

# INFORMATION PACKET

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Friday, September 13, 2019



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We are CASPER

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

# The Grid

A working draft of Council Meeting Agendas

September 17, 2019

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: Distribution of September 3 & 10 Executive Session Minutes					
Pre-Meeting: Boys & Girls Club Skate Park					
Pre-Meeting: Context Sensitive Amenities					
Approval of Sept. 3 regular and executive session minutes and Sept. 10 special and work session minutes					
Bright Spot - Childhood Cancer Awareness Proclamation					
Bright Spot - Census 2020					
Remove from table: Parade Ordinance and Special Events Guide Resolution					
Establish October 1, 2019 as the Public Hearing Date for Consideration of a Resolution Rescinding Resolution Number 17-207, and Adopting Revised Historic Preservation Program Rules and Regulations for the City of Casper.	C				
Establish October 1, 2019 as the Public Hearing Date for Consideration of Amendments to Chapter 10.72-Article I - Parades of the Casper Municipal Code. (item was tabled on August 6)	C				
Public Hearing: Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to Determine if the Annexation of the Green Valley Mobile Home Park, Complies with W.S. 15-1-402. 1. Resolution 2. Third Reading Ordinance Approving Annexation, and Zoning of the Green Valley Mobile Home Park.		N	N		
Cancel Public Hearing and Re-Establish Public Hearing for October 15, 2019: Sale and Terms of the Sale and Transfer of Ownership of the Real Property, Generally known as the "Former Plains Furniture Property" and More Particularly Described as: Lots 16, 17, 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, and 32 of Block 1 of the City of Casper Addition, Casper, Natrona County, Wyoming.		N			
Public Hearing: New Restaurant Liquor License No. 41 for El Burro Loco, LLC d/b/a El Burro Loco, Located at 2333 East Yellowstone Highway.		N			
2nd Reading: Vacation and Replat Creating Johnny J's Addition, a Subdivision Agreement, and a Zone Change of Said Addition to C-2 (General Business), Located at 1705 East 2nd Street.			N		
Amending Chapter 12.32 of the Casper Municipal Code Regarding Trees and Shrubs - 1st Reading Ordinance			N		
Amending the Casper Municipal Code to Establish a Code of Ethics - 1st Reading Ordinance			N		
Amending Chapter 10.72 – Article I. – Parades of the Casper Municipal Code.			N		

## The Grid

### A working draft of Council Meeting Agendas

Establishing Social Media Policy Guidelines for the Casper City Council.				C	
Authorizing Change Order No. 2 to the agreement with JTL Group Inc., dba Knife River, in the Amount of \$45,667.50, for the 2019 Residential Streets Improvements Project.				C	
Authorize a Five-Year Lease Agreement with Hilltop National Bank for Housing a Mobile Data Communications Antenna and Related Equipment to be Operated and Maintained by the City of Casper IT and Traffic Departments.				C	
Authorizing a Contract with the Casper-Natrona County Health Department, in the Amount of \$540,000, for Human Services Program.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., in an Amount not to Exceed \$318,249, for the Casper Area Long Range Transportation Plan.				C	
Rescinding Resolution No. 00-120 and Adopting a Replacement Resolution for the Establishment of Donations, Memorials, and Gifts				C	
Authorizing the Reappointment of Kevin Hawley to the Casper Natrona County Travel and Tourism Board.					C
Authorizing the Appointment of Councilman Steve Cathey to the Casper Area Chamber of Commerce Board and Councilman Steve Freel as the Alternate.					C
Executive Session - Personnel					

**September 24, 2019**
**Councilmembers Absent: Powell**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Health Department Discussion	Information Only	20 min	4:35
Downtown Parking Study Implementation (Liz Becher - MEMO DUE)	Direction Requested	30 min	4:55
Finance Policies Phase 2 - Procurement, Change Orders, and Recapture	Move Forward for Approval	20 min	5:25
Agenda Setting		20 min	5:45
Legislative Review		10 min	6:05
Council Around the Table		10 min	6:15
Approximate Ending Time:			6:25

**October 1, 2019**
**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: Distribution of September 17 Executive Session					
Public Hearing: Resolution Rescinding Resolution Number 17-207, and Adopting Revised Historic Preservation Program Rules and Regulations for the City of Casper.		N			

## The Grid

### A working draft of Council Meeting Agendas

3rd Reading: Vacation and Replat Creating Johnny J's Addition, a Subdivision Agreement, and a Zone Change of Said Addition to C-2 (General Business), Located at 1705 East 2nd Street.	C				
Amending Chapter 12.32 of the Casper Municipal Code Regarding Trees and Shrubs - 2nd Reading Ordinance			N		
Amending the Casper Municipal Code to Establish a Code of Ethics - 2nd Reading Ordinance			N		
Authorizing an Agreement with Wyoming Medical Center for Public Safety Dispatching and E911 Services.				C	
Accepting (4) Warranty Deeds (2) from Eastgate Ranch, LLC, (1) from Granite Peak Development Limited Partnership, and (1) from Natrona Land Holdings, LLC, all Dated September 2019 for Acreage of Open Space to the City of Casper.				C	
Executive Session - "safety issue" (tentative title)					

**October 8, 2019****Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Begin Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
City Hall SAFE Project	Direction Requested	20 min	4:35
Golf Pro RFP	Move Forward for Approval	20 min	4:55
Speed Limits, Light Running & Supplemental Traffic Discussion	Direction Requested	60 min	5:15
Agenda Setting		20 min	6:15
Legislative Review		10 min	6:35
Council Around the Table		10 min	6:45
Approximate Ending Time:			6:55

**October 15, 2019****Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
C = Item is on Consent      N = Item is not on Consent					
Pre-Meeting: Distribution of October 1 Executive Session					
Public Hearing: Sale and Terms of the Sale and Transfer of Ownership of the Real Property, Generally known as the "Former Plains Furniture Property" and More Particularly Described as: Lots 16, 17, 18, 19, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, and 33 of Block 1 of the City of Casper Addition, Casper, Natrona County, Wyoming.		N		N	
Amending Chapter 12.32 of the Casper Municipal Code Regarding Trees and Shrubs - 3rd Reading Ordinance			N		
Amending the Casper Municipal Code to Establish a Code of Ethics - 3rd Reading Ordinance			N		



9/12/19

## The Grid

A working draft of Council Meeting Agendas

October 22, 2019

Councilmembers Absent:

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

## Proposed Work Session Agenda Items

Item	Proposed Date	Estimated Time	Notes
Property Code Revisions	October 22, 2019	40 min	Anytime after March 2019
Parking on the Parkways		30 min	Anytime after January 2019
David Street Station 501(c)(3)		30 min	Anytime after January 2019
Dog Parks			After Summer 2019
Property Tax Structure/Revisions			
Leash Laws			Anytime after December 2019
Citizen Presentation - Vehicle Licensing - Maddie Booth			Prior to Legislative Session

Staff Suggested Items:			
Sign Code Revisions	November 12, 2019	60 min	Anytime after April 2019
Limo Amendment			
Towing Resolutions			
Results of Police Station Assessment			
Health Plan - Residual Balance			After January 2020
Historic Preservation Strategic Plan - Final Presentation	October 22, 2019		
LAD Request for Jade & Arrowhead			
Neighborhood/Infrastructure Redevelopment (Goal 1)			
Legislative Agenda	November 12, 2019		

### Future Council Meeting Items

February 18, 2020 Mr. Robert Hildebrand - 100 year celebration  
(Mayor of Casper in 1967)

### Tabled

Amending Chapter 10.72 - Article I - Parades of the Casper Municipal Code	Tabled on 1st Reading August 6, 2019
Resolution - Rescinding Resolution No. 18-259 and Adopting Revised Special Event Guide and Policy and Application and Fees for Special Events.	Tabled on August 6, 2019



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
August 2019 Reports



Type of Permit	Number of Permits	Fees	Valuations
Rep-Deck	5	\$696.00	\$28,300.00
Rep-Re-Roof	72	\$11,414.00	\$532,638.05
Rem-Commercial	7	\$5,636.00	\$345,143.00
Add-Other	4	\$1,022.00	\$77,346.00
Add-Garage	2	\$1,010.00	\$107,000.00
Rem-Bathroom	3	\$544.00	\$28,077.00
New-Residential	3	\$6,079.00	\$784,375.00
Rem-Basement	6	\$1,040.00	\$53,000.00
Rem-Garage	1	\$552.00	\$48,200.00
Rem-Kitchen	4	\$1,302.00	\$97,800.00
new-Storage Bldg	2	\$225.00	\$6,143.01
Add-Deck	6	\$1,160.00	\$66,628.00
Rem-Residential	4	\$591.00	\$26,773.00
Rep-Res Misc	8	\$2,239.00	\$155,550.00
New-Sign	1	\$88.00	\$1,660.00
Add-Modular ome	2	\$140.00	\$2,000.00

