, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Budget Amendment #1 FY24	Move Forward for Approval	4:35	10 min
Camping Ordinance	Direction Requested	4:45	60 min
Snow Plows, Snow Plow Naming, & Snow Route Discussion	Direction Requested	5:45	60 min
Agenda Review		6:25	20 min
Legislative Review		6:45	20 min
Council Around the Table		7:05	20 min
Approximate Ending Time:			7:25

**September 5, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Judge's Quarterly Report					
Approval of 8/15 Minutes					C
PH - Budget Amendment #1 FY24		N			
PH - Annexation of JTL Group Inc. Addition		N			
PH - Annexation of Elkhorn Village Addition No. 3		N			
3rd Reading - JTL Group Inc Addition Subdivision			N		
3rd Reading - Elkhorn Village Addition No. 3			N		

**September 12, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Hogadon Rate Discussion	Direction Requested	4:35	30 min
General Business Licenses (tentative)	Direction Requested	5:05	40 min
Agenda Review		5:45	20 min
Legislative Review		6:05	20 min
Council Around the Table		6:25	20 min
Approximate Ending Time:			6:45

**September 19, 2023** Councilors Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 9/5 Minutes					C
Executive Session: Personnel					

**September 26, 2023** Councilors Absent:

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

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Livability/Marketing Follow-up			
Special Event Permitting Process			
One Cent Funding Application Process Debrief			September
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Parking Garage Update from Republic			September
Naming City Equipment			September
Liquor License Incentive and Responsible Sales Program			
Wyoming 211			
Youth Commission (Discrimination)			
Medical Clinic Regulations			September
Code Enforcement Follow-up			
2020-2022 Goal Update			

### Staff Items:

CBC Public Safety Design			October
Downtown Parking Kiosks			Fall
City Inspectors Authority/Oversight of Licensed Contractors			October
Unpaid Utility Ordinance Amendment			Fall
Part 2 Ford Wyoming Center			September
Judge's Quarterly Update	12/5/23 3/5/24	15 minutes	Recurrs Quarterly
Community Readiness Application for Utility Installation			

### Potential Topics-- Council Thumbs to be Added:

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### Future Regular Council Meeting Items:

Annexation of JTL Group Inc. Addition	3rd reading - 10/3		
Annexation of Elkhorn Village Addition No. 3	3rd reading - 10/3		
Executive Session: Personnel	9/19/2023		

### Retreat Items:

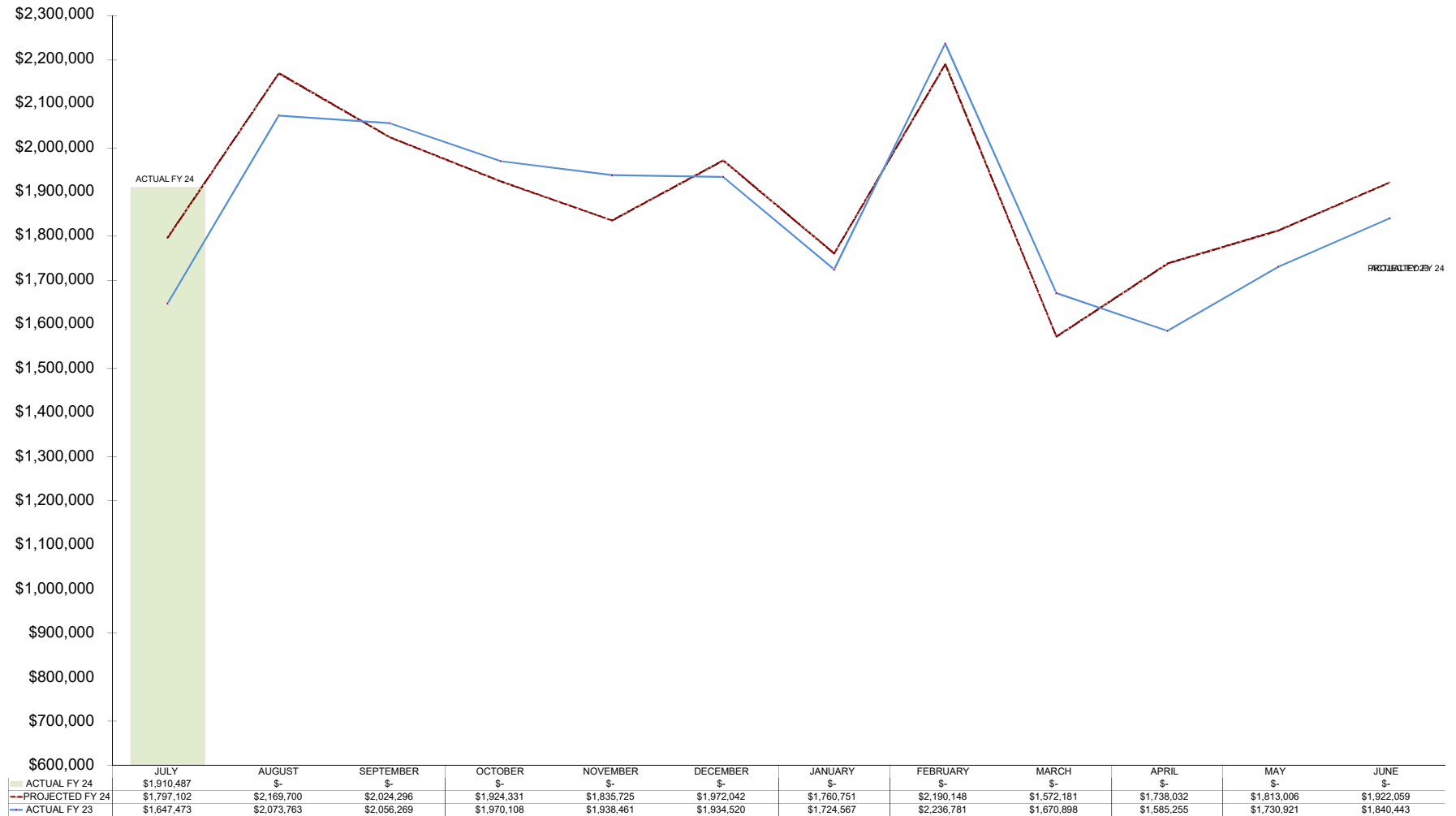
Economic Development and City Building Strategy
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**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**8.34% of Fiscal Year 2024 has lapsed.**

Below is the Optional Sales Tax Report for FY23. We are currently at 8.34% of the budget year.  
General fund is up .50% from projected year to date which is at 8.41% of budget.  
1%1 is up 1.01 % from projected year to date which is at 8.42% of budget.

State Shared Sales Tax						
	Date Received	Amount Received	Amount Budgeted	Actual-Budget	Percent of Annual Budget	
FY 2024 General Fund	7/7/2023	\$ 1,910,487	\$ 1,797,102	\$ 113,384	8.41%	
		-	2,169,700			
		-	2,024,296			
		-	1,924,331			
		-	1,835,725			
		-	1,972,042			
		-	1,760,751			
		-	2,190,148			
		-	1,572,181			
		-	1,738,032			
		-	1,813,006			
		-	1,922,059			
	Total FY 2024	\$ 1,910,487	\$ 22,719,374	\$ 113,384		
FY 2024 1%17			Optional 1% Tax			
	7/7/2023	\$ 1,598,325	\$ 1,500,213	98,112	8.42%	
		-	1,809,750			
		-	1,693,911			
		-	1,616,052			
		-	1,541,991			
		-	1,644,537			
		-	1,467,930			
		-	1,828,740			
		-	1,317,908			
		-	1,448,940			
		-	1,515,405			
		-	1,604,658			
	Total FY 2024	\$ 1,598,325	\$ 18,990,033	\$ 98,112		
	Total	\$ 3,508,812	\$ 41,709,407	\$ 211,497		

# Sales Tax FY 2023 Versus Projection and Prior Year



YTD TOTAL		<b>ACTUAL FY 23</b>		<b>PROJECTED FY 24</b>		<b>ACTUAL FY 24</b>
YTD VARIANCE	\$	1,647,473	\$	1,797,102	\$	1,910,487
						113,384
					<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-SAME MONTH					6.31%	\$113,384
CHANGE FROM FY24 PROJECTED TO FY24 ACTUAL-YEAR TO DATE					6.31%	\$113,384
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-SAME MONTH					15.96%	\$263,014
CHANGE FROM FY23 ACTUAL TO FY24 ACTUAL-YEAR TO DATE					15.96%	\$263,014





## AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

[renee@arajpb-casper.org](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### MEETING MINUTES

6:00 p.m. Wednesday, June 14, 2023  
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

Present: Rob Hurless, Terry Lane, Larry Madsen, Amy Freye, Steve Freel, Jim DeGolia, and Jeff Goetz  
Absences: John Lee and Amber Pollock  
Others Present: \*Matt Reams and Executive Director Renee Hahn.

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

#### **1. Minutes from May 10th 2023 Regular Meeting**

A motion was made by Mr. Madsen and seconded by Mr. Goetz to approve the Minutes presented of the May 10, 2023 Regular Meeting. There being no further discussion, the Board proceeded to vote. Mr. Lane abstained from the voting process since he was absent at the May Meeting. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)

#### **2. Approval of June 14, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of June 14, 2023 were presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Ms. Frye to approve the Treasurer's Report of June 14, 2023, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen explained and summarized the investments.

The May 2023 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen.

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

Mr. Madsen updated the Board on the depositories for ARAJPB.

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

- Three Crowns**

Mr. DeGolia shared the finalized "Refinery" logo to the entire Board.

Mr. Reams informed the Board on the entire operations of the golf course. May Financials are estimated to come in at \$65,000 ahead of budget when finalized.

The Food and Beverage Department are faring very well through the construction during both April and May. They are controlling the expenses for the restaurant. The new menu will be presented in August with the re-opening of the restaurant. Landscape Management's Chef came to Casper again for more training and presentation.



Staffing is currently adequate for all departments during the construction and extreme weather. Rounds had grown in May during the two weeks of prime weather. They are currently 900 rounds over last year figures which is 40% over the expected amount. Overall, they are 360 rounds ahead of year-to-date. Rounds in June will be affected most likely by all the rain, but unsure at this time. Men's and Women's League have both lost two evenings of play due to weather. Men's League will extend its season to make up for lost rounds.

Event's will be very busy the next two weeks. Three Crowns has rented tents to accommodate these functions due to the delay in construction because of weather.

Mr. Reams stated "changing the Sales Manager position during mid-season has been tough, but the right decision." The new Manager is Tara Short who is local to the Community. She continues to excel and has already booked three wedding for next year.

The restaurant is planned to shutdown Saturday, followed by the next five days. This will allow Hope Construction to perform some of the needed indoor construction and painting. The construction schedule continues to slip due to bad weather. We are now hoping that the opening date will be early August, though weather dependent.

Mr. Reams asked the attendees if everyone was fine moving forward with the chosen logo. After discussion, it was determined to accept the chosen logo.

\*Mr. Reams exited the meeting at 6:40 pm

- **PRC**

Ms. Hahn reported that the trail repair had been completed.

- **ARAJPB Development**

Mr. DeGolia asked if there were any questions on the Status Report that had been emailed prior to the meeting. There were no questions. Mr. Lane updated the Board on the meeting that took place with Jacobs Engineering. The Jacobs Team which consists of Bob Cipolletti, Matt Moore, and Julie Schucker and ARAJPB Development Team met yesterday. They will be planning a visit arriving in Casper on the afternoon of the July 11<sup>th</sup> and 12<sup>th</sup> to view the properties and meet everyone in-person. They will begin to get involved with WDEQ and BP on the slurry wall and Fire Department. They would like to develop a guide to help future developers utilize the property in a positive manner. In addition, they have clients interested in buying and developing Brownfield areas. Another project would involve rechartering with BP and how to expediate the process. Basically, allowing ARAJPB to become more active and less passive.

- **Architectural Review**

Ms. Freye had no report.

- **Executive Committee**

Mr. Hurless shared that all conversations were discussed during this meeting.

Mr. Hurless discussed upcoming Board positions opening and writing Letter of Intent (LOI) if applicable. He also suggested reaching out to any prospective clients or friends to see if they had any interest on being on the Board.

Mr. Hurless also informed the Board of the passing of Mr. Chynoweth's wife.

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

Ms. Pollock, the City Representative was absent. Mr. Freel the County Representative had no report to share.

#### **5. Other**

Mr. Goetz shared another update on the Poplar Street project. WYDOT will not be conducting any construction to the First Street Bridge for at least six years or possibly not at all.



## 6. Future Meetings/Agenda

- Three Crowns Management Committee - June 15<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.
- ARAJPB Year-End Meeting June 30<sup>th</sup>, at noon at 2435 King Blvd., Big Horn Conference Room.
- ARAJPB Regular Meeting July 12<sup>th</sup>, at 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Management Committee - July 20<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

## Office Closures:

July 4<sup>th</sup> – Holiday

July 11<sup>th</sup> – Parade Day

July 20<sup>th</sup> & 21<sup>st</sup> Vacation

July 24<sup>th</sup> – Vacation

August 4<sup>th</sup> - Vacation

## 7. Public Comment

There was no public comment.

## 8. Good of the Order

Mr. Goetz also would like to refine the sound system in the room. Both he, Mr. Freel and Mr. DeGolia said at times it is very difficult to hear while not attending the meeting in-person. Mr. Lane suggested that ultimately moving the tables closer to the microphone would help immensely.

## 9. Adjournment

There being no further action by the Board, a motion was made by Mr. Goetz and seconded by Mr. Lane to adjourn the meeting at 6:55 p.m. The motion carried with all members in attendance voting aye.

7-12-23

Date

Larry Madson

Board Officer

7-12-23

Date

Willard

Presiding Officer





## 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](mailto:renee@arajpb-casper.org)

### AMOCO REUSE AGREEMENT JOINT POWERS BOARD

#### YEAR-END MEETING MINUTES

12:00 p.m. Wednesday, June 30, 2023

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

Present: Rob Hurless, Larry Madsen, Amy Freye, Steve Freel, Jim DeGolia, Jeff Goetz, and Amber Pollock

Absences: Terry Lane and John Lee

Others Present: Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 12:00 p.m. by Chairman Hurless. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### **1. Approval of June 30, 2023 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of June 30, 2023 were presented by Mr. Madsen.

A motion was made by Mr. DeGolia and seconded by Ms. Frye to approve the Treasurer's Report of June 30, 2023, containing the financial report of the investment funds, checking account and interest accrued and the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

#### **2. Future Meetings/Agenda**

- ARAJPB Regular Meeting July 12<sup>th</sup>, at 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Management Committee - July 20<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

#### **Office Closures:**

July 4<sup>th</sup> – Holiday

July 11<sup>th</sup> – Parade Day

July 20<sup>th</sup> & 21<sup>st</sup> Vacation

July 24<sup>th</sup> – Vacation

August 4<sup>th</sup> - Vacation

#### **3. Public Comment**

There was no public comment.

#### **4. Good of the Order**

There was no comment.



**5. Adjournment**

There being no further action by the Board, a motion was made by Mr. Goetz and seconded by Mr. Lane to adjourn the meeting at 12:05 p.m. The motion carried with all members in attendance voting aye.

7-12-23  
Date

Larry Madson  
Board Officer

7-12-23  
Date

[Signature]  
Presiding Officer



## FY 2020 General Agency Funding Biannual Report

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

Organization: The Arc of Natrona County Program: Adult Day Services and Inclusion

Contact Person: Bethany Young Phone Number: 307-577-4913 Date: 7/10/23

Email address: bethany@arcofnatronacounty.org

Please Select One:      1<sup>st</sup> Reporting Period             2<sup>nd</sup> Reporting Period X  
                                 July 1 – December 31      January 1 – June 30  
                                 Due on January 10      Due on July 10

### 1. Mission

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

### 2. Financial Information

Financial reports are attached. The Profit and Loss shows our total income from all services. Because we provide multiple services for each person(s) served we are unable to class it to Adult Day and Inclusion separately, so all income from services are entered as Respite. The attached Profit and Loss by Class shows the correct expenses for each of those programs.

### 3. Program Significance

a. The Arc of Natrona County serves:

- 35 individuals with documented disabilities, including: 11 children and 24 adults, ranging from 5- 75 years of age.
- 16 females and 19 males.
- Individuals with a wide range of needs, including but not limited to: Autism Spectrum Disorders, Mental Retardation, seizure disorders, unique medical needs, and behavioral needs.

b. Funding from 1% #16 impacted our population because it allowed our individuals access to the same activities as neurotypical individuals. Due to the disabilities our individuals have they don't all have access to a personal income; therefore, they are not always able to participate in what our community has to offer. Thanks to this funding they have been able to truly be a part of our Casper community and have been able to work on many skills that help them appropriately function in the community. This funding has also continued to make our program possible by being able to pay our Adult Day Coordinator a competitive salary wage. Moving our Adult

Day Coordinator up has pushed her to expand her knowledge to help grow our program by offering new ideas and activities to support our individual's growth.

- c. Due to COVID-19 our numbers were down for the past few years but we saw halfway through 2022 that numbers were finally starting to increase again. We now are at greater numbers in our Adult Day program than we were before COVID started.

#### **4. Results**

- a. From January 1, 2023- June 30, 2023 we were able to send our individuals on 260 community activities, 164 of those which were funded with this grant. That means that 63% of our community activities were covered by grant monies, and the remainder of those activities were free. 100% of our individuals served were able to participate in 100% of the activities of their choice due to grant funding. Before this funding was available, we had individuals who could only afford to do about 50% of the planned activities. Now they are given the same opportunity as their peers, for the same community interactions. This also covered 19% of our Adult Day Coordinator's salary (over the last 6 months), to run our Adult Day program. By moving this person, who is very invested in The Arc and our individuals, into an administrative position this ensured our program ran smoothly and effectively.
- b. These results were measured by tracking how many community activities they attended and what activities cost money and which ones did not. Our Adult Day Coordinator's salary was tracked by what her salary is and how much these funds helped pay that salary after community activities were paid.
- c. After COVID-19 settled down some everyone was ready to get back into a routine so this helped negative behaviors, along with frequent access to getting out into the community. These behaviors are all documented and tracked on Incident Reports and those reports continue to decrease. We are seeing socialization skills and independent living skills improving. With this funding we are able to offer horseback riding therapy (free of charge) to all of the adults (year-round) and children (in the summer) we serve, on a weekly basis. Equine therapy has many benefits and one we see most helpful is that it alleviates stress and anxiety in our individuals with Autism Spectrum Disorders.

#### **5. Program Results/Impacts**

- a. From January 1, 2023- June 30, 2023 we provided 5,832 hours of services between our programs in house. Adult Day provided 4,995.5 of those hours while our Inclusion program provided the remaining 836.5 hours. Our Adult Day program runs Monday-Friday 8 am- 5pm and individuals receive those services however they wish, so the amount of services provided varies from person to person. Our Inclusion program is only for school-aged children and runs after school, during days off of school, and in the summer time after summer school hours.
- b. Our individuals served became better from our services because of all of the opportunities they are provided to be in the community. While in the community our individuals have been working on life skills, and also learning more how to be integrated into our community. We have continued to explore volunteer options as well. Our adults have really gotten into doing more age-appropriate activities like

playing pool, trivia, and darts at local bars/establishments in town. We have seen an increase in their comfortability levels and confidence to interact within the community and with other people they encounter, whom they don't already know.

- c. This past year's data shows the increase in community exposure for our people served. This is not only impacting our targeted population but I feel these opportunities are also increasing the awareness of our community and teaching others how to interact with people with disabilities. Our hope is that we can continue to bring awareness to all people that our individuals encounter throughout Casper.

## **6. Results Analysis**

- a. With more opportunities continuing to become available with COVID, we are working on seeking out new activities and opportunities within our community. As our program grows, we are looking forward to input of activity ideas from our new people served.

## **7. Population Served**

Overall, The Arc serves 35 people in our services combined. For our Adult Day program and our Inclusion program, which are both receiving this funding, we are currently serving 21 individuals; 13 adults and 8 children. We requested funding for community activities for both of these programs so anyone who is receiving our services in these programs receives this funding to participate in what our community has to offer.



