

# INFORMATION PACKET

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Friday, July 30, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

# The Grid

A working draft of Council Meeting Agendas

**August 3, 2021** Councilmembers Absent: Lutz

<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: Bar & Grill Liquor License					
Pre-Meeting: Back Nine Addition PUD - Zone Change					
Approve July 20 Regular Meeting Minutes, July 20 Executive Session, July 27th Special meeting minutes, & July 27th Exec Session Minutes					
Establish August 17, 2021, as the Date of Public Hearing for Consideration of the Adoption of the Fiscal Year 2022 Budget Amendment #1.	C				
Establish August 17, 2021, as the Date of Public Hearing for Transfer of Retail Liquor License No. 28 from 307 Bar, LLC, d/b/a 307 Bar Located at 4370 South Poplar Street to Sunrise Center Entertainment, LLC d/b/a Let it Roll, Located at 4370 South Poplar Street.	C				
Public Hearing: Back Nine Addition Zone Change		N	N		
Public Hearing: Trails West Estates No. 5 Addition		N	N		
Public Hearing: New Bar and Grill Liquor License for Grace Partners LC d/b/a Spotlight Lounge, Located at 128 East 2nd Street.		N			N
Public Hearing: New Bar and Grill Liquor License for Wyoming Downs OTB 12 LLC, d/b/a Wyoming Downs OTB 12 Located at 1121 Wilkins Circle.		N			N
Public Hearing: New Bar and Grill Liquor License for Mouthful, LLC d/b/a Mouthful, Located at 136 East 2nd Street.		N			N
Vacation and Replat Creating the Kensington Heights Addition No. 4 Subdivision. 3rd reading			N		
Amending Chapter 10.64 Bicycles, Toy Vehicles, Etc., and Similar Devices (Scooters). 3rd reading			N		
Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes. 2nd Reading			N		
Updating and Amending Chapter 5.08 of the Casper Municipal Code (Alcoholic Beverages). 2nd reading			N		
Authorizing a Lease Agreement with the Casper Junior Football League.				C	
Authorizing a Contract for Outside-City Water Service with Certain Owners of Land Located in the Swingle Ranch Tracts Subdivision Including Lots 6, 7, 8, 9, 10, 11, 12, 23, and 24.				C	
Authorizing an Agreement with Casper Tin Shop for the Casper Senior Center Air Conditioning Upgrades, in the Amount of \$145,474.				C	
Authorizing the Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$109,000, for the Purchase of Equipment for Regional Response Team 2.				C	
Authorizing a Contract for Professional Services with Recykling Industrial Repairs, Inc. in an Amount not to Exceed \$85,337.29, for Baler Ejection Cylinder Project.				C	

## The Grid

A working draft of Council Meeting Agendas

### August 3, 2021 Councilmembers Absent: Lutz

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Authorizing the Reappointments of Current Board Members Ms. Deb Clark and Mr. Cristopher “Crittter” Murray to the Downtown Development Authority (DDA) Board of Directors.					C
Executive Session - W.S.§16-4-405 (a)(i) AND W.S.§16-4-405 (a)(xi) - CONFIDENTIAL BY LAW – ON-GOING INVESTIGATION, Land Acquisition and Litigation.					

### August 10, 2021 Councilmembers Absent: Lutz

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Public Education Process for the Optional 6th Cent Tax	Information Only	30 min	4:35
Telecommunication Right of Way Use Agreement with Advanced Communications Technology, Inc. (DBA Range)	Move Forward for Approval	20 min	5:05
Roof Inspections	Direction Requested	20 min	5:25
Agenda Review		20 min	5:45
Legislative Review		20 min	6:05
Council Around the Table		10 min	6:25
Approximate Ending Time:			6:35

### August 17, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Budget Amendment #1					
Approving Aug. 3 Regular Meeting Minutes and Executive Session Minutes					
Public Hearing - Aug. 17 LAD 157 Assessment Roll - Arrowhead Road & Jade Avenue Roadway Improvements		N	N		
Public Hearing: Adoption of the Fiscal Year 2022 Budget Amendment #1.		N		N	
Public Hearing for Transfer of Retail Liquor License No. 28 from 307 Bar, LLC, d/b/a 307 Bar Located at 4370 South Poplar Street to Sunrise Center Entertainment, LLC d/b/a Let it Roll, Located at 4370 South Poplar Street.		N			N
Seven Ordinance Adopting the Various 2021 Editions of the International Building Codes. 3rd Reading			N		

## The Grid

A working draft of Council Meeting Agendas

### August 17, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Updating and Amending Chapter 5.08 of the Casper Municipal Code (Alcoholic Beverages). 3rd reading			N		
Zone Change of the Back Nine Addition PUD (Planned Unit Development) to R-2 (One Unit Residential), R-3 (One to Four Until Residential) and C-2 (General Business). - 2nd reading			N		
Vacation, Replat and Zone Change Creating the Trails West Estates No. 5 Addition. - 2nd reading			N		
Authorizing a Contract with Nelson/Nygaard Consulting Associates, Inc., for the City of Casper Complete Streets & Ordinance Plan in an Amount not to Exceed \$97,875.				C	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc., for the East Yellowstone Intersection Improvement Study, in an Amount not to Exceed \$39,990.				C	
Approving Amendment No. 1 to the Professional Services Contract with Toole Design Group, LLC, for the Casper Area Metropolitan Planning Organization's (MPO) Casper Area Bicycle and Pedestrian Plan Update.				C	
Resolution of Support for the Construction of the Natrium Nuclear Power Plant in Glenrock WY (tentative)				C	
Authorizing the Purchase of One (1) New Small Area Mower from Midland Implement Co., Billings, Montana, in the Total Amount of \$33,667, for Use by the Mowing Division of the Parks and Recreation Department.					C
Authorizing the Purchase of Two (2) New One-Half Ton Pickup Truck Police Vehicles from Greiner Ford, Casper, Wyoming, to be Used in the Casper Police Department, for the Total Amount of \$70,860.					C
Authorizing the Purchase of One (1) New 58,000 Pound Tandem Axle Truck with Dump Body from CMI TECO, Casper, Wyoming, to be Used by the Casper Public Utilities Division of the Public Services Department.					C

### August 24, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Discussion of Restrictions for Retail Liquor License #5 - Commissary Mall	Direction Requested	40 min	4:35
Missings Persons Legislation	Direction Requested	30 min	5:15
Agenda Review		20 min	5:45
Legislative Review		20 min	6:05
Council Around the Table		10 min	6:25
Approximate Ending Time:			6:35

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1
Parkway Parking			After FY22

### Staff Items:

Television Channel 192 Operations Contractor			14-Sep
Murie Audubon Society Wetland Request			
Council Goals Tracking Demo			
Sign Code Revision			
Blood Borne Pathogens			
Special Purpose 6th Cent Tax			

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

Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
Parks Watering Data			Fall of 2021
Landlord Utility Agreement Ordinance Modification		30 min	September 7, 2021

### Future Regular Council Meeting Items:

Retail Liquor License No. 5 - Travis Taylor/Cocktails	Pre-Meeting: September 7		
Approval and Adoption - Casper Area Metropolitan Planning Organization's Public Participation Plan			
Approval and Adoption - Transit Strategic Development Plan			

### Retreat Items:

Economic Development and City Building Strategy
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# August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		6:00p-Council Meeting	11:30a-Drug Court (Engelbrechtsen) 5:30p-Platte River Restoration Advisory Committee (Pacheco)	9:30a- EDJPB Board meeting (Pacheco, Pollock) 7:00p-Youth Empowerment (Pacheco)		
8	9	10	11	12	13	14
	8:30a-Historic Preservation (Engelbrechtsen)	4:30p-Council Work Session	6:00p-Amoco Re-use JPB (Lutz)	7:00a-Advance Casper (Freel, Gamroth) 4:30p-Leisure Services Board (Engelbrechtsen) 7:00p-Youth Empowerment (Pacheco)	11:30a-Chamber Coordination/ Infoshare (None)	
15	16	17	18	19	20	21
		11:30a-Regional Water JPB (Cathey, Powell, Knell, Freel) 4:00p-Chamber of Commerce (Cathey, Freel) 6:00p-Council Meeting		7:00a-Mayor/ Commissioner 11:00a-Housing Authority (Knell) 4:00p-Contractors' Licensing Board (Knell) 5:30p- City County Board of Health (Freel) 6:00p- Planning & Zoning (Knell) 7:00p-Youth Empowerment (Pacheco)	3:00p-LGBTQ Advisory Committee (Freel, Pacheco)	
22	23	24	25	26	27	28
	12:30p-Senior Services (Engelbrechtsen) 4:00p-OYD Advisory Committee (Pollock, Freel)	11:30a-Travel & Tourism (Freel, Johnson) 4:30p-Council Work Session	7:00a-CPU Advisory Board (Cathey) 11:30p-NIC (None) 5:15p-CAP (None)	11:30a - Disability Council (Pacheco) 1:00 p -Civil Service Commission (None) 7:00p-Youth Empowerment (Pacheco)		
29	30	31				
		5th Tuesday NO Council Meeting				

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COMMUNICATION ACCOUNTABILITY STEWARDSHIP PROFESSIONALISM EFFICIENCY RESPONSIVENESS



Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official   
Craig Collins, AICP, City Planner

Subject: June 2021, Commercial Development Report

Date: 7-19-2021

Permitting Update:

For the month of June, 8 building permits for single family homes were issued. With the new Energov. software system, we are unable to track year to date figures at this time. The Building Division issued 174 building, 88 Electrical, 102 Mechanical and 84 Plumbing permits with fees totaling \$134,353.31. Overall, the Building Division's value of construction for June was \$14,585,379.70. Some of the major projects included in this report are, Alder Park Apartments on Talon Dr., CY Ace Hardware remodel (Old Safeway) and the "Nolan" commercial building remodel (222 S. David)

Inspection Update:

The Building Division completed 177 building, 166 electrical, 208 plumbing/mechanical inspections and 28 plan reviews for the month of June.

Commercial Construction Update:

Below is a breakdown of the 10 major commercial projects that are in progress:

- State Office Building (444 West Collins) Above ceiling inspections were completed in areas "B" and "C" all three floors, ceiling tile is in process, these areas are complete. Area "A" is in final stages. Final sitework and landscaping are in process. Estimated completion date is December of 2021. This project is on schedule at this time.
- Park Elementary School Remodel/addition Phase II (104 W. 9<sup>th</sup> St.) Phase II which is misc. flooring, walls and ceiling replacement is in process.
- Boyd Ave. Church Gym (2225 CY Ave.) Interior work is in final stages, sitework is complete except for landscaping.
- The Nolan Phase 1 (222 S. David St.) Demolition work in commercial area in process.