130 \$33,738.00 \$2,360,633.06

Electrical Permits Issued	Fees Invoiced
103	\$12,544.00

Mechanical Permits Issued	Fees Invoiced
76	\$12,185.00

Plumbing Permits Issued	Fees Invoiced
85	\$7,221.00

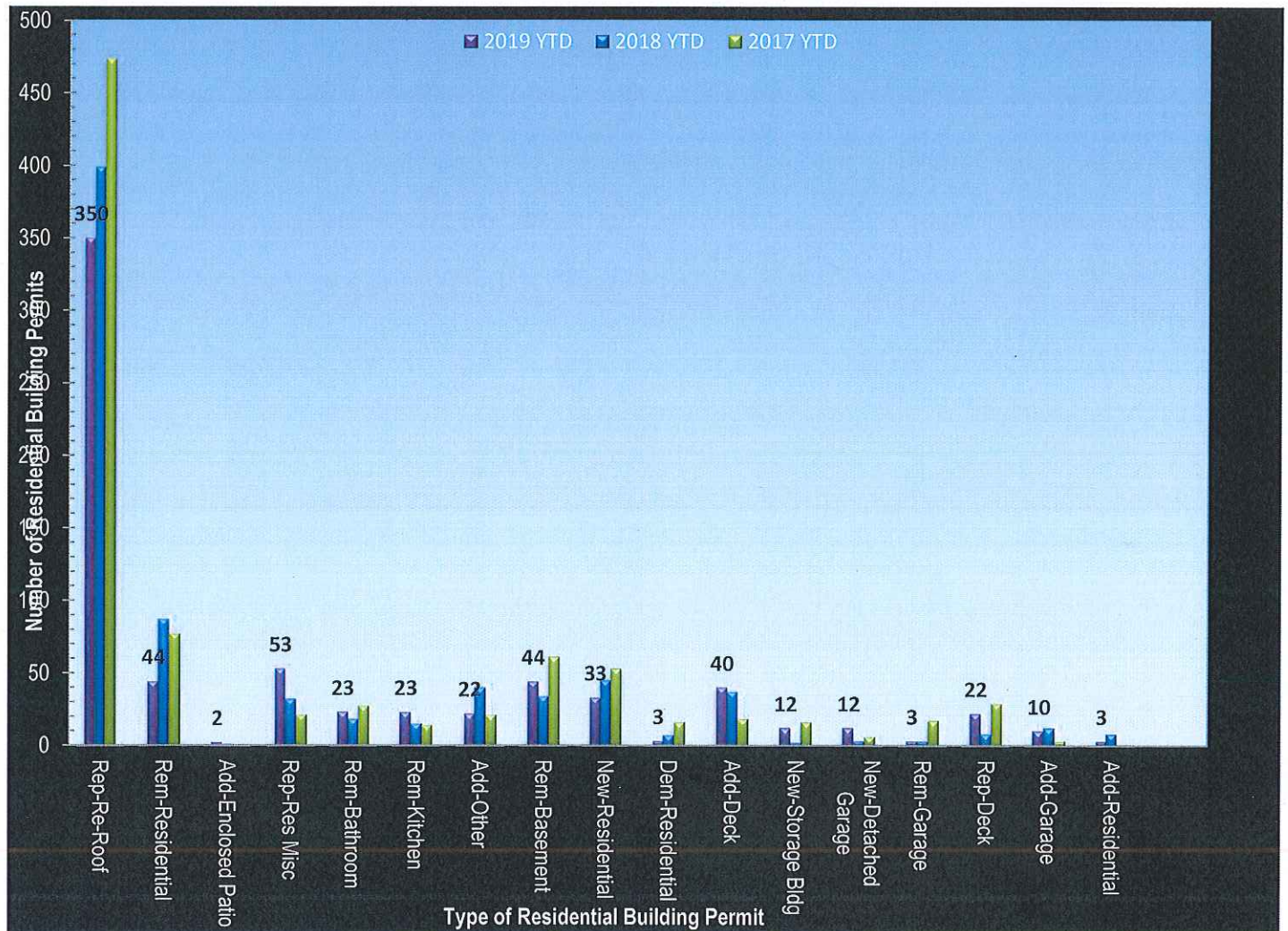
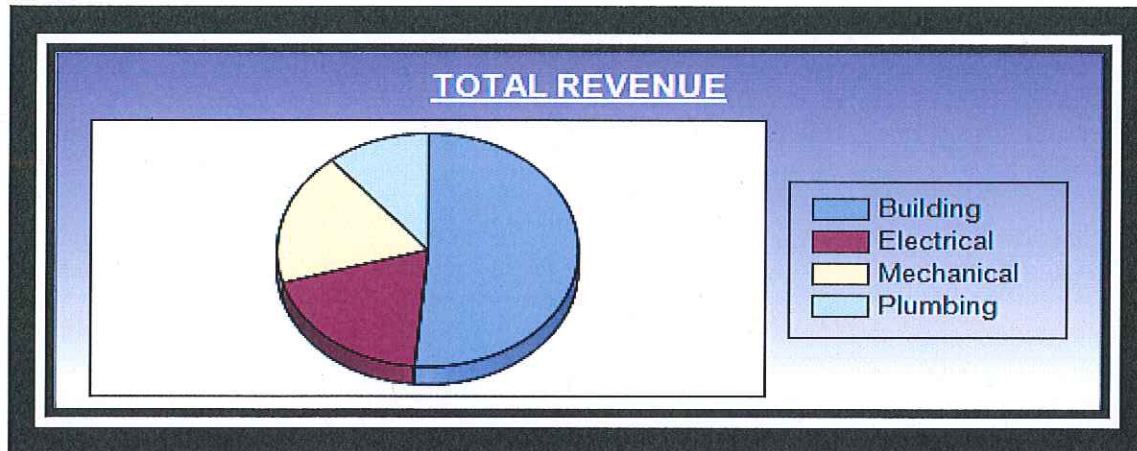
Single Family Houses YTD			August Single Family Houses		
2018		45		2018	9
2019		33		2019	3





COMMUNITY DEVELOPMENT  
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State of Wyoming  
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200 N David St Phone: (307) 235-8264  
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August 2019 Reports







COMMUNITY DEVELOPMENT  
DEPARTMENT

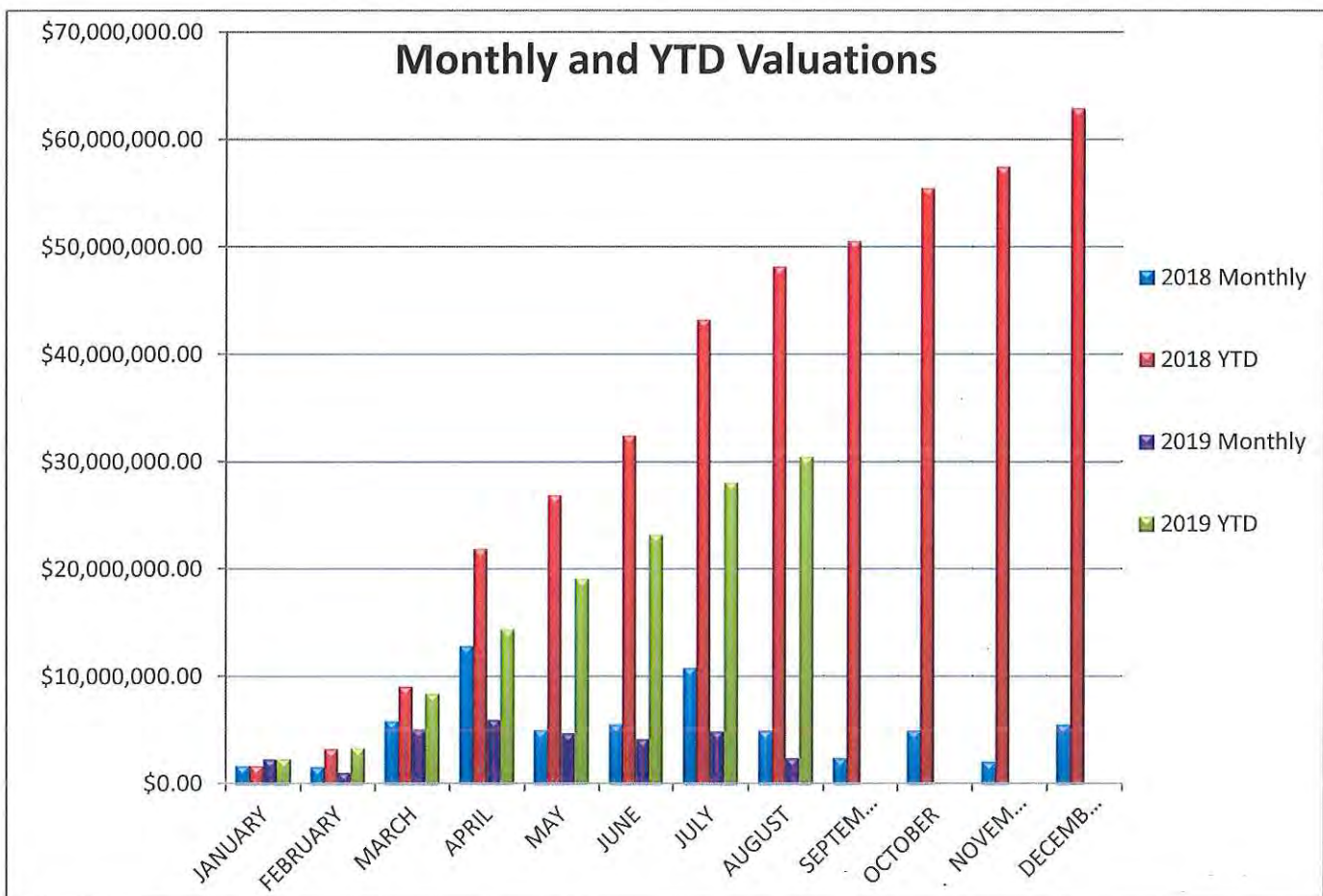
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**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
August 2019 Reports



