

INFORMATION PACKET

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Friday, September 11, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

September 15, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting - CALEA Contract					
Pre-Meeting - Mike Lansing Lease					
Approval of the August 25 Special Session Minutes					
Approval of August 25 Executive Session Minutes					
Bright Spot - Tim Hunt, Solid Waste Garbage Truck Driver					
Establish September 29 Public Hearing: Vacation of a 0.017-Acre Portion of a Public Right of Way Located between Lot 17, Natrona Heights Re-Subdivision and Lot 4 of White's Addition.	C				
Establish September 29 Public Hearing: Encroachment Agreements between the City of Casper, Wyoming and Natrona County, Wyoming, at or Near the Wyoming Medical Center.	C				
Establish Oct. 6 Public Hearing: Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power.	C				
Establish Oct. 6 Public Hearing: Adoption of the Fiscal Year 2021 Budget Amendment #2.	C				
Public Hearing: Amending Section 2.60.050 - Code of Ethics (1st reading)		N			
Public Hearing: Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Ide Addition to the City of Casper complies with W.S. §15-1-402. 1. Resolution. 2. Third reading Ordinance Approving Annexation, and Zoning of the Ide Addition.		N			
Authorizing the Acceptance of a Monetary Donation of \$10,000 from an Anonymous Donor to the Casper Police Department for Establishing a Scholarship Program for Underserved Youth.				C	
Authorizing a Professional Services Contract with Environmental & Civil Solutions, LLC, for the Chamberlain Road Planning and Environmental Linkage (PEL) Study, not to Exceed an Amount of \$76,065.				C	
Authorize an Amendment to the Casper Area Transportation Coalition (CATC) Optional 1%#16 Contract.				C	
Authorizing an Outside-City Water Agreement with B & TW Holdings LLC, located at 3703 Squaw Creek Road.				C	
Authorizing an Outside-City Water with the Steven L. Wilson Living Trust at 4500 Squaw Creek Road.				C	
Authorizing a Professional Services Agreement with RDO Integrated Controls in the Amount of \$46,225, for Installation of a GPS Control Unit for Landfill Equipment.				C	
Authorize a Professional Services Contract with CLH Associates, LLC, for the Bar Nunn Salt Creek Study, in an Amount not to Exceed \$70,000.				C	
Executive Session - Personnel & Litigation					

September 22, 2020 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
Snow Plow Plans (cost saving proposals)	Direction Requested	30 min	4:35
Wind Turbines	Information Only	30 min	5:25
Agenda Review		20 min	6:05
Legislative Review		10 min	6:25
Council Around the Table		10 min	6:35
Approximate Ending Time:			6:45

September 29, 2020 Councilmembers Absent:

Special Council Meeting Agenda Items - 4:30 start time	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Vacation of a 0.017-Acre Portion of a Public Right of Way Located between Lot 17, Natrona Heights Re-Subdivision and Lot 4 of White's Addition.		N			
Public Hearing: Encroachment Agreements between the City of Casper, Wyoming and Natrona County, Wyoming, at or Near the Wyoming Medical Center.		N			

October 6, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of September 15 Executive Session Minutes					
Public Hearing: Amending Ordinance No. 18-17, a Franchise Granting an Electric Utility Easement to PacifiCorp, an Oregon Corporation, doing Business as Rocky Mountain Power.		N			
Public Hearing: Adoption of the Fiscal Year 2021 Budget Amendment #2.		N			
Amending Section 2.60.050 - Code of Ethics. 2nd reading					

October 13, 2020 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
Massage Therapy - Continued Discussion	Direction Requested	90 min	4:35
			6:05
Agenda Review		20 min	
Legislative Review		10 min	
Council Around the Table		10 min	
Approximate Ending Time:			

Future Agenda Items

Item	Date	Estimated Time	Notes
Proud to Host the Best			September 22 (tentative)
Roof Inspections			
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2021
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
TOPOL Addition Release of Zoning Restrictions (tentative)			
Consideration for responsible bidder status			
Off-Season Hogadon Use			
Advance Casper			

Staff Items

Limo Amendment			
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Land and Water Conservation Fund Grant			
Blood Borne Pathogens			
Community Relations Spec Update Followup		30 min	
Nolan Status Update			

Future Council Meeting Items

October 20 - Public Hearing: Massage Therapy License and Permit Ordinance

October 20 - Revisions to Chapter 13.32.030 of the Casper Municipal Code Related to Local Limits for the Industrial Pretreatment Program. 2nd reading

Retreat Items

Economic Development and City Building Strategy



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
August 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Rep-Re-Roof	56	\$10,878.00	\$588,052.41
Add-Enclosed Patio	1	\$274.00	\$17,886.00
Rep-Res Misc	15	\$3,464.00	\$215,581.45
Add-Garage	4	\$881.00	\$59,000.00
New-Storage Bldg	3	\$966.00	\$82,180.00
New-Residential	4	\$9,445.60	\$1,285,804.00
New-Twin Home	2	\$2,914.00	\$320,000.00
New-Fence	3	\$303.00	\$7,500.00
Add-Deck	9	\$2,274.00	\$189,600.00
Rem-Residential	4	\$989.00	\$70,111.00
Rep-Comm Misc	1	\$162.00	\$7,200.00
New-Commercial	2	\$32,962.38	\$3,466,033.00
Rem-Bathroom	2	\$312.00	\$16,000.00
New-Sign	1	\$669.00	\$68,879.00
Rem-Commercial	4	\$2,502.45	\$186,650.00
Rem-Basement	2	\$653.00	\$48,500.00
Add-Other	4	\$1,213.00	\$64,400.00
Add-Commercial	1	\$184.00	\$10,000.00
Rep-Deck	3	\$542.00	\$27,860.00
Dem-Commercial	2	\$653.00	\$25,000.00
Rem-Kitchen	1	\$252.00	\$15,940.20
Dem-Residential	2	\$400.00	\$0.00
	126	\$72,893.43	\$6,772,177.06

Electrical Permits Issued	Fees Invoiced
91	\$12,392.60

Mechanical Permits Issued	Fees Invoiced
61	\$16,134.40

Plumbing Permits Issued	Fees Invoiced
132	\$11,426.00

Single Family Houses YTD			August Single Family Houses		
2019		33	2019		3
2020		37	2020		4



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming

City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department

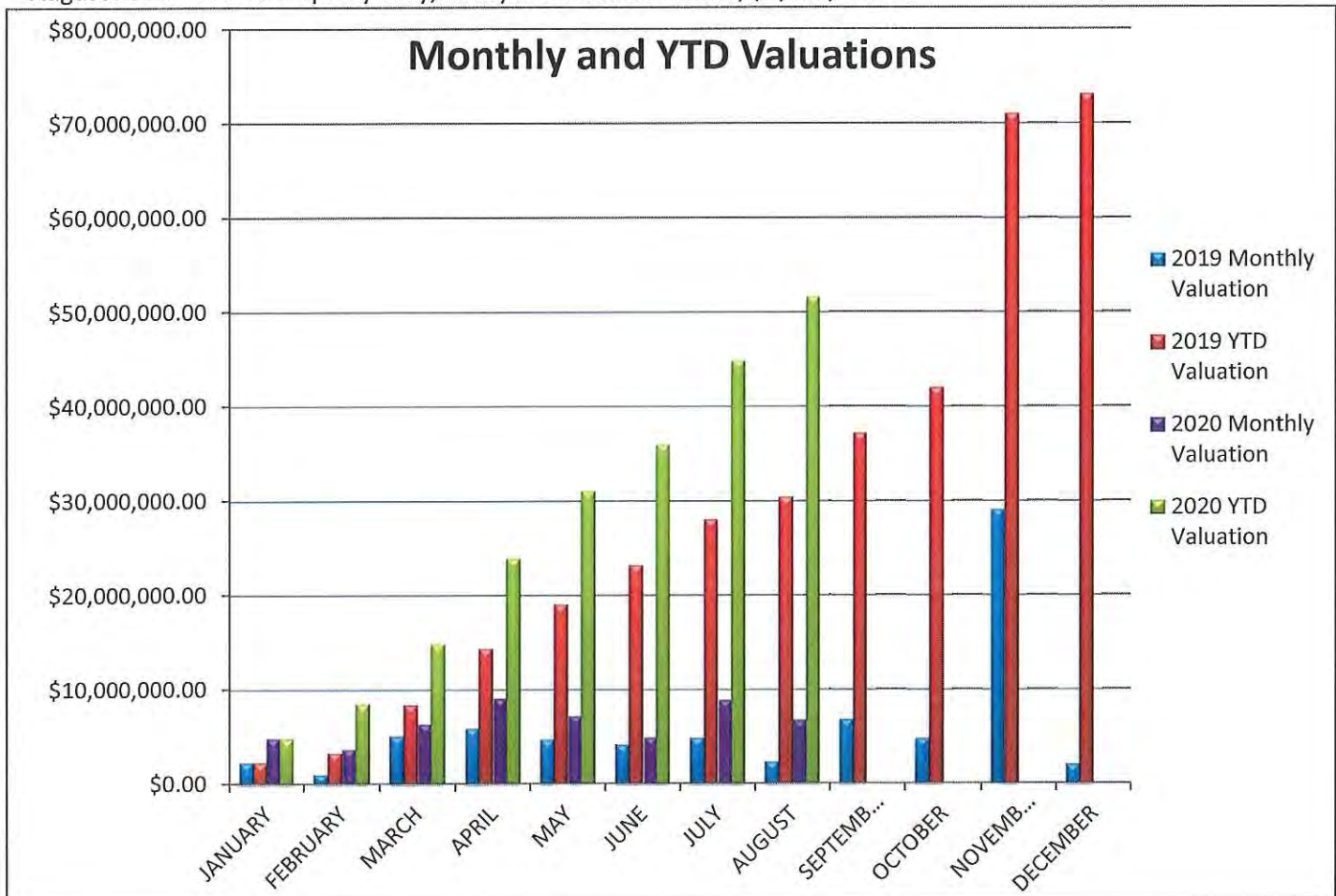
August 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,065,180.76	\$23,879,033.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,034,737.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,914,024.14	\$35,948,761.61
JULY	\$4,876,893.38	\$28,046,068.35	\$8,881,976.97	\$44,830,738.58
AUGUST	\$2,348,883.06	\$30,394,951.41	\$6,772,177.06	\$51,602,915.64
SEPTEMBER	\$6,790,186.21	\$37,185,137.62		
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$51,602,915.64</u>	<u>\$51,602,915.64</u>

LARGE VALUATIONS:

August 2020 - 4600 Tranquility Way, Rocky Mountain Car Wash, \$1,400,000





COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper

200 N David Street, Phone: (307) 235-8264

Building Department

Fees Collected

August 2020 Report



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 61,000.00
ELECTRICAL PERMITS	\$ 12,007.60
MECHANICAL PERMITS	\$ 16,134.00
PLUMBING PERMITS	\$ 11,236.00
ELECTRICAL LICENSES	\$ 690.00
PLUMBING LICENSES	\$ -
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 678.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 450.00
SIGN PERMITS	\$ 951.50
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ 105.00
MOBILE HOME PERMITS	\$ 25.00
PLAN CHECK FEES	\$ 27,534.25
PLANNING FEES	\$ 2,400.00
Totals:	\$ 133,261.35

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
193	197	187	52

CONSULTS	PLAN REVIEW
22	38

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1405	1461	1250	421

CONSULTS	PLAN REVIEW
173	232

2020 Monthly Inspections
August 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellane- ous	Total Inspections and Plan Reviews
Lonnie Genoff	4	0	179	44	0	0	227
Justin Scott	142	1	4	3	22	0	172
Shawn Barrett	2	118	0	0	4	10	134
Dan Elston	45	0	4	5	10	12	76
Russ Lutz	0	78	0	0	2	0	80
							0
Monthly Total	193	197	187	52	38	22	689
YTD Totals	1405	1461	1250	421	232	173	4942
							4942

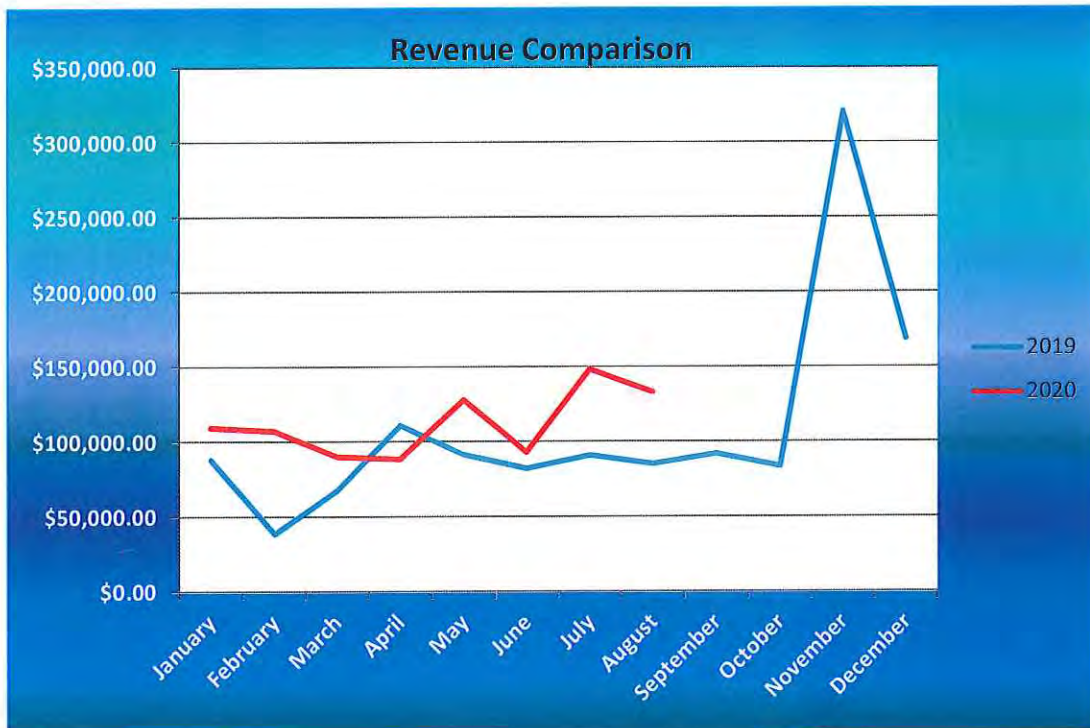


State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
August 2020 Report

Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	\$148,329.84
August	\$85,385.10	\$133,261.75
September	\$92,043.97	
October	\$83,846.10	
November	\$320,732.50	
December	\$169,110.25	
	\$1,321,645.73	\$897,813.51



Dan Elston: Building Official

From: Carter Napier <cnapier@casperwy.gov>
Sent: Monday, September 7, 2020 12:35 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: FW: Casper Economic Indicators: August 2020

For info. Packet please. Thank you. Carter

----- Forwarded message -----

From: **Dylan Bainer** <dylan.bainer@wyo.gov>
Date: Thu, Sep 3, 2020 at 4:06 PM
Subject: Casper Economic Indicators: August 2020
To: AI-EAD-WYSDC <ai-ead-wysdc@wyo.gov>, <Tcoulter@wyomingnews.com>, <Nick.Reynolds@trib.com>, <camille.erickson@trib.com>, <news@wyomingbusinessreport.com>

The August 2020 issue of the Casper Economic Indicators report is available at the State of Wyoming's Economic Analysis Division website <http://eadiv.state.wy.us/>. Within the Casper Economic Indicators report is the Casper Economic Health Index (CaEHI), a coincident economic indicator that is designed to provide a current assessment of Natrona County's economy.

Highlights from this month's issue include:

- (1) The Casper Economic Health Index reported an index value of 99.0 in June 2020, a substantial increase from the historical low last month of 96.0.
- (2) The unemployment rate for Natrona County in June 2020 was 10.9%, lower than the last two months, but still among the highest rates in the past 30 years.
- (3) Total nonfarm payroll jobs numbered 36,200 in June, lower than the total a year ago by 3,700 or 9.3%.
- (4) Natrona County's collection of the 4% sales and use tax through the first six months of 2020 (January-June) was up 2.5% compared to the 5 year average over this same time period.

See the link below for details.

[Casper Economic Indicators](#)

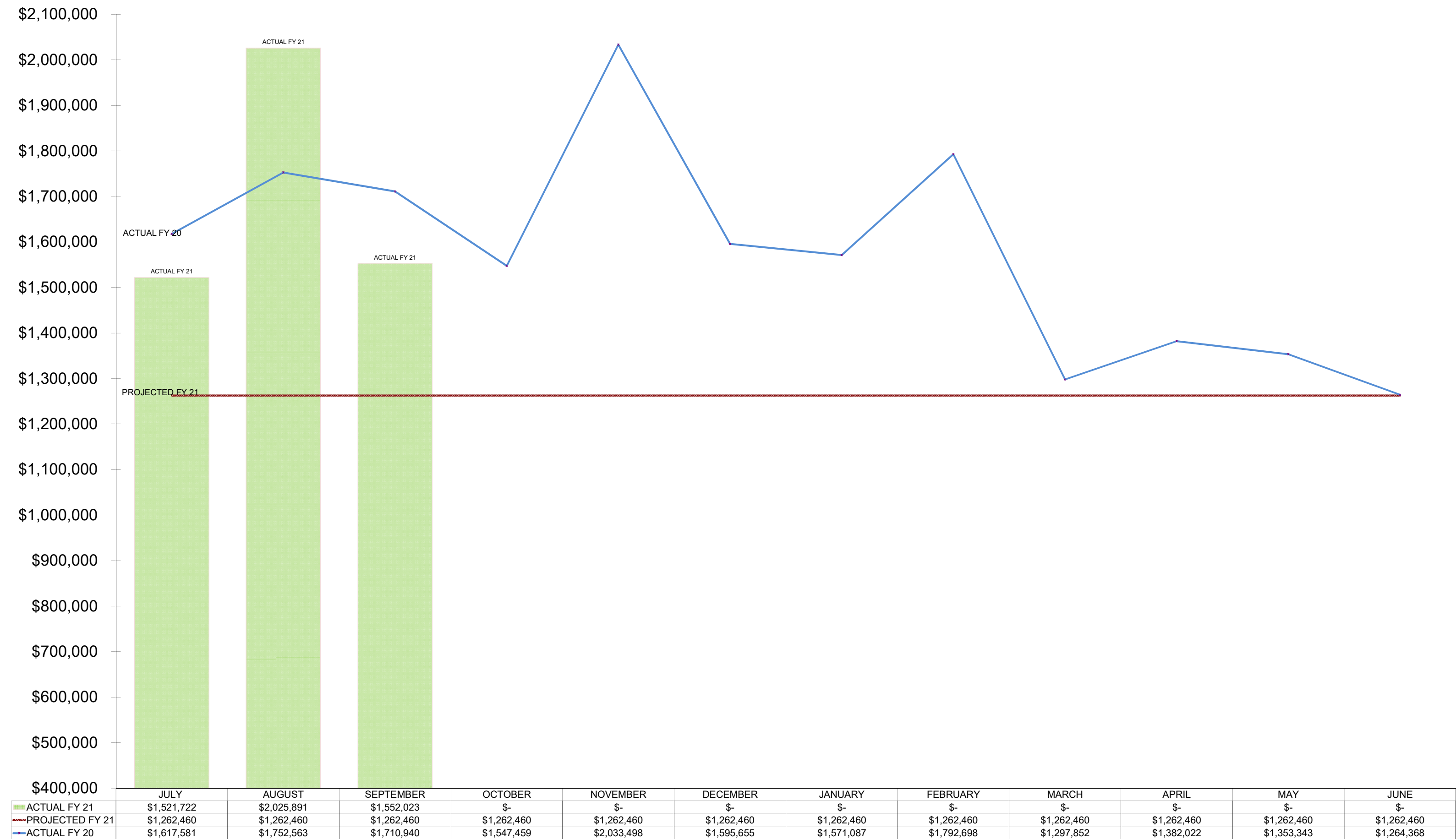
Dylan Bainer
Senior Economic Analyst
State of Wyoming
Economic Analysis Division
(307) 777-7221
<http://eadiv.state.wy.us>

City of Casper
Optional 1% and State Shared Sales Tax Receipts
25% of Fiscal Year 2021 has Lapsed

Below is the optional Sales tax report for FY21 we are currently at 25% of the budget year.
General Fund is up 34.65% from projected year to date which is at 33.66% of budget.
1%16 is up 36.87% from projected year to date which is at 34.22% of budget.