**COMMUNITY DEVELOPMENT DEPARTMENT**

200 North David Street | Casper, WY 82601-1862 | Phone: (307) 235-8241 | [www.casperwy.gov](http://www.casperwy.gov)

- NCHS Natatorium (930 S. Elm) Interior CMU walls complete, roofing and interior M.E.P. are in process.
- Fuzzies Tacos (Plaza Dr.) Final finishes in process. They have opened at the time of this report.
- Rocky Mountain Carwash (Tranquility Way) Framing and roof trusses in process.
- Rescue Mission Discipleship housing (600 E. A St.) Interior framing and M.E.P. are in process.
- YMCA Natatorium (1161 Casper Mountain Road) Concrete for pools and associated floors complete, exterior walls in process.
- Whites Mountain Chevrolet (2400 E. Yellowstone) Demolition in process for remodel areas.

#### Projects Completed:

- Franks Butcher Shop (2024 CY Ave.)
- Lapels (4130 Centennial Hills Blvd.)
- Wyoming Fitness (4170 S. Poplar) Sunrise Mall
- Meadowlark Vista apartments (4400 S. Coffman)

Note,

Some of these projects were completed in May but were not included in a building report.

#### New Plans Submitted for approval:

- Discount Tire (4990 E. 2<sup>nd</sup> St.)
- McDonalds Remodel (600 W. F St.)
- Compass Liquors (4120 Centennial Hills)
- Metro Coffee and Roasters Company (411 W. Yellowstone)

#### Anticipated Projects:

- Mormon Temple (Eagle Dr. and SW Wyoming Blvd.)
- Liberty Square Apartments (S. Beverly) Approximately 60 units, 2 buildings.



# Proposals for the Future | Wyoming's Strategy to Survive, Drive, and Thrive

Presented by the Office of Wyoming Governor Mark Gordon

June 2021

## Introduction

### *Wyoming's Strategy to Survive, Drive, and Thrive*

In the midst of the pandemic, Governor Mark Gordon began planning the state's recovery. The governor understood that there were actions the government needed to take immediately to stop further negative impacts, but he also understood that the state would have an opportunity to tackle problems long-term if it was strategic with its own funds and with funds made available through additional federal relief/stimulus bills.

When President Biden signed the \$1.9 trillion American Rescue Plan Act (Rescue Plan or ARPA) into law, the governor was ready to deploy his planning efforts. The governor convened a small group of stakeholders he called the Strike Team<sup>1</sup> to quickly create a strategy to best maximize the COVID-19 related federal funds in the near-term, mid-term, and long-term. The charge given to the Strike Team was to determine what the state needed to do to *survive*, and what could be done to better *drive* to a future where all of Wyoming can *thrive*.

In addition, the governor identified criteria by which he believes the state should evaluate projects eligible for American Rescue Plan Act funding. The governor believes each project should:

- Have a long-term impact or a return on investment;
- Not replenish budget cuts unless the replenishment can be sustained;
- Be sustainable and not add to the state's ongoing financial responsibilities;
- Support stimulus over relief;
- Where possible, leverage the dollars through matching or buy-in programs; create capacity for the future; and
- Benefit a wide group of citizens.

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<sup>1</sup> The Strike Team consists of two members from the governor's office (Randall Luthi and Renny MacKay), four members from the governor's cabinet (Department of Family Services Director Korin Schmidt, Department of Workforce Services Director Robin Cooley, Wyoming Business Council CEO Josh Dorrell, and Department of Health Interim Director Stefan Johansson), four members of the Wyoming Legislature (President of the Senate Dan Dockstader, Speaker of the House Eric Barlow, Senate Majority Floor Leader Ogden Driskill, and House Appropriations Chairman Bob Nicholas) and two representatives from local government (Converse County Commissioner Jim Willox and Cody Mayor Matt Hall).



The Strike Team has provided high level guidance and recommendations to the governor on the American Rescue Plan Act and planning efforts, including the leveraging of funding. The cabinet members of the Strike Team have worked with the governor's cabinet and policy team to gather input from agencies and key informants, review input, and provide recommendations to the governor for further action for the *Survive* and *Drive* phases.

The governor has asked the full Strike Team to continue to assist him with the planning and study, as well as the evaluation of solutions, required in the *Drive* and *Thrive* phases.

#### *Timeframe*

From the outset of the planning process, the governor voiced his desire to work with the Wyoming Legislature to best deploy federal funds made available to the state. This mirrored the process for CARES Act funding. Thus, the timeframe of planning efforts largely aligns with the work of the Legislature. The *Survive* phase has been on-going and will continue through the 2022 Legislative Session. The *Drive* phase has begun with the selection of areas that will benefit from further planning and study. Most of the planning and study efforts will culminate with recommendations for funding through the 2022 legislative process. Some areas identified for the *Drive* phase will require even more time and are expected to continue throughout the next year or beyond. The *Thrive* phase encompasses actions with long-term benefit and thus is not expected to be more comprehensively explored for several months.

#### *Planning Considerations*

The American Rescue Plan Act of 2021 is a \$1.9 trillion relief and stimulus package to support the nation's recovery from the many negative impacts caused by the Covid-19 pandemic. The Rescue Plan establishes the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund which provide billions of dollars in aid to states and local governments. The State of Wyoming, through the Coronavirus State Fiscal Recovery Fund, expects to receive \$1,068,000,000. Wyoming counties and cities, through the Coronavirus Local Fiscal Recovery Fund, expect to receive \$182,000,000. In addition to the Fiscal Recovery Funds, the State of Wyoming expects to receive up to \$109,000,000 from the Capital Projects Fund for critical projects tied to connectivity. The Rescue Plan also provides funds for education: \$303,000,000 to K-12 school districts and \$44,000,000 to higher education. Further, the Rescue Plan provides millions of dollars to Wyoming state agencies directly combating the pandemic (the Wyoming Department of Health) and the negative impacts of the pandemic - housing insecurity, child care fragility, food insecurity etc. (Department of Family Services) among others.

The Rescue Plan also provides millions of dollars to Wyoming citizens, businesses, and other entities outside of government through federal relief and stimulus programs, direct payments, tax credits, and benefits/services.



As the state begins to evaluate projects eligible for funding through the Coronavirus State Fiscal Recovery Fund, it must consider whether the projects could be funded with other available funds or whether there was access to other available funds. This will allow the state to maximize the benefits it receives from each different funding source.

#### *Report*

This report is separated into three sections based on the phases of possible action: Phase I - *Survive*; Phase II - *Drive*; and Phase III - *Thrive*. The goal of the *Survive* phase is to identify immediate or urgent needs caused by or exacerbated by the COVID-19 pandemic. In this section of the report, several immediate and urgent problems identified as part of the planning process are listed. Also in this section, the governor's near-term plans for American Rescue Plan Act, Coronavirus State Fiscal Relief funds are stated.

The *Drive* phase is meant to further define key problem areas impacting Wyoming's resilience and vitality and impeding Wyoming's growth in the future. In the *Drive* section of this report, several areas are selected for further planning and study efforts.

Finally, the *Thrive* phase is meant to encompass the solutions to problems identified in the previous phases or already known to the state. This is a phase for big ideas with long-term impacts. The *Thrive* phase is yet to start, as the *Drive* phase has just begun.

#### **Phase I | Survive**

The goal of the *Survive* phase is to identify immediate or urgent needs caused by or exacerbated by the Covid-19 pandemic and to fund solutions to halt further negative impacts.

#### *Identified Survive Needs*

The following "needs" were prioritized through the *Survive* planning phase (thus far) due to the urgency or immediacy of the need and the potential eligibility for CARES funds or availability of other federal funding.

Survive Phase Needs 2021			
<i>Approved and moving forward</i>			
Need	Proposal	Funding	Funding Source
Ongoing COVID-19 Response Plan	The Department of Health will continue its COVID-19 response plan throughout 2021 and into 2022. A separate document detailing that plan is included as an appendix to this report.	~220 million	Received through direct federal funding



Services to address learning loss at all levels of education	It is expected that some students were delayed in learning because of the cumulative impacts of COVID. These are being addressed by the Wyoming Department of Education, the school districts, community colleges and the university with funds those entities received directly from the Rescue Plan and other federal acts.		Received/ARPA and other federal funding
Increase Employment in Oil and Gas industry	One-time funding for the Energy Rebound Program version 2 to put more people in Wyoming to work.	\$12,000,000	Needed/CARES
Stimulate Tourism Economy	One-time funding to support preparation and marketing for a safe and robust tourism season by providing funding to local marketing organizations.	\$5,000,000	Needed/CARES
Lack of access to meat processing in Wyoming	Shore up the food supply chain with in-state capacity.	\$2,000,000	Needed/CARES
Housing Instability	Being addressed through the Emergency Rental Assistance Program. Includes assistance with utilities.	\$200 million	Received/multiple federal sources
Mortgage Delinquencies Causing Evictions	Being addressed by DFS through initial pilot project for Home Owners Assistance Fund. If need is proven, can be further addressed through a federally approved Home Owners Assistance Fund program.	\$5,000,000 for pilot project. Can request up to \$45,000,000 for full program	Received/ARPA
Child Care System Fragility	Being addressed by DFS with federal funds through the Child Care and Development Block Grant (CCDBG).	\$6,748,000	Received/CCDBG
<b><i>Prioritized for CARES funding</i></b>			
<b>Need</b>	<b>Proposal</b>	<b>Funding</b>	<b>Funding Source</b>
Tax Relief for Businesses	Businesses will receive some relief to offset impacts of pandemic-related tax increases.	\$60,000,000	Needed/CARES



Identify underserved and unserved areas of Wyoming for broadband connectivity. To expand virtual work, health care and learning opportunities	One-time funding for continued planning. The Business Council and the Office of the Governor will continue intensive problem identification (mapping and surveying) to more accurately deploy resources to expand access to broadband.	\$200,000	Needed/CARES
Expand State Parks Camping to deal with COVID caused overcrowding	One-time funding to increase capacity and opportunities at state parks, hire additional seasonal workers for this summer.	TBD	Needed/CARES
Availability of Mental Health and Suicide Prevention Resources	In addition to funding sources already being leveraged to support the availability of mental health and substance abuse treatment, the state will continue to investigate other needs in the public and private mental health service delivery systems.	TBD	Needed/CARES
DOC Substance Use Disorder Treatment Program Backlog	Use one-time funding to create SUD programming at the Wyoming Honor Conservation Camp.	\$1,200,000	Needed/CARES
Youth Crisis Service Demand	One-time funding to reimburse crisis centers for costs of COVID-related services.	\$1,000,000	Needed/CARES
<i>Possible if CARES funding is available</i>			
Need	Proposal	Funding	Funding Source
Higher Education internet connectivity and access for remote learning	One-time funds to the community colleges and the university to alleviate connectivity issues at the colleges and at the university's research and development centers to improve virtual and distance education.	TBD	Needed/CARES
Prevent the Loss of Commercial Air Service to Wyoming	One-time funding to maintain air services in 5 Wyoming communities by funding the state and local governments' commercial air service revenue guarantee.	TBD	Needed/CARES



### *Survive | Coronavirus State Fiscal Recovery Funds, American Rescue Plan Act*

The governor will continue to spend other federal funds as appropriate before spending funds provided by the Coronavirus State Fiscal Recovery Funds of the American Rescue Plan Act (Recovery Funds). Any spending from the Recovery Funds would be due to the urgency of the need and a restriction on using CARES Act funds for the necessity.