## The Arc of Natrona County

## Profit &amp; Loss

January through June 2023

	Jan - Jun 23
Ordinary Income/Expense	
Income	
4110.0 · United Way Allocation	4,875.00
4290.0 · Grants	14,157.07
4310.0 · Contributions	6,115.00
4320.0 · White Memorial	2,700.00
4390.0 · Memorials	610.00
4410.0 · State of WY-Medicaid (Waiver)	226,555.36
4510.0 · Fundraisers	8,720.00
4610.0 · Membership Fees	75.00
4720.0 · Respite Fees	11,662.50
4810.0 · Interest Income	205.22
4990.0 · Miscellaneous Income	716.34
Total Income	276,391.49
Cost of Goods Sold	
5210.0 · Payroll Expense	188,034.47
5220.0 · Executive Director Salary	30,750.12
5620.0 · Payroll Taxes-941	16,737.03
5630.0 · Payroll Taxes-Wk Comp/SUTA	4,458.03
5720.0 · Pension Expense	4,227.56
5790.0 · Insurance-Health	102.54
Total COGS	244,309.75
Gross Profit	32,081.74
Expense	
5560.1 · Payroll	0.00
6110.0 · Accounting	1,749.00
6120.0 · Activity Fees	3,369.33
6140.0 · Advertising	649.93
6150.0 · Affiliation Fees	2,160.00
6170.0 · Bank Service Charges	144.95
6310.0 · Dues & Subscriptions	382.65
6360.0 · Fundraiser	500.00
6410.0 · Insurance-General	2,938.00
6430.0 · Interest Expense	1,534.52
6440.0 · Internet Fees	245.75
6460.0 · Maintenance & Repairs	9,044.18
6520.0 · Mileage	3,984.27
6530.0 · Miscellaneous Expense	2,560.04
6660.0 · Postage	248.66
6760.0 · Supplies	3,141.44
6830.0 · Telephone	1,074.93
6840.0 · Training	100.00
6910.0 · Utilities	3,735.67
Total Expense	37,563.32
Net Ordinary Income	(5,481.58)
Net Income	<b>(5,481.58)</b>

## The Arc of Natrona County

## Profit &amp; Loss

January through June 2023

	05 Day Habilitation	07 Inclusion	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4110.0 · United Way Allocation	1,316.28	390.00	1,706.28
4290.0 · Grants	3,822.40	1,132.57	4,954.97
4310.0 · Contributions	100.00	0.00	100.00
4390.0 · Memorials	610.00	0.00	610.00
4510.0 · Fundraisers	2,643.00	2,937.00	5,580.00
4720.0 · Respite Fees	11,662.50	0.00	11,662.50
4990.0 · Miscellaneous Income	716.34	0.00	716.34
<b>Total Income</b>	<b>20,870.52</b>	<b>4,459.57</b>	<b>25,330.09</b>
<b>Cost of Goods Sold</b>			
5210.0 · Payroll Expense	55,885.11	4,180.16	60,065.27
5620.0 · Payroll Taxes-941	4,275.19	319.81	4,595.00
5630.0 · Payroll Taxes-Wk Comp/SUTA	1,134.38	84.87	1,219.25
<b>Total COGS</b>	<b>61,294.68</b>	<b>4,584.84</b>	<b>65,879.52</b>
<b>Gross Profit</b>	<b>(40,424.16)</b>	<b>(125.27)</b>	<b>(40,549.43)</b>
<b>Expense</b>			
5560.1 · Payroll	0.00	0.00	0.00
6120.0 · Activity Fees	3,219.55	149.78	3,369.33
6140.0 · Advertising	24.99	25.00	49.99
6460.0 · Maintenance & Repairs	2,728.46	2,613.45	5,341.91
6520.0 · Mileage	3,700.48	47.79	3,748.27
6530.0 · Miscellaneous Expense	1,356.40	148.35	1,504.75
6760.0 · Supplies	1,443.10	960.22	2,403.32
6910.0 · Utilities	1,245.23	1,245.20	2,490.43
<b>Total Expense</b>	<b>13,718.21</b>	<b>5,189.79</b>	<b>18,908.00</b>
<b>Net Ordinary Income</b>	<b>(54,142.37)</b>	<b>(5,315.06)</b>	<b>(59,457.43)</b>
<b>Net Income</b>	<b>(54,142.37)</b>	<b>(5,315.06)</b>	<b>(59,457.43)</b>

12:18 PM

07/10/23

Accrual Basis

**The Arc of Natrona County**  
**Find Report**  
 January through June 2023

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
<b>Jan - Jun 23</b>										
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	01 Ad...		1040.0 - Hil...	(525.00)	(525.00)
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	03 Camp		1040.0 - Hil...	(116.67)	(641.67)
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	04 Cas...		1040.0 - Hil...	(116.67)	(758.34)
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	05 Day ...		1040.0 - Hil...	(1,575.01)	(2,333.35)
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	07 Incl...		1040.0 - Hil...	(466.67)	(2,800.02)
Deposit	06/23/2023	1474...	City of Casper ...	1C Funds	4290.0 - Grants	08 Res...		1040.0 - Hil...	(3,033.36)	(5,833.38)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	01 Ad...		1040.0 - Hil...	(262.50)	(6,095.88)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	03 Camp		1040.0 - Hil...	(58.34)	(6,154.22)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	04 Cas...		1040.0 - Hil...	(58.33)	(6,212.55)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	05 Day ...		1040.0 - Hil...	(787.50)	(7,000.05)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	07 Incl...		1040.0 - Hil...	(233.34)	(7,233.39)
Deposit	02/13/2023	1459...	City of Casper ...	City of Cas...	4290.0 - Grants	08 Res...		1040.0 - Hil...	(1,516.68)	(8,750.07)
<b>Jan - Jun 23</b>									<b>(8,750.07)</b>	<b>(8,750.07)</b>

## The ARC of Natrona County

## HCFA REPORT (child and adult)

January 2023		First DOS	Last DOS	POS	Procedure	Line Charge	Units
BATES	KAREN	1/18/2023	04/20/2023	W	2022	\$334.87	4.00
06-00246655	520-17-2244					TOTAL	\$1,339.48
BINTNER	JOHN R.	3/13/2023	06/12/2023	W	5100	\$3.52	320.00
06-00381245	520-35-2829					TOTAL	\$1,126.40
BIRD	CONOR	1/31/2023	04/28/2023	W	2022	\$334.87	4.00
06-00466555	603-15-7799					TOTAL	\$1,339.48
BRANNAM	LEXUS	1/10/2023	01/31/2023	W	5135	\$7.45	189.00
06-00058579	370-29-7723					TOTAL	\$1,408.05
BRICKER	KIMBERLY	1/1/2023	06/30/2023	W	1019	\$7.22	2848.00
06-00161270	462-69-3401					TOTAL	\$20,562.56
CHAMBERS	CHRISTOPHER	6/30/2023	06/30/2023	W	5135	\$7.45	30.00
06-00481354	485-33-2312					TOTAL	\$223.50
Coursen	Austin	2/22/2023	06/15/2023	W	1005	\$7.35	<del>148.00</del>
Coursen	Austin	1/4/2023	06/28/2023	W	5100	\$2.53	2918.00
Coursen	Austin	2/10/2023	06/15/2023	W	5135	\$7.45	227.00
06-00377282	520-43-1799					TOTAL	\$10,161.49
CUSHMAN	KARA	1/22/2023	04/22/2023	W	2022	\$334.87	4.00
06-00249361	523-87-9973					TOTAL	\$1,339.48
DANIELS	DAVENA	1/5/2023	06/30/2023	W	1005	\$7.35	1740.00
DANIELS	DAVENA	3/5/2023	06/26/2023	W	2027	\$3.83	256.00
06-00462402	520-51-0741					TOTAL	\$13,769.48
Foster	Randall	3/2/2023	06/29/2023	W	5100	\$3.52	757.00
06-00326860	520-86-6236					TOTAL	\$2,664.64
GOMEZ	XAVIER	1/23/2023	06/17/2023	W	1005	\$7.35	574.00
GOMEZ	XAVIER	1/2/2023	06/29/2023	W	1019	\$7.22	2958.00
06-00449708	520-47-7632					TOTAL	\$25,575.66
HARSHA	LISA M.	1/24/2023	04/27/2023	W	2022	\$334.87	4.00
06-00255494	520-35-2258					TOTAL	\$1,339.48
HEAPS	HESTON	1/1/2023	06/30/2023	W	1019	\$7.22	1006.00
06-00078691	520-59-7584					TOTAL	\$7,263.32
HULL	TORAH	1/1/2023	06/18/2023	W	1019	\$7.22	2306.00
06-00546870	512-27-4494					TOTAL	\$16,649.32
JACOBS	NATALIE	1/6/2023	06/26/2023	W	5100	\$3.52	906.00
06-60045604	520-41-5236					TOTAL	\$3,189.12
Jaworski	Audrev	1/4/2023	05/31/2023	W	2027	\$3.83	690.00
Jaworski	Audrev	6/5/2023	06/30/2023	W	5135	\$7.45	554.00
06-00587382	520-49-7292					TOTAL	\$6,770.00
KALINOWSKI	NATHAN	4/23/2023	06/11/2023	W	1005	\$7.35	37.00
KALINOWSKI	NATHAN	1/9/2023	06/30/2023	W	2027	\$3.83	470.00
06-00635425	520-59-7166					TOTAL	\$2,072.05
KENNEDY	KADEN	1/4/2023	06/29/2023	W	5108	\$6.49	1486.00
06-00377917	520-41-4196					TOTAL	\$9,644.14



January 2023		First DOS	Last DOS	POS	Procedure	Line Charge	Units
KIMBALL	LOREN	1/8/2023	06/25/2023	W	1005	\$7.35	339.00
06-00091758	117-11-3911						
TOTAL						\$2,491.65	
KUHN	DILLION	1/9/2023	06/21/2023	W	5135	\$7.45	127.00
06-00343753	520-39-3074						
TOTAL						\$946.15	
MOORER	ASYA	1/19/2023	01/20/2023	W	1005	\$7.35	32.00
MOORER	ASYA	1/4/2023	06/02/2023	W	5100	\$3.52	1060.00
MOORER	ASYA	1/19/2023	04/18/2023	W	5135	\$7.45	32.00
06-00601364	416-53-7365						
TOTAL						\$4,204.80	
NORCROSS	ANDREW	1/29/2023	04/29/2023	W	2022	\$334.87	4.00
06-00282959	520-35-5636						
TOTAL						\$1,339.48	
PASLEY	JAMES	1/5/2023	06/30/2023	W	2027	\$3.83	462.00
06-00480974	520-51-1950						
TOTAL						\$1,769.46	
RALPH	JOSEPH	1/5/2023	06/30/2023	W	1005	\$7.35	2297.00
RALPH	JOSEPH	1/2/2023	06/30/2023	W	5100	\$3.52	4139.00
RALPH	JOSEPH	1/5/2023	06/30/2023	W	5135	\$7.45	687.00
06-00356977	520-23-4056						
TOTAL						\$36,570.38	
REYES	ANGEL	1/26/2023	04/30/2023	W	1016	\$20.93	8.00
06-00294360	520-37-2365						
TOTAL						\$167.44	
SCHMITT	MARGARET	1/6/2023	03/29/2023	W	5100	\$3.52	460.00
SCHMITT	MARGARET	4/11/2023	06/28/2023	W	5108	\$6.49	358.00
SCHMITT	MARGARET	3/21/2023	05/15/2023	W	5135	\$7.45	103.00
SCHMITT	MARGARET	1/14/2023	01/16/2023	W	5151	\$264.67	3.00
06-00089172	520-54-2397						
TOTAL						\$5,503.98	
STINSON	DRAKE	1/15/2023	06/28/2023	W	1005	\$7.35	116.00
06-80013061	102-45-8803						
TOTAL						\$852.60	
SWEENEY	NOAH	1/5/2023	06/30/2023	W	1005	\$7.35	1229.00
SWEENEY	NOAH	3/13/2023	06/02/2023	W	5100	\$3.52	404.00
06-00277543	520-35-3310						
TOTAL						\$10,455.23	
THEIL	RICHARD	1/26/2023	04/28/2023	W	2022	\$334.87	4.00
06-00359091	577-06-0486						
TOTAL						\$1,339.48	
WAUGH	SONYA	1/4/2023	06/30/2023	W	5100	\$3.52	2970.00
WAUGH	SONYA	5/20/2023	05/26/2023	W	5135	\$7.45	45.00
06-00325948	520-39-1313						
TOTAL						\$10,789.65	
WEIGANT	DIAMOND	1/4/2023	06/29/2023	W	2027	\$3.83	468.00
06-00475997	520-51-6654						
TOTAL						\$1,792.44	
WEINER	EMILY	3/23/2023	04/07/2023	W	1019	\$7.22	23.00
WEINER	EMILY	1/6/2023	04/07/2023	W	5108	\$6.49	721.00
06-00347507	648-09-2648						
TOTAL						\$4,845.35	
Weiss	Markie	6/14/2023	06/19/2023	W	1005	\$7.35	45.00
Weiss	Markie	6/7/2023	06/22/2023	W	2027	\$3.58	190.00
06-80069977	845-27-4590						
TOTAL						\$1,010.95	
WHEELER	KATELYN	1/6/2023	06/26/2023	W	5100	\$3.52	1042.00
06-00332384	520-31-8617						
TOTAL						\$3,667.84	
WILSON	STEVEN CRAIG	1/12/2023	06/29/2023	W	2021	\$8.93	1036.00
WILSON	STEVEN CRAIG	1/12/2023	06/30/2023	W	5135	\$7.45	1405.00

Females = 16

                     Males = 19

total = 35

                     Children = 11

                     Adults =  $\frac{24}{35}$

                     Inclusion =  $3,346 \text{ units} \div 4 = 836.5 \text{ hrs}$

                     Adult Day =  $\frac{19,982 \text{ (units)}}{4} = 4,995.5 \text{ hrs}$

total =  $\frac{23,328 \text{ units}}{4} = 5,832 \text{ hrs}$

                     Children in Inclusion = 8

                     Adults in A.D. = 13

21

                     Case Management = 7



January - June  
(Adults)

$$\begin{aligned} \$ &= 144 \\ \text{Free} &= 75 \\ \hline &= 219 \end{aligned}$$

January 2023 - A.D.

$$\begin{aligned} \text{Totals} \\ \$ &= 164 \\ \text{Free} &= 96 \\ \hline \text{total} &= 260 \end{aligned}$$

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2<sup>nd</sup></b> AM- Look at Fish at Petsmart PM- Pool at Yellowstone Garage	<b>3<sup>rd</sup></b> Festival of Sleep Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	<b>4<sup>th</sup></b> Trivia Day AM- Writers Club at Library at 10:00am PM- Bowl at El-Marko	<b>5<sup>th</sup></b> National Bird Day AM- YMCA- Individuals Choice of Physical Activity PM- Pool at the Fort	<b>6<sup>th</sup></b> Cuddle Up Day AM- Drinks at Cascade Coffee & Individual Meetings PM- Individuals Choose a <del>Movie at Arc</del>
<b>9<sup>th</sup></b> AM- Sled Shopping PM- Visit Fort Caspar Museum	<b>10<sup>th</sup></b> Houseplant Appreciation Day AM- Art Class at NIC at 10:30am PM- Movie at the Theatre	<b>11<sup>th</sup></b> National Take the Stairs Day AM- YMCA- Individuals Choice of Physical Activity PM- Bowl at El-Marko	<b>12<sup>th</sup></b> National Pharmacist Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	<b>13<sup>th</sup></b> Make your Dream Come True Day AM- Walk at Eastridge Mall PM- Drinks at City Brew & Individual Meetings
<b>16<sup>th</sup></b> Martin Luther King Jr. Day AM- Trivia at Office PM- Visit Three Trails Museum	<b>17<sup>th</sup></b> ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	<b>18<sup>th</sup></b> Thesaurus Day AM- Sledding at Park (if snow allows) PM- Volunteer at FBW @ 1pm	<b>19<sup>th</sup></b> National Popcorn Day AM- YMCA- Individuals Choice of Physical Activity PM- Bowl at El-Marko	<b>20<sup>th</sup></b> Penguin Awareness Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a <del>Movie at Arc</del>
<b>23<sup>rd</sup></b> National Handwriting Day AM- Walk at Blackmore Mall PM- Visit Werner Wildlife Museum	<b>24<sup>th</sup></b> Compliment Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	<b>25<sup>th</sup></b> Opposite Day AM- Pool at Beacon PM- Bowl at El-Marko	<b>26<sup>th</sup></b> Spouse's Day AM- YMCA- Individuals Choice of Physical Activity PM- Walk at Sunrise	<b>27<sup>th</sup></b> Punch the Clock Day AM- Drinks at Blue Ridge Coffee & Individual Meetings PM- Individuals Choose a <del>Movie at Arc</del>
<b>30<sup>th</sup></b> AM- Pool at Beacon PM- Visit Tate Museum	<b>31<sup>st</sup></b> Backward Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!			SAY <b>YES</b> TO NEW 

Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar!

$$\begin{aligned} \text{Community Activities} &= \text{Cost } \$ = 23 \\ \text{Free} &= 13 \\ \hline \text{total} &= 36 \end{aligned}$$



February 2023 - A.D.



Monday	Tuesday	Wednesday	Thursday	Friday
		1 <sup>st</sup> National Freedom Day AM- Trivia at Office PM- Bowl at El-Marko	2 <sup>nd</sup> Ground Hog Day AM- YMCA- Individuals Choice of Physical Activity PM- Drinks at Cascade Coffee & Individual Meetings	3 <sup>rd</sup> Feed the Birds Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc
6 <sup>th</sup> National Chopsticks Day AM- Walk at Eastridge Mall PM- Pool at Beacon	7 <sup>th</sup> Send a Card to a Friend Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	8 <sup>th</sup> Kite Flying Day AM- YMCA- Individuals Choice of Physical Activity PM- Volunteer at FBW @ 1pm	9 <sup>th</sup> National Pizza Day AM- Drinks at Buckin' Brew & Individual Meetings PM- Bowl at El-Marko	10 <sup>th</sup> Umbrella Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc
13 <sup>th</sup> Get a Different Name Day AM- YMCA- Individuals Choice of Physical Activity PM- Visit Three Trails Museum	14 <sup>th</sup> Valentine's Day AM- Art Class at NIC at 10:30am PM- Valentines Dance at 1:00pm	15 <sup>th</sup> Singles Awareness Day AM- Planetarium at 10:45am PM- Bowl at El-Marko	16 <sup>th</sup> ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	17 <sup>th</sup> Random Acts of Kindness Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc
20 <sup>th</sup> Presidents Day AM- Walk at Blackmore Mall PM- Visit Werner Wildlife Museum	21 <sup>st</sup> Mardi Gras AM- YMCA- Individuals Choice of Physical Activity PM- Movie at Theatre	22 <sup>nd</sup> Be Humble Day AM- Visit Fort Caspar Museum PM- Bowl at El-Marko	23 <sup>rd</sup> Tennis Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	24 <sup>th</sup> World Bartender Day AM- Dance w/ AJ at 10:30am PM- Drinks at La Barista & Individual Meetings
27 <sup>th</sup> AM- Walk at Sunrise PM- Visit Tate Museum	28 <sup>th</sup> Floral Design Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!			

Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar!

$$\begin{array}{r}
 \text{Cost \$} = 24 \\
 \text{Free} = 9 \\
 \hline
 33
 \end{array}$$



March 2023 A.D.

Monday	Tuesday	Wednesday	Thursday	Friday
 <p>6<sup>th</sup> National Oreo Cookie Day AM- Walk at Blackmore Mall PM- Pool at Beacon</p> <p>13<sup>th</sup> Ear Muff Day AM- YMCA- Individuals Choice of Physical Activity PM- Visit Three Trails Museum</p> <p>20<sup>th</sup> Earth Day AM- Visit Werner Wildlife Museum PM- Cent\$ible Nutrition at 1:30pm</p> <p>27<sup>th</sup> AM- Visit Tate Museum PM- Cent\$ible Nutrition at 1:30pm</p>	 <p>7<sup>th</sup> National Cereal Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</p> <p>14<sup>th</sup> National Pi Day AM- Walk at Eastridge Mall PM- Play Pool at Rec. Center</p> <p>21<sup>st</sup> World Poetry Day AM- YMCA- Individuals Choice of Physical Activity PM- Movie at Theatre</p> <p>28<sup>th</sup> ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</p>	<p>1<sup>st</sup> World Compliment Day AM- Trivia at Office PM- Drinks at Cascade Coffee &amp; Individual Meetings</p> <p>8<sup>th</sup> National Proofreading Day AM- YMCA- Individuals Choice of Physical Activity PM- Arcade at Ka-Ko Jo's</p> <p>15<sup>th</sup> AM- Walk at Sunrise PM- Volunteer at FBW @ 1:30pm</p> <p>22<sup>nd</sup> National Goof Off Day AM- Bowl at El-Marko PM- Planetarium at 2:00pm</p> <p>29<sup>th</sup> AM- Tour Airport Terminals @ 10:45am PM- Drinks at Scarlow's &amp; Individual Meetings</p>	<p>2<sup>nd</sup> Old Stuff Day AM- YMCA- Individuals Choice of Physical Activity PM- Bowl at El-Marko</p> <p>9<sup>th</sup> AM- Drinks at Buckin' Brew &amp; Individual Meetings PM- Bowl at El-Marko</p> <p>16<sup>th</sup> Freedom of Information Day AM- Drinks at Metro- Downtown &amp; Individual Meetings PM- Bowl at El-Marko</p> <p>23<sup>rd</sup> National Chip &amp; Dip Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</p> <p>30<sup>th</sup> National Doctor's Day AM- YMCA- Individuals Choice of Physical Activity PM- Bowl at El-Marko</p>	<p>3<sup>rd</sup> Employee Appreciation Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc</p> <p>10<sup>th</sup> Middle Name Pride Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc</p> <p>17<sup>th</sup> St. Patrick's Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc</p> <p>24<sup>th</sup> AM- Dance w/ AJ at 10:30am PM- Drinks at Soda Springs &amp; Individual Meetings</p> <p>31<sup>st</sup> National Crayon Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc</p>

Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar!  
Morning community activities typically start at 10:30am- ending around 12pm, afternoon community activities typically start at 1:30pm- ending around 3pm.

$$\begin{array}{r}
 \text{Cost \$} = 27 \\
 \text{Free} = 12 \\
 \hline
 39
 \end{array}$$



April 2023 A.D.