MONTH	2018 Monthly Valuation	2018 YTD Valuation	2019 Monthly Valuation	2019 YTD Valuation
JANUARY	\$1,661,039.40	\$1,661,039.40	\$2,282,162.88	\$2,282,162.88
FEBRUARY	\$1,551,977.75	\$3,213,017.15	\$1,036,308.48	\$3,318,471.36
MARCH	\$5,836,851.00	\$9,049,868.15	\$5,072,606.25	\$8,391,077.61
APRIL	\$12,821,244.41	\$21,871,112.56	\$5,948,987.11	\$14,340,064.72
MAY	\$4,985,808.62	\$26,856,921.18	\$4,696,267.67	\$19,036,332.39
JUNE	\$5,525,644.37	\$32,382,565.55	\$4,152,642.58	\$23,188,974.97
JULY	\$10,827,919.90	\$43,210,485.45	\$4,876,893.38	\$28,065,868.35
AUGUST	\$4,916,015.14	\$48,126,500.59	\$2,360,633.06	\$30,426,501.41
SEPTEMBER	\$2,389,571.30	\$50,516,071.89	\$0.00	\$0.00
OCTOBER	\$4,907,298.90	\$55,423,370.79	\$0.00	\$0.00
NOVEMBER	\$2,004,394.65	\$57,427,765.44	\$0.00	\$0.00
DECEMBER	\$5,442,555.00	\$62,870,320.44	\$0.00	\$0.00
	<u>\$62,870,320.44</u>	<u>\$62,870,320.44</u>	<u>\$30,426,501.41</u>	<u>\$30,426,501.41</u>

**LARGE VALUATIONS:**

August 2019 - No new projects over \$1,000,000





State of Wyoming  
**City of Casper**  
200 N David St Phone: (307) 235-8264  
**Building Department**  
**Fees Collected**  
**August 2019 Report**



BUILDING PERMITS (INCLUDES DEMO PERMITS)	\$ 37,688.60
ELECTRICAL PERMITS	\$ 13,981.00
MECHANICAL PERMITS	\$ 13,951.00
PLUMBING PERMITS	\$ 6,452.00
ELECTRICAL LICENSES	\$ 1,081.00
PLUMBING LICENSES	\$ -
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 53.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 825.00
SIGN PERMITS	\$ 244.00
C-CAN PERMITS	\$ 50.00
EROSION CONTROL PERMITS	\$ -
MOBILE HOME PERMITS	\$ -
PLAN CHECK FEES	\$ 5,359.50
PLANNING FEES	\$ 5,700.00
	\$ -

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<b>Totals:</b>	<b>\$ 85,385.10</b>
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**MONTHLY INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
213	196	149	55

CONSULTS	PLAN REVIEW	FIRE
26	46	0

**YTD INSPECTIONS:**

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
1104	1058	845	321

CONSULTS	PLAN REVIEW	FIRE
119	221	0

2019 Monthly Inspections  
August 2019

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	143	73	0	0	0	216
Justin Scott	131	0	0	0	18	0	0	149
Shawn Barrett	6	113	0	0	2	0	0	121
Dan Elston	60	0	25	14	10	0	9	118
Russ Lutz	1	103	0	3	0	0	0	107
								0
Monthly Total	198	216	168	90	30	0	9	711

YTD Totals	1302	1274	1013	411	251	0	128	4379
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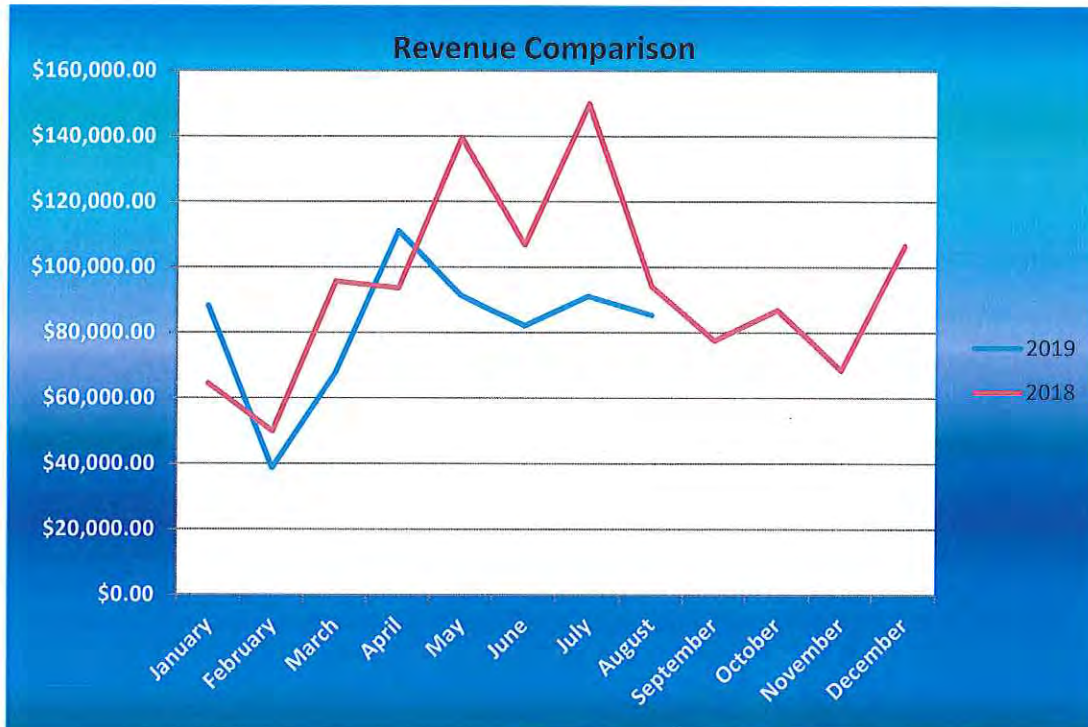




State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
**Revenue Collected**  
**August 2019 Report**



Month	TOTAL REVENUE FOR 2018	TOTAL REVENUE FOR 2019
January	\$64,406.94	\$88,267.32
February	\$49,910.69	\$38,690.00
March	\$95,661.23	\$67,734.89
April	\$93,605.60	\$111,120.24
May	\$139,648.90	\$91,425.56
June	\$106,906.31	\$82,163.47
July	\$149,912.87	\$91,126.33
August	\$93,951.10	\$85,385.10
September	\$77,512.91	
October	\$86,919.71	
November	\$68,523.56	
December	\$106,530.13	
	<b>\$1,133,489.95</b>	<b>\$655,912.91</b>



*Dan Elston*

Dan Elston: Building Official



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

**MEETING PROCEEDINGS**

**May 22, 2019**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, May 22, 2019 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:

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

Others:

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

1.     President Bell asked for a motion to approve the March 27, 2019 minutes. A motion was made by Secretary Lawson and seconded by Board Member Jay to approve the March 27, 2019 minutes. Motion passed.
2.     Mr. Martin asked the Board to reference the April 2019 Statistical Report in their agenda packets. Mr. Martin stated that the Total Gallons Purchased in April was 168.9 MG, compared to 157.4 MG last year.

Mr. Martin stated that there were eight new services added in April, compared to seven new services one year ago.

Mr. Martin stated that there were no water main breaks in April; there have been thirteen water main breaks this fiscal year.

Mr. Martin stated that there was one service line break in April, as well as one break a year ago.

Mr. Martin stated that there were two sewer stoppages in April compared to none one year ago.

Mr. Martin stated that the total number of accounts is up slightly from the prior year, which is a 0.3% growth.

3. Mr. Martin stated that at the last meeting, the Contract for Outside-City Water Service with Steven W. Hanson was presented to the Board. Mr. Martin stated that this property is on Chamberlin Road in the Town of Mills growth boundary. Mr. Martin stated that the Town of Mills agreed to the City of Casper serving water to this property. Mr. Martin stated that Council resolutions for Outside-City agreements require a signed Commitment to Annex, but don't address properties that are outside the growth boundary.

Mr. Beamer stated that Mr. Napier has no problem with cases where no other waterline is available as he feels it is an obligation to serve the properties. President Bell asked if service contracts for properties outside of the City growth boundary will still go to Council for approval. Mr. Beamer stated that these type of contracts will still go to Council for approval.

Secretary Lawson asked if a commitment to annex will be required for this agreement. Mr. Martin stated that commitments to annex are not required on contracts for properties outside the City growth boundary.

Mr. Martin showed the Board all the properties in this vicinity that have contracts in place and are being served water. President Bell asked what year these contracts were approved. Mr. Martin stated that these contracts were approved between 1996 and 2011. President Bell stated that it may be time to run a main instead of all the service lines. Mr. Beamer stated that the City won't build a main for this area as it is outside of the City growth boundary. Mr. Beamer stated that the City's responsibility stops at the curb stop by the main.