The governor is setting aside a modest amount of Recovery Funds to be used in 2021 according to his authority. These funds could be spent on the needs of the Executive Branch, Judicial Branch, and/or Legislative Branch.

Additionally, the governor will spend Recovery Funds on administration, planning, monitoring, and reporting. The spending for these efforts is expected to be under \$1 million in 2021.

### *Phase II | Drive*

The *Drive* phase is meant to further define key problem areas impacting Wyoming's resilience and vitality and impeding Wyoming's growth in the future. During this phase, the state needs to answer the question, "What do we need to do now in order for Wyoming to thrive?" This phase is meant to focus limited resources (time, personnel, money) on Wyoming's big problems, true needs, and significant opportunities so that solutions can be fleshed out to enable Wyoming to surpass where it was when the pandemic began and to thrive in the future. If the intention is to invest wisely, the state has to spend time fully defining the problems it wants to solve.

Many ideas for solutions were submitted in response to the initial requests for input. However, it is necessary to spend more time understanding the problems and opportunities, so solutions are not offered in this document. Solutions identified during the *Drive* phase could recommend use of American Rescue Plan Act funds/Recovery Funds, other federal funds, other funds, or state general funds. In 2021, some Recovery Funds funds may be expended to facilitate planning and study.

### *Drive | Areas for further planning and study*

The areas selected for further study and planning during the *Drive* phase are listed in the following table.

Drive Phase areas for further planning and study
Goal: Retain and attract working families and young adults to permanently live and raise families in Wyoming with focused efforts to improve availability of: appropriate/desired jobs and careers; appropriate training/education; stable, quality child care; housing; necessary services; and desired recreation and leisure activities.



Goal: Strengthen Wyoming's economy and revenue streams by 1) activating new economic sectors and creating new jobs; 2) identifying ways to add value to Wyoming's current businesses and core industries, including expanding the energy, agriculture, and tourism sectors with new growth in carbon capture, hydrogen, rare earth minerals, agriculture technology, tourism-driven manufacturing, technology, and workforce recruitment; and 3) designing and deploying targeted programs, services and/or investment tools to empower businesses to thrive through rapidly shifting economic and market conditions.
Goal: Create better alignment among workforce, economic development, and educational opportunities to achieve balance between available workforce and available employment opportunities; and support opportunities to upskill and/or retrain Wyoming workers so they will remain in the state.
Goal: Connect Wyoming for the future by strategically using federal funds for <i>Connect Wyoming</i> , a program administered by the Wyoming Business Council to improve access to and meet the increased need for reliable high-speed internet service.
Goal: Encourage the work of the Governor's Health Care Task force in ascertaining the most significant problems Wyoming citizens, especially children, adolescents, and the elderly, face with access to health care, mental health care, and substance abuse treatment services and support the recommendations of the Health Care Task Force with regard to the best solutions.
Goals: Expand outdoor recreation and enhance wildlife populations.
Goal: Promote and enhance Wyoming food supply, distribution, and markets.
Goal: Identify and complete necessary and beneficial infrastructure projects.
Goal: Assist state agencies with recruitment and retention of employees.
Goal: Fund projects necessary for continued efficiency and modernization of state government.
Goal: Identify other opportunities to support cities, counties, and tribal governments as they determine how to <i>survive, drive, and thrive</i> .

#### *Drive Goals | Approach*

The governor has worked with his cabinet members and policy staff to determine next steps for planning and study of each of the *Drive* goals. The governor has asked the Strike Team to continue to assist him and his policy team in reaching out to key informants and stakeholders and evaluating recommendations made toward the end of the study/planning period. While some public engagement has already occurred, it is expected that stakeholders and key informants will be engaged throughout the remainder of the *Drive* phase. As stated previously, recommendations to the



governor for many of the *Drive* goals are expected in the fall. However, some areas are so complex and robust, the study/planning period may last well into next year.

**Solutions identified through this process may or may not be eligible for funds from the American Rescue Plan Act Coronavirus State Fiscal Recovery Fund.<sup>2</sup> When solutions are recommended - at the conclusion of the Drive phase- eligibility for funding will be determined.**

### Phase III | Thrive

The *Thrive* phase is meant to encompass the solutions to problems identified in the previous phases or already known to the state. This is a phase for big ideas and future benefits. While there are several ideas for this phase, it is premature to issue specific recommendations at this time.

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<sup>2</sup> Eligible uses of funds include: Support public health expenditures; Address negative economic impacts caused by the public health emergency; Replace lost public sector revenue using funding to provide government services; Provide premium pay for essential workers; and Invest in water, sewer, and broadband infrastructure. See *FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs*, United States Treasury at <https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-308A.pdf>





## 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 9, 2021

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

Present: Bob Chynoweth, Terry Lane, Reed Mersch, Amy Freye, Jim DeGolia, Larry Madsen, Rob Hurless, \*(Brook Kaufman and Khrystyn Lutz) via Star Phone

Excused Absence: None

Others Present: Kim DeVore (Jonah Bank/Wyoming Business Council), Kim Rightmer (Wyoming Business Council), Matt Reams (Three Crowns) and Executive Director Renee Hahn.

With a quorum in attendance, the meeting was called to order at 6:01 p.m. by Chairman Chynoweth. Mr. Chynoweth asked all attendees to introduce themselves. Following introductions all attendees were asked to participate in the Pledge of Allegiance to the Flag.

#### **1. Kim Devore- Guest Speaker**

A self-introduction was made as the Chairperson of the Wyoming Business Council (WBC). She is excited about the revamping of WBC and they are currently looking for a pilot program to assist communities in Economic Development. With WBC's new position, she believes that this will bring more value to the State. "While the State will be receiving ARP Funds from the Federal Government, rules have not been determined on the funding process as of yet." She thought ARAJPB's proposed usage along the river will fit WBC Economic Development Program perfectly." She is excited and wants ARAJPB to know that WBC is there to assist. "The State is estimated to receive over a Billion Dollars to share amongst four programs over the next four years which are; Medical, Workforce Services, Education, and Economic Development. The Funds are expected to become available on September 1, 2021. The Board was excited about the new funding possibilities, but will continue to further its research on costs. Ms. Hahn will continue to explore all options with Ms. Rightmer.

\*Ms. DeVore and Ms. Rightmer exited the meeting at 6:43 pm.

#### **2. Minutes from May 12, 2021 Regular Meeting**

A motion was made by Mr. Mersch and seconded by Mr. Lane to approve the Minutes of the May 12, 2021 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the Minutes as presented. (Copy of Minutes on file.)



### **3. Approval of June 9, 2021 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of June 9, 2021 were presented by Mr. Lane.

A motion was made by Mr. Hurlless and seconded by Mr. DeGolia to approve the Treasurer's Report of June 9, 2021, containing the financial report of the investment funds, checking account and interest accrued as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The May 2021 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane.

### **Investment/Financial Committee**

Mr. Lane discussed the possibility of cashing in two securities early because their present value is greater at this time than allowing them to expire. The Board required further research be gathered by reaching out to Davidson Funds and asking their opinion. Once all the data is processed by Mr. Lane and Mr. Chynoweth, the Board is agreeable to allow them to make the financial decision. The paperwork has been completed with Peaks Investment and the agreed purchase of a million dollars will take later this month.

### **3. Committee Reports**

- **Three Crowns**

Mr. DeGolia updated the Board on the operations of Three Crowns and stated "It seems to be running very smoothly." He informed the Board earlier in the week the subcommittee had met with Tandem Designs. The newest approach is to update the exterior deck as an outdoor space including protection from the weather and including heating elements. This would be a separate building, though it would be connected to the current club house with supporting joints. The addition would allow up to 100-150 people for events. At this time, we will be allowing costs for engineering and design not exceed \$40K. Upon completion of the renderings, it will be determined whether or not to move forward with the plans. If determined to move forward, this will be known as Phase 1. Mr. DeGolia will be working with Mr. Reams to support him in producing a 3-5-year market analysis if the phase is completed and a second analysis if the phase is not completed.

- **PRC**

Ms. Hahn updated the Board on the progress and research being completed for development of shipping containers in the PRC. In addition, Ms. Hahn discussed the possibility of receiving a piece of commissioned art from Chris Navarro.

- **Refined Properties**

Mr. Merschat shared the updated Status Report from Refined Properties. He also reminded the Board WYDOT and ARAJPB have not negotiated any terms and the project has not yet begun on Poplar Street. There is currently no new interest or update on lots for sale in SCHBC.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review upcoming meetings and office closures.

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

Ms. Lutz informed the Board that there is additional development downtown. In addition, the City's Budget has been approved.

Ms. Kaufman stated the County continues to work on their budget preparations. She shared that 600 building permits have been implemented.

**5. Other**

No Report.

**6. Future Meetings/Agenda**

- Year-End Meeting – June 25<sup>th</sup>, noon, 2435 King Blvd., Big Horn Conference Room.
- Regular Board meeting – July 14<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room.
- Three Crowns Committee Meeting – July 15<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

**7. Office Closures:**

July 5<sup>th</sup> – Independence Day

July 13<sup>th</sup> – Parade Day

July 15<sup>th</sup> – July 25<sup>th</sup>

**8. Public Comment**

There was no public comment.

**9. Good of the Order**

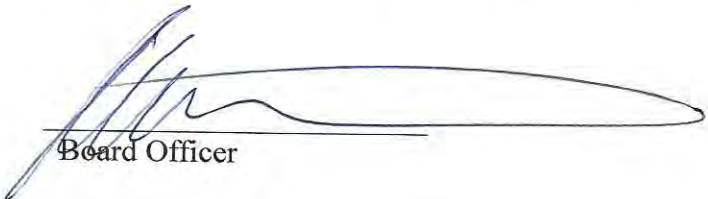
No Report.

**10. Adjournment**

There being no further action by the Board, a motion was made by Mr. Merschatt and seconded by Ms. Lutz to adjourn the meeting at 7:36 p.m. The motion carried with all members in attendance voting aye.

7/14/21  
Date

7-14-21  
Date

  
Board Officer

  
Presiding Officer





## 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

#### YEAR-END MEETING MINUTES

12:00 p.m. Friday, June 25, 2021

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

Present: Bob Chynoweth, Terry Lane, Jim DeGolia, Reed Mersch, Rob Hurless, and Khristyn Lutz

Absent: Amy Freye, Brook Kaufman, and Larry Madsen (Larry Madsen gave his Proxy to Bob Chynoweth via email)

Others Present: Executive Director Renee Hahn.

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

#### **1. Approval of June 25, 2021 Treasurer's Report**

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of June 25, 2021 were presented by Mr. Lane. It was noted that this report would be considered the Year-End Report as of June 25, 2021. Mr. Lane explained there were two invoices to be paid.