Monday	Tuesday	Wednesday	Thursday	Friday
3 <sup>rd</sup> World Party Day AM- Arcade at Ka-Ko Jo's PM- Cent\$ible Nutrition at 1:30pm	4 <sup>th</sup> ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	5 <sup>th</sup> National Walking Day AM- Trivia at Office PM- Drinks at Cascade Coffee & Individual Meetings	6 <sup>th</sup> AM- Horseback Riding @ 10:30am PM- Bowl at El-Marko	7 <sup>th</sup> World Health Day AM- Dance w/ AJ at 10:30am PM- Individuals Choose a Movie at Arc
10 <sup>th</sup> National Siblings Day AM- Walk at Sunrise PM- Cent\$ible Nutrition at 1:30pm	11 <sup>th</sup> National Pet Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	12 <sup>th</sup> AM- Arcade & Laser Tag at Old Town PM- Volunteer at FBW @ 1:30pm	13 <sup>th</sup> Scrabble Day AM- Horseback Riding @ 10:30am PM- Bowl at El-Marko	14 <sup>th</sup> Moment of Laughter Day AM- Drinks at Buckin' Brew & Individual Meetings PM- Individuals Choose a Movie at Arc
17 <sup>th</sup> Stress Awareness Day AM- Jump Craze PM- Cent\$ible Nutrition at 1:30pm	18 <sup>th</sup> AM- Walk at Eastridge Mall PM- Movie at Theatre	19 <sup>th</sup> National Hanging Out Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	20 <sup>th</sup> National High Five Day AM- Horseback Riding @ 10:30am PM- Bowl at El-Marko	21 <sup>st</sup> AM- YMCA- Individuals Choice of Physical Activity PM- Drinks at Metro & Individual Meetings
24 <sup>th</sup> AM- Pool at Beacon PM- Cent\$ible Nutrition at 1:30pm	25 <sup>th</sup> National DNA Day ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!	26 <sup>th</sup> Admin Day AM- YMCA- Individuals Choice of Physical Activity PM- Planetarium at 2:00pm	27 <sup>th</sup> Tell a Story Day AM- Horseback Riding @ 10:30am PM- Bowl at El-Marko	28 <sup>th</sup> AM- Drinks at Soda Springs & Individual Meetings PM- Individuals Choose a Movie at Arc


Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar!  
Morning community activities typically start at 10:30am- ending around 12pm, afternoon community activities typically start at 1:30pm- ending around 3pm.

$$\begin{array}{r} \text{cost \$} = 25 \\ \text{Free} = 8 \\ \hline 33 \end{array}$$



May 2023

A.D.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1<sup>st</sup> May Day</b> <b>AM- Buy Pots &amp; Plant Flowers</b> <b>PM- Cent\$ible Nutrition at 1:30pm</b>	<b>2<sup>nd</sup> Brothers &amp; Sisters Day</b> <b>ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</b>	<b>3<sup>rd</sup> Garden Meditation Day</b> <b>AM- Frisby Golf in N. Casper</b> <b>PM- Bowl at El-Marko</b>	<b>4<sup>th</sup> Star Wars Day</b> <b>AM- Horseback Riding at 10:30am</b> <b>Noon- KW FLS Reunion for Individuals invited</b> <b>PM- Yoga at Washington Park</b>	<b>5<sup>th</sup> Cinco De Mayo</b> <b>AM- Dance w/ AJ at 10:30am</b> <b>PM- Individuals Choose a Movie at Arc</b>
<b>8<sup>th</sup> No Socks Day</b> <b>AM- Walk Edness Kimbal Trail &amp; Picnic</b> <b>PM- Cent\$ible Nutrition at 1:30pm</b>	<b>9<sup>th</sup> Teachers Day</b> <b>AM- NIC Art Class at 10:30am</b> <b>PM- Movie at Theatre</b>	<b>10<sup>th</sup> Receptionist Day</b> <b>ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</b>	<b>11<sup>th</sup> Eat What You Want Day</b> <b>AM- Horseback Riding at 10:30am</b> <b>PM- Bowl at El-Marko</b>	<b>12<sup>th</sup> Fatigue Syndrome Day</b> <b>AM- Drinks at Cascade Coffee &amp; Individual Meetings</b> <b>PM- Jump Craze at 1:30pm</b>
<b>15<sup>th</sup> Police Officer's Memorial Day</b> <b>AM- Take Photos- Individuals Choose their Locations</b> <b>PM- Pool at Beacon</b>	<b>16<sup>th</sup> Wear Purple For Peace Day</b> <b>ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</b>	<b>17<sup>th</sup></b> <b>AM- Laser Tag &amp; Mini Golf at Old Town</b> <b>PM- Badmitten at Beverly Tennis Court</b>	<b>18<sup>th</sup></b> <b>AM- Horseback Riding @ 10:30am</b> <b>PM- Bowl at El-Marko</b>	<b>19<sup>th</sup> Bike to Work Day</b> <b>AM- Drinks at Soda Springs &amp; Individual Meetings</b> <b>PM- Individuals Choose a Movie at Arc</b>
<b>22<sup>nd</sup></b> <b>AM- Baseball at Lansing Field</b> <b>PM- Bowl at El-Marko</b>	<b>23<sup>rd</sup> Lucky Penny Day</b> <b>ALL DAY- Swim at Aquatic Center! Bring a Cold Lunch!</b>	<b>24<sup>th</sup></b> <b>AM- Walk Zonta Trail</b> <b>PM- Volunteer at Food Bank of Wyoming at 2:00pm</b>	<b>25<sup>th</sup> Wine Day</b> <b>AM- Horseback Riding @ 10:30am</b> <b>PM- Golf at Driving Range</b>	<b>26<sup>th</sup></b> <b>AM- Treat at Chozen Yogurt &amp; Individual Meetings</b> <b>PM- Individuals Choose a Movie at Arc</b>
<b>29<sup>th</sup> Memorial Day</b> <b>AM- Fish at Yesness Pond</b> <b>PM- Walk Falls &amp; Picnic</b>	<b>30<sup>th</sup> Water a Flower Day</b> <b>ALL DAY- Swim or Fish at Alcovia! Bring a Cold Lunch!</b>	<b>31<sup>st</sup> Save Your Hearing Day</b> <b>AM- Tour Fish Hatchery</b> <b>PM- Planetarium Show- Our Living Star at 2:00pm</b>		




Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar! Morning community activities typically start at 10:30am- ending around 12pm, afternoon community activities typically start at 1:30pm- ending around 3pm.

$$\begin{array}{r}
 \text{Cost} + \$ = 24 \\
 \text{Free} = 15 \\
 \hline
 39
 \end{array}$$



June 2023

- A.D.

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <sup>st</sup> Flip a Coin Day AM- Horseback Riding at 10:30am PM- Tour Fish Hatchery at 1:30pm	2 <sup>nd</sup> AM- Drinks at La Barista & Individual Meetings PM- Individuals Choose a Movie at Arc
5 <sup>th</sup> World Environment Day AM- Visit Thrift Stores for Outdoor Games PM- Volunteer at Fort Caspar Museum Assoc. (FCMA) at 1:30pm	6 <sup>th</sup> National Yo-Yo Day AM- Clean-up Garbage Around Town PM- Movie at Theater	7 <sup>th</sup> ALL DAY- Swim or Fish at Alcovia! Bring a Cold Lunch!	8 <sup>th</sup> Best Friends Day AM- Golf at Driving Range PM- Bowl at El-Marko	9 <sup>th</sup> AM- Drinks at Copper Cup & Individual Meetings PM- Jump Craze at 1:30pm
12 <sup>th</sup> Red Rose Day AM- Hike Falls & Picnic- Bring a Cold Lunch! PM- Volunteer at FCMA at 1:30pm	13 <sup>th</sup> AM- Baseball at Mike Lansing Field PM- Swim at Mike Sedar Pool! Bring a Cold Lunch!	14 <sup>th</sup> Flag Day AM- Volunteer at FBW at 10:30am PM- Arcade & Mini Golf at Old Town at 1:30pm	15 <sup>th</sup> Smile Power Day AM- Horseback Riding at 10:30am PM- Bowl at El-Marko	16 <sup>th</sup> Bike to Work Day AM- Drinks at Soda Springs & Individual Meetings PM- Tie Dye & Individuals Choose a Movie at Arc- Bring Something to Tie Dye
19 <sup>th</sup> Juneteenth AM- Fish at Yesness Pond PM- Volunteer at FCMA at 1:30pm	20 <sup>th</sup> National Bald Eagle Day ALL DAY- Swim at Edness Kimball! Bring a Cold Lunch!	21 <sup>st</sup> AM- Planetarium Show @ 11:00am- Cosmic Mash-Ups PM- Drinks at Buckin' Brew & Individuals Choose a Movie at Arc	22 <sup>nd</sup> World Rainforest Day AM- Horseback Riding at 10:30am PM- Bowl at El-Marko	23 <sup>rd</sup> Let it go Day AM- Bar Nunn Splash Pad & Picnic- Bring a Cold Lunch! PM- Sewing Project- Can Koozie's at Library
26 <sup>th</sup> Forgiveness Day AM- Golf at Driving Range PM- Volunteer at FCMA at 1:30pm	27 <sup>th</sup> Sunglasses Day AM- Kickball at PV Park PM- Swim at Paradise Valley Pool! Bring a Cold Lunch!	28 <sup>th</sup> AM- Walk Crossroads Trail PM- Badminton at Tennis Court	29 <sup>th</sup> Camera Day AM- Horseback Riding at 10:30am PM- Bowl at El-Marko	30 <sup>th</sup> AM- Treats at Sugar & Ice & Individual Meetings PM- Individuals Choose a Movie at Arc

Note: Every activity is subject to change due to each individual's choice of activity, what the individuals choose may not be on the calendar! Unless scheduled otherwise, morning community activities typically start at 10:30am- ending around 12pm, afternoon community activities typically start at 1:30pm- ending around 3pm.

$$\begin{array}{r}
 \text{Cost} \$ = 21 \\
 \text{Free} = 18 \\
 \hline
 39
 \end{array}$$



Community Activities =  $\$ = 20$   $741$  Spring Break '23

## Monday March 27th

**8:30 am** – **Cooking Skills**, No bake cookies (recipe attached), supplies are in my office or the kitchen. Have Audrey help

**9:00 am** – Put aside to set up. Prompt **██████** to help clean up mess, this is a teaching opportunity for cooking and cleaning up. Use “**First** we clean up our mess, **Then** we can eat the cookies”

**9:30 am** – Eat no bake cookies 😊... Discuss manners of eating, each kiddo should have napkins and prompt how to use them, when and why. Ask “What do we do after we eat?” prompt hand/face washing. Always be teaching

**10:00 am** – Engage in a game with kiddos, try to do a board game. Cards at the end of the day.

**10:30 am** – **Go to Tate Museum**, speak with Adult day staff about who to ride with.

**12:00 pm** – Lunch – **██████** arrives, help him eat lunch

**1:00 pm** – GYM TIME get moving... balloon toss, basket ball in gym, dance party...

**1:30 pm** – **Arcade at Old Town**, get \$

**3:30 pm** – Return, wash hands, SNACK

**4:00 pm** – Individuals choice of rec/leisure, Offer and help engage individuals with prompts if they are just sitting around. They may want to do something but need ideas

**Free** = 1

**Cost** \$ =  $\frac{1}{2}$

## Tuesday, March 28<sup>th</sup>

7:45 am – Individual choice of Rec/leisure

8:15 am – Gym time, get active in gym, basketball, soccer ball, balloon toss if all else fails

9:00 am – **Milk Art Experiment:** directions attached, discuss what is happening, why, how???

9:45 am – SNACK, wash face and hands...make sure everyone has lunch, suit, towel, meds before leaving, get \$

10:30 am – **Swimming for the rest of the day**

11:00 am – Swimming

12:00 pm – Lunch- ~~██████~~ should arrive at this time to Aquatic Center

1:00 pm – Swimming

2:00 pm – More swimming

3:00pm – getting ready to come back to Arc

3:30 – Read out loud, find a book and read to everyone

4:00 pm – Clean up and relax before leaving, Individual choice of rec/leisure

$$\begin{array}{r} \text{Cost} + \$ = 1 \\ \text{Free} = 0 \\ \hline 1 \end{array}$$



# Wednesday March 29<sup>th</sup> 2023

8:00 am – Audrey will arrive, prompt her to do something besides play cards!!! Offer a board game, balloon toss, gym time, music and dance. Cards at end of day

8:30 am- Experiment, "Exothermic experiment" **WEAR SAFETY GLASSES**  
Please get the ladies to do experiment with you. They can measure and help gather items. This one should be cool!!

9:30 am – Wash hands, have snack, wash faces after snack

9:45 am – Gym time... get all kiddos into gym and moving, shoot hoops, balloon toss, AJ will want to sit and roll ball try to get her to be standing and moving her body 😊 Turn on some music and jam while exercising

10:00am – talk with ADS to see when they are leaving for the tour of the airport

10:15 am – **Tour of Airport...** talk with ADS staff to figure out rides as Rachel does not drive

12:00 pm – WASH HANDS... Eat lunch, NK will arrive and need to eat his lunch

12:30 pm – Play Jenga as a group gather everyone in a circle on the floor with NK and take turns and play. NK plays this game he may need a little help to push a block out so help a little if needed. Try to keep NK involved.

1:30pm – **Drinks at "Scarlows"**

3:00 pm - Personal choice rec/leisure... Offer different activities for each person per each person preference... NK, painting with dobbers (or other activity) first before sifting please

4:00 pm – Clean up and relax before leaving

Cost \$1 = 1  
Free =  $\frac{1}{2}$

# Thursday, March 30<sup>th</sup> 2023

7:45 am – Arrive and settle

8:00 am – Decorate door for spring!! Flowers out of construction paper are always easy and fun. Lots of color.

9:00 am – Snack

9:15 am – go to gym for physical activity, get everyone in there even our couch potato 😊 turn on some music and jam out while moving

10:00 am – “Bubbling Button” experiment, directions attached

10:30am – YMCA, talk with ADS about who to transport with

12:00 pm – Lunch, NK will be arriving help eat lunch

1:00 pm – Continue to work on door decorations

1:30 pm – Bowling at El Marco, get \$ and figure out transport

3:00 pm – Return to the Arc wash hands, snack, wash face

3:15 pm – finish decorating door, Inclusion lobby, lobby what ever you wanna put some color on

4:00 pm – Clean up individuals choice of rec/leisure

$$\begin{array}{r} \text{Cost \$} = 2 \\ \text{Free} = 0 \\ \hline 2 \end{array}$$



# Friday, March 31<sup>st</sup> 2023

8:00 am – Arrive and settle, try to not play cards first thing but prompt a different game. Card in the afternoon if possible

9:00 am – Make “puppy chow” no bake snack – have AJ help get all needed items, measure, and clean up afterwards. Please divide into smaller portions in baggies

9:30 am – Snack, wash face – **pick out a movie to go to.**

**Double check times and location.**

9:45 am – Gym time, get AJ and JP in gym and moving, shoot baskets, dance, anything to be moving. Put some music on

10:30 am – **KoKa Joes arcade at mall**, ride with ADS to mall and walk to arcade. Have another staff go w/you.

Don't go into stores as JP steals sometimes!!! Meet back at the dance studio for ride back to Arc.

12:00 pm – Lunch, NK will arrive and need help to eat his lunch

1:00 pm – **At the movies**

2:00 pm – At the movies

3:00 pm – At the movies

4:00 pm – Clean up for the day individuals choice of rec/leisure

$$\begin{array}{r} \text{Cost} + \$ = 2 \\ \text{Free} = 0 \\ \hline 2 \end{array}$$

# Monday January 16<sup>th</sup> 2023

## Please hook up the Bluetooth radio and use it!!

8:00 am – AJ will Arrive, go to gym play volley ball and get moving...exercise is always more fun if you're jamming to some tunes!!

9:00 am- Experiment, "Jumping Pepper Experiment", all needed items are in the blue box in Karie's office

9:30 am – Snack... please work with AJ on eating slowly and using a napkin

10:00 am – Play Sorry board game

10:30 am – Trivia at "The Office"

12:00 pm – WASH HANDS... Eat lunch, NK will arrive and need to eat his lunch

12:30 pm – put on videos with projector for NK to engage in something besides his headphones with his noise maker. Offer him something besides sifting

1:00 pm – activity in gym, NK likes to kick the balls, line up balls (maybe have AJ line up balls "for NK") and have each kick... if all else fails BALLOON TOSS!!

1:30 pm – Visit "Three Trails Museum"

3:00 pm – Snack

3:30 pm – Use the water sensory beads and play with them on the floor with NK, AJ can also get on the floor and participate. 😊 NK can put beads onto a paper plate, from one bowl to another, ect...

4:00 pm – Clean up and relax before leaving, individual choice or activity

$$\begin{array}{rcl} \text{Cost} + \$ & = & 0 \\ \text{Free} & = & \frac{2}{2} \end{array}$$

# Monday May 29th 2023

Memorial Day

9:30 am – DW will arrive have snack

9:45 am- play table hockey with DW 😊 I sent video to you, use tissue boxes and measuring cup on side desk in my office.

10:30 am – Fishing at Yesness Pond

12:00 pm – Meet NK at Falls... have pic-nic lunch

1:00 pm – Hike to falls, please take lots of pictures

3:00 pm – Return to Arc – WASH HANDS have a Snack





3:15 pm – Play super sized Jenga

4:00 pm – Clean up and relax before leaving, individual choice or activity

$$\begin{array}{l} \text{Cost \$} = 0 \\ \text{Free} = \frac{2}{2} \end{array}$$



## June 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <sup>st</sup>	2 <sup>nd</sup>
5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> 
12 <sup>th</sup> AM- Hike the falls and picnic (bring cold lunch) PM- Buy pots and plant flowers	13 <sup>th</sup> AM- Baseball at Mike Lansing Field PM- Mike Cedar pool (bring cold lunch)	14 <sup>th</sup> AM- Movie at 10:30 (The Amazing Maurice) PM- Puppet Show at Library @ 1	15 <sup>th</sup> AM- Bowling at El-marko PM- Horseback riding at 1 pm	16 <sup>th</sup> AM- Drinks from Soda Springs PM- Tye Dye at the arc (bring something to dye)
19 <sup>th</sup> AM- Fish at Yesness pond (bring cold lunch) PM- Bubble Festival at David street @ 12	20 <sup>th</sup> All day Swim at Edness Kimball (bring a cold lunch)	21 <sup>st</sup> AM- Movie at Theater (The Magic Flute) PM- Steve walks concert at the Library (leave at 1)	22 <sup>nd</sup> AM- Bowling at El-Marko PM- Go find a place to hide Geocache box	23 <sup>rd</sup> AM- Slushies from Mcdonalds PM- Sewing project at Library
26 <sup>th</sup> AM- Geocache at College PM- Dr Noize concert at the Library at 1	27 <sup>th</sup> AM- Kickball at Paradise Valley Park PM- swim at PV pool (Bring a cold lunch)	28 <sup>th</sup> AM- Movie at 10:30 (Lyle Lyle Crocodile) PM- Scavenger hunt at Amaco Park	29 <sup>th</sup> AM- Bowl at El-Marko PM- play games at Ability Park	30 <sup>th</sup> AM- Slushies from Curly wolf Den PM- Splash pad at Barnun. (Bring a cold lunch)

$$\begin{array}{r}
 \text{Cost} \$ = 13 \\
 \text{Free} = 15 \\
 \hline
 28
 \end{array}$$

**Greater Wyoming Big Brothers Big Sisters, Laramie County**  
**Quarterly Report for Natrona County Prevention**  
**July 10, 2023**

**Number of participants: 11**

19 total participants (active and exited)

**Demographics of participants:**

9 female, 2 male, 0 Other

7 white, 3 Hispanic, 1 mixed race

4 youth are in families that receive income assistance\*

\*some families are currently enrolling and this data may be updated once intake interviews are completed

**Qualitative and quantitative data on the additional fifteen (15) served through these prevention funds:**

Staff are actively recruiting new mentors and families, including connections with the Boys and Girls Club, the Community Cares event, the Youth Protection Summit, Spring into Safety, Healthy Kids Day, and local coalition/community board events. Youth and families were also invited at the start of the summer to come to the office to get summer goodie bags. Bags contained water bottles, bubbles, cooling towels, sidewalk chalk, picture frames with stickers to decorate, sunscreen, sunglasses, hand sanitizer, scavenger hunt list, and drug/alcohol education pamphlets.

A new match began for a high risk youth. They are meeting for lunch regularly and communicating back and forth. The Little has opened up to the Big quickly and shared a lot about his situation. The Big is handling this well and is focusing on being a good listener.

Youth Outcome Results will be available about 12 months after mentored youth have entered into a mentoring match.



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

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

**Board  
Members:**

H. H. King, Jr.,  
Chairman

Paul Bertoglio,  
Vice-Chairman

Ken Waters,  
Secretary

Steve Cathey,  
Treasurer

Bruce Knell

Dave North

Amber Pollock

Dan Sabrosky

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**July 18, 2023**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes - June 20, 2023 Regular Meeting \*
3. Approve Vouchers – July 2023 \*
4. Approve Financial Report – June 2023 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Contract for Audit Services with Ketel Thorstenson, LLP for FY2023 through FY2027 \*
  - b) Consider Submission of an Application for a State Revolving Fund Loan for the WTP Disinfection System Improvements Project in the amount of \$16 M \*
    - i) Resolution No. 23-03 \*
  - c) Other
9. Chairman's Report

**Next Meeting: Regular JPB Meeting – August 15, 2023**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

June 20, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 20, 2023, at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present** - Vice-Chairman Bertoglio, Secretary Waters, Treasurer Cathey and Board Members Knell, North and Sabrosky. Chairman King and Board Member Pollock were absent.

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

**Natrona County** – North

**Salt Creek Joint Powers Board** –

**Wardwell Water & Sewer District** – Sabrosky

**Pioneer Water & Sewer District** – Waters

**Poison Spider Improvement & Service District** –

**Wyoming Water Development Office** -

**Sandy Lakes Estates** –

**Lakeview Improvement & Service District** -

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

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

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

**Others** — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Peter Boyer and Liz Grill – Town of Bar Nunn; Tom Brauer – Technical Mediation Solutions; George Moser – Wyoming Water Development Commission

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Vice-Chairman Bertoglio asked for a motion to approve the minutes from the May 16, 2023, Regular meeting. A motion was made by Board Member Knell and seconded by Board Member North to approve the minutes from the May 16, 2023, Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board there were no additional vouchers added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8584 for Carr Coatings, LLC in the amount of \$121,894.50 is for the WTP Raw Water Intake Pipe Recoating Project No. 22-075.

Mr. Martin stated that voucher 8585 for Waters & Son Construction, Inc. in the amount of \$31,864.87 is for upgrades to the front gate. Mr. Martin stated that this project has been completed.

Mr. Martin stated that voucher 8586 for Salt Creek Welding, Inc. in the amount of \$520.00 is for inspection of the 42-inch pipe in vault. Mr. Martin stated that this project has been on hold as no one can get a price for 42-inch pipe. Mr. Martin stated that the inspection showed that this pipe is in bad shape and needs to be replaced.

Mr. Martin stated that voucher 8589 for Montana Seals and Packing in the amount of \$32,191.70 is for Pioneer Booster pump replacements.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8582 through 8590 in the amount of \$700,071.06.

Vice-Chairman Bertoglio asked for a motion to approve the June 2023 vouchers. A motion was made by Board Member Knell and seconded by Board Member North to approve the June 2023 voucher listing to include voucher numbers 8582 through 8590 in the amount of \$700,071.06. Motion put and carried with Secretary Waters abstaining from voucher 8585 for Waters & Son Construction, Inc.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 288 MG of water produced in May, which is 25 MG above the five-year average of 264 MG.

Mr. Martin stated that year to date water production for May was 3.38 BG, which is 203 MG above the five-year average of 3.17 BG. Mr. Martin stated that it continues to be a very good year for water production, however it is not anticipated that June will be a good production month with all the rain that has been received.

Mr. Martin stated that Interest Earned is a total of \$207,411 for the fiscal year. Mr. Martin stated that this is due to the WYOSStar I and II investment accounts.

Mr. Martin stated that Water Utility Charges for FY23 is \$7,531,802, which is approximately \$1 M more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase for FY23, and the above average water sales.



Mr. Martin stated that Reimbursable Contract Expense is \$3,388,571. Mr. Martin stated that the current figure also includes the May Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be at this point in the fiscal year. Mr. Martin stated that chemical purchases are higher than expected due to the increased water production.

Board Member Knell stated that it is amazing to see the difference between Interest Earned from last year to this year all because Ms. Johnson brought WyoStar Investments to the Board's attention. Board Member Knell thanked Ms. Johnson for bringing WyoStar Investments to the Board's attention.

Vice-Chairman Bertoglio asked about the System Investment Charge revenue being low. Mr. Martin stated that it is lower than it has been the last couple of years. Mr. Martin stated that the bigger projects, like apartment building complexes, have not been seen this fiscal year.

Vice-Chairman Bertoglio asked for a motion to approve the May 2023 Financial Report as presented. A motion was made by Board Member Sabrosky and seconded by Board Member North to approve the May 2023 Financial Report as presented. Motion put and carried.