Board Member English asked why the property owner doesn't just dig a well. Mr. Martin stated that the cost to dig a well is more expensive then connecting to the water main.

A motion was made by Vice-President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water Service for Steven W. Hanson at 1255 Chamberlin Road.

Board Member English asked if approving this contract will set a precedent for the future. Mr. Beamer stated that the other properties in the area that were identified by Mr. Martin have already set the precedent.

Board Member English asked if it would make sense to have the property owner sign a commitment to annex. Mr. Beamer stated that having the property owner sign a commitment to annex would be in conflict with the agreement with the Town of Mills.

President Bell asked if the agreement has a clause that the property owner must connect to a water main if it is built. Mr. Martin stated that the agreement has a clause that the property owner must connect to the Town of Mills if they build a water main in the area.

Secretary Lawson asked if the City Manager makes decisions on commitments to annex individually. Mr. Beamer stated that the City Manager makes recommendations to Council.

Mr. Martin stated that this contract will move forward to Council with whatever the Board decides.

Motion passed.

Council Liaison Bates arrived at 7:34 a.m. and was introduced to the Board by Mr. Beamer.

4. Mr. Martin reviewed the Fiscal Year 2020 budgets for Water Distribution, Wastewater Collection, and Wastewater Treatment with the Board. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Central Wyoming Regional Water System Joint Powers Board.

Mr. Martin stated that serious efforts were made to minimize increases in the FY20 operations budgets. Mr. Martin stated that most minor operational line items are unchanged from FY19. Mr. Martin stated that increases will be seen in personnel services costs, interdepartmental services costs, and to a lesser degree, materials and supply costs. Mr. Martin stated that the Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures.

### **Water Budget**

#### **Revenue**

- a) User Fees – \$11,834,680 – This number is based on a five-year average of water sales adjusted for growth and rate increases. This figure incorporates the 2.0% rate increase granted by Council in May 2018 and the 1.0% increase granted for January 2019.

Mr. Martin stated that the Board will review rates in November.

- b) Other Revenue – \$483,000 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, and Construction Connections.
- c) Interdepartmental Services – \$169,097 – This line item covers the salary and benefits for two Utility Worker II's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. This is a decrease of \$80,683 from the

FY19 budget. In past budgets, this line included a personnel fee transfer from the Sewer Fund to the Water Fund for its share of the Public Utilities Manager, and the Administrative Technician. These personnel fees are now pulled directly from each fund rather than through an interdepartmental transfer.

#### Personnel Services

- a) Personnel Costs – \$2,048,129 – This represents an increase of \$1,438 from the FY19 budget due to step increases and natural progressions.

#### Contractual Services

- a) Interdepartmental Services – \$1,521,150 – This is an increase of \$65,987 from the FY19 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection and Meter Services function), Information Technology, GIS Services, City Attorney, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.)
- b) Other Contractual – \$204,950 – This line item increased by \$12,500 from the FY19 budget due to increased CAID annual betterment charges and URCR wetlands monitoring.
- c) Energy – Electricity – \$352,300 – This is a \$14,000 increase from the FY19 budget.
- d) Street Repairs - \$190,000 – This amount is unchanged from last year. This covers street repairs needed from water main break damages.

#### Materials and Supplies

- a) Bulk Water – \$6,596,014 – This represents an increase of \$304,934 from FY19.
- b) Water/Sewer Line Materials – \$105,000 – This amount is unchanged from FY19.
- c) Bulk Fuel – \$65,000 – This amount is unchanged from FY19.

#### Debt Service

- a) Principal Payments – \$621,727 – This reflects the Principal for the various DWSRF loans per the amortization schedules.
  - SRF Loan #015 (2002 Mains) – \$ 87,171
  - SRF Loan #025 (2003 Mains) – \$ 85,045
  - SRF Loan #036 (2004 Mains) – \$ 80,947
  - SRF Loan #046 (Downtown Mains) – \$ 78,973
  - SRF Loan #051 (Meter Replacements) – \$ 29,852

- SRF Loan #055 (2006 Mains) – \$ 77,047
  - SRF Loan #062 (Zone II–Phase II) – \$ 59,084
  - SRF Loan #089 (2.5% Area Wide Water) – \$ 117,000
  - SRF Loan #089 (0% Area Wide Water) – \$ 6,608
- b) Interest Expense – \$133,498 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:
- SRF Loan #015 (2002 Mains) – \$ 9,050
  - SRF Loan #025 (2003 Mains) – \$ 11,176
  - SRF Loan #036 (2004 Mains) – \$ 15,274
  - SRF Loan #046 (Downtown Mains) – \$ 17,248
  - SRF Loan #051(Meter Replacements) – \$ 6,520
  - SRF Loan #055(2006 Mains) – \$ 19,174
  - SRF Loan #062(Zone II–Phase II) – \$ 14,704
  - SRF Loan #089 (2.5% Area Wide Water) – \$ 40,352
  - SRF Loan #089 (0% Area Wide Water) – \$ 0

#### Capital Revenue

- a) State Grants and Loans – \$1,650,000 – This reflects the following:
- WWDC Grant – West Casper Zone II – \$ 900,000
  - WWDC Grant – CY Booster Station – \$ 750,000
- b) System Development Charges – \$153,765 – This fee, charged to all new connections, is \$765 more than the FY19 budget. The System Development Charge increase is included.
- c) Operating Transfers In – \$2,500,000 – This represents \$2,500,000 of 1%#16 monies. Typically get \$1 M, will get \$2.5 M for the next couple of years.

#### Capital – New

- a) Improvements Other Than Buildings - \$155,000 – This includes:
- Oversizing Reimbursements for Developers – \$85,000 – This is a best guess estimate for reimbursing Developers for installing oversized mains in accordance to the City’s Water Master Plan.
  - Tank Mixer – \$70,000 - This project will include the purchase and installation of one water storage tank mixer. This is an on-going project to improve water quality.
- b) Light Equipment - \$130,000 – This is for new water meters with automatic meter reading systems.

- c) Intangibles - \$75,000 – This expense is for water rights supply and analysis – continuing services by water rights consultant for water rights and supply issues.
- d) Technologies - \$2,000 – This expense is for one new field tablet for GIS use. Water Distribution is expanding use of GIS in the field.

#### Capital – Replacement

- a) Buildings – \$69,000 – This is for roof and door replacements.
- b) Improvements Other Than Buildings – \$2,800,000 – This represents the following:
  - Pavement – \$150,000 – Internal Public Utilities Water Main Replacement Program.
  - Water Line Materials – \$100,000 – Internal Public Utilities Water Main Replacement Program.
  - Miscellaneous Water Main Replacement Program – \$1,000,000 – Contracted Water Main Replacements.
  - Pumps & Control Valves – \$50,000 – Pump, valve, and meter replacements at various City booster stations.
  - Ridgecrest Drive Water Main Replacements – \$1,500,000 – This project includes replacing the existing Zone III water main from 39<sup>th</sup> to Mariposa. The project will also replace the Zone II water main from 25<sup>th</sup> to Mariposa.
- c) Light Equipment – \$37,000 – This represents:
  - Signs and barricade replacements – \$4,000
  - Trench Box Replacement - \$18,000 – audit by OSHA revealed that the current trench boxes don't meet their requirements
  - Mower - \$15,000
- d) Technologies – \$86,785 – This includes the following:
  - Computer Replacements - \$6,035
  - Tokay Software - \$23,000 – tracking for backflow devices
  - Munis Compatible Time Clock – \$1,785 – currently using Timeforce
  - ERT's - \$52,465
  - iPad's for Meter Services Use - \$3,500

#### Summary

The Water Distribution FY20 operations budget is 3.4% above the FY19 budget. The majority of the increase came from interdepartmental services, the CAID Betterment charge, and for the purchase of bulk water. Slight increases were also seen in personnel and electricity costs.

Major capital projects for FY20 include the \$1.5 M Ridgecrest Water Main Replacement Project, and the \$1.0 M Miscellaneous Water Main Replacement Project. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding each year for the next four years. This is an increase of \$1.5 M per year than the Water Fund has received in previous years.

The FY20 total budget indicates a surplus of approximately \$1.7 M. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.65 M) allocated to prior projects leaves a surplus of \$500,000. Based on the most recent rate model (February 2018), Water Fund Reserves will be approximately \$8.0 M at the end of FY20. Minimum required reserves in the Water Fund per the CPU Minimum Fund Reserve Policy is \$6 M.

Board Member English asked what happens if the 1%#16 Funding doesn't come in as high as expected. Mr. Beamer stated that projects would be scaled back.

Secretary Lawson asked what Intangibles covers. Mr. Martin stated that Intangibles are studies.

Board Member Jay asked why Depreciation is not shown on the Budget Summary like in the past. Mr. Martin stated that the City Finance Department revised the report and is no longer budgeting Depreciation.

President Bell asked what type of mower is being purchased. Mr. Martin stated that a commercial mower will be purchased. Board Member English asked what will be mowed. Mr. Martin stated that staff will mow the booster and water tank sites and areas around the Water Distribution building.

## **Sewer Budget**

### **Revenue**

- a) User Fees – \$5,885,436 – This number is based on a five-year average of sewer sales adjusted for growth and rate increases. This figure incorporates the 7% rate increase for January 2019.
- b) Administrative Fees – \$148,434 – Sewer Collection Charges and Sewer Administration Charges are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.”