A motion was made by Mr. Mersch and seconded by Mr. Hurless to approve the Treasurer's Report of June 25, 2021, containing the financial report of the investment funds, checking account and interest accrued. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

#### **2. ARAJPB 2021-2022 Budget**

Mr. Lane shared that there were no changes on the Proposed Budget and recapped the budget. Mr. Lane inquired if there were any questions. No questions were asked.

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

- **Three Crowns**

Mr. DeGolia discussed the proposed Event Space known as Phase 1. "Tandem Designs presented their proposal for pre-construction costs which include engineering, facility costs and renderings." It has been determined the kitchen and equipment will be considered as phase 2 at a later date. The contractual preconstruction cost for Phase 1 is \$33,800.00. These costs are based on governmental pricing. In addition, Mr. DeGolia presented a conservative cash

analysis prepared by Mr. Reams of a comparison for estimated revenue with an addition to the building and as is, with no addition being added. The expected cost of completion for Phase 1 is estimated at One Million Dollars depending on finishes selected.

A motion was made by Mr. Merschat and seconded by Mr. Hurless to approve the preconstruction contract. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report.

#### **4. Future Meetings/Agenda**

- Executive Committee Meeting – July 14<sup>th</sup>, 5:30 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Budget Hearing/Regular Board Meeting – July 14<sup>th</sup>, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – July 15<sup>th</sup>, 7:30 am, 2435 King Blvd., Big Horn Conference Room, or via teleconference.

#### **7. Office Closures:**

July 5<sup>th</sup> – Independence Day

July 15<sup>th</sup> – July 25<sup>th</sup>

#### **8. Public Comment**

There was no public comment.

#### **9. Good of the Order**


None.

#### **10. Adjournment**

There being no further action by the Board, a motion was made by Mr. DeGolia and seconded by Mr. Merschat to adjourn the meeting at 12:28 p.m. The motion carried with all members in attendance voting aye.

7-14-21


Date



Board Officer

7-14-21

Date



Presiding Officer

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

**MEETING PROCEEDINGS**

**April 28, 2021**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 28, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:

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

Others:         Ric and Dorothy Durdahl

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

1.     President Bell asked for a motion to approve the minutes from the March 24, 2021 meeting. A motion was made by Board Member English and seconded by Treasurer Lawson to approve the minutes of the March 24, 2021 meeting. Motion passed.
2.     Mr. Martin asked the Board to reference the March 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in March was 161 MG, 14 MG more than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 2.55 BG.

Mr. Martin stated that there were three water main breaks in March, which puts it at a total of twenty-one for the fiscal year. Mr. Martin stated there were sixteen water main breaks last year at this time.

Mr. Martin stated that there were no service line breaks in March, putting the fiscal year total at twelve.

Mr. Martin stated that there was one sewer main stoppage in March, putting the fiscal year total at nine.

Mr. Martin stated that there are 22,367 Active Accounts. Mr. Martin stated that the Active Accounts increased 37 from last month.

Board Member English asked if the number of accounts have been fluctuating. Mr. Martin stated that the number of accounts are stable.

3. Mr. Martin stated that 2 – 3 weeks ago, he and Mr. Beamer met with Mr. Durdahl regarding his lots on South 40<sup>th</sup> Street. Mr. Martin stated that they informed Mr. Durdahl that the policy states that the sewer main must be extended to and through the property. Mr. Martin stated that Mr. Durdahl requested an exception to the policy and was informed that staff cannot grant an exception, it is up to the Board and Council. Mr. Martin turned the time over to Mr. Durdahl.

Mr. Durdahl stated that he asked to run a sewer service line through his property to get it to where he is building his house. Mr. Durdahl stated that it is unreasonable to extend the sewer main in the road as he would have to involve the County. Mr. Durdahl stated that he met with contractors and they had no issue running the service line to the main. Mr. Durdahl stated that the average cost to run a service line to connect to the sewer main was \$5,000. Mr. Durdahl stated that it will cost \$50,000 to extend the sewer main and connect. Mr. Durdahl stated that he cannot justify the cost for just one property.

Board Member English asked if there will be one or two houses built. Mr. Durdahl stated that there will be one house built as he wants to remove the lot line and combine the lots. Mr. Durdahl stated that they are also considering a mother-in-law house.

Vice President Jones stated that he is not clear on Mr. Durdahl's sewer line proposal. Mr. Durdahl stated that he would grant himself an easement to run the sewer service line near the easement on the eastside of the property

Board Member English asked if all the lots there have easements. Mr. Durdahl stated that they do have easements, but he was told they are for electric and gas, not sewer.

Board Member Jay asked what the cost is for a 4-inch sewer line installation. Mr. Durdahl stated that it is \$5,000. Mr. Durdahl stated that the property to the south of his property is owned by a ranch so there is no other lots to develop. Board Member Jay asked if the ranch would be inclined to participate if sewer is installed. Mr. Durdahl stated that they are.

President Bell asked staff how this property was annexed without utilities. Mr. Martin stated that it is contiguous to the City limit.

Mr. Durdahl asked what the main argument is for extending the sewer main. President Bell stated that the policy is in place to prevent multiple service lines in the streets. Mr. Durdahl stated that there is no one else to connect to the sewer and it seems unreasonable to install a sewer main.

Vice President Jones asked for staff's recommendation. Mr. Beamer stated that the recommendation is to extend the sewer main to and through the property for future expansion.

Board Member English stated that the Board has to look to the future, but he can appreciate Mr. Durdahl's position.

Mr. Beamer stated that this is a Council approved policy. Board Member English stated that the Board has to look at future possibilities.

Mr. Durdahl stated that there is an argument about the City annexing properties without services. Mr. Beamer stated that properties are annexed with the intent to service.

Mr. Durdahl asked about installing a septic system instead of extending the sewer main. Mr. Martin stated that would not be allowed as a sewer main is within 300 feet from the lot line.

Mr. Durdahl stated that he is trying to get the exception in order to build a house. Mr. Durdahl stated that Mr. Martin and Mr. Beamer are the only ones against granting an exception. Mr. Martin stated that they are the only ones that have to answer to Council about granting an exception.

Council Liaison Cathey stated that Council is getting tired of exceptions that bite them in the future. Council Liaison Cathey stated that there is a 50/50 chance that the exception would be passed by Council.

Vice President Jones asked about an exception to extend the main to where the house is to be built with the understanding that they would have to participate in future development. Mr. Martin stated that the policy reads to and through the lot.

President Bell stated that if the lots are combined the main could be extended to the top of the lots. Board Member English stated that exception could be granted with the understanding they would have to participate in future development. Board Member Jay stated that a developer won't want to install mains in the frontage of the Durdahl lots. Board Member English stated that if it was in the subdivision agreement they would.

Mr. Durdahl asked why he can't do an easement on his own property for the sewer service line. Vice President Jones stated that there are shared sewer lines all over the city that are going under buildings. He stated that this policy is to prevent any new issues. Board Member English stated that the policy is in place for the future.

Vice President Jones stated that there are situations where the main has been extended far enough for a sewer main to connect to it.

President Bell asked if cleanouts will be required on the sewer main extension. Mr. Beamer stated that a manhole is required at the end of a sewer main.



President Bell stated that if the 8-inch sewer main is run ten feet past the lot line of 4001, and a manhole is installed at the end of the sewer main, it might be satisfactory. Vice President Jones stated that he could support that if there is an agreement that they participate in future development.

Vice President Jones asked if 8-in is sufficient for the sewer main extension. Mr. Beamer stated that it would be sufficient as they would be tying in to an 8-inch sewer main.

Council Liaison Cathey stated that if Mr. Durdahl is planning to build over the lot line, he will have to combine the lots. Mr. and Mrs. Durdahl thanked Council Liaison Cathey for that information and stated that they will combine the lots.

Mr. Durdahl stated that he would be happy with extending the sewer main to the lot line. Vice President Jones informed Mr. Durdahl that he would need to work with the County for a license agreement to install the sewer main in the road.

President Bell stated that the sewer main would need to be extended to the northwest corner of the lot, and would need an agreement to participate in future development. Secretary Lawson stated that they would also need to combine the lots. Board Member Jay stated that they don't necessarily need that caveat, as there will only be one residence on two lots. Mr. Durdahl stated that he wants to build two residences. Vice President Jones stated that only one service is allowed per lot. Board Member English stated that if two houses are built, the sewer main would need to be extended farther. Mr. Beamer stated that there will not be an agreement consummated with the Durdahls as this property is inside-City limits.

Secretary Lawson stated that to clarify, Mr. Durdahl will extend the sewer main to ten feet inside the bottom lot and install a manhole. Mr. Durdahl stated that he understood.

A motion was made by Board Member English and seconded by Vice President Jones to approve an exception to the policy, that Mr. Durdahl will extend the sewer main in 40<sup>th</sup> Street to ten feet after the southwest corner of 4001 Wolf Creek Road and not through the end of the lot to the south. Motion put and carried.

Mr. Durdahl asked if this will now need Council approval. Secretary Lawson stated that it would, as this is just an Advisory Board. Council Liaison Cathey stated that he thinks Council would approve this exception. Mr. Durdahl asked when it would go to Council for approval. Mr. Beamer stated that it would go to the May 18<sup>th</sup> Council meeting.

4. Mr. Martin stated that this is a request for outside-City sewer service for 5901 West Old Yellowstone Highway, which is located west of Casper. Mr. Martin stated that this property will obtain sewer service by connecting to a 21-inch sewer main that parallels West Old Yellowstone Highway. Mr. Martin stated that this agreement is for sewer only as the property has a well. Mr. Martin stated that this property is not contiguous and a Commitment to Annex is required.

President Bell asked if this property is in the Mills growth boundary. Mr. Martin stated that it is in the Casper growth boundary.

A motion was made by Board Member English and seconded by Board Member Jay to approve the Contract for Outside-City Sewer Service with J & T Properties, LLC for 5901 West Old Yellowstone Highway. Motion passed.

5. Mr. Martin reviewed the Fiscal Year 2022 budgets for Water Distribution, Wastewater Collection, and Wastewater Treatment (WWTP) with the Board. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that serious efforts were made to minimize increases in the FY22 operations budgets. Mr. Martin stated that due to these efforts, several minor operational line items are unchanged from FY21. Mr. Martin stated that there are overall increases to the operations budgets due to several projects previously classified as capital projects now being included in the operations budgets.

### **Water Budget**

#### **Revenue**

- a) User Fees - \$11,807,276 – This number is based on a five-year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in January 2020 and the 3.0% increase granted for January 2021.
- b) Other Revenue - \$345,360 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue.
- c) Interdepartmental Service - \$195,065 – This amount is unchanged from the FY21 Budget. This line item covers the salary and benefits for two Utility Worker II's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.
- d) Interest Earned - \$243,051 – This is the amount anticipated to be received from investments.

#### **Personnel Services**

- a) Personnel Costs - \$2, 698,106 – This represents an increase of \$204,123 from the FY21 budget. The increases are the result of filling a Utility Worker I position that has been vacant, picking up a larger portion of the Public Services Director position, and an increase in health insurance costs. No cost of living increase is included in the FY22 budget.