5. The time was turned over to Mr. Edwards to give the WTP Operations Update.

Mr. Edwards stated that production is 9.1 MGD, which is down from 15.7 MGD last year due to the rain and cool weather. Mr. Edwards stated that the Surface Water Plant is currently being operated intermittently as needed. Mr. Edwards stated that he expects the warmer weather will show up any day.

Mr. Edwards stated that the heavy rain and storms impacted some of the runoff. Mr. Edwards stated that the river sediment was high, which made it difficult to treat the water.

Mr. Edwards stated that Maintenance staff rebuilt the Ground Water High Service Pump No. 5.

Mr. Edwards stated that Maintenance staff disinfected, tested, and put back in service the 2.6 MG Tank after the tank inspection and minor repairs were made by the contractor.

Mr. Edwards stated that the turbidimeters on Morad 4 and 10 were replaced.

Mr. Edwards stated that the gear box for the actuator on Filter No. 5 was replaced.

Mr. Edwards stated that the level transducer on Tower Tank was worked on.

Mr. Edwards stated that the drain valve on the Ferric containment was replaced.

Mr. Edwards stated that there was a lightning strike in the Caspar Wellfield that affected Caspar Wells 14, 15, and 19, as well as the recharge pump. Mr. Edwards stated that

motor savers had to be replaced on all of those.

Mr. Edwards stated that belts were replaced on the HVAC system and fan motors inside the WTP.

Mr. Edwards stated that all the air filters in the air handlers in the WTP were also replaced.

Mr. Edwards stated that the only contractor work that was done this past month was by Waters & Son to replace the main gate operators and install some new safety features on the main gate.

Board Member Knell asked how the Well Rehab Project is going. Mr. Edwards stated that it is still in progress, and still working out the design details for what will be done. Mr. Edwards stated that hopefully, it will start soon. Mr. Martin stated that the Caisson No. 2 Rehab Project will be using the ARPA funding. Mr. Martin stated that the design is just being completed, and the project should be going out to bid any day. Board Member Knell asked if it will start before the end of summer. Mr. Martin stated that is the hope, as there are only a couple of contractors that can work on the Ranney wells, and it depends on their availability.

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

Mr. Anderson stated that the weekly security checks and tank sampling continue to be completed each week. Mr. Anderson stated that the tri-annual lead and copper testing was completed.

Mr. Anderson stated that the Mountain View Tank roof was inspected by Salt Creek Welding and determined that it needs quite a bit of work. Mr. Anderson stated that Mr. Martin will be talking more about that coming up in the meeting. Mr. Anderson stated that the tank is back online for now until a plan is in place to work on it.

Mr. Anderson stated that a couple of hot taps were completed on RWS waterlines; one at 1619 Platte Street in Wardwell, and one at 1101 Tall Grass Road in Pioneer.

Mr. Anderson stated that staff mowed and cut down weeds at all the tank and booster sites and sprayed as needed.

Mr. Anderson stated that a pilot valve on Pump No. 1 at Airport Booster failed. Mr. Anderson stated that the pilot valve was replaced and is working properly.

Mr. Anderson stated that two very large bird nests were removed from the Wardwell Tank catwalks a couple of weeks ago. Secretary Cathey asked how often there are bird issues at that water tank. Mr. Anderson stated that the Wardwell Tank attracts the birds. Mr. Anderson stated that there really hasn't been any bird issues in the last couple of years. Mr. Anderson stated that ever since the bird mitigation took place, there hasn't really been a lot of issues. Mr. Martin stated that the bird mitigation efforts employed a few years ago seems to have scared them off.

6. In Public Comment, Mr. Tom Brauer stated that he is with Technical Mediation Solutions and attending with him are Peter Boyer and Liz Grill with the Town of Bar Nunn. Mr. Brauer stated that they are here to give the Board information and an update on Wardwell Water and Sewer District (Wardwell) dissolution, and to answer any questions the Board might have on this process.

Mr. Brauer stated that the dissolution of Wardwell started almost a year ago in September 2022, and he offered to mediate between Wardwell and the Town of Bar Nunn (Bar Nunn) for free. Mr. Brauer stated that Bar Nunn and Wardwell both agreed to pursue mediation. Mr. Brauer stated that he is looking for a customer-based solution, what the best thing is for the customers.

Mr. Brauer stated that the issues between Bar Nunn and Wardwell started in 2000 due to the new growth that Bar Nunn was seeing.

Mr. Brauer stated that mediation has been a positive process as everyone is trying to do their best for the customers/rate payers.

Mr. Brauer stated that a Memorandum of Understanding (MOU) between the two Parties was approved in November 2022, with an Addendum to the MOU approved in March 2023.

Mr. Brauer stated that Wardwell prepared the Plan for Dissolution of District and considered a Resolution to Approve Dissolution on April 14, 2023, with the plan to turn the entire Wardwell system over to Bar Nunn. Mr. Brauer stated that it is important for the Board to understand that the Wardwell system is not being split up, Bar Nunn is taking over the entire Wardwell Water and Sewer District. Mr. Brauer stated that everything that was owned and operated by Wardwell will now be owned and operated by the Town of Bar Nunn.

Board Member Knell stated that he doesn't think that legally they can do that. Mr. Brauer stated that after he finishes his presentation, there are attorneys present that can answer the legality of it.

Mr. Brauer stated that the next step was to prepare a Dissolution Plan, which is statutorily step by step how they legally dissolve. Mr. Brauer stated that this plan was drafted by Alia Scott, was reviewed, and approved by Pat Holscher, and was approved by the Wardwell Board on May 10, 2023.

Mr. Brauer stated that Wardwell filed the findings of fact and Plan for Dissolution with the Natrona County Clerk on May 10, 2023. Mr. Brauer stated that according to State Statutes, a Notice of Public Election must be published within ten days of filing with the County Clerk, and the election must take place between 90 and 120 days after filing with the County Clerk. Mr. Brauer stated that the election will take place between August 8, 2023, and September 7, 2023. Mr. Brauer stated that every resident in the Wardwell Water and Sewer District, which includes the Town of Bar Nunn, will have the opportunity to vote and if 51% of the votes are in favor of the dissolution, the dissolution goes forth with the assets transferred to Bar Nunn.



Mr. Brauer stated that the interesting thing in this process is that when the MOU was drafted, he came to the Board in October and at that point he gave the same rundown. Mr. Brauer stated that something he misspoke about then was that the County Commissioners have to review the Dissolution Plan, and that is not the case, it just goes on file with the County.

Mr. Brauer stated that almost a month ago, he was called to a meeting with Mr. Chapin, Vice-Chairman Bertoglio and Mr. Martin and discussed this whole process. Mr. Brauer stated that he gave them a rundown of the process and emailed them some documents that were completed. Mr. Brauer stated that he was unsure why they were getting the documents from him, as there is a representative of Wardwell on the Board, and Ms. Scott works in the same law office as Mr. Chapin. Mr. Brauer stated that he felt the meeting was more looking for problems than solutions. Mr. Brauer stated that his involvement in this process as a volunteer mediator has been to look for solutions, not to look for problems.

Mr. Brauer stated that the other benefit on his side is that he was involved as a spectator for the formation of the Joint Powers Board. Mr. Brauer stated that he has been involved in the Regional Water System since its inception. Mr. Brauer stated that he helped draft the Level II Study that was basically the document that led down the road to the formation of the Regional Water System. Mr. Brauer stated that he does have some historical knowledge of the Regional Water System, how it's operated, and what has taken place.

Mr. Brauer stated that he is here to address questions from the Board, and the first one is the question from Board Member Knell as to whether the process is legal or not. Mr. Brauer stated that the Dissolution Plan went statute by statute regarding how the process takes place and how they were addressing it. Mr. Brauer stated that both attorneys drafted the Plan and believe it is a legal document.

Board Member Knell stated that for clarity, for the Board's sake, he has no issue with the dissolution process; whether Bar Nunn can take over and serve customers in the Casper growth boundary, and outside the Bar Nunn boundaries is where the legal questions are going to come in. Board Member Knell stated that is probably not something that can be answered today, but he wants the Board to be aware of protections in place, so just because Bar Nunn says they want it, doesn't mean they will get it, or that they can legally service outside their area. Board Member Knell stated that those are questions that will probably be answered down the road. Board Member Sabrosky stated that there are communities throughout the State that do that so the answer should be fairly quick. Mr. Chapin stated that it could be.

Ms. Grill stated that she agrees and doesn't think this is the proper forum for those questions to be addressed. Ms. Grill stated that Wardwell is represented by the same firm that Mr. Chapin is in so there is some cohesiveness and should be some consistency in opinion. Ms. Grill stated that Mr. Chapin is the Board's attorney, and it is his charge to advise the Board properly and how his interpretation is. Ms. Grill stated that as far as their interpretation, along with Ms. Scott, is that all the steps to dissolve are properly

being taken according to the statutes.

Vice-Chairman Bertoglio stated that the meeting that was had was not to look for problems; it was to look for the unintended consequences. Vice-Chairman Bertoglio stated that the Board does not have issues with what has been done internally to dissolve Wardwell, it is the unintended things that the Board sees that are going to potentially impact the Regional Water System, the City, and the County. Vice-Chairman Bertoglio stated that for example, once Wardwell is dissolved, Bar Nunn, as a municipality, has no control over what goes on in the unincorporated area, that goes back to the County. Vice-Chairman Bertoglio stated that Wardwell had a lot of control over what was happening with growth there. Vice-Chairman Bertoglio stated that the Board was just trying to point out things that would affect Regional Water. Vice-Chairman Bertoglio stated that he believes the asset transfer has to be approved by this Board, as well as the State under Regional Water's Operating Agreement because a lot of the assets are collateral for loans, so they do have an impact on Regional Water. Vice-Chairman Bertoglio stated that the Board is not looking at the dissolution part, just the impacts on Regional Water.

Mr. Brauer stated that within the same week he met with this Board, he also met with Mr. Beamer and Mr. Martin, and he told them he wanted to start this discussion about Bar Nunn serving customers within the City of Casper growth boundary. Mr. Brauer stated that the conversation lasted 30 or 40 minutes, was very cordial, and they said they didn't see a problem with that. Mr. Brauer stated that he informed them if they want to take over the water system in that area, they could. Mr. Brauer stated that Mr. Martin and Mr. Beamer stated that they did not want to take it over, but they said what they will require is something that they do right now, and that is they will have to have an agreement with Bar Nunn that says should the City ever choose to take over and operate that area, that Bar Nunn will turn over those assets to the City of Casper. Mr. Brauer stated that what was discussed in that meeting was captured in the MOU.

Mr. Brauer stated that a few months later he was in a meeting about the YMCA with Mr. Napier, City Manager, and he had the same discussion. Mr. Brauer stated that every time this process has been discussed everyone has said how happy they are that Bar Nunn is going to take over, as it's just been a fight with Wardwell, and the battle has been going on a long time, and this will make the process much smoother. Mr. Brauer stated that from Bar Nunn's and Wardwell's position, they are solution-oriented people just looking to help serve the customers in the community the best way they can.

Mr. Brauer stated that there are two issues that were brought up by Board Member Knell that he thinks are important; 1) the no-man's land in the middle that is in the City of Casper growth boundary, where the agreement is signed with the City of Casper where Bar Nunn will not object to the City of Casper taking that over; and 2) the area on the southside of the Interchange off the By-Pass that is included in the City of Mills town limits. Mr. Brauer stated that the intent there is not to sell water to the City of Mills, it's to continue to sell water to the same customers that Wardwell sold water to that happen to be in the City of Mills. Mr. Brauer stated that is not an anomaly as the City of Casper sells water to customers that live inside of the City of Mills, and people that live in Pioneer. Mr. Brauer stated that he assumes the same agreements are in place that should the City of Mills have the ability to serve those customers in Mills, the City of Casper

would no longer serve them and the City of Mills would. Mr. Brauer stated that they tried to cover everything that was there, and not have anything that was a surprise.

Mr. Brauer stated that the water rates for all the people in the Wardwell service area will go down because they will no longer have the 6-mill property tax assessed against their properties. Mr. Brauer stated that the solution is really a win-win solution if ways can be found to address these little nuance issues. Mr. Brauer stated that their biggest reason for being in attendance today is to say that they are here to help out and not continue the age-old war that has been going on between different municipalities in this community. Mr. Brauer stated that they want to work together so the rate payers get the benefits.

Mr. Brauer stated that the people of Bar Nunn have been drinking Regional water since it came into existence, it was one of the first projects that was done that provided water to Wardwell from Regional as they were getting their water from Mills and their well. Mr. Brauer stated that Bar Nunn has been a rate paying asset to the Regional Water System all along, it just happened that Bar Nunn was encompassed inside the Wardwell Water and Sewer District, which is what created the challenging relationship between Wardwell and Bar Nunn.

Board Member Knell stated that he wanted to be clear, that he is a good neighbor, and he is not opposed to any of this, there are just little nuances that have to be taken care of. Board Member Knell stated that as the Mayor of the City of Casper, his main objective is to make sure the City is protected, and as a Board Member, his other main objective is to make sure Regional Water is protected. Board Member Knell stated that he is not opposed to Bar Nunn, he just wants to make sure the law is being followed because how he understands it, it is not, but it will all come out and he is sure it will all be very clear by the end of it.

Board Member Sabrosky stated that point of view can be appreciated, as that is the same point of view that Wardwell has out there. Board Member Sabrosky stated that he has lived out there for twenty years and with the kind of behavior that has gone on out there, the time has come and it is time to allow that District to dissolve and be turned over to Bar Nunn.

Board Member Knell stated that he was a victim of it himself, and he understands what was going on out there, but as long as Regional Water and the City of Casper are protected in all of this, he is good with it. Board Member Knell stated that Vice-Chairman Bertoglio is correct, he is not looking for problems, he is looking for fallout from what could happen to make sure it doesn't create unnecessary problems.

Board Member Sabrosky stated that he is sure that any agreements that come up to take care of the nuances will be widely accepted. Board Member Knell stated that he thinks that is what everyone wants, that everyone has good water, and everyone gets along. Board Member Knell stated that all the age-old fights in the communities are going away as we have good leadership in all the communities that are working together very well on a multitude of things, not just water. Board Member Knell stated that as long as everyone is willing to come to the table and protect each other, it will be fine.



Board Member Sabrosky stated that he regrets missing the last meeting as he was caught up in an emergency, because when he read the minutes, he could have answered so many of the questions. Board Member Sabrosky stated that reaching out to him, Ms. Scott, or Bar Nunn would have answered many of those questions.

Mr. Brauer stated that he is just there as an asset with his history of Regional Water and trying to mediate this to try and fill in the gaps to make sure everything is covered, and all the attorneys are involved. Mr. Brauer stated that it sounds like there needs to be a meeting of the minds, where the City of Casper and Natrona County attorneys, Mr. Chapin, Ms. Grill, and Ms. Scott can sit down and say what the issues are and figure out how to resolve them. Board Member Knell stated that he thinks that would be wise.

Mr. Brauer stated that the last thing he knew was that the Board was looking for an executed copy of the Joint Powers Agreement, and asked if one was found. Ms. Grill stated that she wasn't sure it was the Joint Powers Agreement, she thought it was the Operating Agreement, as she had just gone through all their files and they don't have a copy of it, or the Joint Powers Agreement.

Vice-Chairman Bertoglio stated that there is the Operating Agreement and then a separate Joint Powers Agreement that goes through and addresses how changes are made and how they have to happen. Vice-Chairman Bertoglio stated that it is just little things. Vice-Chairman Bertoglio stated that he is not here to make problems, if we have to make a change to the Agreement, the State has to approve it. Vice-Chairman Bertoglio stated that he wants to make sure it goes smoothly, and not all the sudden get into a hiccup. Vice-Chairman Bertoglio stated that there isn't anything that is insurmountable in any of it.

Mr. Brauer stated that at the October meeting Mr. Chapin brought up that there was some concern about the stability of it. Mr. Brauer stated that he thought about that and one of the most stable entities you can deal with is a municipality because he has seen districts that became defunct. Mr. Brauer stated that to him, Regional Water is more stable with the Town of Bar Nunn than with Wardwell.

Board Member Sabrosky stated that Bar Nunn has been taking care of field operations since last fall and the feedback over the last few months, the customers have called and gone to Wardwell board meetings, and they are so thankful for the professionalism and the ease of moving forward with whatever it is they are trying to do. Board Member Sabrosky stated that they are not hitting roadblocks or getting attitude. Board Member Sabrosky stated that he has heard from the guys maintaining the system now that there was a large amount of neglect that is getting corrected as they go. Board Member Sabrosky stated that the time has come and there are only going to be benefits from the dissolution. Board Member Sabrosky stated that he believes everyone is open to agreements to cover all the little nuances.

Board Member Knell stated that he thinks that where all the confusion is coming from is there is a clear-cut concise way for when someone wants to dissolve and there is someone that wants to take it over. Board Member Knell stated that the Operating Agreement is a guide on how to dissolve an entity and turn it over to another entity. Board Member

Knell stated that there are steps to take, and it should take care of all the questions. Ms. Grill stated that she has not seen the Operating Agreement, as she does not have a copy, but they are going by the State Statutes for dissolving. Board Member Sabrosky requested a copy of the Operating Agreement.

Mr. Brauer stated that part of his frustration is that in October, part of the discussion was that Mr. Chapin was going to look into the Operating Agreement, and fast forward seven months to another meeting, he asked for a copy of the Operating Agreement, but still has not seen it. Mr. Brauer stated that the Attorney for Bar Nunn is here, but this is really a Wardwell issue, and there are two attorneys in the same office, but no one has seen the Operating Agreement. Mr. Brauer stated that he would request that a copy of the Operating Agreement be sent to him as well.

Board Member Sabrosky stated that he has had some Board Members at past meetings ask how things were going with the dissolution, but not once did anyone say to be sure to follow the guidelines in the Operating Agreement. Board Member Sabrosky stated that this was the first time that he even heard there was an Operating Agreement. Board Member Sabrosky stated that the attorneys picked the State Statutes apart and there was meeting after meeting to make sure the statutes were being followed. Board Member Sabrosky stated that there was nothing in the statutes saying to adhere to your suppliers' agreements. Board Member Sabrosky stated that this is now on everyone's minds and will be followed.

Vice-Chairman Bertoglio stated that he thinks most of the requirements can be handled with a letter stating that Bar Nunn is assuming all Wardwell's assets, debt, etc. Vice-Chairman Bertoglio stated that one of the items is debt, an entity cannot be dissolved without assumption of debt, which includes the portion of Regional Water's debt. Board Member Sabrosky stated that he believes that the wording states that any agreements in effect stay in effect.

Ms. Grill stated that the agreement is very similar to a purchase agreement for any type of business. Ms. Grill stated that essentially, in this instance, Bar Nunn is taking over the liabilities and the assets. Ms. Grill stated that the assumption of debt is already addressed in the statutes.

Vice-Chairman Bertoglio stated that it is specifically addressed in the Operating Agreement, that if something changes, and there is a change in the Operating Agreement, the Board has to go through a process with the State, because the Board has so much debt with the State, and it is just something that needs addressed. Vice-Chairman Bertoglio stated that it is just making sure that the Board doesn't miss anything.

Board Member Knell asked if the State must approve them as having the ability to carry the debt, and it is more debt than they probably think it is. Board Member Knell stated that there are just some steps that must be taken. Board Member Knell stated that in all fairness to this Board, the dissolution happened very quickly, and no one anticipated it to be a seven-month process.

Mr. Boyer stated that they were not prepared for it to be a seven-month process either. Mr. Boyer stated that the talks were started in October or November, and then a couple of

Water Operators who were not doing their job well, up and quit. Mr. Boyer stated that the Wardwell Board looked to Bar Nunn and asked if they had anyone that could help them out. Mr. Boyer stated that at that time they had one gentleman that was going through the process of getting his Water Operator license, so they agreed to see what they could do. Mr. Boyer stated that Mr. Ford was the Bar Nunn Mayor at the time, and they were able to come up with a couple of guys and took over the water operations. Mr. Boyer stated that then Ms. Brainard announced that she was retiring as her husband was very ill. Mr. Boyer stated that Ms. Brainard did all the paperwork and billing, and Bar Nunn then took it over. Mr. Boyer stated that it was a domino effect that was happening with Bar Nunn assuming responsibilities. Mr. Boyer stated that they did want the dissolution to happen for the rate payers, but it was also a kind of confluence of two different things where they were trying to do the dissolution, but it was happening way quicker than they were expecting because of the simple fact that people were retiring or quitting. Mr. Boyer stated that they were making MOUs as fast as they could in order to get the whole process done.

Mr. Boyer stated that as far as having a member on the Regional Water Board, they are not trying to hurt anyone's feelings, or step on toes, it's just switching hats, going from Wardwell being represented on the Board, to it being Bar Nunn. Mr. Boyer stated that he gets the nuances, if Casper wants to take over the part of the system in their growth boundary, that is fine. Mr. Boyer stated that looking at all the things they have to do to get everything up to code and get it to where it's supposed to be, they can have it. Mr. Boyer stated that they are only trying to do what they feel is right and he hopes the Board can be on the same page as they have thousands of hours in this. Mr. Boyer stated that their Town Clerk has been working endlessly to get the billing and meter reading set up, and it has not been without hiccups.

Board Member Sabrosky stated that before the final plan was filed, a Town Hall meeting was held so if there were customers that wanted changes made to the plan they could be considered. Board Member Sabrosky stated that nearly 100 people showed up for the Town Hall, which shocked them. Board Member Sabrosky stated that there was not one dissenting comment about the dissolution. Board Member Sabrosky stated that there were a few that were frustrated with some of the hiccups when the billing was transferred, but that was it, and their last comments were to please move forward with the dissolution. Board Member Sabrosky stated that some things have been carved out for the unincorporated areas so that they're covered if they are not happy with the service they are getting from Bar Nunn, they have the opportunity to come back and demand taking the system back over and forming a water district with the help of Bar Nunn. Board Member Sabrosky stated that he thinks it will be a win-win situation.

Vice-Chairman Bertoglio stated that the Board is supportive of the dissolution, they just want to be sure they don't get caught in a mess, as the Board depends on the State to get so many loans and the last thing they want to do is do something that will create a problem for the Board. Vice-Chairman Bertoglio stated that the Board just wants to make sure nothing gets missed that is the Board's obligation, or Wardwell/Bar Nunn's obligation to the Board to go to the State.

Ms. Grill stated that she thinks in the end if the Board's costs are covered and Bar Nunn



is paying to cover those costs, that is the end goal.

Vice-Chairman Bertoglio stated that is most of it, but he thinks there is a notification process that the Board has to do with the State.