### **Personnel Services**

- a) Personnel Costs – \$897,428 – This represents an increase of \$174,716 from the FY19 budget. This increase is the result of reinstated step increases and the elimination of interdepartmental transfer of personnel fees.

### Contractual Services

- a) Interdepartmental Services – \$329,034 – The FY20 budget represents an increase of \$42,332 from the FY19 budget. This line item represents transfers to the General Fund for services such as Human Resources, Administrative Services (Billing & Collection), Information Technology, GIS Services, City Attorney Fees, Buildings & Grounds, Central Records, Central Garage, and City Administration Fees.
- b) Sewer Treatment – \$4,852,651 – This is an increase of \$274,918 from the FY19 Budget. This is the City's budgeted wholesale cost for sewer treatment services from the Regional Wastewater system.

### Materials and Supplies

- a) Other Materials & Supplies – \$12,550 – This is a \$1,000 increase from the FY19 Budget. The line item includes chemicals, office supplies, safety equipment, small tools, postage, and other small miscellaneous materials.
- b) Bulk Fuel – \$20,000 – This is an increase of \$1,500 from FY19.

### Other Expenses

- a) Stormwater Operations & Education – \$41,000 – This amount is unchanged from FY19. This was added to the Sewer Fund budget in FY15. It will be funded by the Sewer Fund and includes contractual, and materials and supplies for the Stormwater function operated and maintained by combined Wastewater Collection/Stormwater personnel. In the future, if and when the Stormwater function becomes a utility, it will be a separate enterprise account.

### Debt Service

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

### Capital Revenue

- a) System Development Charges – \$41,277 – This fee, charged to all new connections, is \$3,723 less than the FY19 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1% monies. Mr. Martin stated that this will be the first time that the Sewer Fund receives 1% monies.

### Capital – New

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



- b) Light Equipment – \$11,500 – This includes the following:
- Shop Tools - \$4,000
  - Pathogen Defense System - \$7,500 – will go on vactor trucks and CCTV – sprays disinfectant on the line as it is removed from the sewer main.

#### Capital – Replacement

- a) Improvements Other Than Buildings – \$875,000 – This includes the following:
- Manhole and Main Replacements – \$600,000 – Contracted Sewer Main Rehabilitation/Replacement.
  - Collins Drive Relief Sewer - \$350,000
  - Sewage Pump Replacement – \$25,000 – This project is to replace the pumps at one Sewage Lift Station.
- b) Light Equipment – \$10,000 – Vactor Equipment – hoses, nozzles
- c) Heavy Equipment – \$480,000 – Vac Truck Replacement
- d) Technologies – \$5,285 – This includes the following:
- Computer Replacements - \$3,500
  - Munis Compatible Time Clock - \$1,785

#### Summary

The Sewer Fund FY20 operations budget is 6% higher than the FY19 operations budget. The majority of the increase is due to RWWS charges and in smaller part due to increases in personnel, interdepartmental services, and materials and supplies costs.

The major capital project expense in FY20 will be the \$600,000 Miscellaneous Sewer Main Rehabilitation/Replacement Project, the \$350,000 Collins Drive Relief Sewer Project, and the purchase of a new vac truck. The sewer fund anticipates receiving \$500,000 of 1%#16 funds each year for the next four years.

The FY20 total sewer budget indicates a deficit of approximately \$889,767. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. Based on the most recent rate model (February 2018), Sewer Fund Reserves will be approximately \$3 M at the end of FY20. Minimum required reserves in the Sewer Fund per the CPU Minimum Fund Reserve Policy is \$1.75 M.

Board Member Jay stated that Personnel costs are up significantly and asked why. Mr. Martin stated that step increases were reinstated and instead of transfers to the Water Fund for his and Ms. Brown's salaries, they are taken right from the Sewer Fund.

## **Wastewater Treatment Plant Budget**

### **Revenue**

- a) Septic Tank/Commercial Sump Waste Charges – \$310,000 and \$120,000 – This represents a \$10,000 increase for the Septic Tank Waste Charge revenue and an increase of \$48,000 for Sump Waste Charge revenue. The increases have been made based on FY19 projections. More hauled waste coming into WWTP as business for oil field shops is picking up.
- b) Intergovernmental User Charges – \$5,754,359 – This represents an increase of \$302,081 from the FY19 Budget.

### **Personnel Services**

- a) Personnel Costs – \$1,426,328 – This is an increase of \$45,576 from the FY19 budget. The increase can mainly be contributed to reinstated step increases and elimination of interdepartmental transfer of personnel fees.

### **Contractual Services**

- a) Refuse Collection – \$50,000 – This amount is unchanged from the FY19 budget. This includes both garbage service and disposal of dried grease and industrial waste.
- b) Interdepartmental Services – \$486,870 – The FY20 budget represents an increase of \$182,162 from the FY19 budget. This line item represents transfers to the General Fund for services such as Central Garage, Administrative Services, Information Technology, City Administration, and City Attorney Fees.
- c) Administration and Management Fees – \$148,434 – These fees (Sewer Collection Charges, Sewer Administration Charges, and PSD Administration Charges) are calculated and allocated out to the Wholesale Customers per the Regional Wastewater System “Interagency Agreement.” Two components of these fees (Sewer Collection Charges and Sewer Administration Charges) serve as revenue for the Sewer Fund.
- d) Energy – Natural Gas – \$71,000 – This line item is unchanged from FY19.
- e) Energy–Electricity – \$350,000 – This line item is unchanged from FY19.

### **Materials and Supplies**

- a) Chemicals – \$432,000 – This line item is unchanged from FY19.
- b) Other Materials and Supplies – \$138,500 – This amount is unchanged from the FY19 budget. Other Materials and Supplies contain the following:

- Office Supplies – \$ 3,000 – Paper, Toner, Etc.
- Other Materials & Supplies – \$ 5,000 – General Expenses
- Safety Equipment/Supplies – \$ 10,000 – PPE Equipment, OSHA & Insurance Audit Requirements, Etc.
- Pumps & Lube Supplies – \$ 8,500 – Oil, Grease, Etc.
- Machinery Supplies – \$ 60,000 – Filters, Bearings, Seals, Etc.
- Small Tools & Supplies – \$ 5,000 – Wrenches, Sockets, Etc.
- Lab Supplies – \$12,000 – Reagents, Chemicals, Etc.
- Other Structures – \$35,000 – Maintenance Items for Buildings and Other Concrete Structures

c) Instrumentation – \$25,000 – This amount is unchanged from the FY19 budget.

#### Debt Service

a) Principal Payment – \$702,447 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 539,326
- CWSRF Loan #128 (Biosolids Turner) – \$ 13,737
- CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 90,802
- CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582

b) Interest Expense – \$358,450 – This reflects the Interest expense for CWSRF loans per the amortization schedules.

- CWSRF Loan #27 (2008 WWTP Imp.) – \$ 134,218
- CWSRF loan #128 (Biosolids Turner) – \$ 0
- CWSRF Loan #127 (Phase 1 WWTP Imp) - \$ 122,278
- CWSRF Loan #127S (Emergency Power Supply) - \$ 101,954

#### Capital Revenues

a) State Loans – \$9,500,000 – This represents the following:

- CWSRF Loan #127 (WWTP Improvements Phase I – Emergency Power) This is carryover from the existing loan. – \$1,000,000
- CWSRF Supplemental Loan – Emergency Power This is carryover from the existing loan. – \$500,000
- CWSRF Loan – NPSS Rehabilitation - \$8,000,000

- b) System Development Charges – \$190,000 – This is an increase of \$103,000 from the FY19 budget. Projections are based on the new system investment charges implemented in January.

Capital – New

- a) Intangibles – \$50,000 – Based on recommendations from the March Board meeting, this is a placeholder for potential projects brought forward by the Natrona County Conservation District.
- b) Light Equipment – \$5,000 – This is as follows:
- Specialized tools and equipment needed for the WWTP equipment and unit processes.

Capital – Replacement

- a) Buildings – \$155,000 – This is for the following:
- Lighting Renovations – \$30,000 – This will upgrade lighting fixtures in several areas of the facility. Board Member Jay asked what kind of lights will be used. Mr. Martin stated that LED lights will be installed.
  - Security Improvements – \$30,000 – The installation of security enhancements for several City owned facilities including the WWTP took place in FY14. This will cover additional needs including secure doors to several of the buildings.
  - Miscellaneous Building Painting – \$15,000 – External and internal painting of several of the WWTP Buildings would take place. In most cases the work would be accomplished by WWTP personnel.
  - Digester Control Building Roof Replacement – \$80,000 – The Digester Control Building roof has passed its useful life and will be replaced in FY20.
- b) Improvements Other Than Buildings – \$9,432,000 – This includes:
- NPSS Rehabilitation Project - \$8,000,000 – This project is to rehabilitate several severely corroded section of the NPSS based off of the condition assessment completed in 2012. Project to be funded with an SRF loan.
  - Sludge Grinder – \$10,000 – The WWTP has several sludge grinders used to shred sludge to make it easier to pump and not plug sludge lines.
  - Lab Equipment – \$12,000 – Standard lab equipment replacements.
  - UV Disinfection Equipment – \$50,000 – The UV disinfection system has been in operation since 2008. This line item will cover yearly bulb, bulb sleeve, electrical wiring, and mechanized bulb cleaner replacements. This unit is critical to the operations of the WWTP.