## Materials and Supplies

- a) General Supplies and Materials - \$279,140 – This is an increase of \$115,300 over the FY21 budget. The increase is a result of adding new meters, signs and barricades, building supplies, vehicle supplies, and engineering supplies to this line. General supplies and materials include the following:
- \$43,840 – Miscellaneous materials and supplies
  - \$120,000 – Meter repair parts
  - \$100,000 – New Meters and ERT's – moved from the Capital budget
  - \$4,800 – Building supplies
  - \$6,000 – Vehicle supplies
  - \$4,000 – Signs and Barricades
  - \$500 – Engineering Supplies
- b) Postage and Printing - \$3,050 – Unchanged from FY21.
- c) Bulk Water - \$6,992,403 – This represents an increase of \$332,972 from FY21. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System.
- d) Electricity - \$377,500 – This amount is an increase of \$25,200 from the FY21 budget. Electrical usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$9,000 – Unchanged from FY21.
- f) Gas/Fuel - \$63,000 – This is a decrease of \$2,443 from the FY21 budget. The meter services fuel budget was decreased to reflect true usage.
- g) Water/Sewer Line Materials - \$95,000 – Unchanged from the FY21 budget. President Bell asked why there is Sewer materials in the Water Fund. Mr. Martin stated that Water Distribution does sewer taps.
- h) Booster Station Supplies - \$10,000 – Unchanged from the FY21 budget.
- i) Technology Supplies - \$9,500 – This is for computer and tablet replacements. Previously, this item was included in the capital budget, it will now remain a part of the operations budget. Council Liaison Cathey asked why this was moved. Mr. Martin stated that it was moved by the Finance Department, as the Capital Purchase Policy is \$5,000 and above, and this is for smaller purchases.
- j) Maintenance/Repair Non-Contract - \$3,500 – Unchanged from the FY21 budget.
- k) Clothing Allowance - \$3,500 – Unchanged from FY21. This line has moved from personnel to materials and supplies.

## Contractual Services

- a) Investment Services - \$30,223 – This is a \$164 decrease from the FY21 budget.
- b) Other Contractual - \$291,700 – This line item increased by \$111,000 from the FY21 budget mainly due to the addition of water rights analysis, and standard specs updated to this line. In the past, these intangible items would have been included in the capital budget. Other Contractual contains the following:
- \$12,000 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
  - \$50,000 – Laboratory Testing – Lab Test Fees
  - \$ 750 – Bureau of Reclamation – CAID Administration Charges
  - \$75,000 – CAID – Yearly rehabilitation and betterment charge
  - \$ 5,000 – NCCD – Yearly funding for workshops, water conservation
  - \$20,000 – PMP Readiness – Pathfinder Water Standby Charges
  - \$ 3,000 – AVL Support Services – Charge for automated vehicle location
  - \$ 2,000 – Dispatch Services – Water Fund share of PSCC
  - \$ 5,500 – Locate Service – Charge for Locate Service (One-Call)
  - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
  - \$ 750 – Meter Services – Misc. Fees
  - \$75,000 – Water Rights Analysis – Water Rights Consultant – from capital budget
  - \$40,000 – Standard Specifications Update – in past would be in Intangibles in the capital budget
- c) Interdepartmental Services - \$743,376 – This represents a decrease of \$41,078 from the FY21 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.) Decreases were seen in finance and customer service budgets. Some costs are based on number of employees, or average number of work orders for the Division.
- d) Professional Services - \$205,000 – This is an increase of \$197,000 from the FY21 budget. Street repairs and instrumentation have been added to the line from materials and supplies. This line is for the following:
- \$190,000 – Street Repairs – Street repairs from main breaks
  - \$ 8,000 – Compaction Testing – Compaction testing from various projects
  - \$ 7,000 – Instrumentation – Repair of instrumentation items
- e) Maintenance Agreements - \$14,900 – Unchanged from the FY21 budget and is mainly used for software licenses.
- f) Laundry and Towel Service - \$1,000 – Unchanged from the FY21 budget.

### Debt Service

a) Principal Payments - \$652,867 – This reflects the Principal for the various DWSRF loans per the amortization schedules.

• SRF Loan #015 (2002 Mains)	- \$ 91,584
• SRF Loan #025 (2003 Mains)	- \$ 89,350
• SRF Loan #036 (2004 Mains)	- \$ 85,045
• SRF Loan #046 (Downtown Mains)	- \$ 82,971
• SRF Loan #051 (Meter Replacements)	- \$ 31,363
• SRF Loan #055 (2006 Mains)	- \$ 80,947
• SRF Loan #062 (Zone II – Phase II)	- \$ 62,075
• SRF Loan #089 (2.5% Area Wide Water)	- \$122,924
• SRF Loan #089 (0% Area Wide Water)	- \$ 6,608

b) Interest Expense - \$102,356 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	- \$ 4,636
• SRF Loan #025 (2003 Mains)	- \$ 6,870
• SRF Loan #036 (2004 Mains)	- \$ 11,176
• SRF Loan #046 (Downtown Mains)	- \$ 13,250
• SRF Loan #051 (Meter Replacements)	- \$ 5,009
• SRF Loan #055 (2006 Mains)	- \$ 15,274
• SRF Loan #062 (Zone II – Phase II)	- \$ 11,713
• SRF Loan #089 (2.5% Area Wide Water)	- \$ 34,428
• SRF Loan #089 (0% Area Wide Water)	- \$ 0

### Other Costs

a) Bad Debt - \$7,000 – Unchanged from FY21.

b) Travel/Training - \$20,500 – This represents an increase of \$550 over the FY21 budget. The increase is due to increased training for cross connection and NACE (corrosion) certifications.

c) Insurance and Bonds - \$68,217 – This represents an increase of \$6,741 from the FY21 budget.

d) Dues and Subscriptions - \$5,600 – Unchanged from the FY21 budget.

### Utility Expense

a) Communication - \$24,500 – Unchanged from the FY21 budget.

b) Refuse Collection - \$3,000 – Unchanged from the FY21 budget.

### Capital Revenue

- a) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY21 budget.
- b) Operating Transfers In - \$2,500,000 – This represents \$2,500,000 of 1%#16 monies for water main replacements.

### Capital - New

- a) Improvements Other Than Buildings - \$85,000 – This is for Oversizing Reimbursements for Developers. This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City's Water Master Plan.
- b) Technologies - \$2,500 – This expense is for two new field tablets for GIS use.

### Capital - Replacement

- a) Buildings - \$7,000 – This is for floor tile replacement at the Water Distribution Garage.
- b) Improvements Other Than Buildings - \$3,332,000 – This represents the following:
  - Pavement - \$175,000 – Internal Public Utilities Water Main Replacement Program.
  - Water Line Materials - \$100,000 – Internal Public Utilities Water Main Replacement Program.
  - Miscellaneous Water Main Replacement Program - \$2,500,000 – Contracted Water Main Replacements.
  - Pump & Control Valves - \$50,000 – Pump, valve, and meter replacements at various City booster stations.
  - Sun I South Tank Exterior Coating - \$310,000
  - CY Tank Interior Coating - \$185,000
  - WDG Facility Entrance Sign - \$12,000
- c) Light Equipment - \$119,400 – This represents:
  - Flat Bed Dump Truck - \$57,200
  - Compressor Truck - \$62,200
- d) Heavy Equipment - \$102,200 – This is for the replacement of one backhoe.
- e) Technologies - \$5,000 – This is for replacement of the existing copier.

## Summary

Budgeted operating revenue for the Water Distribution Fund increased by \$212,335 from the FY21 budget. FY22 Water Distribution operations expenses are 6.8% above the FY21 budget.

The FY22 total Water Fund budget indicates a deficit of approximately \$1.1 M. Close attention will need to be paid to cash flow projections, and capital projects may have to be adjusted accordingly. There will be a draw down on reserves.

Secretary Lawson asked if the \$2.5 M is included in the 1% capital projects. Mr. Beamer stated that Capital projects have already been discussed with Council and this was included.

## Sewer Budget

### Revenue

- a) User Fees - \$6,164,127 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 6% rate increase granted by Council in January 2020 and a 6% rate increase for January 2021.
- b) Administrative Fees - \$194,673 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue to the Sewer Fund.

### Personnel Services

- a) Personnel Costs - \$915,577 – This represents an increase of \$27,085 from the FY21 budget. This increase is the result of health insurance costs.

### Materials and Supplies

- a) General Supplies and Materials - \$33,950 – This is an increase of \$21,400 from the FY21 budget. The increase comes from adding programs and projects, vehicle supplies, and engineering supplies to this line. General Supplies and Materials includes the following:
  - \$ 600 – Miscellaneous materials and supplies
  - \$ 900 – Vehicle supplies
  - \$ 3,050 – Office Supplies
  - \$ 3,000 – Safety Supplies
  - \$ 4,100 – Small Tools and Supplies
  - \$ 800 – Postage and Shipping

- \$ 1,000 – Chemicals
  - \$ 500 – Engineering Supplies
  - \$20,000 – Programs and Projects – Stormwater – was classified as capital
- b) Postage and Printing - \$1,000 – Unchanged from the FY21 budget.
- c) Electricity - \$6,500 – Unchanged from the FY21 budget.
- d) Natural Gas - \$350 – This is a \$100 increase from the FY21 budget.
- e) Gas/Fuel - \$15,000 – This amount is an increase of \$1,824 from the FY21 budget.
- f) Water and Sewer Line Materials - \$4,000 – Unchanged from the FY21 budget.
- g) Lift Station Supplies - \$6,200 – Unchanged from the FY21 budget.
- h) Maintenance/Repair - \$16,500 – This is a \$10,000 increase from the FY21 budget. The increase is from adding vector supplies to this line from the capital budget.
- i) Clothing Allowance - \$1,800 – Unchanged from the FY21 budget and has moved from the personnel line.
- j) Technology Supplies - \$2,500 – This line is for the replacement of computers and tablets. This line has moved from capital to general supplies.

#### Contractual Services

- a) Investment Services - \$11,493 – This is a decrease of \$115 from the FY21 budget.
- b) Other Contractual - \$62,500 – This line item increased by \$40,000 from the FY21 budget due to the standard specifications update. Other Contractual contains the following:
- \$ 1,500 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
  - \$ 3,500 – Railroad Easements
  - \$ 1,800 – AVL Support Service – Charge for automated vehicle location
  - \$ 5,500 – Software Support, Sewer Model, Pipelogix, etc.
  - \$ 2,000 – Dispatch Services – Sewer Fund share of PSCC
  - \$ 4,000 – Locate Service – Charge for Locate Services (One-Call)
  - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
  - \$ 1,500 – 33 Mile Flushing – Sewer System Flushing
  - \$40,000 – Standard Specifications Update – split between Water and Sewer.
- Board Member English asked how often the Standard Specifications are updated. Mr. Martin stated they were last updated in 2006. Board Member English asked if they will be updating the National Standards. Mr. Martin stated they are



updating the State, DEQ, and City Standards. Mr. Beamer stated that it just some cleanup in the Standards, and he does not believe it will cost the total \$80,000.