Ms. Grill stated that in the end the State has to make sure that the funds that they provide get repaid, and the Board has a statutory obligation to repay the funds. Ms. Grill stated that is the end goal of all of this. Ms. Grill stated that the customers are benefiting from the lower rates. Ms. Grill stated that as far as the Bar Nunn side for Board Member Sabrosky's seat on the Board, she hopes it is covered by the Operating Agreement as to how the Members and Chairs are done.

Vice-Chairman Bertoglio stated that it covers adding members, subtracting members, it has all of it in there.

Vice-Chairman Bertoglio stated that the Board will get copies of the agreements to Wardwell and Bar Nunn. Vice-Chairman Bertoglio stated that the Board does not want to be an impediment, and asked that they don't get that wrong, that the Board just wants to make sure this goes through, and they just want to make sure there isn't a hiccup at the last minute. Vice-Chairman Bertoglio stated that we can get the attorneys together and discuss what agreements will be needed between the City and Bar Nunn. Vice-Chairman Bertoglio stated that Wardwell used to get into stuff that was really the County's responsibility for code enforcement, building inspections, and permits. Vice-Chairman Bertoglio stated that this will have an impact on the County, but at the same time, the customers out there will be very grateful they only have to go to one entity and not have to figure out what they have to do.

Ms. Grill stated that they don't want to create any overstepping, as they know how difficult the overstepping is.

Vice-Chairman Bertoglio stated that the lines of communication will be kept open.

Mr. Brauer stated that when the Water Development Commission (WWDC) funds projects, they write mortgages on all the assets, so there is a mortgage on the WTP. Mr. Brauer stated that just like when a divorce happens, the names have to be changed on the mortgage. Mr. Brauer stated that this will not be the first time that the WWDC has been through this as this isn't the only regional water system in the State.

Mr. Brauer stated that Mr. Chapin has his number if any other issues come up, he would like to stay on top of things.

Vice-Chairman Bertoglio thanked Mr. Brauer and the representatives from Bar Nunn for coming to talk to the Board.

7. There was no Old Business.
  - a. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin stated that the Board entered into an agreement with Sheet Metal Specialties in October 2022 for the WTP HVAC Chiller Replacement. Mr. Martin stated that all the submittals were submitted right away, and the chiller was ordered in November 2022. Mr. Martin stated that Sheet Metal Specialties informed the engineer of expected delays from the manufacturer in April 2023. Mr. Martin stated that the equipment is now not expected to arrive until mid-September or October.

Mr. Martin stated that due to the manufacturer delays, Sheet Metal Specialties has requested the contract time be extended 320 days to allow for equipment delivery, installation, and testing. Mr. Martin stated that with the approval of Change Order No. 1, the substantial completion date would now be May 15, 2024.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve Change Order No. 1 with Sheet Metal Specialties, Inc. for the WTP HVAC Chiller Replacement, Project No. 20-030 for a time extension of three hundred twenty (320) days. Motion put and carried.

- b. In FY2023 Budget Amendments:

- i. Mr. Martin stated that it has been discussed a couple of times that a budget amendment for chemical purchases might be needed due to increased water sales and significant price increases. Mr. Martin stated that the WTP Operations Budget Amendment No. 2 in the amount of \$350,000 is for chemicals. Mr. Martin stated that the Original FY23 Operations Budget amount was \$3,830,789; Amendment No. 1 increased it by \$18,346; Amendment No. 2 is \$350,000; which brings the Amended FY2023 Operations Budget total to \$4,199,135. Mr. Martin stated that this budget amendment is for the WTP Operations Budget in the amount of \$350,000.

Board Member Knell asked if this \$350,000 includes the additional charges from getting ferric when there were all the issues. Mr. Martin stated that the price of ferric went up during those issues, and that is what is being seen now.

A motion was made by Secretary Waters and seconded by Board Member Sabrosky to approve FY2023 WTP Operations Budget Amendment No. 2 in the amount of \$350,000. Motion put and carried.

- ii. Mr. Martin stated that now that the WTP Operations Budget Amendment for \$350,000 was approved, the Agency Budget Amendment shows the expense of \$350,000 in the Reimbursable Contract Expense line item.

A motion was made by Board Member North and seconded by Secretary Waters to approve the FY23 RWS Agency Budget Amendment No. 3 in the amount of \$350,000. Motion put and carried.

- c. Mr. Martin stated that the Board previously reviewed the FY24 WTP Operations and Agency Budgets, but significant changes have been made which will impact the rate model. Mr. Martin stated that he will only review the changes made to both proposed budgets.

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

#### **Personnel Services**

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

Mr. Martin stated that at the last review of this budget this line item was anticipated to be increased by \$106,697.

Secretary Waters asked if the increase was for salary increases for everyone at the WTP. Mr. Martin stated that the City Council is considering a 3.5% pay raise for employees that are not at the top of their pay range. Mr. Martin stated that it is not a cost-of-living increase that would go to all employees.

#### **Contractual Services**

- e) Interdepartmental Services - \$294,373 – This is an increase of \$9,298 from the FY23 budget. This line item covers the following:

- \$ 26,559 – Information Technology (\$4,572 increase)
- \$ 20,566 – Finance (\$1,086 increase)
- \$ 18,993 – Human Resources (\$3,768 increase)
- \$ 5,277 – City Council (\$1,714 decrease)
- \$ 16,379 – City Manager (\$6,145 decrease)
- \$ 15,698 – City Attorney (\$1,443 increase)
- \$190,901 – WDG Personnel (\$6,288 increase)

Mr. Martin stated that when the Board reviewed the breakdown of Interdepartmental Services previously, it was an increase of ~\$40,000.

#### **Other Costs**

- b) Insurance & Bonds - \$25,323 – This is a decrease of \$11,508 from the FY23 budget. This line item covers liability insurance, etc. for the WTP staff who are City of Casper employees.

Mr. Martin stated that when this line item was reviewed previously, it was a decrease of \$11,030.

## Summary

The FY24 Operations Budget is 13.4% greater than the FY23 Operations Budget. Mr. Martin stated that when this budget was reviewed previously, it was an increase of 14% over the FY23 budget.

## **CWRWS Agency Budget**

### Revenue

- a) Water Rate Revenue - \$8,685,831 – This reflects an increase of \$445,091 over the FY23 budget. This amount anticipates a 3.5% rate increase effective July 1, 2023.

Mr. Martin stated that when the rate model was brought to the Board previously, it was recommending a rate increase of 2.5%. Mr. Martin stated that the Board discussed the rate increase in detail at the last meeting and it was the consensus of the Board to go with a 1% rate increase. Mr. Martin stated that since then a major capital project came forth: the Mountain View Tank.

### Capital – Replacement

- b) Improvements Other Than Buildings - \$3,185,000 – Mr. Martin stated that originally \$350,000 was included for a coating project for the Mountain View Tank. Mr. Martin stated that since the last Board meeting, an inspection was done on the tank by Salt Creek Steel Tank Technologies. Mr. Martin stated that they inspected the rafters where there was some concern. Mr. Martin stated that they used the AWWA D100, which gives specs for new tanks, which includes minimum thickness for metal. Mr. Martin stated that AWWA doesn't have anything in their specs for tanks that have been in service, so the contractor switched over to the API650 Standard, which gives minimum thickness on tanks; .094 inches on main structure, and .236 for columns. Mr. Martin stated that thickness testing was done on the tank. Mr. Martin showed pictures of the tank rafters which showed that some had rotted clear through. Mr. Martin showed pictures of the tank columns that do not meet the minimum requirements. Mr. Martin stated that the roof will have to be replaced, much like what was done on the 2.6 MG Tank at the WTP. Mr. Martin stated that now that the inspection report has been completed, it is known that this will be more than a coating project, the tank will require removing the roof and replace it, remove and replace the columns, coating inside and outside of the tank.

Mr. Martin apologized for springing this on the Board at the last minute, as he generally tries not to do that. Mr. Martin stated that he would rather do it this way and bring it up now and discuss it with the budget and rate then get everything approved and come back next month with a budget amendment of



\$1.2 M.

Vice-Chairman Bertoglio asked if the tank is at a point where it just needs to be replaced. Mr. Martin stated that it is just the columns and roof that need to be replaced as the floor and walls are in good shape. Mr. Martin stated that when the 2.6 MG Tank was looked at for the roof replacement, it was discussed to just replace it, but it was more cost affordable to just replace the roof as the structure was still good. Mr. Martin stated that when the design for the roof replacement is in progress for the Mountain View Tank, it will be looked at closer as to whether the roof and columns are the only things that will need to be replaced.

Secretary Waters asked if most of the corrosion in the tank was all above the water level. Mr. Martin stated that was correct. Mr. Martin stated that this is typically what is seen, as it is a moist area and the air gets to it. Mr. Martin stated that the last time the tank was inspected was 2015, and this time when staff entered the tank, there was rust and scale laying on the floor, which showed there was serious corrosion. Mr. Martin stated that this is why the tank was inspected.

Vice-Chairman Bertoglio asked if funds could be gotten from the State for this repair. Mr. Martin stated that they probably could, but staff is looking at SRF loans for the UV Disinfection Upgrade Project and for Raw Water projects. Mr. Martin stated that after reviewing the rate model staff feels that the tank project funding could be handled internally. Mr. Martin stated that the rate model will be reviewed shortly.

Mr. Martin stated that these are the changes that were made to the budgets, which will impact the rate model discussion. Mr. Martin stated that it is up to the Board if they want to approve the budget contingent on what is decided during the rate model discussion, or if they want to discuss the rate model and then approve the budget as they are tied closely together.

Vice-Chairman Bertoglio stated that the Board would review the rate model and then go back to approve the budgets.

- d. Mr. Martin stated that the increase in capital is factored in the rate model which shows a 3.5% increase to the Wholesale Water Rate through FY27.

Board Member Knell asked that the rate model be put to a zero percent increase for FY24 to see what happens. Board Member Knell stated that the model takes a dive in FY25, so there is no choice now, the rate must be increased. Board Member Knell stated that last month the Board decided to do a 1% increase, which he was against. Board Member Knell stated that the Board has no choice but to do a larger increase because of the \$1.5 M needed for the tank.

Board Member Sabrosky asked what the 1% rate increase would have done. Board Member Knell stated that it would just carry the reserve balance on, but

now the rate model includes an additional \$1.5 M.

Secretary Waters stated that the 1% stayed just at the buffer line. Board Member Knell stated that it kept it just above the buffer line. Board Member Sabrosky asked if originally the Board was looking at a 1% rate increase before the big capital project was added to the budget, and now with a 3.5% increase, it keeps reserves even. Mr. Martin stated that originally last month staff recommended a 2.5% increase across the board, and through a lot of discussion, the rate increase was dropped to 1% for FY24. Board Member Knell stated that the 1% increase was not needed as it still kept the reserve balance above the buffer line. Board Member Knell stated that for whatever reason, the Board wanted the 1% increase, and he was adamantly against it. Board Member Sabrosky stated that he probably would have voted against the 1% increase last month.

Mr. Martin stated that everyone looks at rates differently, and staff looks at rates from the standpoint of the less you put in FY24, the more will have to be added in out years. Mr. Martin stated that staff was looking at the standpoint of keeping things at an even keel. Board Member Knell stated that the mentality of the Board was that if we don't do anything this year, then we hit them harder next year, which was a difference of 24 cents, it's better to keep it in their minds that there has to be a rate increase every year, and he doesn't agree with that mentality.

Board Member Knell asked how much the increase is with the 3.5%. Mr. Martin stated that the rate increases from \$2.24 per thousand to \$2.32 per thousand, a difference of 8 cents per thousand. Mr. Martin reminded the Board that they are setting the rate for FY24 only, as the rate model is reviewed annually.

Board Member Sabrosky asked if this will allow the Board to pay cash for the repairs to the tank instead of getting a loan. Mr. Martin stated that it will. Treasurer Cathey stated that the Board will use reserves to pay for the tank repairs and eliminate the debt of a loan.

Board Member Knell stated that he can agree with the 3.5% increase to pay for the \$1.5 M tank repairs. Board Member Knell stated that he couldn't agree to the rate increase at the meeting last month as he didn't think it was needed. Board Member Knell stated that in the out years, those numbers will increase anyway with inflation and the cost of inflation, and the upcoming capital projects.

Board Member Knell asked for the rate model to show what a 2.5% rate increase would look like. Board Member Knell stated that it would increase the rate 6 cents, which would still be alright for next year, as there will definitely need to be an increase next year. Board Member Knell stated that the City would probably add a couple of cents to their rates, so it would not be a carry through increase.

Board Member Sabrosky stated that with the rate increase last year, Wardwell did not pass it along to their customers. Board Member Sabrosky stated that it is easy for the entities to add on to the wholesale rate increase.

Board Member Knell stated that the difference between 2.5% and 3.5% is only 2 cents per thousand gallons. Board Member Knell stated that he didn't see the advantage of the additional 2 cents per thousand gallons for the Board because there is no effect this year. Vice-Chairman Bertoglio stated that if the Board gets hit with another large repair, then the 3.5% will be fine. Treasurer Cathey stated that it is a pay me now or pay me later situation, and it is up to the Board to make sure that it is taken care of.

Board Member Sabrosky asked if RWS does press releases for anything. Vice-Chairman Bertoglio stated that press releases are only done when there is bad news. Board Member Sabrosky stated that he hates the increases, but it is our job to look out for the Board and make sure it is good, but it compounds on the people because the other utilities are looking at increases.

Secretary Waters stated that it doesn't make sense to him to not put an increase, and then the following year make a larger increase, which makes the people that are paying the bills may have a slight dip and then make an increase the next year. Board Member Knell stated that is purely psychological because if you do 2.5% now, and 2.5% next year, you are still at 5%. Board Member Knell stated that if you do the whole 5% now, it is costing the customers more money. Board Member Knell stated that financially, it makes no difference other than does the Board want to give as much of a reprieve to the constituents as possible, or do we just go get it. Secretary Waters stated that after the meeting last month, he went and spoke to people about the water rate they are paying, if they had a choice of having a 2.5% increase this year, and for the next couple of years, or nothing this year, and a 3.5% increase and a 5% increase in following years. Secretary Waters stated that not one person said yes to nothing this year, and increase the following years with larger increases. Board Member Knell stated that it is purely psychological. Board Member Knell stated that the City of Casper subsidizes their water, sewer, and trash to their customers with One Cent funds, so they already pay near the lowest for water, sewer, and trash in the State of Wyoming and practically in the nation.

Board Member Sabrosky stated that that Board is the most efficient entity that he knows of, and it is tough not to vote for this stuff as it is obvious. Board Member Sabrosky stated that Mr. Martin does an excellent job of giving a presentation that shows the Board where they are, and makes it a no brainer. Board Member Sabrosky stated that he asked about press releases to have the information out there explaining why there is a rate increase. Board Member Sabrosky stated that he thinks people are okay with the rate increases on entities like this because this is the government's job to keep this facility running.

Board Member Knell stated that the Board is protected from fallback as the customers get the rate increase from their supplier. Board Member Knell asked if a memo will be sent out to the entities explaining the rate increase. Mr. Martin stated that a memo will be sent to the entities.

A motion was made by Board Member Knell and seconded by Treasurer Cathey

to approve a 3.5% wholesale water rate increase from \$2.24 per thousand gallons to \$2.32 per thousand gallons for FY2024 based on staff recommendation. Motion put and carried.

Board Member Sabrosky stated that the one thing that he appreciates of this Board with stuff like this is that it isn't a cart blanche grab for as much as you can get, because there are entities that do that. Board Member Sabrosky stated that this is well thought out and well looked at, and it is a bare minimum that the Board is comfortable with for rates, and he appreciates that. Mr. Martin stated that to that point, he, Mr. Edwards, Mr. Anderson, Ms. Brown, and Ms. Johnson put in a lot of time putting this information together for the Board.

A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the FY2024 WTP Operations and RWS Agency budgets. Motion put and carried.

e. In Other New Business:

- i. Mr. Martin turned the time over to Ms. Johnson to inform the Board of new required training for the Board members.

Ms. Johnson stated that the State is requiring Public Officer Training by the Department of Audit. Ms. Johnson stated that the training consists of different items that the State has decided that the Board, as a governing Board, should be aware of, and are trained by the Department of Audit to do this. Ms. Johnson stated that most of the Board will get this training through the organization that they are with, and City Council will work with City Finance to get the training, and she is sure the County will do the same. Ms. Johnson stated that for anyone that is not being trained through their organization, will be required to complete the training. Ms. Johnson stated that the training must be completed within a year, and as it is not effective until the 1<sup>st</sup> of July, Board Members will have until July 1, 2024, to complete the training. Ms. Johnson stated that once the training is completed, it does not have to be completed again, even if you move to other boards. Ms. Johnson stated that this is a five-hour training and will be provided by the State Department of Audit. Ms. Johnson stated that as she receives more information on training dates and times, she will forward the information to Mr. Martin and Ms. Brown to distribute to the Board.

Vice-Chairman Bertoglio asked if there will be an online training session. Ms. Johnson stated that there will be a Zoom type of structured training sessions.

Board Member Knell asked if they would allow self-training in organizations where one person is trained, then they can train others. Ms. Johnson stated that they have not stated that. Ms. Johnson stated that the State Department of Audit is the one who is managing the training. Ms.



Johnson stated that if the City were to train their members, they would have to submit a syllabus to the Department of Audit and get approval to be able to do that.

Vice-Chairman Bertoglio asked what they are training the Board members to do. Ms. Johnson stated that they are training the Board members on financial responsibilities, depositories, meeting minutes, it goes through a wide range of different topics that most people in this room already know most of. Ms. Johnson stated that they are trying to make sure that even the smallest of Wyoming communities are knowledgeable on what they need to know.

Board Member Knell stated that there have been complaints statewide about people who are in charge of spending taxpayer money who cannot balance their own personal checkbooks. Board Member Knell stated that this has required oversight of the government.

Treasurer Cathey asked what happens if you don't get the training. Ms. Johnson stated that they have the authority to remove, or request that you be removed from office by your government. Ms. Johnson stated that she does not think that is their first option, she thinks they would work with the government to make sure that people are trained. Treasurer Cathey stated that he is not sure that City Council, for example, can remove a member. Board Member Knell stated that the State Legislature can remove any elected official from office. Vice-Chairman Bertoglio stated that he isn't sure about that.

Ms. Johnson stated that within State Statutes there are instructions to the Public Officers and failure for the Officer to obey. Ms. Johnson stated that it is written in the State Statute what they would do.

Board Member Knell asked if someone already has a financial degree, do they still have to complete the training. Ms. Johnson stated that if someone has certain types of training already, they do not have to take the training. Ms. Johnson stated that if someone has a bachelor's degree in accounting or finance, master's degree in accounting or finance, a CPA, a certified internal auditor, or a certified government finance manager, they would not be required to take the training. Ms. Johnson stated that they would need to provide proof of any of these degrees or certifications to the Finance Director to have on file.

Ms. Johnson stated that information on this training will be provided to the Board as it becomes available.

- ii. Mr. Martin stated that there were a couple of well pumps that failed, one at Morad 3 and one at Casper 8. Mr. Martin stated that one quote was received for the new pumps which are \$18,335 each, which is approximately \$10,000 less than a rebuilt pump. Mr. Martin stated that by

Board Policy, the Chairman can approve purchases up to \$20,000. Mr. Martin stated that since this purchase request came up near the Board meeting date, he decided to bring it before the Board. Mr. Martin requested approval from the Board for the Acting Chairman to sign the pump purchase memos.

Board Member Knell asked if the total purchase is roughly \$37,000. Mr. Martin stated that was correct.

Vice-Chairman Bertoglio asked for a motion for the Acting Chairman to sign the purchase memos. Board Member Knell stated that it does not need to be by motion. Mr. Martin stated that by policy, the Chairman can approve purchases under \$20,000. It was the consensus of the Board that the Acting Chairman sign the pump purchase memos.

9. Mr. Chapin advised the Board that no Executive Session is needed at this time.
10. In the Chairman's Report, Vice-Chairman Bertoglio stated that the next meeting will be held on July 18, 2023, and asked if there was any update on Chairman King. Mr. Martin stated that he went and visited Chairman King last week and he is improving and in good spirits.

Vice-Chairman Bertoglio asked Mr. Chapin if he had any thoughts on how to proceed on getting all the attorneys involved with the Wardwell item together to get all the Board's questions answered. Mr. Chapin stated that Ms. Scott is living in Alaska. Board Member Sabrosky stated that Ms. Scott was the attorney for Wardwell, but when she moved to Alaska, Wardwell started using Joe Rubino, but he was called up to Chuck Gray's office. Board Member Sabrosky stated that since Ms. Scott already understood what Wardwell was doing, they had been doing a long-distance relationship with her.

Vice-Chairman Bertoglio asked if Ms. Scott is still a part of Mr. Chapin's firm. Mr. Chapin stated that she is.

Board Member Knell stated that he would like to think that everything could be fairly smooth if the nuances get worked out and the protections put in place.

Vice-Chairman Bertoglio stated that he thinks that a letter from Wardwell stating what they are doing, with a copy of the letter going to the State might do it.

Mr. Chapin stated that one of the major questions is who is going to take up the portion not covered by Bar Nunn corporate limits.

Vice-Chairman Bertoglio stated that if there are any questions on this from the Board Members, get the questions to Mr. Chapin and he can do the research. Vice-Chairman Bertoglio stated that from the County perspective, Wardwell may just need to sit down with them and explain what they are doing so the County is aware of what is going on.

A motion was made by Board Member Sabrosky and seconded by Treasurer Cathey to adjourn the meeting at 12:58 p.m. Motion put and carried.