State Shared Sales Tax						
	Date	Amount	Amount		Percent of Annual	
	Received	Received	Budgeted	Actual-Budget	Budget	
FY 2020 General Fund	7/6/2020	\$ 1,521,722	\$ 1,262,460	\$ 259,263	10.04%	
	8/10/2020	2,025,891	1,262,460	763,431	23.42%	
	9/9/2020	1,552,023	1,262,460	289,563	33.66%	
	Oct		1,262,460			
	Nov		1,262,460			
	Dec		1,262,460			
	Jan		1,262,460			
	Feb		1,262,460			
	Mar		1,262,460			
	Apr		1,262,460			
	May		1,262,460			
	Jun		1,262,460			
	Total FY 2021		\$ 5,099,637	\$ 15,149,519	\$ 1,312,257	
FY 2020 1%16			Optional 1% Tax			
	7/6/2020	\$ 1,265,670	\$ 1,033,333	232,336	10.21%	
	8/10/2020	1,677,982	1,033,333	644,649	23.74%	
	9/9/2020	1,299,470	1,033,333	266,136	34.22%	
	Oct		1,033,333			
	Nov		1,033,333			
	Dec		1,033,333			
	Jan		1,033,333			
	Feb		1,033,333			
	Mar		1,033,333			
	Apr		1,033,333			
	May		1,033,333			
	Jun		1,033,333			
	Total FY 2021		\$ 4,243,121	\$ 12,400,000	\$ 1,143,121	
	Total		\$ 9,342,758	\$ 27,549,519	\$ 2,455,379	

Sales Tax FY 2021 Versus Projection and Prior Year



	ACTUAL FY 20	PROJECTED FY 21	ACTUAL FY 21
YTD TOTAL	\$ 5,081,083	\$ 3,787,380	\$ 5,099,637
YTD VARIANCE			\$ 1,312,257
		% Difference	In Dollars
CHANGE FROM FY21 PROJECTED TO FY20 ACTUAL-SAME MONTH		22.94%	\$289,563
CHANGE FROM FY21 PROJECTED TO FY20 ACTUAL-YEAR TO DATE		34.65%	\$1,312,257
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-SAME MONTH		-9.29%	-\$158,916
CHANGE FROM FY20 ACTUAL TO FY21 ACTUAL-YEAR TO DATE		0.37%	\$18,553

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

Principles of Ethics

The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients and associates.

Rules of Ethics

The Rules of Ethics are mandatory and direct specific standards of minimally acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association

members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

Effective Date May 1, 2010

AMTA Code of Ethics

This Code of Ethics is a summary statement of the standards by which massage therapists agree to conduct their practices and is a declaration of the general principles of acceptable, ethical, professional behavior.

Massage therapists shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.
5. Conduct all business and professional activities within their scope of practice, the law of the land, and project a professional image.
6. Refrain from engaging in any sexual conduct or sexual activities involving their clients.
7. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

ABMP Code of Ethics

As a member of Associated Bodywork & Massage Professionals (ABMP), I pledge my commitment to the highest principles of the massage and bodywork profession as outlined here:

1. Commitment to High-Quality Care

I will serve the best interests of my clients at all times and provide the highest quality of bodywork and service possible. I recognize that the obligation for building and maintaining an effective, healthy, and safe therapeutic relationship with my clients is my responsibility.

2. Commitment to Do No Harm

I will conduct a thorough health history intake process for each client and evaluate the health history to rule out contraindications or determine appropriate session adaptations. If I see signs of, or suspect, an undiagnosed condition that massage may be inappropriate for, I will refer that client to a physician or other qualified health-care professional and delay the massage session until approval from the physician has been granted. I understand the importance of ethical touch and therapeutic intent and will conduct sessions with the sole objective of benefitting the client.

3. Commitment to Honest Representation of Qualifications

I will not work outside the commonly accepted scope of practice for massage therapists and bodywork professionals. I will adhere to my state's scope of practice guidelines (when applicable). I will only provide treatments and techniques for which I am fully trained and hold credible credentials. I will carefully evaluate the needs of each client and refer the client to another provider if the client requires work beyond my capabilities, or beyond the capacity of massage and bodywork. I will not use the trademarks and symbols associated with a particular system or group without authentic affiliation. I will

acknowledge the limitations of massage and bodywork by refraining from exaggerating the benefits of massage therapy and related services throughout my marketing.

4. Commitment to Uphold the Inherent Worth of All Individuals

I will demonstrate compassion, respect, and tolerance for others. I will seek to decrease discrimination, misunderstandings, and prejudice. I understand there are situations when it is appropriate to decline service to a client because it is in the best interests of a client's health, or for my personal safety, but I will not refuse service to any client based on disability, ethnicity, gender, marital status, physical build, or sexual orientation; religious, national, or political affiliation; social or economic status.

5. Commitment to Respect Client Dignity and Basic Rights

I will demonstrate my respect for the dignity and rights of all individuals by providing a clean, comfortable, and safe environment for sessions, using appropriate and skilled draping procedures, giving clients recourse in the event of dissatisfaction with treatment, and upholding the integrity of the therapeutic relationship.

6. Commitment to Informed Consent

I will recognize a client's right to determine what happens to his or her body. I understand that a client may suffer emotional and physical harm if a therapist fails to listen to the client and imposes his or her own beliefs on a situation. I will fully inform my clients of choices relating to their care, and disclose policies and limitations that may affect their care. I will not provide massage without obtaining a client's informed consent (or that of the guardian or advocate for the client) to the session plan.

7. Commitment to Confidentiality

I will keep client communication and information confidential and will not share client information without the client's written consent, within the limits of the law. I will ensure

every effort is made to respect a client's right to privacy and provide an environment where personal health-related details cannot be overheard or seen by others.

8. Commitment to Personal and Professional Boundaries

I will refrain from and prevent behaviors that may be considered sexual in my massage practice and uphold the highest professional standards in order to desexualize massage. I will not date a client, engage in sexual intercourse with a client, or allow any level of sexual impropriety (behavior or language) from clients or myself. I understand that sexual impropriety may lead to sexual harassment charges, the loss of my massage credentials, lawsuits for personal damages, criminal charges, fines, attorney's fees, court costs, and jail time.

9. Commitment to Honesty in Business

I will know and follow good business practices with regard to record keeping, regulation compliance, and tax law. I will set fair fees and practice honesty throughout my marketing materials. I will not accept gifts, compensation, or other benefits intended to influence a decision related to a client. If I use the Associated Bodywork & Massage Professionals logo, I promise to do so appropriately to establish my credibility and market my practice.

10. Commitment to Professionalism

I will maintain clear and honest communication with clients and colleagues. I will not use recreational drugs or alcohol before or during massage sessions. I will project a professional image with respect to my behavior and personal appearance in keeping with the highest standards of the massage profession. I will not actively seek to take someone else's clients, disrespect a client or colleague, or willingly malign another therapist or other allied professional. I will actively strive to positively promote the massage and bodywork profession by committing to self-development and continually building my professional skills.

From: Justin Schilling <jschilling@wyomuni.org>
Sent: Friday, September 11, 2020 1:00 PM
Subject: 2020 WAM Resolutions and Meeting Invite

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Members,

After the cancellation of our 2020 Summer Convention in Laramie, we began to work with the WAM Board of Directors on a suitable alternative to our normal in-person all-membership meeting to debate and approve WAM Resolutions for the upcoming legislative session. It was decided that we would come together virtually to discuss the nine resolutions that have been vetted and passed by the Resolutions Committee for your consideration. Those nine resolutions are attached above in both Microsoft Word and Adobe PDF formats. We will be holding this live meeting next week, Thursday, September 17th at 5:00 p.m. via Zoom. The login link can be found below. As with the normal live meeting, there is only one vote per city or town, so we would appreciate if each community have only one designated representative log on to participate in the discussion and the voting. As an alternative for those communities who cannot be on the Zoom, we will also be accepting votes at the following link. Votes via this portal will be accepted up until the start of the Zoom meeting next Thursday. Again, it's one vote per community, so please have your designated representative choose to vote via electronic ballot, or on the live meeting, but not both.

To vote on the resolutions via electronic ballot anytime between now and 5 p.m. next Thursday please [click here.](#)

To participate in the live Zoom meeting on Thursday, September 17th, 2020 at 5 p.m. please follow the instructions below.

Join Zoom Meeting

<https://us02web.zoom.us/j/81666641810?pwd=U1Rpd1lieDN3MmNmUzFMb254SmRIQT09>

Meeting ID: 816 6664 1810

Passcode: 548664

Dial by your location

- +1 408 638 0968 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 301 715 8592 US (Germantown)

Meeting ID: 816 6664 1810

Passcode: 548664

We look forward to hearing from all of our member communities on this year's proposed WAM Resolutions. If you have any questions on the process, or I can be of help in any other way please feel free to contact me.

Warm regards,
Justin Schilling
Member Services Manager
Wyoming Association of Municipalities
[315 West 27th Street](https://www.wyomuni.org/315-West-27th-Street-Cheyenne-WY-82001)
[Cheyenne, WY 82001](https://www.wyomuni.org/315-West-27th-Street-Cheyenne-WY-82001)
[307-632-0398](https://www.wyomuni.org/307-632-0398)
jschilling@wyomuni.org
www.wyomuni.org



RESOLUTION No. 2020-01

A RESOLUTION TO RESEARCH AND ADVOCATE FOR CHANGES TO 911 SERVICE FUNDING

WHEREAS, Wyoming and states across the country have 911 fees attached to all phone services that totaled \$2,675,270,976 in 2018; and

WHEREAS, cities and states across the country have differing 911 charges including state and local fees as well as authority to audit service providers; and

WHEREAS, fees collected are not covering the costs of the 911 system and the fees may be allocated to the locality where the phone is billed rather than where the service is being provided; and,

WHEREAS, some states have amended and enlarged the 911 funding system and are allocating funding to additional public safety service elements; and,

WHEREAS, in 2019, the Wyoming legislature passed House Bill 161 to designate a statewide 911 coordinator who is responsible for coordinating with 911 local and state stakeholders to develop a statewide 911 plan and ensure compliance with federal grant regulations.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such rulemaking and legislation allocating appropriate fees where the service is rendered and cover the costs of the 911 system and other public safety elements.

Approved on this (date) _____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No. 2020-02

A RESOLUTION TO SUPPORT AND STRENGTHEN THE WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE LOBBYING EFFORT ON GAMING

WHEREAS, the Wyoming Para Mutual Commission was converted into the Wyoming Gaming Commission via the successful 2020 House Bill 138; and

WHEREAS, the bill grandfathers existing “games of skill” until January 1, 2021 and charges the Gaming Commission to study gaming in the state; and

WHEREAS, gaming may cause law enforcement issues for; and

WHEREAS, the Wyoming Association of Municipalities can make efforts to build a coalition to support lobbying efforts on gaming in 2021.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports a broad coalition to lobby for gaming laws that are enforceable and good for cities and towns.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No 2020-03

A RESOLUTION TO REMIND LEGISLATORS ABOUT THE POWERS OF GOVERNANCE DELGATED TO COUNTIES AND MUNICIPALITIES

WHEREAS, municipalities are empowered by the State of Wyoming to govern under WS 15-1-101 through 15-11-302; and

WHEREAS, bills have been introduced and moved forward in several legislative sessions to negate or ignore the home rule authority of cities and towns established by WS 15-1-101 through 15-11-302.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities will oppose such legislation and partner with and assist legislators to strengthen home rule principles that empower cities and towns.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No 2020-04

A RESOLUTION TO AMEND STATE STATUTE TO ALLOW WDEQ TO ISSUE PAYMENT OF ELIGIBLE LANDFILL REMEDIATION PROGRAM CREDIT TO LANDFILL OWNERS

WHEREAS, State of Wyoming legislators worked with landfill owners to remediate landfills leaking into groundwater and developed a 25% landfill owner cost-share program via state statute; and

WHEREAS, landfill owners that paid for or borrowed money to pay 100% of the costs to remediate their landfills were determined to be eligible for landfill remediation credit; and

WHEREAS, the landfill remediation state statute restricts activities for which the credit can be used such that Casper, Wamsutter, and Thayne will not be able to ever collect their total estimated credits of \$1,904,719.39; and

WHEREAS, an amendment to state statutes that allows for a one-time payment to the three landfill owners to be exclusively used for landfill closure loan repayments, closure/post closure reserve funding, groundwater cleanup and remediation activities, and improving old landfill caps would address the inherent fairness.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to pay unavailable landfill credits to the three landfill owners.

Approved on this (date) _____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No. 2020-05

A RESOLUTION SUPPORTING LEGISLATION TERMINATING THE REQUIREMENT OF POSTING NOTICE OF APPLICATIONS FOR ALL LIQUOR LICENSES RENEWALS, TRANSFERS OR NEW APPLICANTS ON THE PREMISES OF THE APPLICANT.

WHEREAS, Wyoming State Statute 12-4-104 (a) requires municipalities post notice of applications for all liquor license transfers, renewals and new requests on the licensed premise; and

WHEREAS, the current law also requires advertisement of the application in a local newspaper for two (2) consecutive weeks, and on a local website when available; and

WHEREAS, W.S. 12-4-104 (a) requires the City Clerk to post the notices on the premises and does not permit notice of applications to be sent to the applicant/owner/proprietor for posting; and

WHEREAS, eliminating the requirement of a clerk posting notices will allow the clerk and staff to devote more time to other required tasks;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports legislation eliminating the requirement that city or town clerks post notice of applications on premises and requiring posting by the applicant of the notice of application.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No. 2020-06

**A RESOLUTION TO PROVIDE UNIFORM FINANCIAL TRANSPARENCY IN EVERY
GOVERNMENTAL ENTITY WITHIN WYOMING**

WHEREAS, municipalities and counties are required to publish, within sixty (60) days after the end of each fiscal year, the name, position, base annual salary of and amount of overtime pay paid to each full-time employee and each elected official; and

WHEREAS, publishing the name of each employee may create safety concerns for employees; and

WHEREAS, Wyoming has many governmental entities and sub-divisions not subject to this publishing requirement; and

WHEREAS, the Wyoming Association of Municipalities believes financial transparency should have equal application across all government entities and political subdivisions in the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to reach uniform financial transparency in Wyoming.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No. 2020-07

A RESOLUTION TO AMEND STATE STATUTE TO GIVE SEASONAL EMPLOYER STATUS TO MUNICIPALITIES SUCH THAT SEASONAL EMPLOYEES ARE EXEMPT FROM COLLECTING UNEMPLOYMENT PAYMENTS

WHEREAS, municipalities have employment opportunities that are seasonal; and

WHEREAS, the current law of the State of Wyoming does not count these jobs as seasonal and grants seasonal employees unemployment which is charged against the municipality; and

WHEREAS, municipalities could have significant cost savings by lowering their unemployment rating and payment obligations;

NOW, THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities supports such legislation as may be necessary to change state statute to give seasonal employer status to municipalities.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION No. 2020-08

A RESOLUTION SUPPORTING THE AUTHORITY OF CITIES AND TOWNS TO CREATE TAXING DISTRICTS

WHEREAS, Wyoming's ninety-nine (99) cities and towns are responsible to provide public safety and reliable services for sixty-nine percent (69%) of all Wyoming residents who reside in those communities, as well as tourists and visitors who frequent these communities; and,

WHEREAS, Partnerships between two or more local governmental entities is a recognized method to better serve the citizens and visitors of Wyoming in particular regions of the state; and,

WHEREAS, Existing local taxation authority of municipal governing bodies does not provide sufficient revenues to provide funding for the projects which are necessary to serve residents of and visitors to cities and town and,

WHEREAS, Wyoming cities and towns require a more sustainable and consistent way to fund projects which serve to improve the economic vitality, safety, and beauty of their communities.

NOW THEREFORE, BE IT RESOLVED that the Wyoming Association of Municipalities hereby resolves to request that the State of Wyoming empower municipalities to raise revenues to fund projects necessary to meet the needs of local residents and visitors by allowing voters within the municipal limits and cooperating governmental entities to enact a special purpose excise tax, commonly known as a 6th Penny tax, to use for those purposes allowed by W.S. 39-15-203.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities

RESOLUTION NO. 2020-09
A RESOLUTION SUPPORTING AN AMENDMENT
TO THE STATUTES RELATING TO THE DISTRIBUTION OF
SALES TAX

WHEREAS, Wyoming law, at W.S. 39-15-111 (b) currently provides for the distribution of the sales tax revenues received by the State of Wyoming under W.S. 39-15-103 and W.S. 39-15-104; and

WHEREAS, 39-15-111 (b) requires 69% of the sales tax revenues be credited to the State general fund, and that an additional 1% shall be deducted to cover administrative expenses; and

WHEREAS, the remaining balance of 30% is distributed to the counties, cities and towns in Wyoming pursuant to W.S. 39-15-111 (b)(iii); and

WHEREAS, local government revenue generated from Sales, Use, and Property Tax, funding from the State of Wyoming and Direct Distribution Appropriation, and other miscellaneous sources of income have been insufficient to meet the increasing demands of continuing essential services and are anticipated to decrease in the foreseeable future; and

WHEREAS, the costs of providing essential services and capital expenditure requirements are expected to increase; and

NOW, THEREFORE BE IT RESOLVED, the Wyoming Association of Municipalities supports legislation to request that the State of Wyoming amend W.S. 39-15-111 to provide for a distribution of sales tax revenue so that 50% is distributed to the state, and 50% is distributed to counties and municipalities.

Approved on this (date)_____

President Scott Dellinger



Building Stronger Communities



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, August 12, 2020
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604

And

Due to COVID-19 the meeting was also held via conference call

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

Absent: None

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

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

1. Minutes from July 8, 2020 Regular Meeting

A motion was made by Mr. Follick and seconded by Mr. Schrader to approve the Minutes of the July 8, 2020 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.)

2. Approval of August 12, 2020 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of August 12, 2020 were presented by Mr. Lane. Mr. Lane noted there was a correction needed on the payroll tax listed on the Treasurer's Report as \$2,202.74 and explained it should have been \$2,202.76. Ms. Hahn explained her paycheck varies every month by one cent and she will review and correct the Treasurer's Report.

A motion was made by Mr. Hopkins and seconded by Mr. Follick to approve the Treasurer's Report of August 12, 2020, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Lane explained the investments. The July 2020 monthly financial statement draft by Lenhart Mason was presented by Mr. Lane. He inquired if any of the Board had additional questions. Mr. Chynoweth requested that Ms.

Hahn call Lenhart Mason and change the wording on the Financial Statement to Interest Income from Interest Expense. Ms. Hahn will follow-up and request the change.

- **Investment/Financial Committee**

Mr. Lane discussed the securities that will mature in August and November. Mr. Chynoweth highlighted the Davidson Account has grown \$160,353.00 during the last seven months. "In the past, this account has lost monthly income and I am very pleased with the progress."