- c) Interdepartmental Services - \$309,259 – The FY22 budget represents a decrease of \$6,554 from the FY21 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- d) Laundry and Towel Service - \$3,400 – This represents an increase of \$300 over the FY21 budget.

#### Other Costs

- a) Bad Debt - \$2,500 – Unchanged from the FY21 budget.
- b) Travel/Training - \$10,100 – Unchanged from the FY21 budget.
- c) Insurance and Bonds - \$23,804 – This represents a decrease of \$852 from the FY21 budget.
- d) Dues and Subscriptions - \$1,045 – Unchanged from the FY21 budget.
- e) Stormwater Operations & Education - \$16,000 – Unchanged from the FY21 budget.

#### Utility Expense

- a) Communication - \$5,000 – Unchanged from the FY21 budget.
- b) Sewer Treatment - \$5,291,366 – This is an increase of \$630,556 from the FY21 budget. This is the City's budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the "Interagency Agreement" cost accounting formula. The large increase is from moving several items from the capital budget to the operations budget.

#### Debt Service

- a) There is no debt service in the Sewer Fund.

#### Capital Revenue

- a) Improvements Other Than Buildings - \$35,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City's Sewer Master Plan.

#### Capital Replacement

- a) Improvements Other Than Buildings - \$1,035,000 – This includes the following:
- Manhole and Main Replacements - \$1,000,000 – Contracted Sewer Main Rehabilitation/Replacement.
  - Sewage Pump Replacement - \$35,000
- b) Light Equipment - \$80,200 – This is for the replacement of a service truck.
- c) Technologies - \$54,500 – This includes the following:
- Sewage Lift Station Communication Upgrade - \$25,000 – This is to upgrade five sewage lift stations to radio communication.
  - Pipelogix Software - \$14,500
  - Jetscan Camera - \$15,000

### Summary

Budgeted operating revenue for the Sewer Fund increased by \$312,306 from the FY21 budget. Sewer Fund operations expenses are 12.1% above the FY21 budget. The majority of this increase is from moving typical capital expenditures into the operations budget. Additionally, a significant increase is expected for Regional Wastewater Treatment expense.

The major capital project expense in FY22 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. The FY22 capital Sewer Fund budget is \$427,650 more than last year and is in line with the most recent rate model. The Sewer Fund anticipates receiving \$500,000 of 1%#16 funds in FY22.

The FY22 total Sewer Budget indicates a deficit of \$943,000, which will come from Reserves. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

### **Wastewater Treatment Plant Budget**

#### Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$90,000 – This represents status quo for the Septic Tank Waste Charge revenue and a \$30,000 decrease for the Sump Waste Charge revenue. These projections have been made based on FY21 budget actuals.
- b) Intergovernmental User Charges - \$6,623,237 – This represents an increase of \$681,428 from the FY21 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System.

### Personnel Services

- a) Personnel Costs - \$1,538,149 – This is an increase of \$79,181 from the FY21 budget. The increase can be attributed to health insurance costs and an increased portion of the Public Services Director position. Additionally, a portion of the Public Utilities Manager and Administrative Technician salary now come directly out of this fund rather than through the Interdepartmental Charge.

### Materials and Supplies

- a) General Supplies and Materials - \$120,000 – This is a decrease of \$18,500 from the FY21 budget. The decrease was made in other structures and supplies. General supplies and materials includes the following:
- \$ 3,000 – Office Supplies
  - \$ 5,000 – Misc. Supplies
  - \$10,000 – Safety Equipment and Supplies
  - \$ 8,500 – Lubricants
  - \$60,000 – Machinery Supplies
  - \$ 5,000 – Small Tools and Supplies
  - \$12,000 – Lab Supplies
  - \$16,500 – Other Structures/Building Supplies
- b) Postage and Printing - \$3,000 – Unchanged from the FY21 budget.
- c) Electricity - \$350,000 – Unchanged from the FY21 budget.
- d) Natural Gas - \$71,000 – Unchanged from the FY21 budget.
- e) Gas/Fuel - \$15,000 – Unchanged from the FY21 budget. This is for fuel for the generators.
- f) Chemicals - \$348,000 – Unchanged from the FY21 budget.
- g) Lift Station Supplies - \$14,000 – Unchanged from the FY21 budget.
- h) Technology Supplies - \$7,500 – This amount is unchanged from the FY21 budget; however, this line has moved from capital to operations.
- i) Maintenance/Repair - \$145,000 – This is a new line in the operations budget. In the past, these items have been included in the capital budget. Included are the following:
- \$50,000 – UV Disinfection Equipment
  - \$10,000 – Meter Station Components
  - \$75,000 – Plant Valves and Piping

- \$10,000 – Lighting System Components
- j) Clothing Allowance - \$1,200 – This amount is unchanged from FY21 and has moved from the personnel line.

#### Contractual Services

- a) Professional Services - \$25,000 – Unchanged from the FY21 budget. This line is for instrumentation repair.
- b) Investment Services - \$14,231 – This is a decrease of \$285 from the FY21 budget.
- c) Maintenance Agreements - \$38,160 – This is an increase of \$17,000 from the FY21 budget. The increase is from the addition of cleaning services. This line includes the following:
- \$ 4,500 – CMMS Software
  - \$ 2,400 – Operations Data Tracking Software
  - \$ 1,000 – Laser Alignment Tool Calibration
  - \$ 1,000 – Fire Sprinkler System Inspection
  - \$ 1,200 – Fire Extinguisher Inspection/Exchange
  - \$ 3,000 – HVAC Service
  - \$ 3,500 – Crane Inspections
  - \$ 1,500 – Copier Maintenance/Lease
  - \$ 1,000 – Lab Equipment Certification
  - \$ 2,000 – Instrumentation – Contractual
  - \$17,000 – Professional Cleaning Services
- d) Other Contractual - \$149,500 – This amount is an increase of \$110,000 from the FY21 budget. The increase is for digester cleaning to take place in FY22. Other Contractual contains the following:
- \$ 1,000 – Legal Services
  - \$ 30,000 – NCCD Funding Agreements
  - \$ 1,500 – Railroad Easements
  - \$ 4,000 – Other Misc. Contractual
  - \$ 3,000 – Public Outreach
  - \$110,000 – Digester Cleaning – Not an annual cost
- e) Interdepartmental Services - \$657,477 – The FY22 budget represents an increase of \$201,223 from the FY21 budget. This line item represents transfers to the General Fund for Services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- f) Laundry and Towel Service - \$8,000 – Unchanged from the FY21 budget.

- g) Testing - \$30,000 – Unchanged from the FY21 budget and is for DEQ/EPA lab testing requirements.

#### Other Costs

- a) Travel/Training - \$7,500 – Unchanged from the FY21 budget.
- b) Insurance and Bonds - \$39,841 – This represents an increase of \$9,107 from the FY21 budget.

#### Debt Service

- a) Principal Payment - \$729,751 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$566,630
- CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
- CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$ 90,802
- CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582

- b) Interest Expense - \$331,147 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) - \$106,915
- CWSRF Loan #128 (Biosolids Turner) - \$ 0
- CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$122,278
- CWSRF Loan #127S (Emergency Power Supply) - \$101,954

#### Capital – New

- a) None for FY22.

#### Capital – Replacement

- a) Improvements Other Than Buildings - \$1,735,000 – This includes the following:

- Security - \$30,000 – Cameras, door security, etc.
- Lift Station Generator Replacement - \$90,000 – The existing emergency generators are 30+ years old and require replacement.
- Primary Sludge Pump Replacement - \$15,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building.
- Centrifuge Sludge Feed Pump Rebuild - \$10,000

- Large Boiler Installation - \$1,400,000 – This project is re-budgeted from FY21 and is to add a large boiler in the digester control building. Previous bids were over budget.
  - DAFT Pressure Tank Replacement - \$40,000 – This is to replace one DAFT pressure tank.
- b) Light Equipment - \$161,000 – This is for the following:
- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly, needing immediate replacement or renovation.
  - Utility Cart Replacement - \$12,000
  - Industrial Riding Mower - \$12,000 – Skidsteer attachment for aerating the drying beds.
  - Roll-off Box Replacement - \$12,000
- c) Technologies - \$25,000 – Sewage Lift Station Communication Upgrade. This project is to upgrade five lift stations to radio communication.

### Summary

Budget operating revenue for the WWTP Fund increased by \$639,000 from the FY21 budget. The increase is due to user fee increases stemming from an operations budget increase. FY21 WWTP fund operations expenses are 17.7% above the FY21 budget. The majority of this increase is from moving typical capital expenditures into the operations budget. Additionally, a digester cleaning project is expected to take place in FY22.

The total FY22 WWTP budget shows a surplus of approximately \$365,000.

Board Member Jay clarified that staff is trying to keep operations status quo, in addition to the increase from the project transfers from Capital. Mr. Martin stated that was correct.

Board Member Jay stated that in this economy, salaries can't be kept stagnant and asked how a cost of living increase would affect rates. Mr. Martin stated that the North Platte Sanitary Sewer Rehabilitation Project costs have increased to \$13 M due to the increased costs of materials, etc. Mr. Martin stated that if upcoming projects are set aside for the future, it will greatly affect the rates.

Board Member English asked if the amount for Natural Gas is sufficient. Mr. Martin stated that historic usage was used to get a budgetary figure; there should be enough cushion to cover the costs. President Bell stated that the cost of natural gas has increased. Mr. Martin stated that the figure was increased from last year.



6. In other business:

- a. President Bell asked if the tanks are in service. Mr. Martin stated that the Wardwell Tank roof was replaced and the tank is in service. Mr. Martin stated that the WTP 2.6 MG tank roof was removed yesterday.

President Bell asked if the Tower Tank is in service. Mr. Martin stated that the Tower Tank is out of service for a warranty inspection. Mr. Martin stated that there are a couple of repairs that are needed.

- b. President Bell asked about the WWTP emergency generator project. Mr. Martin stated that the transformer is ordered and he hopes to be back on utility service soon.
- c. President Bell asked if there will be a meeting in May. Mr. Martin stated that it is possible, if so, it will be held on May 26<sup>th</sup>, and would be a short meeting.
- d. Mr. Martin asked the Board to reference the Sales Tax Chart in the agenda packet. Council Liaison Cathey stated that the sales tax lags; the March figure is for January spending. Council Liaison Cathey stated that the stimulus checks increased spending. Mr. Martin stated that the Sales Tax Chart will be included with the agenda packet each month. Council Liaison Cathey stated that the chart is updated the first week of each month.
- e. Board Member Jay asked if the Federal stimulus for infrastructure is something that the City will be able to get. Mr. Martin stated that staff is getting information on this stimulus; he is not sure if it is loans or what. Mr. Martin stated that the City will try to get what they can.