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Chairman

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Secretary

DRAFT

**UNAPPROVED VOUCHER LISTING**  
**July 13, 2023**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8591	City of Casper	Operations Reimbursement – June2023 – FY23	\$525,691.02
8592	Engineering Associates	Capital Expense – Caisson No. 2 Rehab Project No. 21-040 – FY23	\$4,687.76
8593	Casper Star-Tribune	Capital Expense – Notice of Final Payment Ad – WTP Raw Water Intake Pipe Recoating, Project No. 22-075 – FY23	\$173.72
8594	City of Casper	Loan Payment – FY24	\$127,960.40
8595	Carr Coatings, LLC	Retainage Release – WTP Raw Water Intake Pipe Recoating, Project No. 22-075	\$6,415.50
		Total	\$664,928.40





City of Casper  
200 North David Street  
Casper, WY 82601

# 8591

## General Billing

For questions regarding this invoice, please contact us at (307) 235-8400,  
Option 2 or email [FinanceCustomerService@CasperWY.Gov](mailto:FinanceCustomerService@CasperWY.Gov)

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	06/30/2023	4274	\$0.00	07/30/2023	\$525,691.02
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$0.00				\$653,651.42	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$525691.020000	EACH	\$525,691.02	\$0.00	\$0.00	\$525,691.02
Invoice Total:						\$525,691.02	

June 2023 Operations Reimbursement

June 2023 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$121,484.03
9020.00	Chemical Charge - O&M	\$325,900.53
9030.00	Utilities - O&M	\$60,318.73
9040.00	Supplies - O&M	\$4,548.87
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$10,632.12
9080.00	Testing & Lab Services - O&M	\$2,806.74
9090.00	Other Reimbursable Costs - O&M	\$0.00
300-6257 - Ops Reimb		\$525,691.02

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	06/30/2023
Invoice Number	4274
Customer Number	2784
Amount Paid	\$525,691.02
Due Date	07/30/2023
Invoice Total Due	\$525,691.02

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

000001&202300000427470052569102&

City of Casper Wyoming  
Expenditure Reimbursement Request  
June 30, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry & Towel	06/01/2023	LCAS1545539	41.41	Professional Laundry Services
AQUA SMART, INC.	Chemicals	06/01/2023	22191919	158,062.50	Dry Sequest & Freight - Chemicals
AT & T CORP	Communication	06/01/2023	287311040412X062023	40.04	Acct #287311040412 - Tablet Sr
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/16/2023	83756-0	4.22	Business Card Holder - Bought but returned
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/16/2023	83750-0	122.29	Toilet Paper & Laser Print Cop
ATLAS OFFICE PRODUCT	General Supplies & Materials	05/16/2023	83755-0	11.65	Desktop Calendar - Office Supp
ATLAS OFFICE PRODUCT	General Supplies & Materials	06/22/2023	C 83755-0	(11.65)	Returned Desktop Calendar
ATLAS OFFICE PRODUCT	General Supplies & Materials	06/27/2023	84629-0	49.20	Air Fresheners & Credit Stamp
BLACK HILLS ENERGY	Natural Gas	06/01/2023	RIN0031624	2,923.91	Acct #7513 1659 94 - Natural Gas
Blimpie	General Supplies & Materials	06/23/2023	003-1	66.56	Lunch for JPB Meeting - Office
BRENNTAG PACIFIC, IN	Chemicals	06/01/2023	BPI333580	19,614.90	Ferric Chloride - Chemicals
BRENNTAG PACIFIC, IN	Chemicals	06/01/2023	BPI335138	19,590.00	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	06/01/2023	BPI337707	19,448.70	Ferric Chloride - Brenntag
BRENNTAG PACIFIC, IN	Chemicals	06/01/2023	BPI339689	17,653.16	Ammonium Hydroxide - Sole Source
BRENNTAG PACIFIC, IN	Chemicals	06/01/2023	BPI339688	19,598.10	Ferric Chloride - Chemicals
BRENNTAG PACIFIC, IN	Chemicals	6/29/2023	BPI352985	19,149.90	Ferric Chloride
CASPER STAR-TRIBUNE,	Advertising/Promotion	06/01/2023	85825	51.54	Advertising - Meeting Notice
CASPER STAR-TRIBUNE,	Advertising/Promotion	6/10/2023	86071	89.60	FY24 Budget Hearing Notice
CASPER STAR-TRIBUNE,	Advertising/Promotion	6/17/2023	86136	54.04	Meeting Notice
CASPER STAR-TRIBUNE,	Advertising/Promotion	6/10/2023	86168	392.00	FY23 Budget Amend No. 3 Notice
Casper Window & Door	Maint/Repair (non contract)	06/01/2023	12270	285.00	Caulk Front Entrance Doors -Wi
CENTURYLINK	Communication	06/01/2023	86208	22.22	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	06/01/2023	858401	89.00	Sewer & Refuse Collection
CITY OF CASPER	Refuse Collection	06/01/2023	619554	54.89	Distribution Got Rid of Wooden Pallets
CITY OF CASPER	Sewer	06/01/2023	858401	31.78	Sewer & Refuse Collection
CRUM ELECTRIC SUPPLY	General Supplies & Materials	06/12/2023	2468267-00	280.65	Motor Savers for Inventory - W
CRUM ELECTRIC SUPPLY	General Supplies & Materials	06/20/2023	2470343-0	346.99	Fuses for Stock - Machinery Su
CRUM ELECTRIC SUPPLY	Well Supplies	06/21/2023	2470474-00	280.65	Two Motor Savers - Well Suppli
DIAMOND VOGEL PAINTS	General Supplies & Materials	06/12/2023	726306416	36.48	Brushes for Plant Hand Rails & stairs
DPC INDUSTRIES, INC.	Chemicals	06/01/2023	737001683-23	13,269.18	Sodium Hypochlorite - Chemical
DPC INDUSTRIES, INC.	Chemicals	06/01/2023	737001854-23	13,213.41	Sodium Hypochlorite - Chemical
DPC INDUSTRIES, INC.	Chemicals	6/12/2023	737002135-23	13,074.78	Sodium Hypochlorite
DYNAMIC CONTROLS INC	Technology Supplies	06/01/2023	36970	413.66	Milestone Renewals
ENERGY LABRATORIES I	Testing	06/01/2023	551630	339.00	Aerobic Endospores Tests - Test
ENERGY LABRATORIES I	Testing	06/01/2023	554751	53.00	Bacteria & SDWA Tests - Testing
ENERGY LABRATORIES I	Testing	06/01/2023	554430	339.00	Aerobic Endospores Tests - Testing
ENERGY LABRATORIES I	Testing	06/08/2023	553101	108.00	Analysis Parameters - TOC/ALK
ENERGY LABRATORIES I	Testing	06/08/2023	553102	53.00	Analysis Parameter Test - NPDES
ENERGY LABRATORIES I	Testing	06/08/2023	550937	75.00	Analysis Parameter - Monthly Well Mix TOC & UV254
ENERGY LABRATORIES I	Testing	06/01/2023	556350	53.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	06/01/2023	557382	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	06/01/2023	559746	108.00	Alkalinity to pH & Carbon, Org
ENERGY LABRATORIES I	Testing	06/01/2023	559747	53.00	Solids, Suspended - Analysis NPDES

City of Casper Wyoming  
Expenditure Reimbursement Request  
June 30, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ENERGY LABRATORIES I	Testing	06/01/2023	561413	339.00	Aerobic Endospores Tests
ENERGY LABRATORIES I	Testing	06/01/2023	559745	75.00	Analysis Parameter Tests - Well Mix TOC & UV254
Eurofins Eaton Analytical LLC	Testing	06/27/2023	3800024038	200.00	Bromate Testing - Testing
Eurofins Eaton Analytical LLC	Testing	06/27/2023	3800026059	200.00	Bromate Testing - Testing
FERGUSON ENTERPRISES	General Supplies & Materials	06/07/2023	CC139689	960.67	Chemical Valves for Inventory
FERGUSON ENTERPRISES	General Supplies & Materials	06/07/2023	CC140144	95.33	Relief Valve for Poly Pump #2
FERGUSON ENTERPRISES	Booster Supplies	06/01/2023	CC142093	39.88	CUTTER & NIPPLE- REGIONAL BOOSTERS
FISHER SCIENTIFIC	Lab Supplies	06/01/2023	3407969	343.20	Amperometric Fill- Lab Supplies
GRAINGER, INC.	General Supplies & Materials	06/01/2023	9729449026	645.81	HVAC Air Filters - Machinery S
GRAINGER, INC.	General Supplies & Materials	06/01/2023	9733557962	9.35	HVAC Air Filter - Machinery Su
GRAINGER, INC.	General Supplies & Materials	06/01/2023	9734678072	93.89	HVAC Air Filter - Machinery Su
GRAINGER, INC.	General Supplies & Materials	06/01/2023	9734678080	42.07	HVAC Air Filters - Machinery S
GRAINGER, INC.	General Supplies & Materials	06/01/2023	9747907120	66.84	HVAC Air Filters - Machinery S
GRAINGER, INC.	Booster Supplies	06/14/2023	9736314957	574.22	SOLENOID VALVE BRASS UNIVERSAL - Airport Booster
HACH CO., CORP.	Lab Supplies	06/01/2023	13619225	129.54	Red, Blue, & Yellow Buffer Solutions
Harbor Freight	General Supplies & Materials	06/12/2023	00031401156503060723	54.99	Pump for Actiflo - Machinery S
HARDWARE PARTNERS LL	Well Supplies	06/20/2023	B44815-1	7.18	Flagging Tape for Morad Well Field
HOMAX OIL SALES, INC	Gas/Fuel	06/01/2023	CL20793	354.37	Fuel for Ford Pick Ups & Dodge
Hose & Rubber	General Supplies & Materials	06/20/2023	00382980	43.66	Fitting & Hose for Poly Transfer
Hose & Rubber	General Supplies & Materials	06/12/2023	01798418	99.36	GASKET MATERIALS FOR MTN. VIEW TANK
HYDRO OPTIMIZATION & INSTALLATION & SVC.	Professional Services	06/01/2023	11192	200.00	Remote Srv. SCADA Reporting
ITMonthly	General Supplies & Materials	06/01/2023	272602	5,985.06	Water Line Srv. Saddle Repair
NAPA AUTO PARTS CORP	Internal Services	06/29/2023	ITMonthly	1,832.25	IT Monthly Allocation
P&LMonthly	General Supplies & Materials	06/21/2023	999070	70.19	Regulator for South Chem. Air
Payroll	Insurance/Bonds	06/29/2023	P&LMonthly	3,069.26	P&L Allocation Monthly
Payroll	Personnel	06/08/2023		48,024.83	6/8/2023 Payroll
Payroll	Personnel	06/22/2023		46,633.67	6/22/2023 Payroll
Rocky Mountain	Chemicals	06/01/2023	30446557	4,125.68	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	06/01/2023	30450959	4,521.60	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	06/01/2023	30451249	144.56	LOX Telemetry
Rocky Mountain	Chemicals	06/01/2023	30454799	4,434.06	Bulk Oxygen - Chemicals
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031608	557.54	Acct #60931133-002 9 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031609	368.67	Acct #60931133-005 2 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031610	305.44	Acct #60931133-006 0- Electric
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031611	3,610.63	Acct #60931133-010 2 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031612	1,432.15	Acct #60931133-011 0 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031613	1,008.28	Acct #60931133-012 8 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031618	4,199.39	Acct #60931133-018 5 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031617	544.37	Acct #60931133-017 7 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031635	630.13	Acct #60931133-013 6 - Electri
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031638	33,095.85	Acct #60931133-009 4 - Split E
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031614	26.29	Acct #60931133-014 4 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031615	43.74	Acct #60931133-015 1 - Booster

City of Casper Wyoming  
Expenditure Reimbursement Request  
June 30, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031616	1,398.53	Acct #60931133-016 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031619	24.97	Acct #60931133-019 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031620	97.43	Acct #60931133-026 8 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031626	24.63	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031625	25.55	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031627	25.26	Acct #60931133-024 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031628	1,829.93	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031633	2,083.43	Acct #60931133-003 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031634	2,030.80	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031638	1,703.24	Acct #60931133-009 4 - Split E
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031645	26.12	Acct #60931133-022 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031655	25.48	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031656	24.63	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031658	1,901.86	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	06/01/2023	RIN0031657	25.18	Acct #60931133-024 3 - Booster
SALT CREEK WELDING I	General Supplies & Materials	06/01/2023	2800	2,700.00	Mtn. View Tank Inspection
Thiel Enterprises, Inc.	General Supplies & Materials	06/23/2023	11277	250.00	Teflon Packing Set SWHS No. 2 - Machinery
TOWN OF BAR NUNN	General Supplies & Materials	06/01/2023	RIN0031632	31.17	Water Charge - Booster Supplies
USPS	Postage & Printing	06/07/2023	58000537-1-5513942-1	28.75	Overnight Mailing of Rocky Mtn Air Contract Amendment
UtilityMon	Internal Services	06/29/2023	UtilityMon	21,924.02	Utilities IS Monthly
Verizon	Communication	06/19/2023	9936262713	87.37	WTP Operator Cell Phone
Walmart	General Supplies & Materials	06/07/2023	80488122719361142671	41.47	Trash Bags, Tab Dividers, & Sticky Notes
Walmart	General Supplies & Materials	06/21/2023	34320677204817765137	44.97	Sides for JPB Meeting, Command Strips
Wear Parts	General Supplies & Materials	06/19/2023	396419	9.47	Bolts for SW HS #2 & Credit Card Fee
Wear Parts	Booster Supplies	06/02/2023	395976	15.94	AIRPORT BOOSTER- REGIONAL BOOSTERS
XEROX CORPORATION	General Supplies & Materials	06/01/2023	018974808	202.06	Copier Usage - Office Supplies
Total				\$ 525,691.02	



Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2022-2023

Entity	Gallons of Water Produced												
	6/30/2023	5/31/2023	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	2,348,831.633	2,957,644.898	1,629,133.673	1,855,452.041	2,201,087.755	2,715,173.469	1,695,323.469	1,848,180.612	2,197,059.184	4,096,345.918	6,821,910.204	5,955,148.980	36,321,291.837
Wardwell W&S	16,284,304.082	14,638,360.204	7,194,729.592	8,141,274.490	7,397,156.122	9,706,132.653	9,881,371.429	7,924,471.429	12,993,011.224	23,651,868.367	33,714,787.755	36,193,058.163	187,720,525.510
Pioneer	4,131,796.939	3,908,907.143	2,458,882.653	2,756,178.571	3,138,508.163	2,884,720.408	2,648,028.571	2,576,379.592	4,570,219.388	7,008,932.653	9,597,740.816	9,422,562.245	55,102,857.143
Poison Spider	736,122.449	804,336.735	692,295.918	763,520.408	691,428.571	783,061.224	734,285.714	626,173.469	706,785.714	905,357.143	1,184,897.959	1,000,051.020	9,628,316.327
33 Mile Road	845,663.265	1,117,091.837	737,551.020	851,377.551	910,969.388	903,979.592	823,163.265	806,989.796	979,744.898	1,068,877.551	1,452,653.061	1,634,336.735	12,132,397.959
Sandy Lake	964,958.163	1,014,254.082	523,209.184	451,205.102	501,440.816	514,363.265	519,529.592	489,369.388	863,685.714	1,474,555.102	2,158,682.653	2,492,817.347	11,968,070.408
Lakeview	413,965.306	261,048.980	100,694.898	152,768.367	123,787.755	135,867.347	136,035.714	135,453.061	403,884.694	748,975.510	944,275.510	896,511.224	4,453,268.367
Mile-Hi	528,413.265	335,029.592	261,728.571	365,205.102	249,262.245	266,513.265	227,629.592	202,642.857	259,104.082	384,102.041	701,720.408	695,316.327	4,476,667.347
City of Casper	275,015,728.898	262,063,880.531	142,652,370.490	155,388,103.367	143,118,918.184	162,425,971.776	159,828,239.653	151,040,335.796	205,422,959.102	419,591,528.714	626,263,221.633	641,145,465.959	3,343,956,724.102
Regional Water	(38,000.00)	(167,000.00)	0.00	(672,897.000)	0.000	0.000	0.000	0.000	(278,920.000)	(115,000.000)	(137,638.000)	(707,182.000)	(2,116,637.000)
TOTAL	301,231,784.000	286,933,554.000	156,250,596.000	170,052,188.000	158,332,559.000	180,335,783.000	176,493,607.000	165,649,996.000	228,117,534.000	458,815,543.000	682,702,252.000	698,728,086.000	3,663,643,482.000

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED: 3,594,587,486.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2022-2023

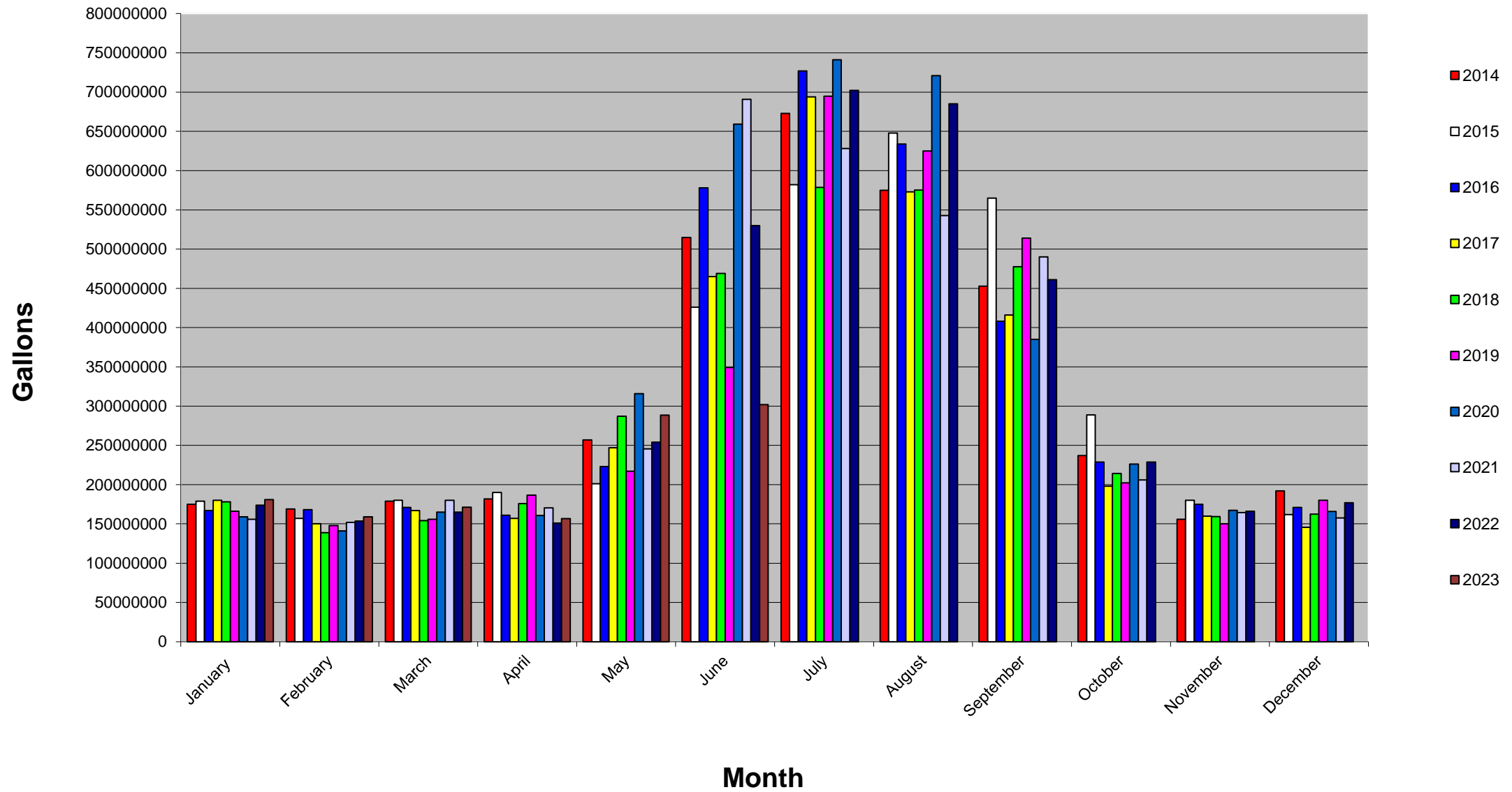
Entity	Water Rates Billed												
	6/3/2023	5/31/2023	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	\$ 5,261.38	\$ 6,625.12	\$ 3,649.26	\$ 4,156.21	\$ 4,930.44	\$ 6,081.99	\$ 3,797.52	\$ 4,139.92	\$ 4,921.41	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 81,359.69
Wardwell W&S	\$ 36,476.84	\$ 32,789.93	\$ 16,116.19	\$ 18,236.45	\$ 16,569.63	\$ 21,741.74	\$ 22,134.27	\$ 17,750.82	\$ 29,104.35	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 420,493.98
Pioneer	\$ 9,255.23	\$ 8,755.95	\$ 5,507.90	\$ 6,173.84	\$ 7,030.26	\$ 6,461.77	\$ 5,931.58	\$ 5,771.09	\$ 10,237.29	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 123,430.40
Poison Spider	\$ 1,648.91	\$ 1,801.71	\$ 1,550.74	\$ 1,710.29	\$ 1,548.80	\$ 1,754.06	\$ 1,644.80	\$ 1,402.63	\$ 1,583.20	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 21,567.43
33 Mile Road	\$ 1,894.29	\$ 2,502.29	\$ 1,652.11	\$ 1,907.09	\$ 2,040.57	\$ 2,024.91	\$ 1,843.89	\$ 1,807.66	\$ 2,194.63	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 27,176.57
Sandy Lake	\$ 2,161.51	\$ 2,271.93	\$ 1,171.99	\$ 1,010.70	\$ 1,123.23	\$ 1,152.17	\$ 1,163.75	\$ 1,096.19	\$ 1,934.66	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 26,808.48
Lakeview	\$ 927.28	\$ 584.75	\$ 225.56	\$ 342.20	\$ 277.28	\$ 304.34	\$ 304.72	\$ 303.41	\$ 904.70	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 9,975.32
Mile-Hi	\$ 1,183.65	\$ 750.47	\$ 586.27	\$ 818.06	\$ 558.35	\$ 596.99	\$ 509.89	\$ 453.92	\$ 580.39	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 10,027.73
City of Casper	\$ 616,035.23	\$ 587,023.09	\$ 319,541.31	\$ 348,069.35	\$ 320,586.38	\$ 363,834.18	\$ 358,015.26	\$ 338,330.35	\$ 460,147.43	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 7,490,463.06
Regional Water	\$ (85.12)	\$ (374.08)	\$ -	\$ (1,507.29)	\$ -	\$ -	\$ -	\$ -	\$ (624.78)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (4,741.27)
TOTAL	\$674,759.20	\$642,731.16	\$350,001.34	\$380,916.90	\$354,664.93	\$403,952.15	\$395,345.68	\$371,055.99	\$510,983.28	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$8,206,561.40

TOTAL PRIOR YEAR (FY2022) BILLING:

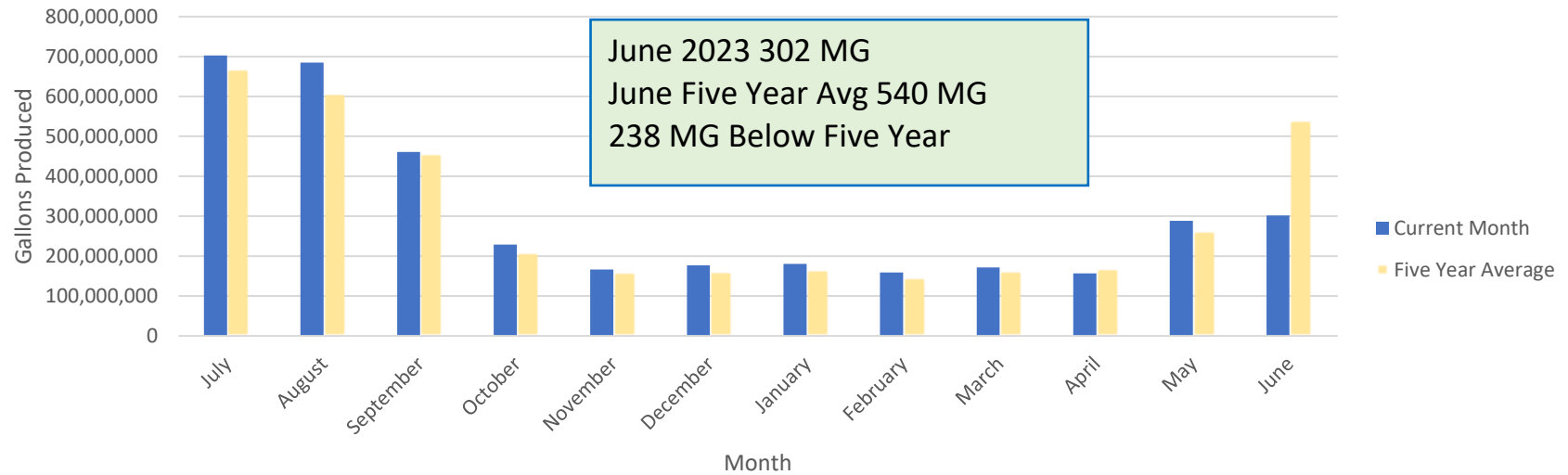
\$ 7,656,471.34

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

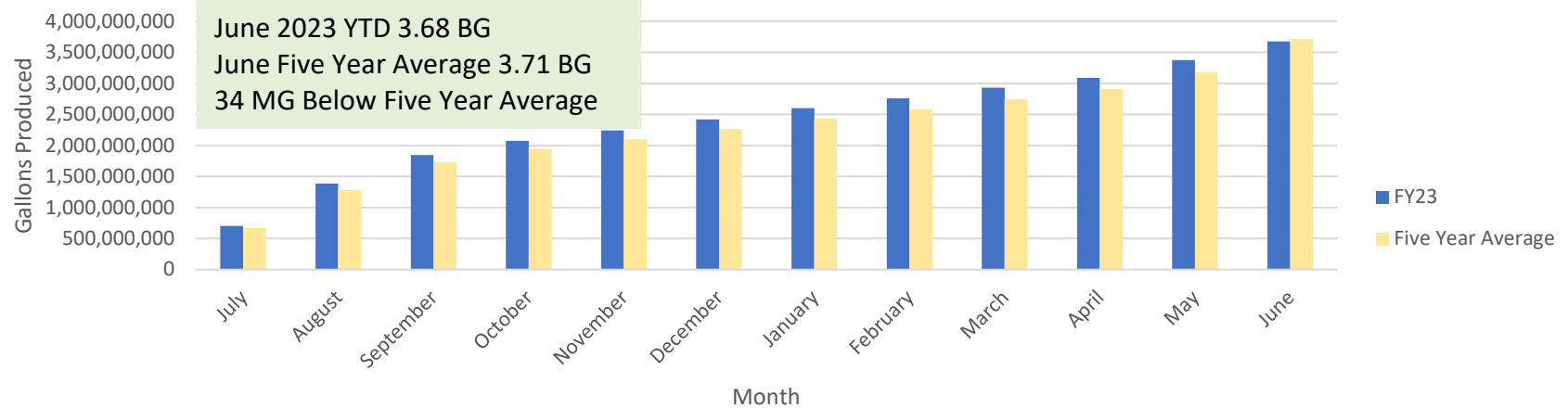
# WTP PRODUCTION



### FY23 Monthly Water Production



### FY23 YTD Water Production



July 13, 2023

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

**FROM:** Cindie Langston, Interim Public Services Director  
Bruce Martin, Public Utilities Manager *BM*

**SUBJECT:** Authorizing a Professional Services Agreement with Ketel Thorstenson, LLP for Providing Audit Services for FY 2023 - 2027

**Meeting Type & Date**

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting  
Scheduled for July 18, 2023.

**Action Type**

Motion

**Recommendation**

That the JPB, by motion, authorize a Professional Services Agreement with Ketel Thorstenson, LLP, Rapid City, South Dakota for providing CWRWS audit services for FY 2023 – 2027.

**Summary**

The CWRWS is obligated to undergo a financial statement audit at the conclusion of each fiscal year. Based on the direction of the JPB, staff requested proposals for providing audit services for FY 2023-2027. Proposals were received from Ketel Thorstenson, LLP and Casey Peterson, Ltd. Of note, Skogen, Cometto & Associates, P.C., who have completed the CWRWS audit for the past 20 years, opted not to submit a proposal due to the difficulty in retaining qualified staffing. The proposals were reviewed by Public Services and Financial Services staff to consider qualifications, understanding of CWRWS audit needs, overall audit procedures, price proposal, etc. Staff recommends retaining the audit services of Ketel Thorstenson, LLP. Price proposals were as follows:

Ketel Thorstenson, LLP:

	2023	2024	2025	2026	2027
Audit Fee	\$27,500	\$29,400	\$31,500	\$33,700	\$36,000
Brief phone calls	FREE	FREE	FREE	FREE	FREE
Mileage	IRS rates	IRS rates	IRS rates	IRS rates	IRS rates
Meals	Actual cost	Actual cost	Actual cost	Actual cost	Actual cost



Casey Peterson, Ltd.:

Estimates	2023	2024	2025	2026	2027
Audit of financial statements	\$30,000	\$31,500	\$33,000	\$34,650	\$36,400
Hours	240	200	200	200	200
Preparation of financial statements	\$6,000	\$6,300	\$6,700	\$7,100	\$7,600
Hours	60	40	40	40	40
Travel expenses	\$3,380	\$3,380	\$3,380	\$3,380	\$3,380
Total investment	<b>\$39,380</b>	<b>\$41,180</b>	<b>\$43,080</b>	<b>\$45,130</b>	<b>\$47,380</b>

### **Financial Considerations**

Funding for audit services will be budgeted each fiscal year based on the fee schedule provided above.

### **Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

### **Attachments**

Professional Services Agreement

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART I - AGREEMENT**

This Contract for Professional Services ("Contract") is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82604 ("CWRWS").

2. Ketel Thorstenson, LLP, 810 Quincy Street, P.O. Box 3140, Rapid City, South Dakota 57709 ("Contractor").

Throughout this document, the CWRWS and the Contractor may be collectively referred to as the "parties."

### **RECITALS**

A. The CWRWS is undertaking a project to have required audited financial statements.

B. The project requires professional services for the Contractor to issue audited financials for the CWRWS.

C. The Contractor represents that it is ready, willing, and able to provide the professional services to the CWRWS as required by this Contract.

D. The CWRWS desires to retain the Contractor for such services.

**NOW, THEREFORE**, in consideration of the covenants and conditions set forth herein to be performed, the parties agree as follows:

1. **SCOPE OF SERVICES:**

The Contractor shall perform the following services in connection with and respecting the project: Provide a complete audit of the CWRWS for the fiscal year period July 1, 2022, through June 30, 2023 and the subsequent four years. An audit engagement letter will be signed annually to include current accounting and audit standards. See Exhibit "A" (Audit Proposal) attached hereto and by reference, made a part of this Contract.

2. **TIME OF PERFORMANCE:**

The services of the Contractor shall commence on July 18, 2023, and terminate on December 31, 2027, unless otherwise provided in the Contract.

3. COMPENSATION:

A. In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, and in accordance with the accounting standards and requirements as therein required.

B. Compensation will be paid based on the schedule outlined in Exhibit "A".

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Contractor for services rendered in conformance with the Contract, and following approval by the CWRWS Joint Powers Board. The invoice for payment must specify the correct amount due; that the Contractor has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

Partial payments will be allowed based on progress and work performed.

If amounts owed by the Contractor to the CWRWS for any goods, services, licenses, permits or any other items or purpose remain unpaid beyond the CWRWS's general credit policy, those amounts may be deducted from the payment being made by the CWRWS to the Contractor pursuant to this Contract.

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II -- GENERAL TERMS AND CONDITIONS.

6. EXTENT OF CONTRACT:

This Contract represents the entire and integrated Agreement between the CWRWS and the Contractor, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the CWRWS's and the Contractor's authorized representatives.

The CWRWS and the Contractor each individually represent that they have the requisite authority to execute this Contract and perform the services described in this Contract.

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM

\_\_\_\_\_

ATTEST

CENTRAL WYOMING REGIONAL WATER  
SYSTEM JOINT POWERS BOARD

\_\_\_\_\_  
Kenneth L. Waters  
Secretary

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

WITNESS

CONTRACTOR  
Ketel Thorstenson, LLP

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

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

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

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

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

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

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART II - GENERAL TERMS AND CONDITIONS**

#### **1. TERMINATION OF CONTRACT:**

1.1 The CWRWS may terminate this Contract anytime by providing thirty (30) days written notice to the Contractor of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the Contractor under this Contract shall, at the option of the CWRWS, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

1.2 Notwithstanding the above, the Contractor shall not be relieved of liability to the CWRWS for damages sustained by the CWRWS, by virtue of termination of the Contract by the Contractor, or any breach of the Contract by the Contractor, and the CWRWS may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the CWRWS from the Contractor are determined.

#### **2. CHANGES:**

The CWRWS may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the CWRWS and the Contractor, shall be incorporated in written amendments to this Contract.

#### **3. ASSIGNABILITY:**

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the CWRWS: provided, however, that claims for money due or to become due to the Contractor from the CWRWS under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the CWRWS within five (5) business days of any assignment or transfer.

#### **4. EQUAL EMPLOYMENT OPPORTUNITY:**

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation;



and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

5. CHOICE OF FORUM AND STATUTE OF LIMITATIONS:

Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees to bring any such action, litigation or proceeding only in the courts of the State of Wyoming sitting in Casper, Wyoming. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law. To the extent allowable, Wyoming's statute of limitations also applies.

6. GOVERNING LAW:

This Contract, including all exhibits, schedules, attachments, and appendices attached hereto, and all matters arising out of or relating to this Contract, are governed by, and construed in accordance with, the laws of the State of Wyoming, United States of America, without regard to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Wyoming.

7. PERSONNEL:

The Contractor represents that it has, or will secure, all personnel required in performing the services under this Contract. Such personnel shall not be employees of the CWRWS. All of the services required shall be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by the Contractor shall be employed in conformity with applicable local, state or federal laws.

8. SUBCONTRACTOR:

The Contractor shall not employ any subcontractor to perform any services in the scope of this project, unless the subcontractor is approved in writing by the CWRWS. Any approved subcontractor shall be paid by the Contractor.

The labor to be performed by the Contractor under this agreement may require the Contractor to comply with the Wyoming Preference Act of 1971, as amended, W. S. § 16 – 6 – 201 et seq. It is the legal responsibility of the Contractor to determine whether the identified Act is applicable to the Contractor while performing the services/labor detailed herein. If the Contractor determines that the identified Act is applicable, the Contractor then becomes legally obligated to comply with the identified Act in all regards while providing labor upon the project herein described.

All questions relating to compliance of the Contractor under the Act should be addressed by the Contractor to:

State of Wyoming Department of Workforce Services  
Casper Workforce Center  
444 West Collins Drive, Suite 1100  
Casper, WY 82601  
Phone #: 307 – 234 – 4591  
Fax #: 307 – 266 – 1238  
[www.Wyomingworkforce.org](http://www.Wyomingworkforce.org)

Through execution of this contract, the Contractor certifies that if the identified Act is applicable to this project, Contractor has met, and will continue to meet all obligations incumbent upon it as set forth under the identified Act throughout the term of the project identified herein.

9. INSURANCE AND INDEMNIFICATION:

A. **Prior to** the commencement of work, the Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its subcontractors, agents, representatives, or employees.

B. *Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of One Million Dollars (\$1,000,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Two Million Dollars (\$2,000,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit). The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or if the Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than One Million (\$1,000,000) per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of Wyoming with Statutory Limits.

4. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than the sum of Two Million Dollars (\$2,000,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Two Million Dollars (\$2,000,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.
- C. *Higher Limits.* If the Contractor maintains broader coverage and/or higher limits than required under this Agreement, then the CWRWS shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CWRWS.
- D. *Other Insurance Provisions*

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Status*

The CWRWS, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as named insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38 and CG 20 37 forms if later revisions used).

2. *Primary Coverage*

For any claims related to this Contract, the Contractor's insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Contractor as respects the CWRWS, its officers, elected and appointed officials, employees, agents and volunteers.

3. *Notice of Cancellation*

Each insurance policy required above shall state that coverage shall not be canceled, materially changed, or reduced, except with notice to the CWRWS. Such notice to the CWRWS shall be provided in a commercially reasonable time.

4. *Waiver of Subrogation*

The Contractor hereby grants to the CWRWS a waiver of any right to subrogation which any insurer of said Contractor may acquire against the CWRWS by virtue of the payment of any loss under such insurance. The Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this

provision applies regardless of whether or not the CWRWS has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

The Contractor has two options regarding deductibles and self-insured retentions:

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the CWRWS. Unless otherwise approved by the CWRWS in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the CWRWS, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the CWRWS may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: The Contractor shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first dollar of coverage, even if the Contractor is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. The Contractor shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to in writing by the CWRWS.

7. *Claims Made Policies*

If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of Contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work*. However, the Contractor's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.
- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the Contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of *five (5) years after completion of contract work* and at all times thereafter until the applicable statute of limitations runs.



8. *Verification of Coverage*

The Contractor shall furnish the CWRWS with original certificates of insurance including all required amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the CWRWS before work begins. All certificates and endorsements are to be received and approved by the CWRWS before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The CWRWS reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. *Subcontractors*

The Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and the Contractor shall ensure that the CWRWS is an additional insured on insurance required from subcontractors.

10. *Special Risks or Circumstances*

The CWRWS reserves the right to reasonably modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

- E. The Contractor agrees to indemnify the CWRWS, the CWRWS's employees, elected officials, appointed officials, agents, and volunteers, and all additional insured and hold them harmless from all liability for damages to property or injury to or death to persons, including all reasonable costs, expenses, and attorney's fees incurred related thereto, to the extent arising from negligence, fault or willful and wanton conduct of the Contractor and any subcontractor thereof.

10. LIMITATION OF LIABILITY:

In no event shall the CWRWS, the CWRWS's employees, elected officials, appointed officials, or agents be liable under this Contract to the Contractor or any third party for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages or lost profits or revenues, or diminution in value, arising out of, relating to, or in connection with any breach of this Contract, regardless of (a) whether such damages were foreseeable (b) whether or not the Contractor was advised of the possibility of such damages and (c) the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based.

11. INTENT:

The Contractor represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that the Contractor shall perform all of the services for the compensation set forth in this Contract. The Contractor also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall

not be entitled to compensation for other services rendered unless specifically authorized by the CWRWS by Resolution of its governing body. The Contractor agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

12. WYOMING GOVERNMENTAL CLAIMS ACT:

The CWRWS does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the CWRWS specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

13. NO THIRD PARTY BENEFICIARY RIGHTS:

The parties to this Contract do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

14. FORCE MAJEURE:

Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

18. ELECTRONIC SIGNATURES:

The parties understand and agree that they have the right to execute this Contract through paper or through electronic signature technology, which is in compliance with Wyoming and federal law governing electronic signatures. The parties agree that to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Whenever they execute an electronic signature, it has the same validity and meaning as their handwritten signature. They will not, at any time in the future, repudiate the meaning of their electronic signature or claim that their electronic signature is not legally binding. They agree not to object to the admissibility of this Contract as an electronic record, or a paper copy of an electronic document, or a paper copy of a document

bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original. Each party will immediately request that their electronic signature be revoked in writing if they discover or suspect that it has been or is in danger of being lost, disclosed, compromised or subjected to unauthorized use in any way. If either party would like a paper copy of this Contract, they may request a copy from the other party, and the other party shall provide it.



Exhibit "A"

# AUDIT PROPOSAL

\_\_\_\_\_ Prepared for:  
**The Central Wyoming Regional Water System**

Presented by:  
**Jeff T. Yennie**





# ***TABLE OF CONTENTS***

WELCOME .....	3
CLIENT SERVICE COMMITMENTS.....	4
INDUSTRY EXPERIENCE & OUR INDUSTRY EXPERTS.....	5
SERVICES.....	6
AUDIT APPROACH AND TIMELINE .....	7
PROFESSIONAL FEES.....	8
ABOUT US.....	9
COMMUNITY INVOLVEMENT .....	10
PEER REVIEW LETTER .....	11-12
PROFESSIONAL RESUMES.....	13-15

# WELCOME



810 Quincy Street  
P.O. Box 3140, Rapid City, South Dakota 57709  
Telephone (605) 342-5630 • e-mail: [info@KT.com](mailto:info@KT.com)

June 12, 2023

The Central Wyoming Regional Water System  
Joint Powers Board  
Attention: Janette Brown  
200 North David Street  
Casper, WY 82601

Dear Janette:

Thank you for the opportunity to begin our relationship with you. We enjoyed visiting with you to discuss your needs and your Organization. Through the course of discussions with you, we believe we understand what you value in a CPA firm relationship, which include the following customer service commitments:

- Technical Expertise and Experience
- Timely Services
- Professional Relationship
- Regular Communication

As you consider this proposal, remember we are your regional firm. We live and work in the same region as your operations, and we understand the economic conditions and environmental factors affecting Wyoming daily.

We are confident in our ability to provide quality audit services. Audit services are compliance driven, but that does not mean they should not add value to you. We will get to know your organization to tailor our processes to best meet your needs. This unique position statement, along with our commitment to technical skills, quality products and excellence, sets us apart from our competition.

We strive to treat each one of our clients as business partners. We want to earn your business. Please review the attached proposal and contact me at [jeff.yennie@ktllp.com](mailto:jeff.yennie@ktllp.com) or (605) 716-3261 with any questions you may have. Your consideration is appreciated, and we look forward to working with you and your organization. Thank you!

Regards,

**KETEL THORSTENSON, LLP**

Jeff T. Yennie, CPA  
Partner



# ***CLIENT SERVICE COMMITMENTS***

Our professionals develop relationships with organizations as business partners to provide value-added services that exceed expectations. A financial statement audit or review may be a regulatory or lending requirement. Our commitment goes beyond simply examining historical financial statements to meet requirements. Ketel Thorstenson, LLP (KT) sees our services as an opportunity to better understand your Organization through the following client service commitments.

## ***Technical Expertise and Experience***

- Technical expertise is part of our core focus. We maintain industry-specific reference materials and use external training courses for all staff directed to your needs.
- We have access to national resources through membership in the Eide Bailly Alliance, a nationwide CPA association, and participation in the Joint Enforcement Committee of the American Institute of Certified Public Accountants (AICPA).
- KT is a member of the Private Companies Practice Section and the Center for Plain English Accounting of the American Institute of Certified Public Accountants and the Governmental Audit Quality Center. These memberships provide access to additional technical guidance that other firms do not have.
- Our attached peer review letter shows that KT meets the highest possible quality control guidelines in our accounting and auditing practice. In addition, no letter of comment was issued. We are proud of our commitment to quality and integrity.
- We will meet with you annually to discuss emerging accounting and auditing matters.
- We offer practical and insightful suggestions for improved internal controls and organizational efficiencies.
- We will communicate with you on topics related to your financial and business operations and act as your proactive strategic partner in identifying opportunities that may contribute to the success of your organization.

## ***Timely Services***

- We understand the considerable time commitment required by your staff to assist with the audit process. We strive to make the process as seamless and transparent as possible.
- We will work with you to develop a timeline to meet any pertinent deadlines.
- Our team approach ensures that someone is always available to meet with you.
- We strive to respond to all messages within one business day. Our professionals have access to e-mail and voicemail wherever they are working.

## ***Professional Relationship***

- Relationships are the foundation of our business. We will spend the time and effort needed to get to know you and your organization.
- We ask about challenges you face and listen to your point of view.
- We strive to schedule returning staff on your engagement to ensure relationship continuity, while being cognizant of the fresh ideas that new staff can bring to your organization.
- Our partner and manager involvement exceeds that of most CPA firms. Our partners and managers are involved in both technical review of the work and meeting with your management.
- Our partner to staff ratio of 1 to 6 is much lower than most firms and ensures you have access to us when you need it.

## ***Regular Communication***

- We provide progress reports and updates on needed items throughout the process.
- We strive for “no surprises” – adjusting entries and control deficiencies will be communicated as we discover them.
- We will not exceed our fee estimate or perform additional work without notifying management.
- We are available to discuss any billing concerns you have.



# ***INDUSTRY EXPERIENCE & OUR INDUSTRY EXPERTS***

## ***Industry Experience***

KT has worked with governmental organizations since 1936. We seek out positive experiences with organizations like yours. Our services include external audits, reviews, 401(k) and 403(b) audits, tax preparation and planning, accounting and pre-audit assistance, business consulting, and much more. Some of the organizations we serve are:

- Southern Black Hills Water System, Inc.
- Rapid Valley Sanitary District
- Colonial Pine Hills Sanitary District
- City of Casper
- City of Newcastle
- City of Rapid City

## ***Industry Experts***

In today's complex business environment, it is difficult for one individual to know and understand all the details pertaining to technical audit regulation. Because of this challenge, we will provide services from a team with the most knowledge. By using a team of specialists, we feel our clients receive a higher level of service. We recognize you expect accuracy and efficiency from your service providers, and our specialization demonstrates our commitment to you and your industry.

The following team leaders will provide services. These persons are chosen based on their relevant knowledge and experience. Professional resumes are also enclosed. Additional staff, each having experience in the governmental industry, may be assigned to ensure timely and efficient project completion. Our firm and its personnel possess current firm and individual permits to practice in Wyoming. Formal independence policies are in place to ensure proper services are provided without independence impairments. No complaints have been brought against any of KT's staff by the state board or other regulatory authority.

Jeff T. Yennie, CPA, will be the team leader/relationship partner. He will stay abreast of progress on your account and meet with you regularly. Jeff is a Wyoming native and grew up in Green River, Wyoming. He attended the University of Wyoming and came to KT in 2012. His relaxed nature, technical skills, and attention to detail make him a great fit for his clients. Jeff usually works quietly behind the scenes, so his sense of humor can surprise those who don't know him well. He enjoys getting to know his clients and ensuring projects are completed timely and efficiently. Jeff is an avid outdoorsman who can be found fly fishing on the weekends, and spending time with his wife and two children.