3. Committee Reports

- **Three Crowns**

Mr. Follick shared that the PRO AM Tournament was well received by the participants. "This year's revenue is ahead of last years. Covid-19 has been a good boost for the golf course." He explained that Food & Beverage is behind \$18,000 from last year and the financials do not yet include the PPP Loan Forgiveness.

Ms. Hahn shared that Mr. Everett will be visiting Three Crowns on August 20th.

Mr. Chynoweth, Mr. Follick, and Ms. Hahn will be joining him for lunch.

*Mr. Belcher entered the meeting at 6:07 p.m.

- **PRC**

Mr. Hopkins shared that there had been concerns with odors coming from the ponds during the annual remediation. Arcadis has increased the water levels to help eliminate the smells and in addition our rainfall is 50% lower than normal. Arcadis is trying to develop a new plan for next year to limit the odors. Ms. Hahn discussed the privacy slats that will go into the fencing around site C and stated "BP will be absorbing the cost for this item."

Ms. Hahn also shared that the pathway repairs had been completed. She is currently waiting for the invoice to submit to BP for reimbursement.

- **Refined Properties**

Mr. Merschat informed the Board that the Western Opportunity Area (WOA) testing has been completed for the electro-magnetic survey and drilling. The findings will be presented in a report format which will be presented to ARAJPB. Mr. Belcher asked Mr. Merschat to describe where the WOA is located. Mr. Merschat described the location of the area. "Once the report is received, ARAJPB will move forward on a counter offer on the eight acres."

Mr. Merschat updated the Board that the lot under contract in Salt Creek Heights has once again been delayed. The PUD had to be signed by all property owners to allow above ground flammable storage tanks. At this time 54 property owners have signed and agreed to allow this to amendment to move forward but one property owner disagreed. ARAJPB will now involve their Attorney; Mr. Ridgeway to research the PUD's and identify if development can be halted by one property owner.

- **Architectural Review**

No Report.

- **Executive Committee**

Mr. Chynoweth asked Ms. Hahn to review the upcoming meetings and stated that the Executive Committee discussed the pond remediation taking place at this time.

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

County Representative; Ms. Kaufman shared that the residential permits are still on the rise. She stated "There is a special meeting tomorrow about the purchase of Wyoming Medical

Center to Banner Health. City Representative Hopkins discussed the odors dissipating from the remediation ponds.

5. Other

Mr. Chynoweth inquired about the Board Members opinions about the December's Meeting. At this time, it was decided to have the meeting and perhaps some appetizers for Board Members and spouses only. It was determined to wait and see how things develop in November with Covid-19.

Ms. Hahn shared that the Reuse Agreement's Third Amendment adding a third three-year term has passed and is now awaiting signature from the Attorney General's Office. Mr. Schrader asked Ms. Hahn to send him the current board terms to see who was leaving the Board in December.

6. Future Meetings/Agenda

- Three Crowns Committee Meeting – August 20th, 7:30 am, 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Annual City and County Meeting – September 9th, 4:30 – 5:30 pm, 2435 King Blvd. Big Horn Conference Room, or via teleconference.
- Executive Committee Meeting – September 9th, 5:30 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Regular Board meeting – September 9th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – September 17th, 7:30 am, 2435 King Blvd., Big Horn Conference Room, or via teleconference.

7. Office Closures:

September 7 – Labor Day

8. Public Comment

There was no public comment.

9. Good of the Order

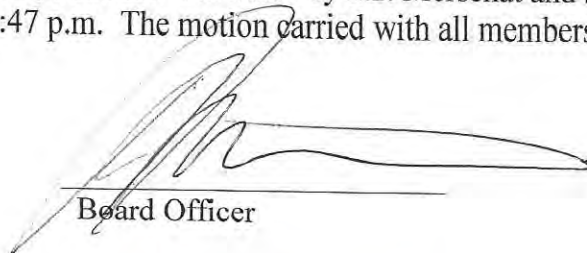
None.

10. Adjournment

There being no further action by the Board, a motion was made by Mr. Merschatt and seconded by Mr. Lane to adjourn the meeting at 6:47 p.m. The motion carried with all members in attendance voting aye.

9/9/20
Date

9-9-20
Date


Board Officer


Presiding Officer



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Larry Keffer,
Vice-Chairman

Ken Waters,
Secretary

Paul Bertoglio,
Treasurer

Steve Cathey

Steve Freel

Mike Huber

Charlie Powell

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

September 15, 2020

11:30 a.m.

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

1. Announcements
2. Approve Minutes – August 18, 2020
3. Approve Vouchers – September 2020 *
4. Approve Financial Report – August 2020 *
5. Operations Update
6. Public Comment
7. Old Business
 - a) Other
8. New Business
 - a) Consider Agreement with City of Casper for the Risk and Resilience Assessment and Emergency Response Plan Update Project in the amount of \$39,768.75 *
 - b) Consider FY2021 Budget Amendment No. 1 in the amount of \$40,000 *
 - c) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – September 15, 2020

****Indicates Attachment***



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

MEETING PROCEEDINGS

August 18, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, August 18, 2020 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

City of Casper – Cathey, Freel, Huber, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, 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.; Lewis James – JKC Engineering; Joseph Parke – Can-Do Construction Company

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

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the July 21, 2020 meeting. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the minutes from the July 21, 2020 meeting. Motion put and carried.

Board Member Freel arrived at 11:31 a.m.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8193 for City of Casper in the amount of \$127,960.40 for the September Loan Payment. 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 August 2020 vouchers. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the August 2020 voucher list to include voucher numbers 8186 through 8193 in the amount of \$536,403.95. 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 July 2020 was 737 MG, which is 53 MG more than the five-year average of 684 MG. Mr. Martin stated that July was a very good water production month, and August is staying steady.

Mr. Martin asked the Board to reference the Rates Billed column. Mr. Martin stated that \$1,496,326.53 was billed in July, which is \$160,000 more than last year at this time. Mr. Martin stated that this is due in part to the rate increase that took effect July 1st, but mainly due to the increase in production.

Mr. Martin stated that the July Financial Report is not available due to the switch over to the new financial software, closing out year-end, and preparing for audit.

Chairman King asked for a motion to approve the July 2020 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the July 2020 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that he will also be giving the Distribution update for Mr. Conner, who is not in attendance today.

Mr. Schroeder stated that Water Distribution staff has completed exercising the valves and fixing valve boxes on the Salt Creek Highway water line.

Mr. Schroeder stated that Water Distribution staff has finished cleaning out the Actiflo drying beds.

Mr. Schroeder stated that Water Distribution staff completed a tie-in on the Poison Spider waterline so 71 Construction can run another distribution water line for Pioneer. Mr.

Schroeder stated that there were a few leaks from this tie-in that will need to be repaired.

Mr. Schroeder stated that Water Distribution staff installed the new power supply at Metro Booster and everything is now running in auto at the booster.

Mr. Schroeder stated that Water Distribution staff has been working at Pioneer Booster installing new seal lines.

Mr. Schroeder stated that Water Distribution staff has been mowing at the boosters and tanks and draining fire hydrants.

Mr. Schroeder stated that it was a very busy July for water production, and it has carried on into August. Mr. Schroeder stated that the SCADA system has performed beautifully; there were a few small issues that were easily fixed. Mr. Schroeder stated that the Operators are very happy with how the new SCADA system has performed.

Mr. Schroeder stated that staff is getting through the furloughs. Mr. Schroeder stated that most of the Operators have been here for quite a while, so they have a lot of vacation to use, and then when the furloughs are thrown in, it puts some pressure on the fill-in Operators.

Mr. Schroeder stated that everything is going really well and staff has been meeting demand each day.

Treasurer Bertoglio asked if the budgets have been adjusted to accommodate the furloughs. Mr. Martin stated that the budgets were adjusted to reflect the furloughs.

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 stated that Powder River Development, LLC has submitted a request for two 8-inch water taps on the 12-inch RWS water main running along Salt Creek Highway, which would serve a looped water main through their property at 3019 Salt Creek Highway for Polar Service Centers.

Mr. Martin stated that once the new 8-inch waterline is constructed, it will be owned, operated, and maintained by the Wardwell Water and Sewer District and Polar Service Center would be a customer of Wardwell.

Mr. Martin stated that the Wardwell Water and Sewer District Board has approved the Polar Service Center site plan, and Wyoming DEQ is prepared to issue a permit to construct pending the Board's approval of the tap request.

Treasurer Bertoglio stated that it looks like there is a main building and one behind it, and asked if more buildings are planned. Mr. Parke stated that there is only one more building to be built on the 20-acre parcel.

Chairman King asked what the benefit of these taps will be to the RWS. Mr. Martin stated more water sales to Wardwell.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve two 8-inch taps on the 12-inch RWS waterline on Salt Creek Highway to service Polar Service Center at 3019 Salt Creek Highway. Motion put and carried.

Board Member Huber arrived at 11:43 a.m.

- b. In Other New Business, Board Member Cathey stated that there is a person interested in property off 33 Mile Road, and they want to know if there is water and sewer service available to it.

Secretary Waters stated that 33 Mile has a water district in that area. Board Member Cathey stated that the person spoke to 33 Mile District, but their waterline is only 4-inches and doesn't have fire flow capabilities. Chairman Bertoglio stated that the 33 Mile District was built for residential use.

Board Member Cathey asked if Pioneer would be able to service this parcel. Secretary Waters stated that Pioneer District serves the south side of the highway to the south side of the Airport past 10 Mile Road. Secretary Waters stated that Vista West also has a service area out there.

Chairman King asked if there not being water and sewer available to this parcel will stop the business from coming to Casper. Board Member Cathey stated that it could. Board Member Freel stated that they are looking at other locations, so the business isn't stopped yet. Board Member Freel stated that they are looking for approximately 20 acres to build on.

9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on September 15, 2020.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 11:48 a.m. Motion put and carried.

Chairman

Secretary

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

**UNAPPROVED VOUCHER LISTING
September 9, 2020**

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8194	Williams, Porter, Day & Neville, P.C.	Legal Expense – August 2020	\$175.00
8195	City of Casper	Operations Reimbursement – August 2020	\$431,003.02
8196	West Plains Engineering, Inc.	Capital Expense – WTP Raw Water Building MCC Replacement Project No. 18-078 PP#4	\$500.00
8197	NAPA Auto Parts	Capital Expense – Tool Sets	\$2,849.98
8198	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8199	KROHNE Inc.	Capital Expense – 36-inch Mag Meter – Surface Water High Service	\$14,453.00
8200	City of Casper	Loan Payment	\$127,960.40
8201	KROHNE Inc.	Capital Expense – 36-inch Mag Meter – Ground Water High Service	\$16,753.00
		Total	\$601,877.23

*



City of Casper
200 North David Street
Casper, WY 82601

8195

General Billing

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
CENTRAL WYO. REGIONAL WATER SYSTEM JPB	08/31/2020	297	\$0.00	09/30/2020	\$431,003.02		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$431003.0200	EACH	\$431,003.02	\$0.00	\$0.00	\$431,003.02
Invoice Total:							\$431,003.02

August 2020 WTP Operations Reimbursement

August 2020 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$103,094.35
9020.00	Chemical Charge - O&M	\$190,867.34
9030.00	Utilities - O&M	\$118,742.56
9040.00	Supplies - O&M	\$2,646.58
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$1,649.13
9080.00	Testing & Lab Services - O&M	\$6,440.06
9090.00	Other Reimbursable Costs - O&M	\$7,423.00
6025.10	Capital	\$140.00
300-6257	Invoice Total	\$431,003.02



City of Casper
200 North David Street
Casper, WY 82601

General Billing

Invoice Date	08/31/2020
Invoice Number	297
Customer Number	2784
Amount Paid	\$431,003.02
Due Date	09/30/2020
Invoice Total Due	\$431,003.02

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

000001&2021400000297200431003029

City of Casper Wyoming
Expenditure Reimbursement Request
August 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
All-Out Fire Pcard	General Supplies & Materials	07/29/2020	25252	1,020.00	Fire Extinguisher annual service
ALSCO - Pcard	Laundry/Towel	08/06/2020	1351989,1354636,7327	184.65	Mats, Mops, Towels
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/28/2020	60504-0	167.50	Office supply item was returned
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/31/2020	60641-0	51.52	Hand Cleaner
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/31/2020	60271-1	15.99	Safety Glasses
ATLAS OFFICE PRODUCT	General Supplies & Materials	07/31/2020	60659-0	74.95	Earplugs
Bailey's Ace Hardware - Pcard	General Supplies & Materials	07/31/2020	D84625	15.35	Chiller parts
Bailey's Ace Hardware - Pcard	General Supplies & Materials	08/10/2020	D86464	25.97	Morad 5 plumbing
BLACK HILLS ENERGY	Natural Gas	08/18/2020	RIN0030211	492.55	Natural gas acct. 7513 1659 94
BLOOM'S SNOW REMOVAL	Maint/Repair (non contract)	08/19/2020	17732	500.00	Crane for decant pump
BRENNTAG PACIFIC, IN	Chemicals	08/05/2020	BPI66337	9,929.70	Ferric Chloride 7/14/20 delive
BRENNTAG PACIFIC, IN	Chemicals	08/05/2020	BPI66339	9,788.90	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	08/05/2020	BPI66338	10,136.50	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI68526	10,057.30	Ferric Chloride 7/29/20
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI70909	10,026.50	Ferric Chloride 8/6/20
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI70908	9,964.90	Ferric Chloride 8/4/20
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI69940	10,066.10	Ferric Chloride 7/31/20
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI68525	10,101.30	Ferric Chloride 7/28/20
BRENNTAG PACIFIC, IN	Chemicals	08/18/2020	BPI68524	10,101.30	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	08/27/2020	BPI71696	10,072.92	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	08/27/2020	BPI171695	10,086.78	Ferric Chloride 8/13/20
BRENNTAG PACIFIC, IN	Chemicals	08/28/2020	BPI72074	10,308.10	Ferric Chloride 8/7/20
CARUS CORPORATION	Chemicals	08/05/2020	SLS 10085465	13,446.00	Acti-Flo Polymer PHI 500
CENTURYLINK	Communications	08/03/2020	23746	19.63	Voip
CENTURYLINK	Communications	08/03/2020	130900579	19.02	Voip
CITY OF CASPER	Refuse Collection	08/20/2020	600157	6,811.53	Balefill - Sludge Disposal
CITY OF CASPER	Refuse Collection	08/20/2020	600128	8,817.27	Balefill - Sludge Disposal
CITY OF CASPER	Refuse Collection	08/20/2020	600358	18.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	08/20/2020	600081	18.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	08/20/2020	600606	18.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	08/27/2020	85440	77.00	Utility Billing
CITY OF CASPER	Refuse Collection	08/27/2020	85440	47.50	Utility Billing
CITY OF CASPER	Sewer	08/27/2020	85440	24.56	Utility Billing
Coastal Chemical Pcard	General Supplies & Materials	07/30/2020	0121417	57.22	Vehicle fuel
Coastal Chemical Pcard	General Supplies & Materials	08/10/2020	0121486	120.73	Vehicle Fuel
CRUM ELECTRIC SUPPLY	General Supplies & Materials	07/31/2020	2200341-00	7.65	Filter Gallery Electrical repairs
CRUM ELECTRIC SUPPLY	General Supplies & Materials	08/12/2020	2202996-00	53.96	Turbidimeter parts
CRUM ELECTRIC SUPPLY	General Supplies & Materials	08/14/2020	2202174-00	224.00	Wells heater parts
CRUM ELECTRIC SUPPLY	General Supplies & Materials	07/29/2020	2199614-00	54.16	Fuses for Metro Pump station
DPC INDUSTRIES, INC.	Chemicals	08/03/2020	737002539-20	7,754.32	Sodium Hypochlorite 7/8/20
DPC INDUSTRIES, INC.	Chemicals	08/05/2020	737002840-20	7,492.30	Sodium Hypochlorite 7/21/20
DPC INDUSTRIES, INC.	Chemicals	08/18/2020	737003172-20	7,624.16	Sodium Hypochlorite 7/31/20
DPC INDUSTRIES, INC.	Chemicals	08/18/2020	737003014-20	7,575.14	Sodium Hypochlorite 7/28/20
DPC INDUSTRIES, INC.	Chemicals	08/18/2020	737003182-20	7,553.15	Sodium Hypochlorite 8/4/20

City of Casper Wyoming
Expenditure Reimbursement Request
August 31, 2020

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
DPC INDUSTRIES, INC.	Chemicals	08/18/2020	737003160-20	7,531.18	Sodium Hypochlorite 7/30/20
DPC INDUSTRIES, INC.	Chemicals	08/31/2020	737003295-20	7,656.27	Sodium Hypochlorite 8/11/20
Energy Laboratories I - Pcard	Lab Testing	08/19/2020	332267	231.00	Lab Test TAS
Energy Laboratories I - Pcard	Lab Testing	08/19/2020	332566	22.00	Lab Test BCT
Energy Laboratories I - Pcard	Lab Testing	08/19/2020	333341	231.00	Lab Test TAS
Energy Laboratories I - Pcard	Lab Testing	08/19/2020	335401	231.00	Lab Test TAS
Energy Laboratories I - Pcard	Lab Testing	08/19/2020	334068	22.00	Lab Test NPDES
ENERGY LABRATORIES I	Lab Testing	08/05/2020	329302	2,722.00	DBP quarterly
ENERGY LABRATORIES I - Pcard	Lab Testing	07/13/2020	325462	231.00	Lab Test TAS
ENERGY LABRATORIES I - Pcard	Lab Testing	07/30/2020	330021	231.00	Lab Test TAS
ENERGY LABRATORIES I - Pcard	Lab Testing	08/19/2020	334067	84.00	Lab Test TOC/ALK
Foreman's Quality Machine & Repairs	Maint/Repair (non contract)	07/31/2020	51645	365.09	Admin Exhaust fan parts
George Sanders - Pcard	General Supplies & Materials	08/10/2020	25056	71.64	BALL VALVE GAUGE COCK & REDUCER
GOBLE SAMPSON ASSOC.	Maint/Repair (non contract)	08/18/2020	BINV0008433	762.57	elements for chemical pumps
GRAINGER, INC.	Maint/Repair (non contract)	07/31/2020	1389491605	21.47	HVAC exhaust fan repair
HACH CO., CORP.	Lab Supplies	08/18/2020	12066501	379.14	Chlorine Reagents
HACH CO., CORP.	Lab Supplies	08/18/2020	12061767	643.70	Lab supplies
HACH CO., CORP.	Maintenance Agreements	08/18/2020	12071603	4,538.00	Maintenance Agreement Monochloramine Analyzer
Health Insurance Transfer	Transfers Out	7/30/2020	FY21TRX	25.92	Additional Health Insurance Allocation
IDEXX - Pcard	Lab Supplies	08/20/2020	3069136085	1,274.00	LAB Supplies - Sample Bottles
Insurance/Bonds	Insurance/Bonds	07/31/2020	FY'21 INS/BD	2,513.83	Employee Insurance & Bonding
Internal Services	Internal Services	07/31/2020		1,871.63	FY'21 ID
Internal Services	Internal Services	07/31/2020		1,402.96	FY'21 IT
Internal Services	Internal Services	07/31/2020		16,255.42	FY'21 OPAG
LONG BUILDING TECHNOLOGIES	Maintenance Agreements	08/03/2020	SCPAY0049172	2,885.00	1st quarter HVAC Maintenance
Menards Pcard	General Supplies & Materials	08/04/2020	24295	7.02	CONNECTOR & CAPS FOR SALT CREEK
NORCO, INC.	General Supplies & Materials	08/18/2020	33426808929	50.00	Calibrate Air Meters
Northwest Contractors Supply	General Supplies & Materials	08/19/2020	1527492	71.92	Gaskets for GW Ozone contactor
Other Insurance	Other Insurance	8/6/2020		894.50	Other Insurance Benefits
Payroll	Personnel	8/6/2020		40,020.20	8/6/2020 Payroll
Payroll	Personnel	8/20/2020		40,109.89	8/20/2020 Payroll
Rocky Mountain Air	Chemicals	08/27/2020	30187092	3,594.52	Bulk liquid oxygen 7/31/20
ROCKY MOUNTAIN POWER	Electricity	08/20/2020	RIN0030214	92,398.37	Electricity - WTP, Wells
ROCKY MOUNTAIN POWER	Electricity	08/20/2020	RIN0030214	9,942.79	Electricity - Tanks, Boosters, Meters
Sutherlands - Pcard	General Supplies & Materials	08/06/2020	033802	7.47	Fittings for sand pump
TYLER TECHNOLOGIES I	Capital	08/07/2020	045-311403	140.00	Tyler Conversion
UPS - Pcard	Lab Testing	08/19/2020	00008F045W330	138.22	Ship Lab Test
Verizon - Pcard	Communications	08/14/2020	9859880046	38.34	WTP Operator Cell Phone
WARDWELL WATER & SEWER	General Supplies & Materials	08/03/2020	RIN0030184	150.78	Wardwell Booster Irrigation
Xerox - Pcard	General Supplies & Materials	08/19/2020	01006214	214.10	Copier Rental
Total				<u>\$431,003.02</u>	