Board Member English asked if the City received any of the CARES Act funding. Mr. Martin stated that the City received some funds from the first stimulus, but he is unsure how it will be allocated. Board Member English asked if any of the funds will be allocated to Utilities. Mr. Martin stated that some funds were allocated to Utilities for employees who were off due to COVID, and for PPE and cleaning supplies.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:43 a.m. Motion passed.



Secretary

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

**MEETING PROCEEDINGS**

June 15, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 15, 2021 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present -** Chairman King, Vice-Chairman Keffer, Secretary Waters, Treasurer Bertoglio and Board Members Cathey, Freel, Knell and Powell.

**City of Casper –** Cathey, Freel, Knell, Powell, Andrew Beamer, Bruce Martin, Seth Van Wyck, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates -**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Steve Quail, Pierre Kwan, and Gabe Lauber – HDR Engineering, Inc.

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

1. In Announcements, Mr. Martin stated that lunch should arrive any minute.

2. Chairman King asked for a motion to approve the minutes from the May 18, 2021 Regular and Executive meetings. A motion was made by Secretary Waters and seconded by Board Member Freel to approve the minutes from the May 18, 2021 Regular and Executive meetings. Motion put and carried with Treasurer Bertoglio, and Board Members Cathey and Powell abstaining from the vote.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing that was sent out in the agenda packet: Voucher 8302 for Williams, Porter, Day & Neville, P.C. in the amount of \$295.50 for Legal Expenses. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the June 2021 vouchers. A motion was made by Board Member Powell and seconded by Vice-Chairman Keffer to approve the June 2021 voucher listing to include voucher numbers 8296 through 8302 in the amount of \$425,472.59. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for May 2021 was 245 MG, which is 16 MG less than the five-year average. Mr. Martin stated that year to date production is 3.289 BG, 106 MG more than the five-year average. Mr. Martin stated that so far production for June is 30 MG more than the same time last year.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation. Mr. Martin stated that Water Utility Charges for FY2021 is \$6,678,001, which is an increase of approximately \$344,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$3,028,318, which is approximately \$71,000 less than last year. Mr. Martin stated that this due to the timing of chemical purchases, and is right about where staff expected it to be.

Treasurer Bertoglio asked that the Principal and Interest be broken out for FY2019 and FY2020 in the Financial Report, instead of being combined. Mr. Martin stated that he will get with Finance on this issue.

Chairman King asked for a motion to approve the May 2021 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the May 2021 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that a second vertical turbine pump for Airport Booster has been ordered, but there is a 14-16 week lag time before it will arrive.

Mr. Conner stated that Water Distribution staff has been spraying the weeds and mowing

at the RWS boosters, tanks and fire hydrants.

Mr. Conner stated that the RWS ARV's out in the system and the Crosstown Pipeline ARV's have been exercised and serviced.

Mr. Conner stated that two hot taps were made on RWS water mains; one 1-inch tap on Grey Cloud Road, and one 12-inch tap on Chamberlin Road for the Buffalo Meadows project in Mills. Mr. Conner stated that this project is re-routing the RWS Airport waterline.

Mr. Conner stated that chlorine residuals are really good out in the system.

Mr. Conner stated that the backflow preventers at the RWS boosters were tested.

Mr. Conner stated that a check valve has been ordered for pump #1 at the Wardwell booster.

Mr. Conner stated that the small recharge pump for the Morad wellfield was pulled. Mr. Conner stated that this pump is totally worn out, so a larger replacement pump will be needed for a backup.

Chairman King turned the time over to Mr. Van Wyck for the Operations Update.

Mr. Van Wyck stated that two Plant Mechanics were hired, Mike Day and Matt Burgardt from Water Distribution.

Mr. Van Wyck stated that two actuators for Raw Water intake pumps were ordered.

Mr. Van Wyck stated that a new impeller for Ground Water High Service Pump No. 1 was also ordered. Mr. Van Wyck stated that originally he looked at ordering a stainless steel impeller, thinking it would last longer, but it had a 20 week lead time. Mr. Van Wyck stated that the impeller that was ordered is aluminum/bronze and will take two weeks to arrive, and the cost is quite a bit less than the stainless steel.

Mr. Van Wyck stated that the new expansion tank for the boiler was installed.

Mr. Van Wyck stated that Casper 20 well is back in service after being rehabilitated. Mr. Van Wyck stated that Casper 10 well has a cracked well casing and will be discussed later in the meeting.

Mr. Van Wyck stated that the roof for the 2.6 MG tank should be installed by the end of the week. Mr. Van Wyck stated that spot welding was being done on the floor of the tank, and they wanted the light from the roof being off to make sure they didn't miss any of the spots.

Mr. Van Wyck stated that the surface plant has been going through six ferric trucks a

week. Chairman King asked if there has been any issues with getting chemical deliveries. Mr. Van Wyck stated that there have been issues this last week with getting ferric, as the ferric plant had issues and stopped production. Mr. Van Wyck stated that all the suppliers were having issues getting ferric, as they all get it from the same plant. Mr. Van Wyck stated that a ferric truck was received Sunday at 10:00 p.m., Monday at 8:00 p.m., and a truck is scheduled to arrive this afternoon. Mr. Van Wyck stated that eleven additional trucks will be received in the next two weeks to catch up. Mr. Van Wyck stated that all the suppliers asked why we use ferric, because it is one of the hardest chemicals to get. Chairman King stated that his town ordered just a little bit a while back and they didn't show up. Chairman King stated that staff called to see where the order was and was told it was 15 weeks out.

Board Member Knell asked if staff is looking into a different chemical to use instead of ferric. Mr. Martin stated that staff will be investigating different chemicals, however, testing will have to be done to make sure it works, and EPA will have to give approval before a change can be made. Mr. Martin stated that in the meantime, staff is looking into getting a temporary storage tank for emergency storage in place, or converting a couple of tanks that are not in use for ferric. Mr. Martin stated that staff doesn't want to be in this situation again.

Board Member Knell asked what other chemicals are being used by other water plants. Mr. Martin stated that some water plants use ferric sulfate, aluminum sulfate, and other options.

Vice-Chairman Keffer asked if it is worthwhile ordering a stainless steel impeller for the pump, and asked how long the aluminum/bronze pump impeller lasted. Mr. Conner stated that the last impeller was zinc/bronze, which there have been issues with. Mr. Conner stated that two pump stations that had impellers replaced in the last five years were checked and the impellers were damaged by the corrosiveness of the water. Mr. Conner stated that the Wardwell booster had been running 24/7 for a year and a half while the tank was out of service and when the pump was pulled to inspect it, the impeller looked brand new. Mr. Conner stated that this impeller is nickel/bronze. Mr. Conner stated that the stainless steel impellers are approximately \$35,000, while an aluminum/bronze impeller is \$11,000.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. In New Business:
  - a. Mr. Martin asked the Board to reference Budget Amendments.
    - i. Mr. Martin stated that the WTP is going through a lot of ferric, and a load of corrosion inhibitor had to be ordered. Mr. Martin stated that the WTP

Operations Budget Amendment No. 2 is for an additional \$250,000 to cover the cost of the additional chemicals.

Board Member Knell asked why the WTP is going through so many chemicals right now. Mr. Martin stated that water production is very high, and the river has been low so the wells, which are less expensive to treat, are not producing much water. Mr. Martin stated that more surface water has to be treated, which in turn uses more chemicals.

Board Member Powell asked how high production has been. Mr. Martin stated that production has been between 23 – 25 MGD all of June so far.

A motion was made by Secretary Waters and seconded by Board Member Cathey to approve WTP Operations Budget Amendment No. 2 for FY2021 in the amount of \$250,000 for chemicals. Motion put and carried.

- ii. Mr. Martin stated that Agency Budget Amendment No. 3 includes the WTP Operations amendment for chemicals in the Reimbursement Contract Expense line item, and project encumbrances from FY2020 that carried over into the FY2021 budget. Mr. Martin stated that per the State of Wyoming, carry over encumbrances must be accounted for in the current budget. Mr. Martin stated that Agency Budget Amendment No. 3 is for \$2,444,072.

A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve Agency Budget Amendment No. 3 for FY2021 in the amount of \$2,444,072. Motion put and carried.

- b. Mr. Martin stated that Engineering Associates is under contract with the Board for the 2021 Well Rehabilitation Project for Casper 10 and Casper 20. Mr. Martin stated that the rehabilitation of Casper 20 went smooth, and it is back in service. Mr. Martin stated that during rehabilitation of Casper 10, it was discovered that the well casing was cracked and letting material inside the casing. Mr. Martin stated that the well needs to be relined. Mr. Martin showed several pictures of the well casing with the crack. Mr. Martin stated that a 16-inch stainless steel casing and screen liner section would be installed inside of the old 24-inch casing.

Chairman King asked how long of sleeve will be installed for the casing. Mr. Martin stated that a 13-foot section will be installed.

Mr. Martin stated that the Amendment includes the stainless steel sleeve and screen, and the rehabilitation of Casper 10. Mr. Martin stated that the Amendment is a “Not to Exceed” amount of \$65,000 due to the price of the materials changing so quickly. Mr. Martin stated that \$10,000 was added to the Amendment and the Contractor has agreed to not charge above the \$65,000.

A motion was made by Board Member Powell and seconded by Vice-Chairman

Keffer to approve Amendment No. 1 to the Contract for Professional Services with Engineering Associates for the repairs to Casper 10 well casing in the amount not to exceed \$65,000.

Board Member Cathey asked if the well will keep its current production with the decrease in the well casing size. Mr. Martin stated that the well should retain its production rate.

Motion put and carried.

- i. Mr. Martin stated that with Amendment No. 1 to this contract, funds need to be reallocated to the project. Mr. Martin stated that there is still some funding left in the Well Rehab Project, but additional funds are needed. Mr. Martin stated that there are additional funds leftover in the Roof Project that can be transferred to the Well Rehab Project. Mr. Martin stated that staff recommends transferring \$36,530 from the Roof Project to the Well Rehab Project to cover the cost of the contract amendment.

A motion was made by Board Member Knell and seconded by Secretary Waters to approve the budget reallocation of \$36,530 from the Roof Project to the Well Rehab Project. Motion put and carried.

- c. Mr. Martin stated that since the preliminary budget was reviewed in detail with the Board previously, he will just review any changes that were made for the final budget presentation.

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

Mr. Martin stated that there were no revisions made to the preliminary WTP Operations Budget. Mr. Martin stated that the FY22 Operations Budget is 3.8% greater than the FY21 Operations Budget. Mr. Martin stated that the increases are attributable to a slight increase in personnel costs, and increase in chemical costs, the addition of ozone monitor service to maintenance agreements and an increase to refuse collection.

### **Central Wyoming Regional Water System Agency Budget**

Mr. Martin stated that in the Agency Budget there were a couple of changes in Capital that he will review with the Board.