- Plant Valves and Piping – \$75,000 – This line item will cover the replacement of plug and gate valves throughout the WWTP as well as identified piping.
- Flow Meter Station Electrical/Telecommunication Improvements – \$10,000 – This would cover improvements at one meter station to be identified by priority.
- Strainer for PW2 Water System – \$50,000 – The existing strainer is 30 years old and worn out.
- Bar Nunn Lift Station No. 2 – Generator Replacement – \$90,000 – The existing emergency generator located at Bar Nunn No. 2 Lift Station is 31 years old and requires replacement.
- Primary Sludge Pump Replacement – \$60,000 – The three primary sludge pumps are utilized to pump primary sludge from the primary clarifiers to the gravity thickener. The existing piston pumps are 34 years old, are inefficient, and are requiring more frequent rebuilds.
- Aeration Basin Air Piping Recoating - \$60,000 – The existing coating system on the external piping is failing
- HVAC System Replacements - \$125,000 – This is to replace HVAC units on the dewatering building. The five units on the building will need to be replaced with stainless steel units.
- Secondary Building Concrete Repair - \$300,000 – Concrete repair identified in the WWTP Facilities Plan. This structure will be reused in WWTP upgrades.
- MCC Replacements - \$500,000 – Additional funding for the MCC replacement project designed in FY18.
- Grit System No. 1 Rehabilitation - \$90,000 – This project is to replace the grit pump, cyclone, classifier, and associated piping of grit system No 1. There have been numerous failures on this system.

c) Light Equipment – \$145,000 – This is for the following:

- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old Wastewater Treatment Plant where equipment will fail unexpectedly needing immediate replacement or renovation.
- Utility Cart Replacement - \$10,000.
- Mower - \$10,000 – Riding mower replacement

d) Technologies – \$9,285 – This represents the following:

- Computer Replacements - \$7,500
- Munis Compatible Time Clock - \$1,785

## Summary

The WWTP FY20 operations budget is 13.7% greater than the FY19 operations budget primarily due to increased costs in interdepartmental services, personnel, and debt service.

Major capital projects for FY20 include the North Platte Sanitary Sewer Rehabilitation Project and the Secondary Building Concrete Repairs.

The total FY20 WWTP budget shows a surplus of approximately \$1.8 M. Subtracting out grant/loan funding anticipated to be received in FY20 (\$1.5 M) allocated to prior projects leaves a surplus of \$300,000. Based on the most recent rate model (February 2018), WWTP Fund Reserves will be approximately \$4.9 M at the end of FY20. The minimum required reserves per the CPU Minimum Fund Reserve Policy is \$2.9 M.

Board Member English asked if staff is confident that the \$8 M loan for the NPSS Rehabilitation Project will be approved. Mr. Beamer stated that it is not guaranteed, but if approved, it will have 25% Principal Forgiveness. Mr. Martin stated that the loan application is still in process.

Board Member Jay asked how much of the NPSS is being repaired. Mr. Martin stated that a small portion of the NPSS that was identified in the study will be repaired.

Board Member Jay asked how the corrosion control system for the NPSS is working. Mr. Martin stated that it is working well, but there is a high cost for chemicals.

Board Member Jay asked how long it will be before construction starts on the NPSS Rehabilitation Project. Mr. Martin stated that once the loan is approved the project will be designed, and then construction begins. Mr. Martin stated that it will possibly be one to one and a half years before it is completed.

Board Member English asked if the study will have to be upgraded before the design is done. Mr. Martin stated that the NPSS will be reassessed.

President Bell asked if the projects identified by the WWTP Facilities Plan are completed. Mr. Martin stated that some are completed, and some are in progress. President Bell asked if the projects will be completed by the end of FY20. Mr. Martin stated that the projects will not be completed until FY22-23.

A motion was made by Board Member Jay and seconded by Board Member English to recommend approval of the budget to Council. Motion passed.

5. In Other Business, Mr. Martin stated that there was a CPU Business Plan workshop last week and a survey may be sent by email to the Board to be completed.

President Bell asked if the Wardwell and East Casper Zone III water tanks are in service. Mr. Martin stated that a contract has been awarded by Regional Water for the Wardwell

tank, and the internal coating for the East Casper Zone III tank is bad and must be redone before it can be put into service.

A motion was made by Vice President Jones and seconded by Secretary Lawson to adjourn the meeting at 8:08 a.m. Motion passed.



Secretary

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

**MEETING PROCEEDINGS**

July 16, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, July 16, 2019 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 Member Huber. Board Members Powell and Freel were absent.

**City of Casper –** Huber, 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.

The Board meeting was called to order at 11:35 a.m.

1. In Announcements, Mr. Martin stated that Mr. Walsh resigned from the Casper City Council and is no longer on the Board. Mr. Martin stated that the City Council will replace Mr. Walsh after the Council vacancy has been filled.



2. Chairman King asked for a motion to approve the minutes from the June 18, 2019 meeting. A motion was made by Board Member Huber and seconded by Secretary Waters to approve the minutes from the June 18, 2019 meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the July 2019 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the July 2019 voucher list to include voucher numbers 8040 through 8046 in the amount of \$480,802.28. 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 June 2019 was 347 MG, which is 109 MG less than the five year average of 456 MG. Mr. Martin stated that FY19 ended with total production of 3.362 BG, compared to the five year average of 3.621 BG.

Mr. Martin stated that Water Revenue for June was \$638,304.97 which ends FY19 with a total of \$6,193,755.45. Mr. Martin stated that Water Revenue is approximately \$60,000 more than last year due to the wholesale water rate increase.

Mr. Martin stated that since it is the end of the Fiscal Year, the City Finance Department is working on closing out the year and getting ready for the annual audit. Mr. Martin stated that there will not be a June Financial Report until the fiscal year has been closed.

Chairman King asked for a motion to approve the June 2019 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the June 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that water demand has increased from June; it is currently at 22 – 23 MGD, which is normal for this time of year.

Mr. Schroeder stated that several capital projects are in progress at the WTP. Mr. Schroeder stated that the 2.6MG tank painters, roofers, and SCADA contractor are all on site this week. Mr. Schroeder stated that the SCADA contractor is on site doing preliminary work for the project.

Mr. Schroeder stated that staff completed all water compliance sampling for June.

Mr. Schroeder stated that the Distribution staff cleaned out the Actiflo lagoon and the Operators will switch over to it this afternoon.

Mr. Schroeder stated that the Operators are working on optimizing chemical usage for each process.

Mr. Schroeder stated that he will be giving the Transmission System Update as Mr. Conner is on vacation.

Mr. Schroeder stated that the system is due for an EPA Sanitary Survey this year. Mr. Schroeder stated that Distribution staff are collecting information and taking new pictures of the water storage tanks for the upcoming survey.

Mr. Schroeder stated that Distribution staff has been mowing weeds at the tanks and boosters. Mr. Schroeder stated that they have also mowed the thistle in the well field. Mr. Schroeder stated that he was informed by Weed and Pest that if the thistle is mowed before it blooms, there is a better chance to eradicate it in the well field.

Mr. Schroeder stated that bearings have been ordered for one of the pumps at the Wardwell Booster.

6. There was no Public Comment.

7. In Old Business:

a. Project Updates:

- i. FY19 Roof Replacement – Under Construction – Limmer Roofing started on the project last week.
- ii. PLC/SCADA Project – Under Construction – HOA Solutions had started in the boosters and wells.
- iii. Wardwell Zone IIIB Tank – Under Construction – Great Plains Structures is getting their paperwork submitted. The project is off to a slow start.
- iv. Raw Water Switch Gear & VFD Replacement – Under Design – West Plains Engineering started working on the project July 1<sup>st</sup> and construction should start in October.
- v. 2.6MG Tank Renovations – Under Construction – Riley Industrial is on site and is sand blasting, working on vents, and a new manway.
- vi. Liquid Oxygen System Heater Replacements – Under Construction – Rocky Mountain Air is building the heaters. An Amendment to the contract is to be considered later in the meeting.
- vii. Well Rehabilitation – Assigned to Engineering Staff – Request for Proposal is out. This project will be the rehabilitation of two wells to increase production as over time the well screens get encrusted and production is decreased.

b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin stated that the replacement of two heaters for the Liquid Oxygen System were budgeted; one in FY19, and one in FY20. Mr. Martin stated that the contractor informed staff that there would be a cost savings if both heaters were replaced at the same time.

Mr. Martin stated that \$50,000 was budgeted in the FY20 Budget, but the cost to replace the second heater only adds an additional \$15,329 to the original contract.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve Amendment No. 1 to the Professional Services Agreement with Rocky Mountain Air Solutions for one liquid oxygen heater in the amount of \$15,329. Motion put and carried.

- b. Mr. Martin stated that he received a call from Ms. Bayne with Pioneer Water & Sewer District regarding an easement for the RWS transmission line that was never signed and recorded. Mr. Martin stated that there are new owners of the property so this would be the perfect time to get an easement in place.