Central Wyoming Regional Water System

Gallons Produced
Water Rates Billed

Fiscal Year 2020-2021

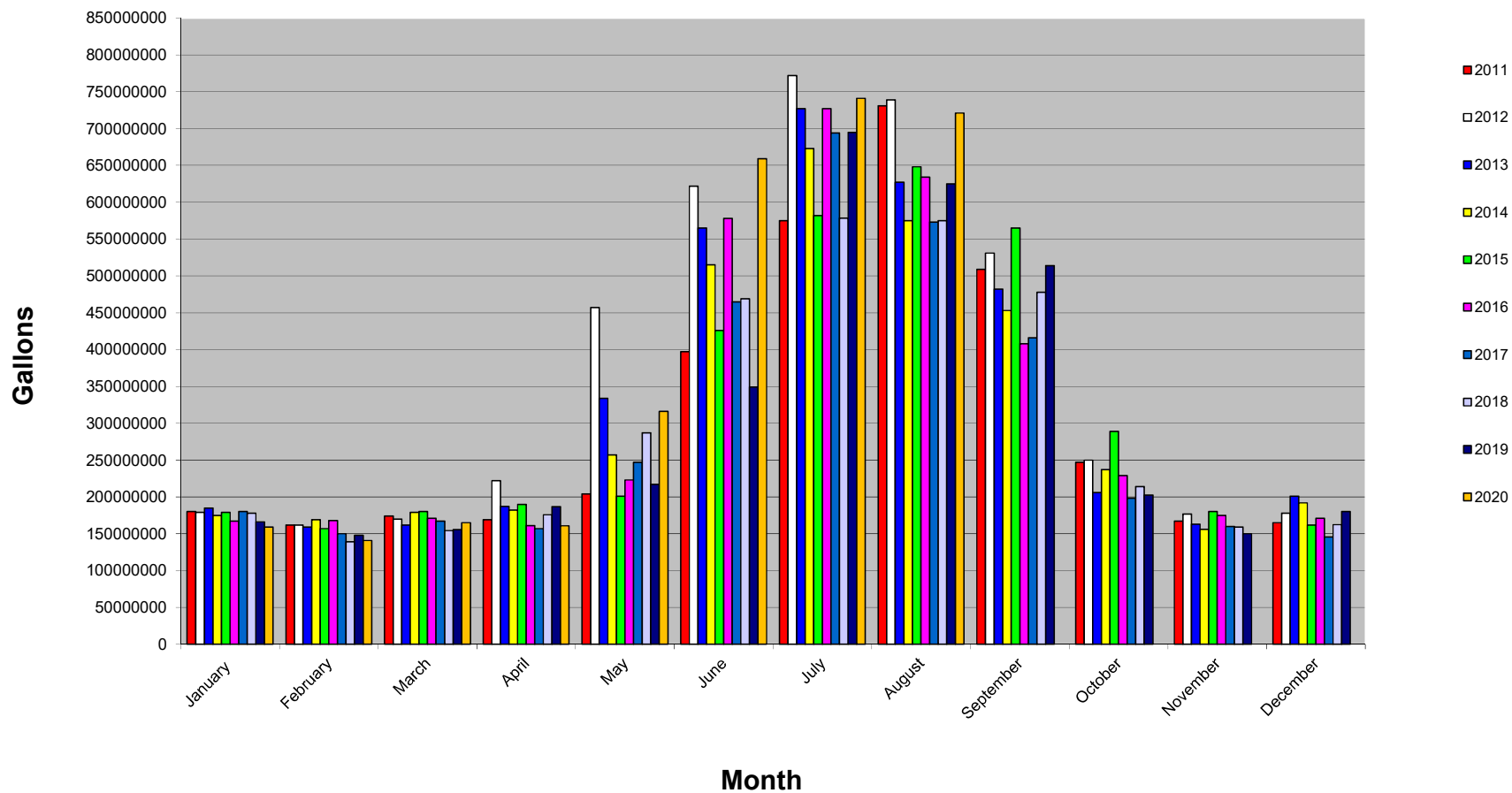
Entity	Gallons of Water Produced			Water Rates Billed		
	8/31/2020	7/31/2020	Year-to-Date	8/31/2020	7/31/2020	Year-to-Date
Salt Creek JPB	6,349,170.408	6,526,368.367	6,526,368.367	\$ 12,888.82	\$ 13,248.53	\$ 13,248.53
Wardwell W&S	40,724,741.837	45,505,286.735	45,505,286.735	\$ 82,671.23	\$ 92,375.73	\$ 92,375.73
Pioneer	8,923,956.122	10,229,624.490	10,229,624.490	\$ 18,115.63	\$ 20,766.14	\$ 20,766.14
Poison Spider	2,154,285.714	2,771,836.735	2,771,836.735	\$ 4,373.20	\$ 5,626.83	\$ 5,626.83
33 Mile Road	1,541,428.571	1,594,846.939	1,594,846.939	\$ 3,129.10	\$ 3,237.54	\$ 3,237.54
Sandy Lake	2,415,355.102	2,618,221.429	2,618,221.429	\$ 4,903.17	\$ 5,314.99	\$ 5,314.99
Lakeview	910,136.735	1,006,235.714	1,006,235.714	\$ 1,847.58	\$ 2,042.66	\$ 2,042.66
Mile-Hi	1,129,656.122	1,046,403.061	1,046,403.061	\$ 2,293.20	\$ 2,124.20	\$ 2,124.20
City of Casper	654,189,861.388	667,333,140.531	667,333,140.531	\$ 1,328,005.42	\$ 1,354,686.28	\$ 1,354,686.28
Regional Water	(940,310.000)	(1,525,300.000)	(1,525,300.000)	\$ (1,814.80)	\$ (3,096.36)	\$ (3,096.36)
TOTAL	717,398,282.000	737,106,664.000	737,106,664.000	\$1,456,412.54	\$1,496,326.53	\$1,496,326.53

TOTAL PRIOR YEAR (FY2020) GALLONS PRODUCED: 3,933,039,105.000

TOTAL PRIOR YEAR (FY2020) BILLING: \$ 7,590,424.53

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

WTP PRODUCTION



September 8, 2020

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

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

SUBJECT: Authorizing an Agreement with the City of Casper (City) for the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Update Project for the City of Casper and the Central Wyoming Regional Water System (CWRWS)

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board Meeting Scheduled for September 15, 2020.

Action Type

Authorization

Recommendation

That the CWRWS, by motion, authorize an agreement in an amount not to exceed \$39,768.75 with the City for the RRA and ERP Update Project for the City and CWRWS.

Summary

The AWIA, (Section 1013) passed October 23, 2018, requires that water utility providers develop an RRA and ERP for their water system. Communities with a population served of 50,000 to 100,000 must complete the RRA by December 31, 2020, and the ERP by June 30, 2021. The City of Casper's 2019 Population is approximately 55,293 (latest US census).

Risk and resilience assessments are used to identify and evaluate risks to the water and wastewater systems from malevolent acts and natural hazards. The resilience of the pipes/conveyances, physical barriers, source water, water intake, pretreatment, treatment, storage, distribution facilities, and electronic/computer (including their security) systems are all evaluated. The findings of the RRA are incorporated into a full emergency response plan. The ERP identifies strategies and resources to improve the resilience of the system, including physical and cybersecurity. The ERP also provides a cohesive document from which emergency response personnel can obtain the necessary information to respond to a natural or man-made emergency situation.

In 2004, vulnerability assessments and ERP's were completed for the water utilities in accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. The existing assessments and plans will be reviewed and updated using the AWWA Risk

and Resilience Management of Water and Wastewater Systems standard so they are current and compliant with AWIA and industry standards through 2024. The RRA portion of this project will include the inspection and evaluation of water and wastewater facilities/sites to identify asset and threat characterizations. The consequences, vulnerability, and threat likelihood associated with each threat-asset pair will then be evaluated to calculate risk and resilience values to reflect relative risks to critical assets necessary to fulfill the utilities mission. The ERP will be developed in accordance with the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19. The overall goal of the ERP is to help protect the health and safety of utility employees, customers, and the general public.

Once completed, and as required by the Act, the plans will be certified with EPA. Thereafter, the plans will be updated in-house and recertified every five years.

An agreement has been consummated with HDR Engineering, Inc. in the amount of \$159,075 to perform the RRA and ERP update project for the City and the CWRWS. The agreement specifies that at the end of the contract, the CWRWS will reimburse to the City their portion of the project costs up to a maximum amount of \$39,768.75.

An agreement has been prepared for the Board's consideration.

Financial Considerations

At the conclusion of the contract with HDR Engineering, Inc., the CWRWS will pay an amount up to \$39,768.75, its portion of the contract, to the City.

Oversight/Project Responsibility

The agreement will be administered by Bruce Martin, Public Utilities Manager.

Attachments

Funding agreement between the City and the CWRWS for the RRA and ERP Update Project for the City and CWRWS.

**AGREEMENT BETWEEN THE CITY OF CASPER AND
THE CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD FOR THE RISK AND
RESILIENCE ASSESSMENT AND EMERGENCY
RESPONSE PLAN UPDATE PROJECT**

THIS AGREEMENT is made, and entered into this _____ day of _____, 2020, by and between the City of Casper, Wyoming, a Municipal Corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City,” and the Central Wyoming Regional Water System Joint Powers Board, 1500 Southwest Wyoming Boulevard, Casper, Wyoming 82604, hereinafter referred to as “JPB.” Throughout this document the City and JPB may be collectively referred to as the “Parties.”

WHEREAS, both the City and the JPB desire to conduct a Risk and Resilience Assessment and Emergency Response Plan Update for the water system as required by the Environmental Protection Agency (EPA) and as outlined in the attached Exhibit “A”; and,

WHEREAS, because of economies of scale, and manpower efficiencies, it is cost effective for the City and JPB to jointly perform a Risk and Resilience Assessment and Emergency Response Plan Update; and,

WHEREAS, a contract is needed between the parties to delineate the duties and financial responsibilities of each party for the Risk and Resilience Assessment and Emergency Response Plan Update Project.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, it is hereby agreed among the parties that:

1. The City shall be responsible for administering the Risk and Resilience Assessment and Emergency Response Plan Update Project on behalf of the JPB and the City. The Contractor’s professional service agreement will be with the City.
2. The JPB shall participate in the project kick-off meeting, workshops, and review of materials including the final report in order to complete the project.
3. The JPB shall provide access to all Regional water facilities to allow for inspection/assessment of all buildings and equipment.
4. The JPB shall certify the completed Risk and Resilience Assessment and Emergency Response Update with the EPA by the required deadlines (RRA by December 31, 2020 and ERP by June 30, 2021).
5. The anticipated cost for the entire Risk and Resilience Assessment and Emergency Response Plan Update Project is One Hundred Fifty-Nine Thousand Seventy-Five Dollars (\$159,075). The JPB’s share of the cost is anticipated to be Thirty-Nine

Thousand Seven Hundred Sixty-Eight Dollars and Seventy-Five Cents (\$39,768.75) as shown in the cost breakdown in Exhibit "B".

6. At the end of the project, the City shall bill the JPB for its proportionate share of the cost of the project not to exceed Thirty-Nine Thousand Seven Hundred Sixty-Eight Dollars and Seventy-Five Cents (\$39,768.75) unless modified by an amendment to this Agreement. The City shall prepare and submit to the JPB an invoice for its share of the Risk and Resilience Assessment and Emergency Response Plan Update Project as outlined in this agreement. The JPB shall pay the invoice within 45 days of receipt.
7. The Parties do not waive any right or rights they may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the Parties specifically reserve the right to assert any and all rights, immunities and defenses they may have pursuant to the Wyoming Governmental Claims Act.

THIS AGREEMENT IS MADE AND DULY EXECUTED on the date first written above by the City Council of the City of Casper and the Board of the Central Wyoming Regional Water System Joint Powers Board.

APPROVED AS TO FORM:

Attorney for the City of Casper

Attorney for Central Wyoming Regional
Water System Joint Powers Board

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

ATTEST:

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD:

Kenneth Waters
Secretary

H. H. King, Jr.
Chairman

City of Casper Drinking Water and Wastewater Systems Risk and Resiliency Assessment Project

General

The following addresses the work tasks and deliverables requested by the Central Wyoming Regional Water System and the City of Casper (City) to complete Risk and Resiliency Assessment project. While a formal scope of work is provided for the Risk and Resilience Assessment (RRA) (Phase I) and to update the Emergency Response Plans (ERPs), a general budget is provided for the Continuity of Operations Plan (COOPs) as information for the City. More detailed scope and budget information for this project elements can be provided at a later date, and completed as Phase II of the overall Risk and Resiliency Assessment project.

America's Water Infrastructure Act of 2018 (AWIA) requires all public water systems serving populations greater than 3,300 persons to assess the risks to, and resilience of, its system (referred to as the Risk and Resilience Assessment or "RRA"). The RRA is to include:

- Risk to the system (supply, treatment, and distribution) from malevolent acts and natural hazards
- Resilience of the infrastructure, including SCADA/cyber resilience
- The monitoring practices of the system
- The financial infrastructure of the system
- The use, storage, or handling of various chemicals by the system
- The operation and maintenance of the system

The assessments are to be finalized and then certified to the Administrator of the Environmental Protection Agency (EPA) by December 31, 2020, for systems serving a population of 50,000 to 100,000.

The RRA must be reviewed at least every five years to determine if the assessment will be revised. Upon review, the water system shall recertify the original assessment or certify a revision to the assessment.

Within six months of completion of the RRA, AWIA also requires each system to submit a letter of certification to the EPA that the Emergency Response Plan (ERP) for a utility was created or updated (where necessary), and at least every 5 years thereafter. For systems serving a population of 50,000 to 100,000, the ERP certification is required by June 30, 2021.

Community water systems shall to the extent possible coordinate with local emergency planning committees established under the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising an assessment or emergency response plan under AWIA. Further, systems must maintain a copy of the assessment and emergency response plan for five years after certifying the plan to the EPA.

Objectives

The primary objective of the RRA is to identify and prioritize risks and provide guidance to support decisions by the utility in allocating resources to risk-reduction initiatives for the water and wastewater systems.

The RRA will assess risks from natural hazards and malevolent acts, including physical and cyber-attacks. This work will consider risk (likelihood of threat occurrence, consequence of failure, and system vulnerabilities) for critical water and wastewater system assets, including source waters, treatment plants, pump/lift stations, storage reservoirs/tanks/vaults, conveyance and distribution systems, service connections, and control systems. HDR will conduct workshops with the City's staff to assist the City in the development of the critical asset list, threats and hazards, and consequence analysis. HDR will work with the City to identify representative asset types to gain efficiencies in determining vulnerabilities common to particular system components. This information may then be extrapolated by the City to apply to other assets in the system.

HDR will work with the City to determine mitigation measures that can be implemented to improved system resiliency. Mitigation measures will address water and wastewater system resilience and may address physical, operational, and network/financial control system vulnerabilities.

HDR will review existing documents, such as local hazard mitigation plans, the City's past vulnerability assessment documentation, existing emergency plans, security procedures, etc. As required by AWIA, the project workshops may periodically include invitations to members of local emergency management agencies, law enforcement, fire department, and other intelligence advisors such as the Department of Homeland Security Protective Service Advisors. These agencies, along with City staff can provide information and insights into local threats which can aid in defining relevant physical hazards and cybersecurity threats to the City's system.

Standards Used for AWIA-Related Assessments

To prepare the Risk and Resilience Assessment, HDR will use the following standards:

1. ANSI/AWWA J100-10(R13), American Water Works Association, Risk Analysis and Management for Critical Asset Protection (RAMCAP®) Standard for Risk and Resilience Management of Water and Wastewater Systems Using the ASME-ITI RAMCAP Plus® Methodology, July 1, 2010,
2. EPA Office of Water (MC 140), Baseline Information for Malevolent Acts for Community Water Systems, EPA 817-K-19-001, July 2019.
3. AWWA's Cybersecurity Guidance and Assessment Tool. As cited by AWWA, "This updated Guidance document has been revised to maintain alignment with the NIST Cybersecurity Framework and Section 2013 of America's Water Infrastructure Act (AWIA) of 2018. Collectively these resources provide the water sector with a voluntary, sector-specific approach for implementing applicable cybersecurity controls and recommendation."
4. The City intends to include in this contract an update to their existing Emergency Response Plan; the standard used by HDR for this assessment is ANSI/AWWA G440-17, Emergency Preparedness Practices, Revised August, 2017.

Methodology Used for AWIA-Related Assessments

The methodology used for the development of this RRA is to be based on the seven steps contained in the J100 Standard work flow process, which include:

- 1) Asset Characterization
- 2) Threat Characterization
- 3) Consequence Analysis
- 4) Vulnerability Analysis
- 5) Threat Analysis
- 6) Risk and Resilience Analysis
- 7) Risk and Resilience Management

All of the materials and information concerning the City's RRA are considered confidential. Federal Freedom of Information Act (FOIA) exemptions allow utilities to keep this information confidential. During the initial organizational phases, HDR will discuss security guidelines with project participants and how to apply them. A secure file-sharing system will be used for the remote transfer of sensitive information between the HDR Team and the City through the course of this project.

Phase I – Risk and Resilience Assessment

Work Tasks

TASK 1.0 - Project Management

TASK 1.01: Project Initiation/Project Management

The Project Initiation/Project Management Task will be used to establish coordination between the HDR and City project teams, and provide overall management of the project. Tasks include project contracting and set-up activities, coordination of project activities and subconsultants, verification of compliance with the scope of services, management of the project budget and schedule, preparation of monthly invoices, and coordination of quality assurance and quality control (QA/QC) of the tasks and deliverables throughout the project.

Task 1.02: Project Kickoff

A 60-minute project kickoff meeting will be held with key project team members (HDR and City) to introduce the project teams, establish key project team members' roles and responsibilities, define lines of communication, review the scope, objectives and project schedule, and establish the approach that will be used to manage the project. The teams are to discuss existing information that may be used in the RRA, and a preliminary list of attendees who will participate in the various project workshops.

Task 1.03: Project Tracking and Invoicing

Includes tracking of project status, including budget and schedule status, and preparation of monthly invoices and progress reports throughout the course of the project.