Traci M. Hanson, CPA, will be the concurring partner and will review your financial statements prior to issuance. She will also be available for technical consultation. Traci has spent a majority of her career working with nonprofit and governmental clients. She enjoys the satisfaction of providing accounting assistance to nonprofit agencies and ensuring federal grants and donations are properly spent through the audit process. Traci started at KT directly out of college as Rapid City was near her hometown of Belle Fourche. The proximity to home allows Traci and her husband to raise their two daughters near family and enjoy the great outdoors within the Black Hills.

Jordan Jones, CPA, will be onsite daily during the engagement to manage all aspects of our services. Jordan joined the firm in 2019 after graduating from the University of South Dakota with a joint Bachelor of Business Administration in Accounting and Masters of Professional Accountancy degree. Shortly after joining the firm, he successfully passed the CPA exam and holds good standing as a Certified Public Accountant. Jordan specializes in electric cooperatives, governmental entities, and federal compliance. He finds satisfaction in providing a superior experience while educating clients in a friendly and easy to understand manner. When he's not in the office, Jordan can be found helping on his family's fifth-generation farm, boating, or trail riding in the Black Hills. Believe it or not, Jordan was in the fourth grade when he first decided he wanted to be accountant when he grew up. He hasn't faltered from that decision a day since.







# ***SERVICES***

## ***Audit Services***

We will examine your financial statements for the year ended June 30, 2023. Our examination will be made in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants. We will also comply with the standards set forth in the U.S. General Accounting Office “Standards for Audits of Government Organizations, Programs, Activities and Functions.”

We do not anticipate performing audit work on beginning balances. We will perform inquiries of your previous auditor and request access to their workpapers to rely on beginning balances.

We will also prepare your financial statements for each year audited. The financial statements will include all required statements and disclosures as required by governmental accounting standards generally accepted in the United States of America. We will also provide practical recommendations to improve internal controls and business practices. We will review all reports with the Board of Directors, as needed, prior to issuance.

# AUDIT APPROACH AND TIMELINE

## ***Audit Approach***

Our approach for providing a streamlined audit process begins in the planning phase. During the planning phase, we will inquire of management and staff to gain an understanding of your operations, any significant changes in your operations, and your internal control processes. We will utilize this information to focus on the highest risk areas of your entity. The planning phase also allows us to set expectations for meeting all internal and external deadlines. When the fieldwork portion of the audit begins, we will work with management and staff to test and analyze balances through a combination of inquiry with staff, testing of supporting documentation, and performing various analytical procedures. Throughout the audit process, the work of all team members is reviewed by a manager on the engagement. The partner will review the overall audit file. We will then prepare your financial statements. Before a draft copy of the financial statements is submitted, a second partner reviews them to ensure the highest quality. The draft financial statements are then sent to management for review and approval. Finally, we will present the audit results to the Joint Powers Board, or those charged with governance for final approval.

Throughout the year, we will communicate to you changes in accounting standards impacting your accounting processes and your financial statements. When significant changes are expected, we will schedule meetings with your team to discuss the changes and how to best apply the new standards.

## ***Requirements of Your Staff***

The audit process requires the time of your management and staff. To the extent possible, our approach is designed to utilize the existing records, reconciliations, and computer reports from the accounting department to ensure duplication of efforts is minimized. During planning, we will provide you with a list of items we expect your staff to have prepared for us. Timely completion of these schedules minimizes our time in your office, assures deadlines will be met, and keeps costs down.

## ***Technology***

KT uses secure e-mail to allow you to upload and retrieve documents. KT staff use laptops and second monitors on-site that connect directly to our office. This avoids saving files offline and provides additional security for your data.

## ***Timeline***

We will meet with you in advance to discuss operations and will complete audit planning procedures from our office in July. We will be onsite for fieldwork in September. A draft report will be available for management review in early November. After receiving approval from management, we will present the audit report to the Joint Powers Board. Final reports will be issued by the second Tuesday in November.



# PROFESSIONAL FEES

Our professional fees are based upon the complexity of the work to be performed, the scope of services, our estimate of our professional time, and the level of professional staff needed. The amount of professional time spent depends on the timely delivery, availability, quality, and completeness of the information you provide us.

Because we believe in building relationships, we have provided a five-year fee schedule for your consideration. A five-year fee schedule provides you with the benefit of an ongoing relationship with your CPA firm.

## 5 Year Fee Schedule

	2023	2024	2025	2026	2027
Audit Fee	\$27,500	\$29,400	\$31,500	\$33,700	\$36,000
Brief phone calls	FREE	FREE	FREE	FREE	FREE
Mileage	IRS rates	IRS rates	IRS rates	IRS rates	IRS rates
Meals	Actual cost	Actual cost	Actual cost	Actual cost	Actual cost

These fees do not include time for our team to travel to and from Rapid City, South Dakota to Casper, Wyoming. We will determine the timing and staffing requirements of the audit of the Central Wyoming Regional Water System and the City of Casper in an attempt to reduce travel time and expenses for all involved. However, any travel related time and expenses for the Central Wyoming Regional Water System audit will be billed to you accordingly. Additionally, if inventory observations are necessary, you will be billed at our hourly rates. Finally, these fees do not include any time for a Uniform Guidance or Single Audit to be conducted. If a Single Audit is determined to be applicable, we will provide a fee estimate to you for the additional professional services to be provided.

These fees assume all year-end adjustments will be made by your staff and all schedules we request will be provided prior to the commencement of fieldwork. As applicable, we will provide assistance in adjusting and reconciling accounts and preparing audit schedules at our regular hourly rates of \$90 to \$325 per hour. The fees for subsequent years are also contingent on economic changes, inflation, changes in operations, and audit and accounting standard changes which may require additional fee adjustments.

Our billing for services will be made monthly throughout the engagement. Extensions or changes in the scope of work that may be requested by you or brought about by circumstances that may arise during the course of the engagement will be discussed, and any change in the fee amounts will be mutually decided upon before additional costs are incurred by you. We commit to no fee surprises.



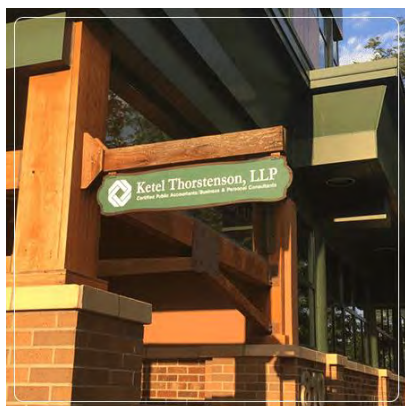
# ABOUT US

Ketel Thorstenson, LLP has been operating as an accounting practice in Rapid City in one form or another since 1936 when Harold Heims first opened the practice and hired A.C. (Bud) Thorstenson shortly after. The firm started in offices above the old North Western Warehouse and then moved to space above Staple & Spice. The building at the current 810 Quincy Street address was constructed in 1966; the same year that Roy Ketel and Rich Siekman worked together to form a new partnership.

Today the KT family employs over 150 professional staff members, including 19 partners, and operates out of Rapid City and Spearfish, SD, and Gillette, WY.

## *Our Mission*

To inspire excellence in our people, clients, and communities by building meaningful relationships through progressive thinking, collaboration, and passion.



### **Rapid City Office:**

810 Quincy Street  
Rapid City, SD 57701  
Phone: (605) 342-5630  
Fax: (605) 342-2172



### **Spearfish Office:**

741 N. Main St., Ste. 230  
Spearfish, SD 57783  
Phone: (605) 642-7676  
Fax: (605) 642-2616



### **Gillette Office:**

305 S. Garner Lake Rd Suite A  
Gillette, WY 82718  
Phone: (307) 685-4433  
Fax: (307) 682-6321





# *COMMUNITY INVOLVEMENT*

At KT, social responsibilities are ingrained in our core values. We know that strong companies build strong communities. KT's community involvement supports various regional organizations as club members, officers, sponsors, donors and volunteers.

Whether it is the arts, education, health-related issues, supporting kids and families, special interest groups or non-profits, KT makes ongoing efforts to contribute its time, talents and resources to the greater Black Hills area community including Rapid City, Spearfish, and Gillette.



# PEER REVIEW LETTER



ANDERSON ZURMUEHLEN & CO., P.C. • CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS  
MEMBER: AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

## Report on the Firm's System of Quality Control

To the Partners of Ketel Thorstenson, LLP  
and the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Ketel Thorstenson, LLP (the Firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

# PEER REVIEW LETTER (CONT.)

**ANDERSON ZURMUEHLEN & CO., P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

## **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Ketel Thorstenson, LLP in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Ketel Thorstenson, LLP has received a peer review rating of *pass*.

*Anderson Zurmuehlen & Co., P.C.*

Billings, Montana  
September 23, 2022



# PROFESSIONAL RESUMES



## Jeff Yennie

CPA, PARTNER

### EXPERIENCE

Jeff is a certified public accountant and serves in the audit department. His areas of expertise include commercial business, city government, and non-profit organizations. In addition to auditing and managing client relations, Jeff is involved in the recruiting and mentoring of staff.

### EDUCATION

Bachelor of Science degree in Accounting,  
University of Wyoming  
Master's degree in Accounting, University of  
Wyoming

### PROFESSIONAL AFFILIATIONS

South Dakota CPA Society  
(SDCPA)  
American Institute of Certified Public Accountants  
(AICPA)

### COMMUNITY SERVICE

Leadership Rapid City - Class of 2016  
Emmanuel Episcopal Church, Board Member

### CONTACT

✉ Jeff.Yennie@ktllp.com

🌐 www.ktllp.com

📞 (605) 716-3261

📍 810 Quincy Street  
Rapid City, SD 57701

### CERTIFICATION

CPA





# PROFESSIONAL RESUMES



## Traci Hanson

**CPA, PARTNER**

### EXPERIENCE

Traci joined KT in 2001. She serves as partner in the Audit Department of the Rapid City office. Traci has an astute and analytical skill-set that her clients truly appreciate. She specializes in audits for non-profit organizations, commercial businesses, rural electric cooperatives, federal grants, and governmental entities.

### EDUCATION

Graduated Summa Cum Laude with a Bachelor of Science degree in Professional Accountancy and Business Administration from Black Hills State University

### PROFESSIONAL AFFILIATIONS

South Dakota CPA Society (SDCPA)  
American Institute of Certified Public Accountants (AICPA)

### COMMUNITY SERVICE

Junior Achievement Volunteer – 2nd Grade  
Dale Carnegie – 2007 graduate  
Volunteer as teacher for youth church classes

### CONTACT

✉ Traci@ktllp.com  
🌐 www.ktllp.com  
📞 (605) 718-6037  
📍 810 Quincy Street  
Rapid City, SD 57701

### CERTIFICATION

CPA



# PROFESSIONAL RESUMES



## Jordan Jones

CPA, SENIOR ASSOCIATE

### EXPERIENCE

Jordan joined KT in 2019. He specializes in electric cooperatives, government entities, and federal compliance. He assists with the Firm's Leadership and development program, and coordinates employee training.

### EDUCATION

Bachelor of Science in Business Administration in Accounting, Masters of Professional Accountancy - University of South Dakota, 2019  
Graduated - Magna Cum Laude

### PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)  
South Dakota CPA Society (SDCPA)

### COMMUNITY SERVICE

Graduate of the 2022 Sutton Leadership Institute Rural POWER Program

### CONTACT

✉ Jordan.Jones@ktllp.com

🌐 www.ktllp.com

📞 (605) 716-3298

📍 810 Quincy Street  
Rapid City, SD 57701

### CERTIFICATION


CPA





July 11, 2023

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

**FROM:** Cindie Langston, Interim Public Services Director  
Bruce Martin, Public Utilities Manager 

**SUBJECT:** Authorizing the Submission of a State Revolving Fund (SRF) Loan Application for the Water Treatment Plant (WTP) Disinfection System Improvement Project to the Wyoming State Loan and Investment Board (SLIB)

**Meeting Type & Date**

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting Scheduled for July 18, 2023.

**Action Type**

Resolution

**Recommendation**

That the JPB, by resolution, authorize the submission of an SRF Loan application for the WTP Disinfection System Improvement Project to the Wyoming State Loan and Investment Board in the amount of Sixteen Million Dollars (\$16,000,000).

**Summary**

In April of 2022, HDR Engineering completed the Preliminary Design Report for the WTP Disinfection Improvement Project which is to include the addition of ultraviolet treatment on the ground water treatment plant as well as the replacement of the existing ozone disinfection system. The next step in bringing this project to fruition, and in meeting the agreed upon EPA timeline for installing UV treatment, is to secure funding for design and construction administration services as well as for construction of the project.

The CWRWS was unsuccessful in obtaining funding through the Wyoming Water Development Commission in 2019. Staff is now requesting JPB authorization to apply to the SLIB for a \$16 M SRF loan for the project. It is anticipated that the project will qualify for 25% principal forgiveness and be a 20-year term with a 2.5% interest rate.

As the SRF loan application is being considered and written by SLIB, staff will continue to explore various sources of grant funding to include ARPA and potential Bipartisan Infrastructure Law Grants. In the past, approved SRF funding has been eligible to be used as match funding for ARPA grants.

**Financial Considerations**

Upon completion of the project, annual loan repayments would begin. The City Loan will be paid off in October of 2023. It is anticipated that annual debt service requirements will remain similar, minimizing any need for a rate increase based on debt service.

**Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager.

**Attachments**

Resolution



RESOLUTION NO. 23-03

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD FOR THE PURPOSE OF A LOAN FOR THE WATER TREATMENT PLANT DISINFECTION SYSTEM IMPROVEMENTS PROJECT.

WHEREAS, the Governing Body for the Central Wyoming Regional Water System Joint Powers Board (hereinafter referred to as “Joint Powers Board”) desires to participate in the State Revolving Fund program to assist in financing this project; and,

WHEREAS, the Governing Body for the Joint Powers Board continues to recognize the need for this project; and,

WHEREAS, the State Revolving Fund program requires that certain criteria be met, as described in the State Loan and Investment Board’s Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and,

WHEREAS, the Governing Body for the Joint Powers Board plans to repay the requested State Revolving Fund Loan from the following sources: 1) Regional Water System user charges; 2) Collected Regional Water System investment charges; and 3) State or Federal Grant funding deemed eligible for SRF loan repayment.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CENTRAL WYOMING REGIONAL WATER SYSTEM JOINT POWERS BOARD: That a loan application in the amount of Sixteen Million Dollars (\$16,000,000) be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding the Central Wyoming Regional Water System Water Treatment Plant Disinfection System Improvements Project.

BE IT FURTHER RESOLVED: That the Chairman of the Central Wyoming Regional Water System Joint Powers Board is hereby designated as the authorized representative of the Joint Powers Board to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED, AND ADOPTED this 18<sup>th</sup> day of July, 2023.

APPROVED AS TO FORM:

ATTEST:

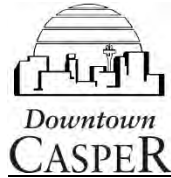
CENTRAL WYOMING REGIONAL  
WATER SYSTEM JOINT POWERS  
BOARD

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Kenneth L. Waters  
Secretary

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H.H. King, Jr.  
Chairman



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, July 12, 2023  
11:30AM – 12:30PM  
AGENDA

- |       |  |                      |
|-------|--|----------------------|
| I.    | Establish Quorum and Call Meeting to Order   | S. Houck             |
| II.   | Public Comments  |                      |
| III.  | City Report  | K. Gamroth           |
| IV.   | Approval of Minutes<br>June 2023 Board Minutes   | S. Houck             |
| V.    | Financials (DDA & David Street Station)<br>A) <b>June 2023 Reports</b><br>B) <b>July 2023 Payments</b><br>C) Motion to Approve Financials  | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>-Draft Budget Review<br>-Board Members 2 (renew) of 4 seats<br>No Applications from General Public<br>Tony & Kerstin – finalize strategic plan & reissue<br>-Exec Committee<br>-Strategic Plan<br>-Homelessness Issues – Deb update | K.Hawley             |
| VII.  | Committee Reports  |                      |
| VIII. | Public Budget Hearing 12:00 PM   |                      |
| VIX.  | Action Items   |                      |
| X.    | Adjourn  |                      |

Next Meeting August 9, 2023

**Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence**

**Downtown Development Authority**

**Board Meeting Minutes**

**June 14th, 2023**

**11:38 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Deb Clark, Kerstin Ellis, Shawn Houck, Greg Dixon, Nicholas Grooms (Phone)

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

**Guests:** Liz Becher

**Excused:** Will Reese, Tony Hager, Ryan McIntyre, Kyle Gamroth

**II. Public Comments:**

**III. City Report:** N/A

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

*Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)*

**V. Financials** – Kevin Hawley

- May reports and June expenses are in the packet.
- Discussed many of the expenses/payments for events and how sponsorships come in after July 1
- Great sponsorship retainage from strong relations.

**Approval of May Reports + June 2023 Payments DDA & DSS Financial Reports**

*Motion, Second, Passed (Kerstin Ellis, Greg Dixon) (All Approved)*

*Budget:*

**Approval to Establish July 12<sup>th</sup> at 12:00 PM to have a Public Budget Hearing**

*Motion, Second, Passed (Shawn Houck, Greg Dixon) (All Approved)*

**Motion to move forward draft budget \$1,058,860 (as presented) to July 12<sup>th</sup> at 12:00 PM**

*Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)*

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

- Working on grant for the purchase of an ice rink chiller.
- Moving budget forward to July for approval.
- Board renewal seats are coming up. All current board members show interest in renewal.
- Still working on the homeless coalition on solutions. Discussion with downtown property owners and merchants on occurrences that have been happening. Deb will be preparing a presentation to represent downtown business owners.

**VII. Committee Reports – N/A**

**Motion to move to Executive Session (HR) 12:32 PM**

*Motion, Second, Passed (Grooms, Clark) (All Approved)*

**Motion to return to Regular Session 12:43 PM**

*Motion, Second, Passed (Grooms, Clark) (All Approved)*

**Motion to adjourn at approximately 12:44 PM**

*Motion, Second, Passed (Kerstin Ellis, Deb Clark) (All Approved)*

Approved by:

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

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



Downtown Dev. Authority  
Budget Summary 2023-2024

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

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

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

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

DOWNTOWN DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS  
**Public Budget Hearing**

July 12, 2023

AGENDA

1. Ascertain a quorum, call hearing to order.
2. Request three (3) times for public comment in opposition of the DDA fiscal year 2023-2024 budget.
3. Request three (3) times for public comment in favor of the DDA fiscal year 2023-2024 budget.
4. Vote to approve/disapprove FY 2023-2024 budget.

Budget Classification Activity	Amount
Administrative budget	\$304,400.00
Operations budget	\$754,460.00
<b>Total budget</b>	<b>\$1,058,860.00</b>

5. Adjourn



NOTICE OF HEARING ON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BUDGET FISCAL YEAR 2023-2024

Notice is hereby given that a public hearing on the proposed budget for the Casper Downtown Development Authority (DDA) for the fiscal year ending June 30, 2024 will be held at the DDA office located at 139 W. 2nd Street, Suite 1-D, Casper, WY on Wednesday, 12th day of July, 2023, starting at 12:00 PM, at which time any and all persons interested may appear to be heard respecting such budget. A summary of such proposed budget follows:

SUMMARY OF BUDGET

Budget Classification Activity	Amount
Administrative budget	\$304,400.00
Operations budget	\$754,460.00
Total budget	\$1,058,860.00
Anticipated reserves for FY 2023-2024	\$385,000.00
Total Estimated Revenue Available	\$1,029,100.00
Requirements for 2023-2024 Budget	\$1,058,860.00

Publish:

Sunday, July 2, 2023

Thursday, July 6, 2023

Legal No.

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**INSTRUCTIONS: Please fill in the legal number before publishing and *do not publish with these instructions.* Publish on Sunday, July 2, 2023 & Thursday, July 6, 2023.**

**Please call 235-6710, if for any reason, the legal notice does *not* publish on July 2 & 6, 2023**

**Thank you.**

**Kevin Hawley, Executive Director**

**235-6710 office**

**[kevin@downtowncasper.com](mailto:kevin@downtowncasper.com)**

**From:** jvolk@natronacountydrugcourt.com <jvolk@natronacountydrugcourt.com>  
**Sent:** Monday, July 10, 2023 9:10 AM  
**To:** Updated Board Members <UpdatedBoardMembers@NETORGFT8205027.onmicrosoft.com>  
**Subject:** CANCELED Board Meeting  
**Importance:** High

Hello Board Members,

I am canceling the board meeting set for this week as the Judge has a meeting already scheduled from 11-1 and I would have to leave early for another meeting as well. If it is all the same to you, I think we can wait until our next scheduled meeting on September 6, 2023 to reconvene. The only thing that I would have to report this month is that the conference in Houston went well and that we closed out the fiscal year successfully. Please let me know if you have any questions or concerns. Thanks.

Jeremiah Volk MSW, LCSW, LAT  
Natrona County Adult Drug Court Program Coordinator  
307-235-2000

~~CONFIDENTIALITY NOTICE: This email and any files/documents transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by HIPAA legislation (45CFR, Parts 160 & 164) or by 42 CFR part 2. If you are not the intended recipient, be advised that you could have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender by reply email and destroy all copies of the original message.~~

**From:** Lee, John L <John.L.Lee@charter.com>  
**Sent:** Wednesday, July 12, 2023 2:42 PM  
**To:** Lee, John L <John.L.Lee@charter.com>  
**Subject:** Charter Communications Wyoming Programming Update

Dear Franchise Official:

On our about July 28, 2023 Charter will be making the following Programing Changes

PROGRAMMING	CHANGE
AMC+ (Linear and SVOD) Linear Channel Number 404 SVOD Channel Number 403	Launch – On, or around July 28 AMC is consolidating AMC Premiere, Shudder, Sundance Now SVOD services and IFC Films Unlimited into AMC+ which will include a linear and SVOD service. <ul style="list-style-type: none"><li>• Monthly Price: \$7.99*</li><li>• Hours of SVOD content: ~16,350</li><li>• Customers that subscribe to AMC+ will be able to access content on Spectrum as well as through the AMC+ app using their Spectrum credentials"</li></ul>

Please contact me should you have any questions

Thank you,

John Lee



John Lee | Senior Manager, Government Affairs

6399 S. Fiddler's Green Circle 2nd Floor | Greenwood Village, Colorado 80111

O: 720 482-6086

C: 303 949-6671

E: [John.L.Lee@Charter.com](mailto:John.L.Lee@Charter.com)