Secretary Waters stated that the original easement stated the owners would have five water taps in exchange for the easement. Secretary Waters stated that the new owners stated that they thought they should be entitled to the five taps and the Pioneer Board told them no. Secretary Waters stated that the new property owners want to build a house, and the Pioneer Board told them they would give them one tap for the right-of-way easement and the owners were fine with it as long as they got one residential tap for their house.

Secretary Waters stated that while Pioneer staff was cleaning out boxes of old paperwork, they found a box of unsigned easements, and this was one of them. Secretary Waters stated that it was decided to take care of them as issues come up.

Treasurer Bertoglio asked if this is a Pioneer waterline or an RWS waterline. Secretary Waters stated that it is an RWS waterline. Treasurer Bertoglio asked if there are other service lines coming off the line. Secretary Waters stated that there are other service lines coming off the line as this is one of the RWS lines that is able to be tapped.

Board Member Huber asked how much the system investment fee is for a residential tap. Mr. Martin stated that the RWS system investment fee is \$1,869, plus a physical tap charge. Mr. Martin stated that typically in the past, the Board has not given away taps. Mr. Martin stated that the most recent easement was on the Elevated Airport Tank line and the Board paid the landowner the amount of a new tap, and then the landowner came in and paid the system investment fee with those funds, that way there is a paper trail showing it is a legitimate tap.

Secretary Waters stated that the Pioneer Board agreed to waive their system investment fees for the tap.

Board Member Huber asked how long the section of waterline is on their property. Mr. Martin stated that he wasn't quite sure, but it is quite a bit. Mr. Martin stated that depending on the direction of the Board, the easement could be written for \$1,869 and then the property owner could pay the fees to Pioneer, who

would then forward the fees to the Board.

Board Member Huber stated that it seems the evidence was clear that was what was planned and intended. Secretary Waters stated that Pioneer has the original unsigned easement. Board Member Huber asked if there was any indication that when the easement went to the Pioneer Board or the RWS Board that someone put a stop to it. Secretary Waters stated that was not the case as there were quite a few easements that were found that had not been signed and recorded. Secretary Waters stated that when the water system was first installed, it seems there were a lot of promises made for easements, but no paperwork was signed or recorded.

Treasurer Bertoglio asked if this took place before the waterline was transferred to RWS. Secretary Waters stated that was correct.

A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to move forward with drawing up the easement with the payment of \$1,869 for the right-of-way with the understanding that system investment charges and a physical tap charge would be due. Motion put and carried.

c. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on August 20, 2019.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to adjourn the meeting at 12:00 p.m. Motion put and carried.

  
Chairman

  
Secretary

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

**MEETING PROCEEDINGS**

May 21, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, May 21, 2019 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 Huber, Powell, and Walsh. Board Member Freel was absent.

**City of Casper –** Huber, Powell, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Scott Baxter, Michael McDaniels

**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 and Kyle Ridgeway – Williams, Porter, Day & Neville, P.C; John Naquin

The Board meeting was called to order at 11:31 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the April 16, 2019 meeting. A motion was made by Board Member Powell and seconded by Secretary Waters to approve the minutes from the April 16, 2019 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that three additional vouchers were added to the listing; voucher 8026 for Modern Electric, Co. in the amount of \$86,245.75 for the WTP VFD Project; voucher 8027 for Hydro Rocky Mountain in the amount of \$25,271 for Caisson #3 pump repair; and voucher 8028 for Casper Star-Tribune in the amount of \$242.08 for the Notice of Final Payment Ad for the WTP VFD Project. 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 May 2019 vouchers. A motion was made by Board Member Walsh and seconded by Treasurer Bertoglio to approve the May 2019 voucher list to include voucher numbers 8011 through 8028 in the amount of \$581,704.16. Motion put and carried.

Vice-Chairman Keffer arrived at 11:33 a.m.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for April 2019 was 186 MG, which is 13 MG more than the five year average of 173 MG. Mr. Martin stated that the City's 10 MG Reservoir was filled after being inspected. Mr. Martin stated that year to date production is 2.79 BG.

Board Member Huber arrived at 11:34 a.m.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that year to date Water Sales are \$5,157,974, which is an increase of \$319,427 over last year, a 6.6% increase, due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$2,572,089, which is a 3.83% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this past summer season.

Chairman King asked for a motion to approve the April 2019 Financial Report as presented. A motion was made by Board Member Walsh and seconded by Treasurer Bertoglio to approve the April 2019 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 at the Board meeting last month, the Board approved the contract for the repair of the Caisson #3 pump. Mr. Schroeder stated that the pump has been repaired and was installed with the VFD. Mr. Schroeder stated that the VFD has

made a huge impact on operations as this well is a very good water producer.

Mr. Schroeder stated that the groundwater was off last week for repairs to the groundwater contactor and the surface plant was in service. Mr. Schroeder stated that the contactor was leaking, but staff was able to get it repaired. Mr. Schroeder stated that the contactor was flushed three times with well water. Mr. Schroeder stated that now the surface plant is out of service and only groundwater is being used.

Mr. Schroeder stated that the valve for Morad #6 was repaired while the groundwater system was off line.

Mr. Schroeder stated that the surface water plant will be back in service as water demand increases.

Mr. Schroeder stated that the contractor for the PLC/SCADA Upgrades Project will be on site this week. Mr. Schroeder stated that the contractor will start working on the boosters and wells.

Mr. Schroeder stated that Mr. Conner was unable to be at the meeting today and asked him to give the Transmission System Update.

Mr. Schroeder stated that Distribution staff has been taking care of the weeds at the booster stations and tanks.

Mr. Schroeder stated that maintenance is being performed on RWS fire hydrants.

Mr. Schroeder stated that the residual in the system is in good shape.

Mr. Schroeder stated that he appreciated that the Distribution staff helped with the groundwater contactor and the well repairs.

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 at the meeting last month, the Board reviewed the Preliminary FY2020 Budget. Mr. Martin stated that this month the wholesale rate will be reviewed, and in June, the Board will have a final review and approval of both.

Mr. Martin reviewed the Wholesale Water Rate Narrative with the Board:

Staff has made efforts to keep the FY20 Operations Budget, and forecasted future

budgets, at minimal increases.

Assumptions made in the development of the wholesale water rate models are as follows:

- 1) Model assumes a 0.5% rate of growth. This is the same rate used in the Water Treatment Plant Facilities Plan.
- 2) The rate model takes into consideration recently reinstated employee pay rate step increases approved by Casper City Council for City Personnel Services in FY19 and 20. In FY21 and beyond, the model assumes a 2% increase for Personnel Services expense each year over the next five years. In FY20, the model takes into consideration a 14% increase in health insurance costs. In FY21 and beyond, the model assumes an 8% per year health insurance cost increase. For Contractual Services, a 2% rate of inflation is assumed over the next five years, and for Materials and Supplies, a 4% rate of inflation each year is assumed over the next five years.
- 3) The model assumes fund reserve interest earnings at 1.25% for the next five years.
- 4) The model assumes the volume of water produced by the Regional Water System (RWS) represents the most probable case for the next five years.
- 5) The recommended minimum RWS fund reserves are calculated in accordance with the Regional Water System Fund Reserves Policy as adopted by the Board in August 2007.
- 6) Rates developed by these models include rate adjustments needed for new and replacement capital facilities above that obtained from the system investment charges, reserves, grants, and loans.
- 7) The model assumes that grant/loan funding will be secured in FY23 for the Disinfection Upgrade Project.
- 8) The criteria and results for the model presented are as follows:

5.0% wholesale water rate increase. FY20 Wholesale Water Rate - \$1.93/1,000 gallons.

Result –

FY20 Reserves	
Projected	- \$3.97 M
Minimum Required	- \$4.44 M



FY21 Reserves  
Projected - \$4.34 M  
Minimum Required - \$4.50 M

FY22 Reserves  
Projected - \$4.61 M  
Minimum Required - \$4.52 M

It needs to be emphasized that the assumptions and budget information used for the wholesale water rate models are suitable for one year only.

Mr. Martin brought up the Pro Forma rate model created by Mr. Tom Pitlick with City of Casper Finance Department. Mr. Martin stated that the Pro Forma is based on audited numbers for FY18.

Mr. Martin stated that last year it was estimated that a 7% rate increase would be needed, but he is not sure it will be needed now. Mr. Martin showed the Board the difference in the Reserve balance between a 7% and a 5% rate increase for FY20. Mr. Martin reminded the Board that the rate model is good only for one year as the capital projects change. Mr. Martin ran several different scenarios based on the Board's requests.

Board Member Powell stated that he feels better with the 5% rate increase. Mr. Martin stated that a 5% rate increase would be \$1.93/thousand gallons. Board Member Walsh stated that he agreed with the 5% rate increase for this year since the model is only good for one year.

Treasurer Bertoglio asked if the new System Investment Charges are in effect. Mr. Martin stated they went into effect January 1<sup>st</sup> and are helping to offset the rate increase.

It was the consensus of the Board to move the 5% wholesale water rate increase forward for approval. Mr. Martin stated that staff would plan on the 5% wholesale water rate increase and have it on the agenda for approval at the June Board meeting.