Task 1 Deliverables

- Project kickoff meeting agenda and notes
- Monthly invoices and progress reports

Task 1 Assumptions

- One 60-minute project kickoff meeting/call by up to three HDR staff members, including HDR's PM and Technical Lead, either in person or via phone conference.
- Bi-weekly PM meetings/conference calls will be conducted as needed throughout the project with HDR and City project managers and will last no longer than 30 minutes. An estimate of 6 hours for meetings is included for scoping purposes.
- Deliverables will be provided to attendees and others as requested in electronic pdf format.
- Up to 6 monthly invoices and progress reports will be prepared.

TASK 2 – Data Collection and Review

Task 2.01 Data Collection and Review

HDR is to prepare a data request for existing information needed to complete the RRA, which may include but not be limited to the following:

- Vulnerability and risk assessments
- Emergency response plans
- Security plans and procedures
- Business continuity plans (Continuity of Operations Plans - COOP)
- Source water protection plans
- Long range water resources plan
- Comprehensive plan(s)
- Water and wastewater system master plans
- System map(s)
- Local natural hazard mitigation plan(s)
- Control system network diagrams and asset inventory
- Department of Homeland Security (DHS) assessment
- Human resources policies
- Door lock/key policies
- Security camera use and policies
- Other documents that may be related to the assessment of vulnerability and resiliency of the water and wastewater utility, as appropriate.

HDR will conduct up to two 1-hour calls with City staff to discuss system information and data in preparation for the RRA.

Task 2 Deliverables

- Data Request

Task 2 Assumptions

- The City will provide data within two weeks of request to HDR in electronic format when possible.
- All documents not publicly accessible will be shared electronically through a secure file-sharing platform.

- Up to two 1-hour calls will be conducted by HDR and will be attended by up to 3 HDR team members.

TASK 3 – RRA Workshops and Field Assessment

To complete the RRA, a series of three workshops will be conducted to guide the City through the J100 process, including the identification of critical assets and threats, and consequence analysis. The workshops outlined below are designed to leverage the City and other participants' knowledge of the water/wastewater systems and threat environment, and transfer that information into the risk and resilience assessment.

City participants in the workshops should include, but are not limited to senior staff in the areas of Water/Wastewater Operations, Engineering, Maintenance, Communications, Finance, Human Resources, Customer Service, IT, I&C/Operational Technologies, and Safety. Related staff who will be participating in the project should also be in attendance. Other participants may include representatives from Public Works, local law enforcement, the local hazardous materials team and fire department, state and local regulatory agencies, local or regional emergency management, and local or regional Department of Homeland Security. Including the additional participants in some of the project workshops provides critical information and broad perspective about threats to the utility and promotes an understanding of the water/wastewater systems to all participants, particularly first responders.

The workshops will be conducted as outlined below.

Task 3.01 Workshop 1: Identification of Critical Assets, Threats and Consequences

The HDR Team will conduct a two-part, seven-hour workshop to introduce the RRA project to the City's project team and other key participants, and to identify critical water and wastewater assets and relevant threats to be used in the J100 analysis.

The first part of the workshop will introduce the RRA and ERP process to participants. It will include a review of the water/wastewater system components and operation, and discussion of background information on AWIA, the RRA and ERP requirements, the J100 analysis methodology, and presentation of the project roadmap and schedule.

The second part of the workshop will include the asset characterization, threat characterization, and consequence analysis. Specific activities include:

Asset Characterization. By the J100 Standard definition, a critical asset is an item of value to the utility that, if incapacitated, could result in significant damage to the utility or community to the extent that the utility would be unable to meet its mission. Assets include physical elements, cyber elements, and human elements (critical knowledge or functions of people). The workshop will include an assessment of water system assets, such as the source water, intakes, groundwater wells, water/wastewater treatment plants, pump/lift stations, storage tanks, pipelines, administrative offices, SCADA system, etc. The assets will be reviewed and ranked by consequence of loss/failure to determine the most critical assets. For scoping purposes up to twelve critical water assets, and six critical wastewater assets will be used in the J100 analysis. Other assets may be assessed in a narrative manner in the RRA Report.

Threat Characterization. Development of the list of threats will begin with a review of the previous water or wastewater system vulnerability assessments (as available), the list of reference threats from J100, professional insights into threats and hazards from the HDR Team, and utility's institutional knowledge. The list of potential threats and hazards will be reviewed, and refined to include the most relevant threats to the water/wastewater systems. For scoping purposes up to twelve threats and

hazards will be identified for use in the J100 analysis. Other threats identified in the workshop may be considered in the RRA report, but not carried through the J100 analysis.

Consequence Analysis. To identify critical assets, consequence of asset loss/failure levels will be established. These are typically categorized by:

- Major sickness/injury and loss of life
- Cost to remediate, and economic loss to the utility
- Economic cost to the region
- Other factors including public perception, extent of service outage, environmental damage, etc.

HDR will lead the City staff through a discussion of consequences to identify up to six consequence categories to be used in the J100 analysis.

Following the workshop, HDR will conduct a 90-minute call with the City's project team to review and confirm the outcome from Workshop 1, including verification of up to eighteen critical assets and twelve threats and hazards to be carried through the risk and resilience analysis. The HDR Team will finalize the critical asset list, threat list, and consequence factors to be used in the J100 analysis, including the development of monetized consequence factors. HDR will also develop monetized consequence factors and threat probabilities to be used in the risk and resilience analysis.

Task 3.02 – Field Assessment of Critical Assets

The HDR team will conduct site visits for each of the twelve critical water and six critical wastewater assets with City staff to identify existing mitigations, potential vulnerabilities, security issues, and potential mitigation measures. This information is helpful in completing the risk analysis and for identifying potential mitigations that could reduce asset vulnerability. For some assets, a night visit may also be conducted to assess lighting at the facility and to better observe the potential for vandalism or criminal activity in the area.

Through the previously collected data from the City staff, the HDR Team will gather information on physical and personnel security, access control, systems controls, protection of the source water, and hiring/firing/Human Resources procedures.

The HDR Team will compile individual asset sheets summarizing field assessment and risk analysis results for use in the Draft RRA report.

Task 3.03 – Workshop 2: Risk and Resilience Analysis

The HDR Team will conduct a six-hour workshop to perform the J100 Risk and Resilience Analysis for the water and wastewater systems. Analysis of the water and wastewater systems will be conducted in parallel, as breakout sessions, during the workshop. The risk calculation will pair each threat with each critical asset (e.g. 12 critical water assets paired with 12 threats yields 144 water utility threat-asset pairs, similar calculation for wastewater) in an electronic table to assess risk, which is defined in this process as a function of threat likelihood, vulnerability, and consequence. During the workshop, the HDR Team and the City will develop vulnerability values, which, when incorporated with the threat probabilities and consequence of loss values developed in previous scope activities, will result in the development of a risk score and monetized risk value for each threat-asset pair.

Along with the development of risk values, the HDR Team will assist the City team with the identification of mitigation measures that may be used to lower risk or improve resiliency. Mitigation measures may include policy and procedure changes, physical security improvements, general changes at facilities, needs for additional hires, etc. Estimated changes to vulnerability or consequence values will be documented to assess the potential for risk reduction.

HDR will compile the information from the Workshop into the J100 spreadsheet to calculate initial and mitigated risk scores for each threat asset pair. The results of the risk and resilience assessment will be provided to the City for review in preparation for Workshop 3.

The Utility Resilience Index (URI) is a questionnaire in J100, which will also be completed to provide information on operational and financial resilience of the water system. The HDR Team will use the City's information to complete the URI and results will be included in the RRA report.

The requirements of the RRA for the water system include a limited overview of the operation and maintenance of the public water system. The HDR Team will meet with the various City departments and staff members to discuss the status of an asset management program, chemical storage and handling, and any gaps that could be improved to make the City's water and wastewater operations more resilient. This meeting will also include discussion of source water, source water protection, and source water alternatives. The results of this discussion will be included in the RRA reports.

Task 3.04 Workshop 3: Review of J100 Results and Risk and Resilience Management Strategies

The HDR Team will conduct a four-hour workshop with the City to review the results of the risk and resilience analysis, and mitigations that were discussed in Workshop 2. Review of water and wastewater systems will be conducted in parallel, as breakout sessions, during the workshop, and can be discussed by the larger group as appropriate. Changes or refinements to risk scoring, as well as further discussion and refinement of mitigation measures will be completed with input from the City teams. The City will select which mitigation measures are most practical and efficient to retain in the analysis.

Following the workshop, HDR will develop order-of-magnitude conceptual costs associated with the implementation of capital mitigation strategies for both the water and wastewater systems and will complete a benefit-cost analysis for the high-risk threat-asset pairs. Risk results will be presented in terms of risk reduction potential, and benefit-cost ratio.

The HDR Team will document the suggested mitigation measures for each of the high-risk threat-asset pairs, and the overall mitigation measures in the draft RRA reports.

Task 3 Deliverables

- Workshop agendas and materials
- Asset Summary Sheets
- J100 Workbooks (separate water and wastewater)

Task 3 Assumptions

- The City is responsible for workshop logistics, including scheduling, workshop invitations, coordination of refreshments (as needed), and location;
- HDR will develop agendas, provide workshop materials at least one week prior to the meeting, and will facilitate the workshops.
- The workshops will be attended by up to three HDR staff members (in person or virtual)
- HDR will analyze up to 12 critical water assets, 6 wastewater assets and 12 threats in the J100 analysis for this project.
- Site visits for up to 18 critical water/wastewater assets will be conducted in partnership with the City's staff over a period of no more than 2 consecutive working days. Asset types may be grouped together, and a site visit of a single asset which is representative of an asset type may be substituted for multiple site visits for similar assets.
- Up to three HDR staff members will participate in the workshops in person or virtually. If the situation changes due to COVID-19, HDR is prepared to work with the City to modify the work

plan to accommodate all virtual workshops.

TASK 4 – Cybersecurity Assessment Review

The primary objective of the cybersecurity portion of this Risk and Resilience Assessment (RRA) is to identify and prioritize risks and provide guidance to support decisions by the utility in allocating resources to reduce risk to levels acceptable to the utility.

Given that cybersecurity threats are continually evolving and vulnerabilities are constantly being sought for exploitation, the utility's ability to completely eliminate this risk is impossible. As such, the focus of this assessment is on risk reduction using applicable recognized standards.

This assessment includes the City's automated monitoring and control systems only; in other words, the plant process control system (PCS) and remote site supervisory control and data acquisition (SCADA) system. Business system/network assessment is excluded with the exception of potential identification as a source of PCS/SCADA System risk or possible means of mitigation. The City's computing systems for financial infrastructure are also excluded except as described below.

Standards Used for AWIA-Related Assessments

To prepare the Cybersecurity Assessment, HDR will use AWWA's Cybersecurity Guidance and Assessment Tool. As cited by AWWA, "This updated Guidance document has been revised to maintain alignment with the NIST Cybersecurity Framework and Section 2013 of America's Water Infrastructure Act (AWIA) of 2018. Collectively these resources provide the water sector with a voluntary, sector-specific approach for implementing applicable cybersecurity controls and recommendation." The AWWA Tool applies the following standards, best practices, and guidelines to assess cybersecurity threats:

1. International Society of Automation (ISA), ISA-62443 "Security for Industrial Automation and Control Systems"
2. National Institute of Standards and Technology, NIST 800-53 Rev. 4 "Security and Privacy Controls for Information Systems and Organizations"
3. National Institute of Standards and Technology, NIST 800-82 Rev. 2 "Guide to Industrial Control Systems (ICS) Security"
4. U.S. Department of Homeland Security (DHS), Catalog of Control Systems Security: Recommendations for Standards Developers, April 2011

Methodology Used

Under this scope of services the City will utilize and self-complete the AWWA Guidance Tool Report. HDR will also perform this step and then host a workshop to collaboratively compare results with both AWWA Guidance Tool Reports. It is assumed that this report will be fully completed by the City including September 2019 updates which include features to document risk.

The AWWA Guidance Tool Report will be utilized twice, once fully for the water system and a second time only reviewing the PCS related questions for the wastewater system, since the City of Casper utilizes a common IT and financial system for the water and wastewater utility divisions.

The City will provide one statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: "Identify, Protect, Detect, Respond, and Recover". HDR will review the provided statement and supporting documentation. At the City's request, HDR will include this statement and supporting documentation in an Appendix in the cybersecurity RRA report section.

All of the materials and information concerning the City's cybersecurity assessment are considered confidential. Federal Freedom of Information Act (FOIA) exemptions allow utilities to keep this information confidential. During the initial organizational phases, HDR will discuss security guidelines with project participants and how to apply them. A secure file-sharing system will be used for the remote transfer of sensitive information between HDR and the City through the course of this project.

Cybersecurity Task 4.01: Data Collection and Familiarization

The objective is effective collaboration between the City and HDR to ensure the best answers are used as input to the AWWA Cybersecurity Tool.

- HDR will submit a data request for the following information required to develop a high-level understanding of the City's PCS/SCADA water and wastewater Systems:
 - OSI Layer 2 Physical Network Drawings – This is a physical network diagram that shows all devices connected to the PCS, SCADA System, OT DMZ, etc. An example is available upon request.
 - OSI Layer 3 Logical Network Drawing – This is a conceptual drawing that shows all subnets (zone) and connecting devices (conduits). This is a high-level drawing that can look very different from the Layer 2 drawing. Subnets may include Business, Process Control System, SCADA, etc. Connecting devices may include routers, firewalls, Layer 3 switches, etc. An example is available upon request.
 - Control System Asset Inventory – This is a list of all PCS/SCADA hosts, ip addresses, subnet masks, default gateways, etc. This inventory should also include a list of all software, versions, patch level, etc. in use by the PCS/SCADA System. An example is available upon request.
 - PCS/SCADA System Policies, Procedures, and Standards
 - Statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: "Identify, Protect, Detect, Respond, and Recover".
- HDR will review the documentation provided by the City.
- HDR will review the water and wastewater Excel workbook that the City generates using the AWWA Cybersecurity Guidance Tool Report in light of the information provided.
- HDR will host a one-hour teleconference (referred to herein as AWWA Workshop 1A). The purpose of Workshop A is to review and discuss the "yes/no" answers the City used as input to the AWWA Cybersecurity Guidance Tool for the water system and common infrastructure (IT, Financial, Procurement, etc).
- HDR will host a one-hour teleconference (referred to herein as AWWA Workshop 1B). The purpose of Workshop B is to review and discuss the "yes/no" answers the City used as input to the AWWA Cybersecurity Guidance Tool for the wastewater System (it is assumed that the non-PCS question responses will remain the same as those in workshop A).
- For both workshops, HDR will lead this discussion and capture a few sentences of background information in a spreadsheet to support the yes/no answers; information captured will be the minutes of this workshop. This workshop will help HDR to further understand the PCS/SCADA

System. Note that it is common to change a couple of the input answers during this workshop. If that happens, HDR will utilize the AWWA Cybersecurity Tool to generate a new Excel workbook for use with Workshops 2A & 2B (described below).

- HDR will send a copy of the Workshops 1A & 1B spreadsheet and background information for review and comment. HDR will address any comments received.

Cybersecurity Task 4.02: Assessment Review

This task provides for the completion of an assessment by the City and also HDR using the AWWA Cybersecurity Tool along with a collaborative review of those assessment results.

- The City and HDR will use copies of the final Excel workbook from Workshop A to independently assign a control status to each of the 100 possible AWWA recommended cybersecurity controls. HDR will perform this task based on their very good understanding of the AWWA controls and their relatively limited understanding of the PCS/SCADA System. The City will perform this task based on their very good understanding of the PCS/SCADA System and (presumably) their relatively limited understanding of the AWWA controls. HDR will combine the control statuses from both Excel workbooks into one workbook for use during Workshops 2A and 2B (described below).
- HDR will host a teleconference (referred to herein as Workshops 2A & 2B). Workshop 2A (water) and 2B (wastewater) will be a discussion of AWWA controls statuses where the City and HDR assigned different control statuses. The control statuses that already agree will not be reviewed because it can take 5 hours or more to go through all of the controls. Each workshop is planned for up to 3 hours. The City and HDR will discuss the subset of controls that differ and work to agree on final control statuses. HDR will capture a few sentences of supporting information in the “Notes” column for each control with a final status of “Partially Implemented” or “Fully Implemented and Maintained.” This is because the City is making an assertion as to the completeness of those controls. The supporting information captured in the “Notes” column will be the minutes for this workshop. The control statuses that may be assigned and their meaning are, as follows:
 - **Not Planned and/or Not Implemented - Risk Accepted** – No Workshop 2A or 2B action required.
 - **Planned and Not Implemented** – No Workshop 2A or 2B action required. Utility recognizes work needs to be done.
 - **Partially Implemented** – This is an assertion. A few sentences will be captured to support this status. Utility recognizes work needs to be done.
 - **Fully Implemented and Maintained** – This is an assertion. Utility claims existing system meets the intent of the control references (not just the example). Ideally, HDR has documentation to support the claim. A few sentences will be captured to support this status.
- HDR will send the Excel workbook with the final statuses and “Notes” to the City for review and comment. HDR will address any comments received.

Cybersecurity Task 4.03: Cyber Report

This task will summarize the process and results from the preceding tasks into a cybersecurity report section that will be included in the final RRA reports for the water and wastewater systems.

Task 4 Deliverables:

- HDR will formulate a Request for Information to the Client that lists information required to develop a high-level understanding of the PCS/SCADA System.
- AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshops 1A & 1B.
- AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshops 2A & 2B.
- HDR will develop a Cybersecurity Report with the following sections:
 - Report body documenting the process used and key contextual information about Appendices 1, 2, and 3.
 - Appendix 1 – The AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshop 1A.
 - Appendix 2 – The AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 1B.
 - Appendix 3 – The AWWA Cybersecurity Tool Input Answers spreadsheet completed under Workshop 2A.
 - Appendix 4 – The AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 2B.
 - Appendix 5 – The definitions of the priorities generated by the AWWA Cybersecurity Tool.

Task 4 Assumptions

- The City will provide timely, reasonable information in response to the HDR request for information and documentation required to develop a high-level understanding of the PCS/SCADA System.
- HDR will review the received documentation to understand the physical & logical network architectures, system boundaries, and comparison to current industry standards in preparation to conduct workshops as part of subsequent tasks.
- During the review, HDR may need to request additional information from the City to clarify items and will transmit that request to the City in writing.
- The City will complete the AWWA Cybersecurity Tool.
- The City will participate in workshops with staff that have a good understanding of IT and OT systems.
- The City will provide a statement of compliance and/or gap summary of Financial Computing Systems conformance to NIST Framework including tools, policies and procedures and staff to address the core framework profile requirements including: “Identify, Protect, Detect, Respond, and Recover”. If requested by the City, HDR will include this information in a separate appendix in the Cybersecurity RRA Report Section.
- The workshops will be held using a virtual collaboration solution (e.g. WebEx).

- Information and Services Provided by Others:
 - The City will update Final AWWA Cybersecurity Guidance Tool based on findings documented in workshop minutes. This will occur after final deliver of the Cybersecurity RRA Report Section.
 - The City will provide timely review of workshop meeting minutes.
- Appendix C will contain the AWWA Cybersecurity Tool Control Status spreadsheet finalized under Workshop 1A. This spreadsheet will contain cybersecurity controls with an unquantified gap to be filled where the status is “Partially Implemented” or “Planned and Not Implemented.” The City will review the control references and determine the cybersecurity objectives/outcomes/goals appropriate for their PCS/SCADA System and other factors (e.g. risk tolerance, staff levels, budget, etc.). This will be a follow-up exercise to be performed by the City after delivery of the report.