Board Member Knell stated that \$5,000 needs removed from the Land Purchase listed in Capital. Mr. Martin stated that he added \$5,000 to the budget just in case the closing costs are higher than anticipated. Board Member Knell stated that the Board approved the land purchase up to \$70,000 and reiterated that \$5,000 needs removed from the budget. Mr. Martin stated that he will make the change.



Mr. Martin stated that \$50,000 was added to Major Equipment and Valve Replacements for a total of \$150,000. Mr. Martin stated that this is for unanticipated equipment and valve replacements during the year. Mr. Martin stated that WTP and/or wellfield equipment will fail unexpectedly needing immediate replacement or renovation.

Mr. Martin stated that \$75,000 was added to Well Rehabilitation for a total of \$425,000. Mr. Martin stated that this is part of a multi-year project to rehabilitate the groundwater wells. Mr. Martin stated that Caisson #2 will be rehabilitated, and it is hoped that two additional wells can be done as well.

Mr. Martin stated that the Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5%. Mr. Martin stated that the total amount budgeted for FY22 capital expenditures is \$1,697,000, an increase of \$422,000 from FY21.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the FY2022 WTP Operations Budget as presented, and the FY2022 Agency Budget as presented with the reduction of \$5,000 in Capital Expenditures. Motion put and carried.

- d. Mr. Martin stated that the Board has discussed the addition of Ultra Violet (UV) Treatment to the system over the last couple of years. Mr. Martin stated that next month a Request for Proposal for the UV System design will be sent out. Mr. Martin turned the time over to Mr. Steve Quail with HDR Engineering, Inc.

Mr. Quail stated that he and his coworkers are in attendance today to speak to the Board about UV disinfection. Mr. Quail introduced Mr. Pierre Kwan, who has built several UV systems in different states, to the Board.

Mr. Quail stated that in 2015 EPA required a second round of cryptosporidium testing. Mr. Quail stated that WTP staff knew the surface water would be upgraded to a BIN2 classification. Mr. Quail stated that operations were tweaked to meet the EPA requirements. Mr. Quail stated that the WTP has been operating under Alternative Treatment Techniques, which includes using a lot of ozone, and monitoring for Aerobic Spores.

Mr. Quail stated that staff has looked at UV disinfection and ultrafiltration for the groundwater system. Mr. Quail stated that UV is the most economical and was presented in the Facility Plan.

Mr. Quail stated that if UV is added to the groundwater, there are questions that will need to be answered by EPA. Mr. Quail stated that EPA needs to answer if UV can be used by itself, or if it will need to be used with ozone, and if so, how much ozone will be required. Mr. Quail stated that EPA is pushing for multilevel barrier protection. Mr. Quail stated that it is best to keep using ozone with the

surface water as it helps with the filters. Mr. Quail turned the time over to Mr. Kwan.

Mr. Kwan stated that he has been a UV Design Lead for the last 20 years, and proceeded with his PowerPoint presentation on UV Disinfection.

Mr. Kwan stated that Cryptosporidium and Giardia are the least resistant to UV, and ozone and chloramines are good for getting rid of viruses. Mr. Kwan stated that UV works best if it is after ozone, and before chloramines are added.

Mr. Kwan stated that there is a difference between UV being used in a Water Treatment Plant (WTP) and a Wastewater Treatment Plant (WWTP). Mr. Kwan stated that a WWTP uses a lot of electricity and is an open channel. Mr. Kwan stated that a WTP UV system is very compact, enclosed, and uses less electricity. Mr. Kwan stated that there are different configurations that are used – low/medium pressure for the lamps. Mr. Kwan stated that if a configuration isn't chosen early on in the design, there are many issues.

Board Member Knell asked if the amount of production impacts the configuration. Mr. Kwan stated that it does, and capacity plays a big part. Mr. Kwan stated that for UV, the higher the log removal, the more lamps that are added. Mr. Kwan stated that this requires coordination with EPA as they will determine if the ozone system will go away, or if it will stay in the treatment process. Mr. Kwan stated that ozone treatment is effective against viruses.

Mr. Kwan stated that the WTP could be retrofitted with a UV Disinfection system. Mr. Kwan stated that in order to do a retrofit, early equipment selection in the design process is critical. Mr. Kwan reviewed the different types of system equipment.

Board Member Knell asked if the ozone system could be kept. Mr. Kwan stated that it could be kept, but the current ozone equipment is aging, and if it is replaced, there is a possibility to go with smaller equipment. Mr. Quail stated that right now the WTP is achieving 8-log removal with ozone, and it is up to EPA to decide how much to reduce.

Treasurer Bertoglio stated that this WTP has two different treatment systems for the groundwater and surface water and asked if there would be two different UV systems, or just one. Mr. Kwan stated that there would be two UV systems for redundancy. Treasurer Bertoglio asked if there would be a range of flows for the UV system. Mr. Kwan stated that there would be. Mr. Quail stated that the range of flows would only be on the groundwater system.

Board Member Powell asked that if the UV system only costs \$300,000, how did the costs go to \$11 M. Mr. Kwan stated that the \$300,000 is only for the equipment, the additional cost is for a building to house the UV system. Mr.

Quail stated that the cost of the UV system depends on the location and piping. Mr. Quail stated that one of the first things that will need to be done is to identify where the UV system would be placed. Board Member Knell asked if the UV system could be inserted in an existing area of the WTP. Mr. Quail stated that they would have to look at the hydraulics and electrical systems that are in place. Mr. Quail stated that in the very early discussions about a UV Disinfection System, the cost was overstated so there are no surprises.

Mr. Van Wyck asked what happens with the UV system if there is a power outage. Mr. Kwan stated that the WTP would have to shut down if the UV system is down.

Board Member Cathey stated that the WTP has an emergency power generator and asked if there would be a time-delay on the UV system. Mr. Kwan stated that part of the cost of the UV system would be batteries to keep the UV system running until the emergency generator comes on.

Board Member Knell asked how often there is a power outage at the WTP. Mr. Van Wyck stated that it depends on thunder storms and geese flying into transformers in the wellfields.

Board Member Powell asked if there would be any risk to the public if the power goes out for the UV system. Board Member Cathey stated that if there is no power, all the pumps would be off until the emergency generator kicks on so the water storage tanks would be feeding the system.

Board Member Knell stated that if the UV system can be installed in an existing building, it should. Mr. Quail stated that HDR's goal is to use the space that the Board already has.

Chairman King asked if the UV system has to be inside. Mr. Kwan stated that unlike a WWTP, the UV system for a WTP must be indoors.

The Board thanked Mr. Kwan for his presentation.

Treasurer Bertoglio left the meeting at 12:47 p.m.

- e. There was no Other New Business.
- 9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Powell to adjourn into Executive Session at 12:48 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn from Executive Session at 12:53 p.m. Motion put and carried.

Chairman King called the Regular Session to order at 12:54 p.m.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on July 20, 2021.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 12:55 p.m. Motion put and carried.

  
Chairman

  
Secretary

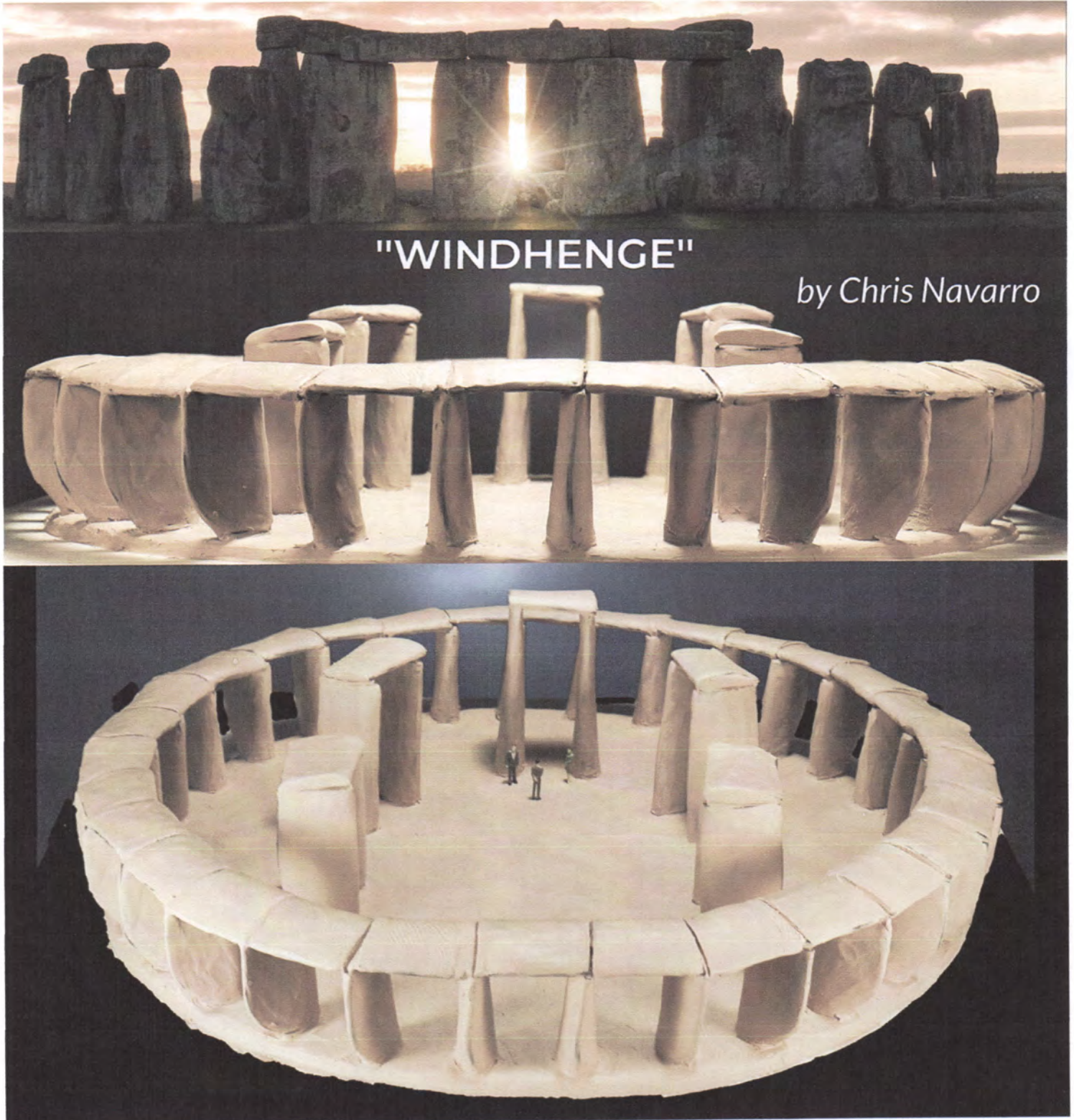


Artist Chris Navarro concept of repurposing obsolete wind turbine blades into outdoor monumental sculpture.

Designs 1. Windhenge 2. Wind Cathedral  
3. Tomorrow The Sun Will Rise Again 4. Starburst

Contact Chris Navarro Studio 307-259-7305  
chrisnavarrostudio@gmail.com www.chrisnavarro.com

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