The effectiveness of operational technology systems (“OT Systems”) and financial information technology systems (“Financial IT Systems”) and features designed or recommended by HDR are dependent upon the City’s continued operation and maintenance of the OT and Financial IT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT and Financial IT Systems. The City shall be solely responsible for operating and maintaining the OT and Financial Systems in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, the City recognizes and agrees that OT and Financial IT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed or recommended by HDR are intended to reduce the likelihood that OT and Financial IT Systems will be compromised by such incidents. However, HDR does not guarantee that the City’s OT and Financial IT Systems are impenetrable and the City agrees to waive any claims against HDR resulting from any such incidents that relate to or affect the City’s OT and Financial IT Systems.

TASK 5 – RRA Report and Implementation Plan

HDR will document the methods and findings of the RRA analysis into separate RRA reports for the water and wastewater systems. The HDR Team will prepare one draft and one final version of the RRA reports, which are to include:

- Description of the analysis methodology
- Documentation of results of the Risk Analysis
- Overview of utility resilience and potential mitigation measures
- Draft implementation plan
- Results of the Cyber Security Assessment
- Results of the Utility Resilience Index evaluation
- Asset Summary Sheets

The HDR Team will submit the draft RRA reports, including draft implementation plans, to the City for review. It is assumed that the City’s comments will be received within two weeks after receipt of the

draft reports. A meeting (in person for local HDR staff and via conference call for others) with the City and HDR teams will be held to clarify and resolve comments on the draft reports and implementation plans. The HDR Team will revise the reports and provide the final document to the City in electronic format.

The RRA report for the water system is not required to be submitted to EPA. The City is to formally certify the completion of the RRA with EPA.

Deliverables

- One draft and one final RRA Report for each utility to include a draft implementation plan and Cybersecurity Assessment appendix, delivered in electronic form.

Assumptions

- The City will provide comments on the draft reports and implementation plans within two weeks of receipt.
- HDR will provide final reports within 10 days of receipt of the City's comments on the draft materials.
- The City will certify completion of the RRA for the water system with the EPA as required.

Phase I Schedule

The anticipated duration for the proposed scope of work is approximately 5 months. The key date is the City's Certification of the Final RRA report by 12/31/20 in accordance with the requirements of the America's Water Infrastructure Act. (AWIA). Given the workshop-centric approach to this project, a final project deliverable work plan and workshop schedule will be provided following the project initiation task kick off meeting.

The scope is based on in-person workshops. If the situation changes due to COVID-19, HDR is prepared to work with the City to modify the work plan to accommodate virtual workshops.

Phase II – Emergency Response Plan

The following addresses the work tasks and deliverables requested by the City of Casper (City) to complete an update to their Emergency Response Plans (ERP) for the water and wastewater systems. America's Water Infrastructure Act (AWIA) of 2018 requires all public water systems serving populations greater than 3,300 persons to assess the risks to, and resilience of, its system (referred to as the Risk and Resilience Assessment or "RRA").

Within six months of completion of the RRA, America's Water Infrastructure Act of 2018 also requires each system to submit a letter of certification to the EPA that the Emergency Response Plan (ERP) for a utility was created or updated (where necessary), and at least every 5 years thereafter. For systems serving a population of more than 50,000, the ERP certification is required by June 30, 2021 at the latest or six months after certifying completion of the RRA. The ERP must contain the following elements:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;

- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals; and
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The ERP can be developed based on existing emergency plans, and is required to include response protocols for any type of emergency or event identified as a threat during the RRA. The suggested format for the ERP is based on the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19, with sections including the basic plan, hazard-specific procedures, and communication/coordination information. Community water systems shall, to the extent possible, coordinate with local emergency planning committees established under the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising an assessment or emergency response plan under AWIA. Further, systems must maintain a copy of the assessment and emergency response plan for five years after certifying the plan to the EPA.

TASK 1 – Emergency Response Plan (ERP)

1.01 ERP Kickoff Meeting and Task Coordination

- HDR will conduct a kickoff meeting with the City to detail the project schedule, review the work plan, identify utility staff to participate in ERP development (including utility leaders, finance, human resources, operations, field, and customer-service staff), discuss utility background/history in emergencies and emergency exercises, and identify any additional information to be reviewed.
- Information such as existing emergency plans/information that is provided electronically by the City will be reviewed by the HDR team before the kickoff meeting.

1.02 ERP Workshops and Information Collection

- HDR will conduct a workshop with the City ERP Team, and representatives from outside agencies such as emergency management, police, fire, HAZMAT, Department of Homeland Security, and others related to emergency response. It is paramount that decision-makers for the City attend this workshop so that the contents of the ERP contain procedures with leadership approval.
- This workshop will include an update of your existing emergency procedures (Incident Action Plans) and development of up to 8 new procedures for emergency response (including responses to the threats identified in the RRA). HDR will utilize and further develop the City's existing response actions in development of these procedures.
- The City will designate the incident management team, including identifying three people for each role. Attendees will also discuss resiliency measures and equipment needed.

1.03 Draft Emergency Plan (Development, Review, and Final Version)

- Based on information gained from earlier tasks, on existing City emergency plans, and on industry guidance, HDR will draft the ERPs. The revised ERPs will include items required by AWIA. The document will be reviewed during an interactive half-day workshop with the City's ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document.
- HDR will update the draft ERPs and deliver final ERP documents.
- The City will then certify, by letter to the Administrator of the EPA, that the water ERP has been completed, copying HDR on the correspondence. Such certification will remain valid for five years. It is recommended that the City perform a review yearly and significant revision after four years, recertifying to EPA following each revision.

Deliverables

- Meeting and workshop agendas
- Draft water and wastewater ERP (electronic version only)
- Final water and wastewater ERP (electronic and one hard copy)

Assumptions

- The City has existing Emergency Operation Plans to update.
- The ERP kickoff meeting will be held as a video conference call for those team members that are not local.
- Meeting and workshops will be held virtually. The City will assist HDR with scheduling and reserving meeting venues for City staff.
- The City will be available for workshops and meetings related to this task.
- The City will provide data as requested by HDR.
- The City will coordinate with non-utility agency staff (such as police or fire departments) who are part of the ERP Team.
- The City will provide HDR with an updated list of emergency contacts for HDR to include in the ERP.
- The City will provide additional changes/comments on the draft ERPs within 10 days after the workshop.
- All existing documents will be provided by the City in electronic files which can be utilized in the ERP.
- The City will file certification by letter to the Administrator of the EPA following completion of the water ERP.

Phase II Schedule

The anticipated duration for the proposed scope of work is approximately 6 months. The target dates for the key milestones for the project are ERP certification by June 30, 2021.

Phase III – Continuity of Operations Plan

HDR will support Casper Public Utilities Division in the development of an updated Continuity of Operations Plan (COOP). The COOP is scheduled to be completed as a third phase of this project and is assumed that a final scope and budget for these services will be added by an amendment to this project. The information gathered in the RAA and ERP process will assist in defining the magnitude of the final COOP scope and associated. As such, Phase III activities provided herein are for reference and work plan methods, and are not included in the current Scope of Work. A separate, detailed scope of work will be submitted to the City for the COOP task upon request.

General Methods and Standards

The focus of the COOP work plan is to build on existing business continuity planning documents and processes for alignment with authoritative published guidance and industry best practices, and conclude with an “Actionable Plan” to support effective implementation. The review will consist of a review of existing business continuity documentation, interviews and workshops with staff from across the organization to identify mission-essential functions, and documentation of existing gaps and potential areas for advancement. HDR will utilize a workshop-driven process similar to the previous RRA and ERP approach to gather the information and build team understanding and consensus. The final findings and recommendations will be documented in a Continuity of Operations Planning Annex to the ERP developed in Phase II. The standards of care by which the assessment and COOP will be prepared is the Water Research Foundation (WRF) *Business Continuity Planning: Guidance Document* (published jointly by WRF/AWWA/USEPA, 2013). This standard recommends the following elements be included in a continuity plan:

- Concept of operations (roles and responsibilities, plan security, plan activation/deactivation)
- Mission essential functions
- Critical resources
- Vital records and data
- Alternate facilities
- Delegation of authority
- Succession planning
- Alert notification procedures
- Devolution
- Reconstitution
- Tests, training and exercises

HDR’s final scope of work will address each of these continuity elements at some level to meet this need for Casper’s Public Services Division.

Estimated Fee and COOP Project Schedule

Consistent with our discussions, HDR proposes a budgetary estimate of \$30-\$40,000 be established to assess and develop and updated COOP for the water and wastewater systems managed by the Public Utilities Division. To better frame this budget estimate, we have assumed that:

- The breadth of interviews would be limited to the five sections (Water Supply, Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment) operating under the Public Utilities Division umbrella,
- On-site training exercises would not be included in this base estimate (typical budget for this service is approximately \$10,000), and
- The focus of the COOP is an actionable Annex to the ERP undated in Phase II.

HDR can complete this work within 3-4 months following completion of the ERP services.

**City of Casper Drinking Water and Wastewater Systems
Risk and Resiliency Assessment and Emergency Response Plan**

Task Description		Total
Labor		
Task 1.0: Project Initiation/Project Management		\$5,125
Task 2.0: Data Collection and Review		\$4,685
Task 3.0: RRA Workshops and Field Assessments		\$48,295
Subconsultant		\$10,100
Task 4.0: Cybersecurity Assessment Review		\$12,660
Task 5.0: RRA Report and Implementation Plan		\$16,565
Task 6.0: ERP		\$9,775
Subconsultant		\$49,700
Total Labor		<u>\$156,905</u>
Expenses		<u>\$2,170</u>
Total Fee		\$159,075

Area	City of Casper	CWRWS JPB	Project Total
Regional Water System	\$0.00	\$39,768.75	\$39,768.75
Water Distribution	\$39,768.75	\$0.00	\$39,768.75
Wastewater Collection	\$39,768.75	\$0.00	\$39,768.75
Wastewater Treatment Plant	\$39,768.75	\$0.00	\$39,768.75
Total	\$119,306.25	\$39,768.75	\$159,075

HDR Engineering 2020 Hourly Billing Rates

Enclosed are the 2020 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

Description	Billing Rate/Hour
Managing Principal	225
Senior Project Manager	205
Project Manager III	195
Project Manager II	180
Project Manager I	165
Engineer VI	195
Engineer V	180
Engineer IV	165
Engineer III	145
Engineer II	130
Engineer I	115
ASME Disciplines	180
Engineering/Field Services Technician III	120
Engineering/Field Services Technician II	105
Engineering/Field Services Technician I	95
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
Cadd/GIS Technician I	95
Right of Way IV	195
Right of Way III	175
Right of Way II	155
Right of Way I	120
Environmental Scientist V	175
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
Environmental Scientist I	110
Senior Land Surveyor	150
Land Surveyor	130
Survey Technician III	120
Survey Technician II	110
Survey Technician I	95
Senior Construction Manager	195
Construction Manager	155
Construction Engineer	125
Construction Inspector	95
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	125
Strategic Communications/Graphic Designer I	95
Project Controller	95
Project Assistant	85
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

Direct Expenses

Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Mileage	\$0.75 per mile
Printing:	
B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

OTHER REIMBURSABLE EXPENSES

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. Unless negotiated otherwise in the contract, ENGINEER will add 10% to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project.



Central Wyoming Regional Water System
Joint Powers Board
Agency Budget Amendment No. 1
Fiscal Year 2021

Date: September 15, 2020

Request Forty Thousand Dollars (\$40,000) increase for the Risk and Resilience Assessment and Emergency Response Plan Update Project

Increase Line Item No. 300-6307 Intangibles

The Fiscal Year 2021 Agency Budget Amendment requested is a not to exceed amount of \$40,000.00

Original FY21 Agency Budget Amount	\$7,301,384.00
Amendment Amount	\$40,000.00
Amended FY21 Agency Budget Amount	\$7,341,384.00

Approved by Joint Powers Board:

Date: September 15, 2020

Chairman

Treasurer

**CITY OF CASPER
LICENSING AND APPEALS BOARD
CITY HALL, DOWNSTAIRS MEETING ROOM
SEPTEMBER 17, 2020
4:00 P.M.**

Members of the public wishing to place a new item on the agenda must submit a written request to the Community Development Department no later than eight (8) days preceding the Licensing and Appeals Board meeting.

Members of the public wishing to comment at a regular Licensing and Appeals Board Meeting may do so at the end of the regular meeting with a majority of the board voting in favor of their request. These comments will be limited to five (5) minutes.

AGENDA

- I. ROLL CALL**
- II. APPROVAL OF AUGUST NOTES**
- III. MONTHLY REPORT**
- IV. NEW BUSINESS**
- V. APPLICATIONS FOR THE BOARD'S CONSIDERATION:**

GENERAL CONTRACTORS

TIM KOSLOWSKY – TRINITY CONTRACTING WYOMING, LLC – Applying for an Upgrade to a Class II General Contractor's License.

CHRISTOPHER CRISPELL, SWIFT FOX CARPENTRY LLC – Applying for a Class III General Contractor's License.

- VI. COMPLAINTS**
- VII. COMMUNICATIONS FROM PERSONS PRESENT**
- VIII. ADJOURNMENT**

**CITY OF CASPER
CONTRACTORS' LICENSING AND APPEALS BOARD
MEETING CANCELED
AUGUST NOTES – VOTES VIA EMAIL**

The following Board members voted by email:

- Adam Hall
- Jason Huber
- John Haid
- Scott Warren

MINUTES FROM JULY 16, 2020 – All of the above members voted unanimously to approve the Meeting Minutes of July 16, 2020.

GENERAL CONTRACTORS

ISAAC GADDIS – Applying for a Class II General Contractor's License. The above listed Board members voted unanimously to approve Isaac Gaddis to test for a Class II General Contractor's License.

MECHANICAL

CURTIS WOLFF – Applying for a Master Mechanical License. The above listed Board members voted unanimously to approve Curtis Wolff to test for a Master Mechanical license.

CHARLES DAVIS – Applying for a Master Mechanical License. The above listed Board members voted unanimously to approve Charles Davis to license as a Mechanical Master.



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
August 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Rep-Re-Roof	56	\$10,878.00	\$588,052.41
Add-Enclosed Patio	1	\$274.00	\$17,886.00
Rep-Res Misc	15	\$3,464.00	\$215,581.45
Add-Garage	4	\$881.00	\$59,000.00
New-Storage Bldg	3	\$966.00	\$82,180.00
New-Residential	4	\$9,445.60	\$1,285,804.00
New-Twin Home	2	\$2,914.00	\$320,000.00
New-Fence	3	\$303.00	\$7,500.00
Add-Deck	9	\$2,274.00	\$189,600.00
Rem-Residential	4	\$989.00	\$70,111.00
Rep-Comm Misc	1	\$162.00	\$7,200.00
New-Commercial	2	\$32,962.38	\$3,466,033.00
Rem-Bathroom	2	\$312.00	\$16,000.00
New-Sign	1	\$669.00	\$68,879.00
Rem-Commercial	4	\$2,502.45	\$186,650.00
Rem-Basement	2	\$653.00	\$48,500.00
Add-Other	4	\$1,213.00	\$64,400.00
Add-Commercial	1	\$184.00	\$10,000.00
Rep-Deck	3	\$542.00	\$27,860.00
Dem-Commercial	2	\$653.00	\$25,000.00
Rem-Kitchen	1	\$252.00	\$15,940.20
Dem-Residential	2	\$400.00	\$0.00
	126	\$72,893.43	\$6,772,177.06

Electrical Permits Issued	Fees Invoiced
91	\$12,392.60

Mechanical Permits Issued	Fees Invoiced
61	\$16,134.40

Plumbing Permits Issued	Fees Invoiced
132	\$11,426.00

Single Family Houses YTD			August Single Family Houses		
2019		33	2019		3
2020		37	2020		4



COMMUNITY DEVELOPMENT
DEPARTMENT

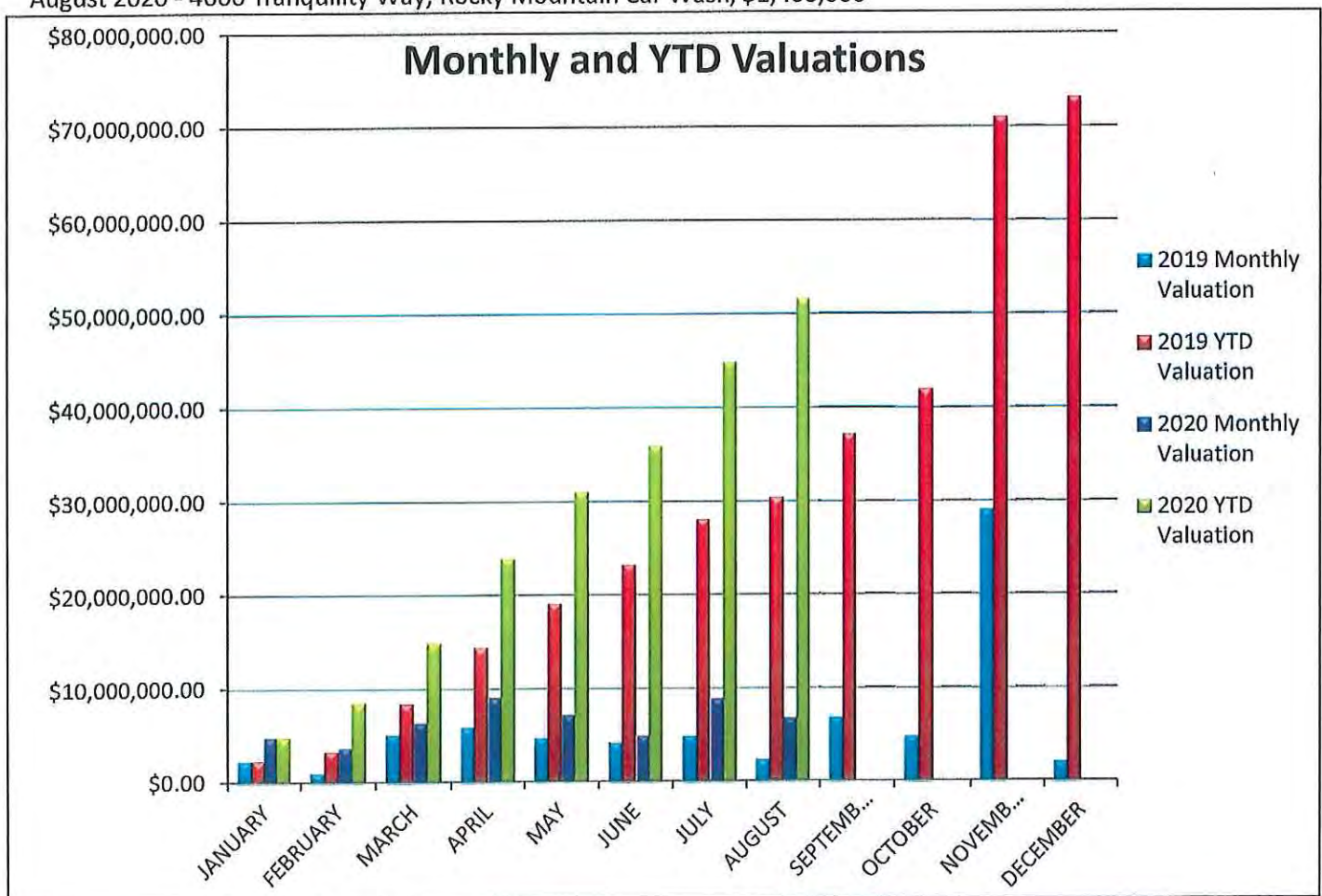
State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264
Building Department
August 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,065,180.76	\$23,879,033.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,034,737.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,914,024.14	\$35,948,761.61
JULY	\$4,876,893.38	\$28,046,068.35	\$8,881,976.97	\$44,830,738.58
AUGUST	\$2,348,883.06	\$30,394,951.41	\$6,772,177.06	\$51,602,915.64
SEPTEMBER	\$6,790,186.21	\$37,185,137.62		
OCTOBER	\$4,799,859.60	\$41,984,997.22		
NOVEMBER	\$29,047,317.40	\$71,032,314.62		
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$51,602,915.64</u>	<u>\$51,602,915.64</u>

LARGE VALUATIONS:

August 2020 - 4600 Tranquility Way, Rocky Mountain Car Wash, \$1,400,000





State of Wyoming
City of Casper
 200 N David Street, Phone: (307) 235-8264
Building Department
Fees Collected
August 2020 Report



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 61,000.00
ELECTRICAL PERMITS	\$ 12,007.60
MECHANICAL PERMITS	\$ 16,134.00
PLUMBING PERMITS	\$ 11,236.00
ELECTRICAL LICENSES	\$ 690.00
PLUMBING LICENSES	\$ -
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 678.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 450.00
SIGN PERMITS	\$ 951.50
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ 105.00
MOBILE HOME PERMITS	\$ 25.00
PLAN CHECK FEES	\$ 27,534.25
PLANNING FEES	\$ 2,400.00
Totals: \$ 133,261.35	

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
193	197	187	52
CONSULTS	PLAN REVIEW		
22	38		

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1405	1461	1250	421
CONSULTS	PLAN REVIEW		
173	232		

2020 Monthly Inspections
August 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Lonnie Genoff	4	0	179	44	0	0	227
Justin Scott	142	1	4	3	22	0	172
Shawn Barrett	2	118	0	0	4	10	134
Dan Elston	45	0	4	5	10	12	76
Russ Lutz	0	78	0	0	2	0	80
							0
Monthly Total	193	197	187	52	38	22	689
YTD Totals	1405	1461	1250	421	232	173	4942

4942

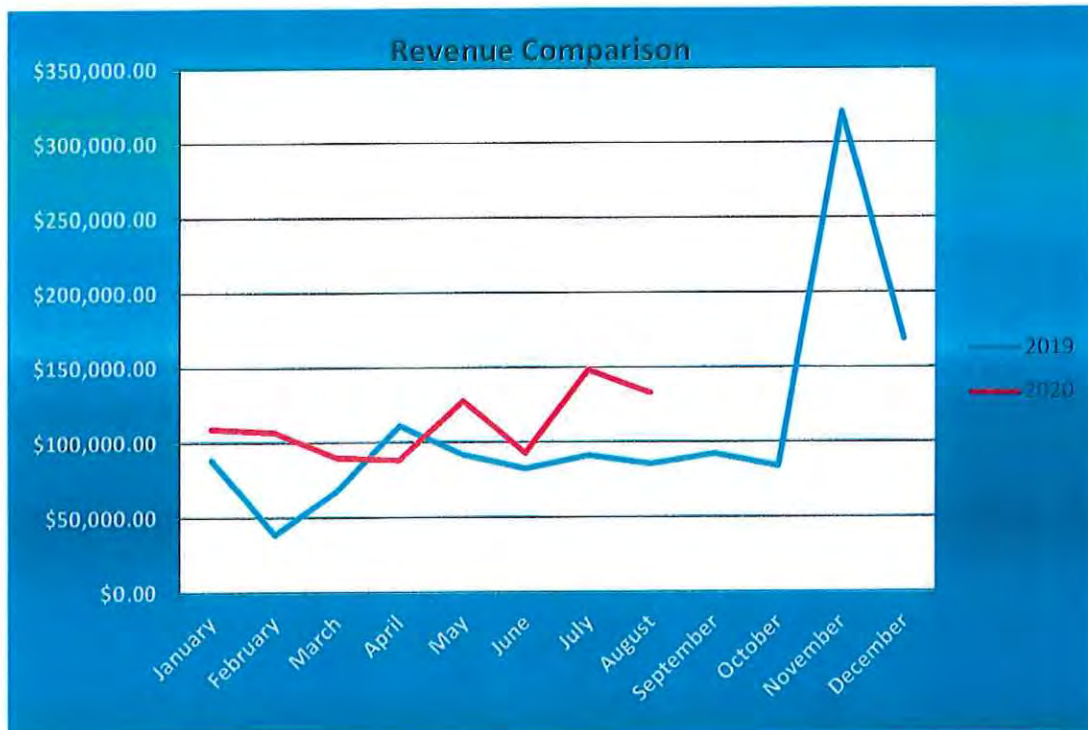


State of Wyoming
City of Casper
 200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
August 2020 Report

Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	\$148,329.84
August	\$85,385.10	\$133,261.75
September	\$92,043.97	
October	\$83,846.10	
November	\$320,732.50	
December	\$169,110.25	
	\$1,321,645.73	\$897,813.51



Dan Elston: Building Official

APPLICATION FORM FOR GENERAL CONTRACTORS
PART I- GENERAL INFORMATION

✓
12

Name of Company (if applicable) Trinity Contracting Wyo, LLC Date Sep 8 2020
Name of Qualifying Person or Person(s) Tim Koslowsky
Current Address 1927 Rustic Dr City Casper State WY Zip 82609
Telephone Number 307-267-5145 Cell Number Same
Email TrinityContractingWyo@gmail.com
Employer Trinity Contracting Wyo
Employer's Address same City _____ State _____ Zip _____
Position President Years at present employer 13 Comments _____

What is the purpose of applying for a City of Casper license? upgrade

Is there a specific project you will be doing? no

If, yes, provide project name _____

Date and location of residence in Wyoming Casper, WY

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II X Class III _____
Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
<u>City of Casper</u>	<u>2010</u>	<u>Class III</u>
<u>Natrona County</u>	<u>2015</u>	<u>Class III</u>
<u>Town of Evansville</u>	<u>2016</u>	<u>Class III</u>
<u>Town of Glenrock</u>	<u>2016</u>	<u>Class III</u>

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Tim Koslowsky
(Print)

Name and address of employer or person
verifying time and position of Applicant

(Name) Travis Downs, DDD Exteriors
(Address) 7673 W. Chalk Creek Rd
(City) Casper (State) WY
(Zip) 82604 (Phone No.) 307-267-8372

Date of Employment: From Nov 2007 through Present Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant President, Trinity Contracting
Job Description of Applicant General Contractor, Project Manager

To be completed by Employer or Person verifying Applicant's information. (Do Not
use self-verification.)

Is the information true and correct to the best of your knowledge including the time and
type of work and duties? YES X NO _____

COMMENTS: He loves Jesus. He's a comprehensive and detailed
contractor. I believe he is well qualified for the job

If it is necessary for a representative of the City of Casper to contact you about this
information, please give any information that may expedite this process.

Current Address 7673 W. Chalk Creek Rd City Casper State WY Zip 82604
Day Phone No. 307-267-8372 Cell Phone No. 307-267-8372
Email Address dddexteriors@yahoo.com

DATED this 8 day of September, 20 20

Signature

Travis Downs

Printed Name of Signature

Subscribed and sworn to before me this 8th day of September, 20 20

Corina Kennedy
Notary Public

My Commission Expires:



September 8, 2020

Tim Koslowsky
Trinity Contracting
1927 Rustic Drive
Casper, WY 82609

RE: Contractor Referral

Mr. Koslowsky,

I'm providing this letter in support of your petition to upgrade your contractor's license. My experience with your work, both as a former building inspector and as a client, has shown it to be professional and high quality.

I can be reached via the contact information below if something further is needed.

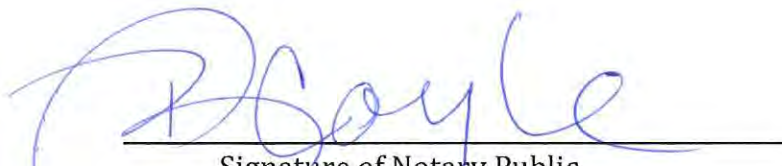
Sincerely,



Douglas Lake
1040 S Lincoln
Casper, WY 82601
307-258-2963

State of Wyoming
County of Natrona

The foregoing instrument was acknowledged before me on this Sept. 8, 2020 by Douglas Lake.



Signature of Notary Public

347 W. 270 S

Ivins, Utah 84738

September 3, 2020

To Whom It May Concern:

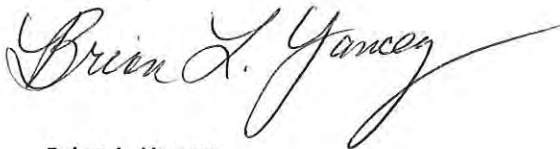
Letter of Reference for Tim Koslowsky, Trinity Contracting Owner

My relationship with Tim Koslowsky began over fourteen years ago in Casper, Wyoming. He has completed major remodeling of two of our personal homes and three of our rental properties. His work included complete remediation of one of our homes prior to remodeling. He has done everything including remodeling kitchens, living rooms, bedrooms, and bathrooms, in addition to fix it and repair jobs.

The quality of his craftsmanship and detail work have always been superb and of the highest professional level. His work was performed at a reasonable cost, adhered to his bids, and due to the quality, it saved money in the long run. Tim finished his work in a timely manner, as promised. He was well organized and used his team in an efficient manner. He was a competent communicator who was able to explain complex work to the layman in understandable terms.

Lastly, I highly recommend Tim Koslowsky to anyone needing construction contracting because of his outstanding skills, honesty and integrity.


Sincerely,

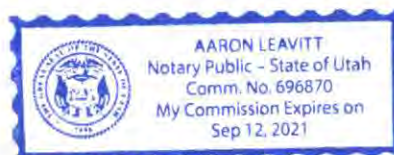


Brian L. Yancey

State of Utah
County of Washington

Subscribed and sworn/affirmed to before me
this 3 day of September 2020
by Brian L. Yancey


Notary Public
My Commission Expires 09/12/2021



August 31, 2020

To Whom It May Concern:


Regarding Tim Koslowsky of Trinity Contracting; he has remodeled a bathroom and our kitchen. He has also had a fence put in for us. His work is excellent. He makes sure the job is as perfect as possible. He sees flaws no one else sees and gets them corrected. The job is done within the time frame he gives us. The workers he hires are of high integrity and he makes sure the job is done correctly.

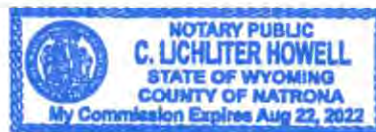
We have had many compliments on the work Tim has done and I always feel good about recommending him. We are planning another redo of a different bathroom and we have asked Tim to do the job. We also just recommended him to a friend who came to look at his work.

Sincerely,



Mary Sandborgh
3621 Valley Road
Casper, WY 82604
307-277-7481

State of WY ss
County of Natrona
Subscribed and sworn to before me this 2nd day of Sept
20 20 by Mary F. Sandborgh

Notary Public
My commission expires 08/22/2022



Steven Huckfeldt
7323 West Mesquite
Casper, Wy 82604

September 4, 2020

Trinity Contracting
1927 Rustic Drive
Casper, Wy. 82609

To Whom it may concern.

I hired Tim Koslowsky and his company Trinity Contracting to put a 10 x 28 addition onto my existing home in the summer of 2017. Mr. Koslowsky was professional in the way he made contact with me and was upright and honest in all of our dealings.

During the process Mr. Koslowsky walked me through all the cost involved and allowed me the privilege of accepting a hard bid or going time and material. Because, in fairness, there were several unknowns involved, I elected to go time and material. One of the unknowns, once we began, I decided to re-roof the entire house instead of just the addition as was first talked about. Mr. Koslowsky was very good and professional on how he handled the job was flexible when I brought up changes. I was extremely happy with the end product.

In all aspects he was fair and equitable in his pricing and expected payment process,

I would not hesitate at all when it comes to re-hiring him for a future project or recommending his services to other acquaintances.

Steven Huckfeldt

H. M. Carpenter
Notary



✓
DE.

APPLICATION FORM FOR GENERAL CONTRACTORS
PART I- GENERAL INFORMATION

Name of Company (if applicable) Swift Fox Carpentry LLC Date July 30th 2020

Name of Qualifying Person or Person(s) Christopher Crispell

Current Address 5530 South Oak City Casper State WY Zip 82601

Telephone Number _____ Cell Number 307-231-4873

Email wyomingmade@swiftfoxcarpentry.com

Employer Fuller Enterprise

Employer's Address 4625 Fitzhugh Rd City Casper State WY Zip 82604

Position Carpenter Years at present employer 4 Comments _____

What is the purpose of applying for a City of Casper license? I am applying for my
General Contractors License Class 3

Is there a specific project you will be doing? _____

If, yes, provide project name _____

Date and location of residence in Wyoming Feb, 2012 5530 S Oak St Casper, WY
82601

If not Wyoming resident, location of residence _____

Class of License you are applying for? Class I _____ Class II _____ Class III X
Demolition _____ Roofing _____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Christopher Crispell

(Print)

Name and address of employer or person
verifying time and position of Applicant

(Name) Fuller Enterprises Construction

(Address) 4625 Fitzhugh Rd

(City) Casper (State) WY

(Zip) 82604 (Phone No.) 307-577-4856

Date of Employment:

From 2007 through 2009

Add additional

From 2012 through 2014

dates

From 2020 through 2020

(as necessary)

Job Title of Applicant Carpenter

Job Description of Applicant Framing, Structure measurements, Roofing Structures
Door and Window setting, siding, roofing, finish carpentry, Pole Barns, General
Carpentry.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES x NO

COMMENTS: Chris has a very rounded knowledge of the construction industry. He is concientious
and honest. He will be a very good candidate as a contractor in our community.

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address 4625 Fitzhugh Road City Casper State WY Zip 82604

Day Phone No. 307-577-4856 Cell Phone No. 307-262-7612

Email Address fullerwy@gmail.com

DATED this 10 day of August, 2020

Signature

Printed Name of Signature

Subscribed and sworn to before me this 10 day of August, 2020

Notary Public

My Commission Expires: 01/12/2022



Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name Christopher Crispell
(Print)

Name and address of employer or person verifying time and position of Applicant (Name) Yellowstone Traditions, Inc
(Address) 34290 E. Frontage Rd
(City) Bozeman (State) MT
(Zip) 59715 (Phone No.) 406-587-0968

Date of Employment: From 8/21/2006 through 03/16/2007 Add additional
From _____ through _____ dates
From _____ through _____ (as necessary)

Job Title of Applicant Carpenter
Job Description of Applicant Framing, Structure measurements, Roofing Structures
Door and Window setting, siding, roofing, finish carpentry, log stack, Saw Mill
work, log siding, assisted with custom cabinetry.

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES X NO _____

COMMENTS: _____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address PO Box 1933 City Bozeman State MT Zip 59771
Day Phone No. 406-587-0968 Cell Phone No. _____
Email Address nadams@yellowstonetraditions.com

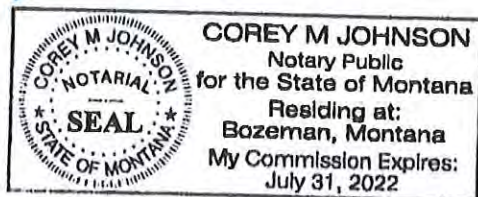
DATED this 3rd day of August, 20 20

Nicole Adams
Signature
Nicole Adams
Printed Name of Signature

Subscribed and sworn to before me this 3 day of August, 20 2020

Corey M Johnson
Notary Public

My Commission Expires: July 31, 2022



From: Ashley Bright <abright@bgccw.org>

Sent: Wednesday, September 9, 2020 9:48 AM

Subject: News "Flash": Governor Gordon Speaking at Rhonda Zimmerman Breakfast!!! Update!!!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Rhonda Zimmerman now join the late Newell Sargent, the late Tom Stroock, the late John Wold, the late Mick McMurry, Governor Mike Sullivan, Susie McMurry, Gail Zimmerman, George Bryce, John Martin, Susan Thomas, Bob Price, Senator Al Simpson, Vice President Dick Cheney & Mrs. Lynne Cheney, the late Neil McMurry, the late Brian Scott, Joe Scott, Larry and Margo Bean, the late Bill Daniels, Peter Wold, John Jorgensen and Phil and Jody Schmidt as distinguished recipients.

The 22nd Annual Awards and Recognition Breakfast honoring Rhonda Zimmerman featuring Andre Reed, former Club kid and NFL Legend, will be held on October 21st, 2020. Doors open at 6:15 a.m., breakfast is served at 6:30 a.m. with the program beginning at 7 a.m. at the Casper Events Center.

All table captains will receive an autographed book by Andre Reed!!

RSVP TODAY!!

<http://www.bgccw.org/our-events/casper-22nd-annual-awards-recognition-breakfast/>

The Boys & Girls Clubs of Central Wyoming is celebrating its 51st year of serving children and youth in our community!!

Ladies and Gentlemen,

We are currently at 263 individuals confirmed, 53% of our first goal of 500 attendees!! Confirm today online by replying via email, or call [307-235-4079](tel:307-235-4079).

***Presentation Partners:* McMurry Foundation, Daniels Fund, Keyhole Outdoor Living, Martin Family Foundation, True Companies, Garlick Family Foundation, Wold Foundation, Rhonda Zimmerman, Kirkwood Oil & Gas, Casper Star Tribune, Ruth R. Ellbogen Foundation & Family, Townsquare Media, Zimmerman Family Foundation, E & F Towing, Transport and Recovery, Caspar Building Systems, First State Bank, First Interstate Bank, Jonah Bank, Foss Motors, Platte Valley Bank, Hilltop Bank, United Way of Natrona County, Natrona County Prevention Coalition, McDonald's, Wyoming Medical Center, City of Casper, 21st Century Learning Centers, Automation Electronics, Stifel, K2TV.**

***Tables and Individuals:* Tanner Family, Rocky Mountain Power, Susan Thomas, Jillian Balow, Phil Schmidt, Jersey Mike's Subs, Alexandra Enlich, Harley Geiger, Culver-Kruchek, McGinley Clinic, Fittje Family, Sattlestring Consulting, Casper College, Wells Fargo, Atlas Premier Service, Surfin' Smiles, Ultra Orthodontics, Mary Anne Valentine, Sheet Metal Specialties, YMCA of Natrona County, Cliff Outdoors, KCWY, Bundy, Lenhart, Mason &**

Associates, Kenny Electric, Youth of the Year Families, Allyson Bright, Paul Hallock.

*****AGENDA HIGHLIGHTS TO DATE INCLUDE:**

******Welcome by Governor Mark Gordon**

******Invocation by Dr. Gail Zimmerman**

*****Ruth R. Ellbogen Central Wyoming Youth of the Year Announcement 2020-2021**

*****The Mick and Susie McMurry Cowboy Code Try Award presentation to the 2020 Recipient, Tyrone and Linda Fittje**

*****Distinguished Service & Leadership Award presentation by Mike Burnett**

*****And featuring the incomparable Sir Bob Price, Emcee!!**

*****Boys & Girls Club Appeal for Support**

*****Proclamation by Mayor Steve Freel & WyoTowne Mayor**

*****Some other Special Guests and Surprises!**

KEEP UP THE GREAT MOMENTUM!!!



**HONOREE:
RHONDA ZIMMERMAN**

Adopted at birth by Gail and Lois Zimmerman, she learned early on in her life that to be successful, she needed to have courage and take risks. Rhonda Zimmerman grew up in Casper, the oldest of four children. At the age of 12, following the death of her mom, Rhonda had to grow up fast as she became the mother figure for her siblings. Despite this time being a struggle for her family, she saw her dad taking care of friends and neighbors – being that example of giving back.

Following high school, Rhonda moved out of state and settled in Denver for the next decade. She returned to Wyoming in the early 1990s and earned an associate's degree in criminal justice and social work from Casper College and earned a bachelor's degree in social work from the University of Wyoming at Casper College. Rhonda has used her passion to help youth as a counselor at the Youth Crisis Center, the Wyoming Behavioral Institute, and Central Wyoming Counseling Center. During that time, she also owned two convenience stores in Casper, selling them in 2002.

Rhonda and her son Greg currently own and operate E&F Towing and Transport. In addition, she is a partner in Onus IV Hydration in Colorado.

She is the co-founder of Casper Family Connections and has been a long-time board member of the Boys & Girls Clubs of Central Wyoming.

Rhonda says her greatest accomplishment is raising Greg and Kendra as a single mom and not letting it stop her from succeeding at her own dreams.

**ABOUT THE ANNUAL
AWARDS & RECOGNITION
BREAKFAST**

The Annual Awards & Recognition Breakfast is the culmination of the Annual Giving Campaign: Forward Together For Our Kids. This two year Campaign brings the strategic goals of the Club together to address the crucial areas of need to build a sustainable future. Your thoughtful investment will help us reach a \$1.7 million fundraising goal and make great futures possible for thousands of youth in Wyoming.



"THE CLUB HAS HELPED ME BY PROVIDING A SAFE PLACE TO MAKE FRIENDS AND ADVANCE MY EDUCATION. SOMETHING I MIGHT NOT HAVE HAD IF IT WEREN'T FOR THE CLUB."
- BRENTAN, WYOMING YOUTH OF THE YEAR 2020

"THE BOYS & GIRLS CLUB ISN'T JUST ABOUT FUN AND GAMES. IT'S THE STAFF AND THE HARD WORK THEY PUT IN TO TEACH OUR CHILDREN TO BE INDEPENDENT INDIVIDUALS. TO SHOW THEM THEY ARE WORTHY OF CARE AND LOVE."
- MISTY, PARENT

PLUS THE ANNOUNCEMENTS OF



**2020-2021
CENTRAL WYOMING YOUTH
OF THE YEAR & WINNER
OF THE RUTH R. ELLBOGEN
SCHOLARSHIP**

**2020 MICK & SUSIE MCMURRY COWBOY
CODE TRY AWARD**

**KEYNOTE SPEAKER:
Andre Reed**

Growing up in Allentown, PA, Andre Reed spent nearly every day of his youth at the Boys & Girls Club. Andre's pursuit of the future would be built on the values of respect, resiliency, and the importance of self-improvement; to which he credits the Club.

After starring as the quarterback on his high school football team, Andre enrolled at Kutztown University, a Division II school near Allentown. He played wide receiver, setting school records for catches, receiving yards and touchdowns. Andre was drafted by the Buffalo Bills in 1985 and played 15 seasons for them, going to four Super Bowls, and one season with the Washington Redskins. In 2014, Andre was inducted to the Pro Football Hall of Fame.

In 2010 The Andre Reed Foundation was established to aid underprivileged youth reach their full potential by becoming responsible contributors to their communities. By 2017, seeking to make young, legendary readers, Andre started the "READ with Reed 83" literacy program. The program challenges youth to read 83 books for a chance to win a trip to an NFL game with him during the season.



GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF CENTRAL WYOMING**

Ashley Bright

CEO

Office: 307.235.4079 | Cell: 307-267-1406

[Website](#) [Facebook](#)

From: Casper Chamber of Commerce <casperchamber@www-casperwyoming.ccsend.com> **On Behalf Of** Casper Chamber of Commerce
Sent: Wednesday, September 9, 2020 10:00 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Get Connected. Stay Connected. Casper Area Chamber of Commerce Weekly "Get-Connected"

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September 9, 2020



UPCOMING EVENTS

Take a load off and join us for

BUSINESS AFTER HOURS

SEPTEMBER 17TH HAT SIX TRAVEL PLAZA

OCTOBER 22ND CASSITY DENTAL ARTS

NOVEMBER 12TH VERIZON

DECEMBER 17TH RAMKOTA HOTEL & CONFERENCE CENTER

For more information or to register, please visit www.casperwyoming.org



Business after Hours

People do business with people they know, and there's no better way to get to know other Chamber members than by attending our Business After Hours (BAH) events!

Stay for 20 minutes or enjoy the full two hours of networking time. Get out there! Give people the chance to get to know you so they will want to do business with you. Support Natrona County business and support your Casper Area Chamber.

[RSVP for Business after Hours](#)

PRE-LEGISLATIVE FORUM

NOVEMBER 11, 2020 | 11:30 A.M. | THE HALL ON ASH

Join the Chamber of Commerce in hearing directly from Wyoming's Legislators on issues impacting our community!

**REGISTER ONLINE AT
WWW.CASPERWYOMING.ORG**



Pre-Legislative Forum

Join the Chamber of Commerce in hearing directly from Wyoming's Legislators on issues impacting our community!

\$25.00 for Chamber Members

\$40 for Not-yet Members

\$250 table Sponsors Sponsored table of 6 to included preferred seating, recognition from the podium, banner display and marketing.

[RSVP for Pre-Leg](#)



View the Chamber Gallery

Check out photos & videos
from Chamber Events,
Ribbon Cuttings, Meetings
& More!



MEMBER NEWS

Dr. Leonard L. Robinson Memorial Bridge Dedication

RESCHEDULED FOR SEPTEMBER
15TH

*You are cordially invited
to attend the*



Dr. Leonard L. Robinson Memorial Bridge Dedication

Tuesday, September 8, 2020

5:00 pm – 8:00 pm

Location Interstate Park, 123 West E Street, Casper, Wyoming

(Intersection of I-25 and Center Street across from Starbucks and the Clarion Inn)
Parking courtesy of the Clarion Inn of Casper

Leonard L. Robinson survived the 1942 Bataan Death March followed by three and one half years of slave labor in Japan - but this ordeal did not define Leonard L. Robinson. Returning from WW II, he finished his engineering degree, worked for Martin Marietta to perfect the early jet aircraft ejection seat, and later completed a Doctorate of Theology through Northwestern University. A man of many talents, Leonard Robinson was a friend to all and a dedicated family man.

Leonard L. Robinson's life was guided by principles of love and acts of kindness. He dedicated his retirement years as a pastor in North Casper helping veterans, rodeo cowboys, the sick and people down on their luck. And that is why the Center Street Bridge will be named in his honor.



Food will be served beginning at 5:00 pm with the dedication beginning 6:00 pm to be given by

***Governor Mark Gordon
Speaker of the Wyoming House of Representatives Steve Harshman
Director of WYDOT Retired Major General Luke Reiner
Pamela Robinson - Daughter***

Colors presented by the NCHS Mustang Battalion, Food prepared by David Calar with thanks to NOV Tuboscope, Master of Ceremonies, Kimberly Walker of Kimberly Walker Marketing
Drinks donated by Pepsi-Cola, 7UP of Casper
Organized by the Friends of the Wyoming Veterans Museum

Contact Joe MacGuire (307) 333-3653 for Questions



RIBBON CUTTINGS

Upcoming Ribbon Cuttings

Re-launching?! The Ambassadors Committee is offering
FREE Ribbon Cuttings! Contact Jereca Lutz today at
jlutz@casperwyoming.org to schedule yours!

Past Ribbon Cuttings

Central Wyoming Counseling Center Suicide Prevention Hotline

Wyoming's FIRST National Suicide
Prevention Lifeline operated by the
Central Wyoming Counseling Center.
For assistance, please call 1-800-273-
talk.

Check us out now!



August 11, 2020

Hilltop Bank

Stop in and check out this BRAND NEW Hilltop Bank branch located at 4100 Centennial Hills Blvd. The Compass at Centennial Hills awaits!

Check us out now!



August 10, 2020

Bob Goff Memorial Library

The library had been closed since April 2019. Since 2005, the Mills library had been part of the Natrona County Library Extension. Mills mayor Seth Coleman said that while closed, the library building was used to process water bills and building permits.

Check us out now!

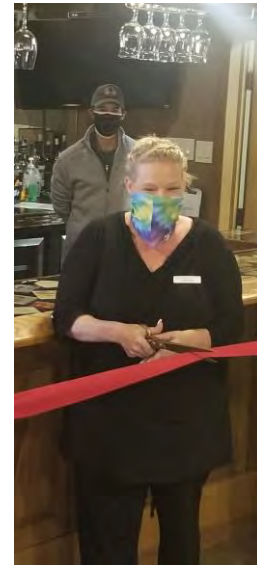


June 27, 2020

Spirits Lounge - Ramkota

Spirits Patio and Spirits Lounge are now open Tuesday through Saturday, 4:00pm-10:00pm. Seating arrangements meet social distancing requirements and statewide health ordinance. We're also sanitizing all menus after each use, wearing masks, and gloves.

[Check us out now!](#)



May 13, 2020

Primary Residential Mortgage

Welcome to Primary Residential Mortgage, Inc., one of the leading and most established residential mortgage lenders in the country. Our strong national presence is combined with expert local market knowledge. We are licensed in 49 states and have over 280 local branches across the US. Our exemplary customer service, innovative products, and unwavering commitment to excellence allow us to provide our clients with a positive, personal home loan experience.

[Check us out now!](#)



March 6, 2020

Iris Clubhouse

The Iris Clubhouse provides opportunities and resources for friendship, employment, housing and education in a caring and safe environment.

Check us out now!



February 19, 2020



ANNIVERSARIES

We congratulate the following Casper Area Chamber of Commerce Members who are celebrating their Membership Anniversaries this week!!!

Members Celebrating 20+ years

Casper Mountain Rehabilitation and Care Center
Adecco Staffing

Members Celebrating 15+ years

Mountain States Better Business Bureau

Members Celebrating 10+ years

Wind City Books

Members Celebrating 5+ years

Express Employment Pros.

Members Celebrating 2+ years
Casper - Natrona County Health Department
Moser Energy Systems

Chairman Circle Level Partners



Casper Area Chamber of Commerce | 307-234-5311 | www.casperwyoming.org



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Casper Chamber of Commerce | 500 North Center Street, P.O. Box 399, Casper, WY 82602

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Sent by marketing@casperwyoming.org powered by



From: Victoria Ziton <WyomingFoodBankoftheRockies@mailman.bloomerang-mail.com>
Sent: Monday, August 31, 2020 3:54 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Wyoming's Hunger Action Month

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For Immediate Release

Wyoming Residents and Businesses Encouraged to Get Involved in Hunger Action Month

Wyoming September 2020: With the help of Governor Mark Gordon and of Mayors across the state, Wyoming Food Bank of the Rockies (WFBR) is honoring September as **"Hunger Action Month."** This month-long campaign is to raise awareness about hunger and get the public involved in efforts to address food insecurity. **Hunger Action Month** happens every September when food banks in the Feeding America Network create their own message to address the root causes of hunger in the areas they serve. By traveling to Wyoming towns, **large and small, WFBR wants to focus attention on each community's local hunger relief partners** and to highlight how the public can take action where they live to help end hunger. Wyoming Food Bank of the Rockies kicked off Hunger Action Month with proclamations from around the state.

A list of all the confirmed **Hunger Action Proclamations** across Wyoming (as of 08-27-20):

Lander

Powell

Torrington

Rock Springs

Casper

Mills

Evanston

Guernsey

Laramie

Cody

Gillette

Lovell

Rock River

Leading this effort, Governor Mark Gordon signed a proclamation declaring September **Hunger Action Month** in the State of Wyoming. The Governor presented the Wyoming Food Bank of the Rockies with this proclamation in the Governor's Office. Tony Woodell, Director for Wyoming Food Bank of the Rockies, thanked Governor Gordon for his support in working together to fight hunger. Also in attendance was Wyoming's First Lady Jennie Gordon representing the Wyoming Hunger Initiative.



First Lady Jennie Gordon, Governor Mark Gordon, Director Tony Woodell

"Our goal is to de-stigmatize hunger and let our neighbors know we are here with them and for them. We love to showcase the ways communities can get involved **in addressing hunger right in their hometowns,**" said Woodell. **"We are blessed in Wyoming with good partnerships to tackle this tough issue. With 180 incredible partners, we are able to raise awareness those facing hunger when they need us the most."**

Wyoming Food Bank of the Rockies has provided meals to more people than ever before, seeing the need for emergency food increase by 200 percent, a need expected to linger many months into the future. It makes **Hunger Action Month** especially important in 2020. For the entire month of September, Wyoming Food

Bank of the Rockies will work to build awareness and mobilize everyone to take action against hunger.

"The need for food in Wyoming is unprecedented, with thousands of people seeking help for the first time in their lives," said Woodell. "We hope to make this year's Hunger Action Month campaign bigger than ever with orange lights everywhere getting people to talk about solving hunger in Wyoming. Wyoming Food Bank of the Rockies is encouraging every Wyoming resident to participate – in safe, socially distanced ways – such as the *Lean In and Light Up Orange* campaign to get people talking about hunger. Wyoming Food Bank of the Rockies is asking businesses, governments, and communities to light the Cowboy state with an orange glow to build awareness for hunger. "Over 70,000 Wyomingites face hunger last year, and the ramifications from this pandemic has caused even more families to struggle. We've seen an increase in demand for assistance at our mobile pantries and throughout our programs. So we know that now more than ever, it's important to bring awareness to the fact that people across Wyoming are struggling," said Communications & Development Manager, Victoria Ziton. "We challenge everyone to take action this month and make a difference in the lives of those in need by attending a volunteer opportunity, posting on social media, donating funds, or joining the *Lean In and Light Up Orange*."

Thursday, September 10, is Hunger Action Day. Any building, monument, statue, structure, or sign that is illuminated can *Lean In and Light Up Orange*.

Wyomingites are encouraged to wear orange, tie an orange ribbon around their lampposts, or change their porch lights to orange to show support for local hunger relief efforts and to spark a conversation about hunger. **It's just one of** many ways communities across the state can help participate in **Hunger Action Month** and help end hunger on the Wyoming one meal at a time. **Go Orange on Hunger Action Day** photos can be shared via Facebook, Twitter, and Instagram using the hashtag #HungerAction and tagging Wyoming Food Bank of the Rockies (@WyomingFoodBankOfTheRockies).

There are several ways to help raise awareness this month to help shine a light on hunger:

- Visit <http://wyomingfoodbank.org/give/hunger-action-month/>

- Like Wyoming Food Bank of the Rockies, your local pantry and Feeding America on Facebook
- Donate your Facebook status to hunger
- Go Orange and update your Facebook and Twitter avatar to show your support of hunger-relief
- Share a hunger fact with your friends
- Send a postcard to your local elected official and speak up for national nutrition programs
- Volunteer at your hunger-relief organization

In the midst of COVID-19, in Wyoming alone, 1 in 4 children are experiencing hunger, it is important to continue growing efforts to connect families with healthy food. Wyoming Food Bank of the Rockies and its partners across the state are promoting hunger awareness throughout the month of September. Those interested in volunteering or donating can contact the Wyoming Food Bank of the Rockies by emailing wyoaminginfo@foodbankrockies.org to find more information and get involved.

Please join us in helping our hungry neighbors!



Hall

Powell Hunger Relief Agencies

Lander City Hall

Rock Springs City

About Wyoming Food Bank of the Rockies

Wyoming Food Bank of the Rockies (WFBR), an arm of Food Bank of the Rockies, serves the entire state of Wyoming. As part of the Feeding America network, WFBR is committed to serving people in need, wherever they are. During COVID-19, as with any other emergency, Wyoming Food Bank of the Rockies will continue operations and distribute food to our partner agencies and to the communities they serve. Last year, WFBR distributed more than 10.5 million meals through their programs and with hunger relief partners – pantries, tote/backpacks, soup kitchens, and shelters. For more information call 307.265.2172, or visit our website at wyomingfoodbank.org.

Media Contact:

Victoria Ziton, Wyoming Food Bank of the Rockies
307-265-2172 x 4011 | vziton@foodbankrockies.org

Our Contact Information

Wyoming Food Bank of the Rockies

PO Box 1540

Evansville, WY 82636-1540

307-265-2172

www.wyomingfoodbank.org

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From: Platte River Trails Trust <platteriver@wyoming.com>
Sent: Thursday, September 3, 2020 3:51 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: As Summer Walks Toward Fall Trail Work & Planning Continue

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September 2020 Trail News

As Summer Walks Toward Fall Trail Reconstruction & Planning Continue



4 Major Trail Maintenance Projects Near Completion

Reconstruction continues on four older and needful sections of our community trail system this summer including 1) From F Street to Mike Lansing Field, 2) From the Clarion Inn to the RR Trestle, 3) The trail in

North Casper around Riverview Park with a connection to M Street and the River Trail at the Soccer Complex, and 4) The trail around PV Park. Construction on these projects is slated for completion at the end of September.



Upcoming Webinars Provide Information & Tools

Please join Wyoming Pathways and the Platte River Trails Trust for the **2020 Wyoming Active Transportation Bike | Walk | Trails “Educational Lunch” Webinar Series**. This series of four webinars on Active Transportation topics will provide information and tools to make Wyoming communities better, healthier and safer places to live. Each webinar will be presented by an expert from renowned transportation planning firm, Toole Design and will include other experts on the subject matter.

All are welcome and encouraged to attend this free webinar series! We hope that elected leaders, transportation & recreation leaders, public health practitioners, tourism professionals, engineers, and biking, walking, & trail advocates around Wyoming will tune in to learn more about shaping Wyoming for active transportation.

In addition to learning about a broad range of important topics, webinar attendees will qualify for Continuing Education Credits (CE Credits), provided by our partners at the Wyoming Technology Transfer Center.

[Click Here To Register For Our Active Transportation Webinars](https://www.wyopath.org/wyoming-atws/)



Forward Momentum For Casper Rail Trail

Platte River Trails received thumbs up from Casper City Council to continue work to extend the Casper Rail Trail from Hat Six Road to Edness Kimball Wilkins State Park. With support from a generous donor, planning will move forward on the demolition of a delapidated bridge and the pursuit of other grant funding with hopes of beginning trail construction work in 2021.

The Casper Rail Trail currently travels from Spruce Street in downtown Casper to Walsh Drive. An upcoming 2021 WYDOT highway project will extend the paved trail to Curtis Sreet. The soft surface trail from Curtis Street to Hat Six Road is graveled and usable at this time.

Extension of the Casper Rail Trail dovetails with a Rails to Trails Consevancy project The Great American Rail Trail that aims to create a cross country trail from Washington, D.C. to the state of Washington.

Stay tuned for updates as the PRTT continues its planning and fundraising activites.



Help Shape Wyoming's Future

The 2000 Census has faced some serious challenges. Currently, Wyoming's self-response rate is just 59.4% and time is running out! **The Census Bureau will finish collecting data at the end of September, a month earlier than expected.**

The Census only occurs every 10 years. We have to live with these numbers for the next decade. Consider this:

- Census data guides the allocation of billions of dollars in federal funding to state and local governments, nonprofits, businesses and households. Fewer people counted equals less money. You may argue that Wyoming is always on the receiving end of the minimum allocation amount anyway. However, consider federal funds that are dispersed from the state to counties or cities based on population. It does matter!
- In FY 2016, Wyoming received \$1.3 billion through 55 federal spending programs guided by data derived from the 2010 Census. These programs include services/programs such as Medicaid, SNAP, senior services, roads, housing assistance, school lunches and healthcare centers to name a few. Can we really afford to take an additional hit on funding when the state is already cutting funding for social services?

Help shape the future of Wyoming by participating in the 2020 Census. [Click here to respond to the 2020 census!](#)

Platte River Trails Trust] | 307-577-1206 | platteriver@wyoming.com | [\[platterivertrails.com\]](http://platterivertrails.com)