- b. Mr. Martin stated that in 2013, the Federal Rule governing all federally funded projects was changed to "PART 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Mr. Martin stated that it is required that this new rule be adopted by all agencies receiving federal funding.

Mr. Martin stated that the deadline for adopting policies that will aid in maintaining compliance with this rule was July 1, 2018. Mr. Martin stated that a finding noted in the FY18 financial audit was that the RWS had not adopted the

required policies.

Mr. Martin stated that two policies, *Special Purchasing Provisions for Federally Funded Projects* and *Required Contract Clauses for Federally Funded Contracts*, are before the Board today for adoption. Mr. Martin stated that these two policies mirror policies recently adopted by the City of Casper to fulfill the same purpose. Mr. Martin stated that these two policies have been reviewed by Mr. Chapin.

Treasurer Bertoglio asked if these policies pertain to State funds. Mr. Martin stated that was correct, as Federal funds flow through the State.

A motion was made by Board Member Huber and seconded by Board Member Walsh to approve Policy Number 001, *Special Purchasing Provisions for Federally Funded Projects*, and Policy Number 002, *Required Contract Provisions for Federally Funded Projects*. Motion put and carried.

- c. Mr. Martin stated that bids for the internal and external recoating of the 2.6 MG Water Tank were opened last week. Mr. Martin stated that eight bids were received.

Mr. Martin stated that the contractor that submitted the low bid did not meet the requirements for Steel Structures Painting Council (SSPC) QP2 certification as stated in the bid documents. Mr. Martin stated that the SSPC QP2 certification is a nationally recognized program that evaluates the capabilities of industrial paint contractors on their ability to safely remove and properly manage hazardous coating material in the field.

Mr. Martin stated that it is recommended that the Board award the contract to the next low bid, Riley Industrial, Inc., in the amount of \$715,584 with a contingency amount of \$100,000 for a total project price of \$815,584. Mr. Martin stated that the only in-state bidder was Mandros Painting, Inc. Mr. Martin stated that the project is scheduled for completion by October 31, 2019.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to award the 2.6M Gallon Tank Recoating, Project No. 18-093 to Riley Industrial, Inc. in the amount of \$715,584 with a contingency amount of \$100,000, for a total project amount of \$815,584.

Board Member Huber asked for clarification if the tank is going to be stripped down and recoated inside and out. Mr. Martin stated that was correct, and the project engineer expects that some replacement/repairs will need to be made. Board Member Huber asked how change orders will be handled. Mr. Martin stated that change orders will be covered by the contingency amount. Mr. Beamer stated that no panel replacement was included in the bid, but if necessary, the contingency amount should cover the replacement.

Secretary Waters asked how many years the tank has been in service since the last time it was painted. Mr. Schroeder stated that the tank has been in service for over 20 years since the last time it was painted.

Motion put and carried.

- d. Mr. Martin stated that HOA Solutions, Inc. is currently working on the construction of the PLC/SCADA project, which includes City of Casper equipment. Mr. Martin stated that the cost of the design of the PLC/SCADA project was split with the City through a funding agreement. Mr. Martin stated that the cost of the construction portion of the project will also need to be split with the City.

Mr. Martin stated that the funding agreement before the Board today splits the cost of the project between the City and RWS. Mr. Martin stated that the City will pay to the RWS \$301,710 for their portion of the project construction. Mr. Martin stated that the Casper City Council approved the funding agreement at their May 7, 2019 meeting.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the Funding Agreement between the City and the Board for construction of the RWS and City of Casper PLC/SCADA Upgrade Project in the amount of \$301,710. City of Casper Board Members abstained from the vote due to a conflict of interest. Motion put and carried.

- e. Mr. Martin turned the time over to Mr. Scott Baxter with the City Engineering Department for the discussion of Change Order No. 1 in the amount of \$32,200 for the North Platte River Exposed Waterline Repair Project.

Mr. Baxter stated that 71 Construction, Inc. is under a construction contract for the North Platte River Exposed Waterline Stabilization Project No. 17-097, which is the repair of the river bank and covering the 24-inch ductile iron waterline running directly west of the Water Treatment Plant (WTP).

Mr. Baxter stated that Change Order No. 1 for this project is to correct a problem that came to light after the North Platte River Restoration Project was completed in 2017. Mr. Baxter stated that a change in channel geometry and backwater wetland production resulted in stagnant water near the existing recharge intake directly west of the WTP on the west side of the river. Mr. Baxter stated that the recharge channel intake pipe needs to be extended approximately 200 feet so that it receives less mud and silt. Mr. Baxter stated that funding for this change order will not come from the contingency funds for the project, it will come from the North Platte River Restoration Project funding.

Mr. Martin stated that a funding agreement for this project will be brought to the Board for consideration at the June meeting.

Mr. Baxter stated that no work on this project will start until the river level recedes in the fall.

A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve Change Order No. 1 to the North Platte River Exposed Waterline Stabilization Project No. 17-097 in the amount of \$32,200. Motion put and carried.

- f. In Other New Business, Mr. Martin informed the Board that the Morad wellfield has a thistle problem. Mr. Martin stated that options on how to get rid of the thistles are being discussed as chemicals cannot be used to get rid of them. Mr. Martin stated that Ms. Martinez with the City of Casper is working with the County Weed and Pest Department to have a Weed Bounty Volunteer Day in which volunteers would pull the thistles and be paid 50 cents per pound of weeds. Mr. Martin stated that he wanted to inform the Board to make sure there are no concerns or issues.
9. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to adjourn from Regular Session into Executive Session to discuss litigation at 12:18 p.m. Motion put and carried.
- A motion was made by Treasurer Bertoglio and seconded by Board Member Walsh to close the Executive Session at 1:05 p.m. Motion put and carried.
- A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to open the Regular meeting at 1:05 p.m. Motion put and carried.
10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on June 18, 2019.

A motion was made by Treasurer Bertoglio and seconded by Board Member Walsh to adjourn the meeting at 1:06 p.m. Motion put and carried.

W. N. King  
Chairman

Samuel Waters  
Secretary

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

**MEETING PROCEEDINGS**

June 18, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, June 18, 2019 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, Secretary Waters, Treasurer Bertoglio, and Board Members Bogart, Huber, and Freel. Board Members Powell and Walsh were absent.

**City of Casper –** Freel, Huber, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Ethan Yonker, Michael McDaniels

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Bogart

**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 —**

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

1. In Announcements, Mr. Martin stated that Mr. James Bogart with Wardwell Water & Sewer District is in attendance today and has the proxy for Vice-Chairman Keffer.

2. Chairman King asked for a motion to approve the minutes from the May 21, 2019 meeting. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the minutes from the May 21, 2019 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that one additional voucher was added to the listing; voucher 8039 for Modern Electric, Co. in the amount of \$4,539.25 for Retainage Release for the WTP VFD Project. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the June 2019 vouchers. A motion was made by Secretary Waters and seconded by Board Member Bogart to approve the June 2019 voucher list to include voucher numbers 8029 through 8039 in the amount of \$444,191.71. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for May 2019 was 216 MG, which is 18 MG more than the five year average of 234 MG. Mr. Martin stated that year to date production is 3.014 BG, compared to the five year average of 3.16 BG.

Board Member Huber arrived at 11:37 a.m.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that year to date Water Sales are \$5,555,451, which is an increase of \$226,062 over last year, a 4.24% increase, due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$2,832,026, which is a 2.34% increase over last year.

Chairman King asked for a motion to approve the May 2019 Financial Report as presented. A motion was made by Board Member Bogart and seconded by Board Member Freel to approve the May 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the surface water plant has been running all month, but production has been low due to the cool weather and rain. Mr. Schroeder stated that there is enough demand to keep the surface water plant running, but it is just idling.

Mr. Schroeder stated that the Bureau of Reclamation has not started releasing a lot of water from the reservoirs so recharge on the wells is low. Mr. Schroeder stated that the last report he received showed that there was approximately 1200 cfs coming from Grey Reef. Mr. Schroeder stated that usually by this time of year, river flows are at 2500 cfs. Mr. Schroeder stated that the water is just not needed downstream.

Board Member Bogart stated that the river level looks pretty high, and asked if it was just

from runoff. Mr. Schroeder stated that the river is higher than normal winter flows of 500 cfs, as right now it is 1200 to 1300 cfs, but in order to get good recharge of the wells it needs to be higher.

Mr. Schroeder stated that the groundwater contactor is leaking again. Mr. Schroeder stated that staff repaired a joint, but it is still leaking. Mr. Schroeder stated that staff will go back in next week and do more repairs.

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

Mr. Conner stated that Mr. Martin will show the video from the construction of the Airport Elevated Tank. Mr. Conner stated that swallows are starting to build nests right where the tank meets the concrete pillar. Mr. Conner stated that that area is sealed, and the swallows are perching there like they do under bridges.

Mr. Conner stated that the small pump at the Wardwell Booster is down and will have to be rebuilt. Mr. Conner stated that a 4-inch swing check valve needs to be rebuilt for this booster. Mr. Conner stated that staff will change out bearings and seals on the rest of the pumps this winter.

Mr. Conner stated that staff is getting the booster stations ready for the summer season.

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

Mr. Conner stated that at the Airport Elevated Tank around the outlet vault, where the overflow comes in, is settling along with a couple of bollards, so the contractor will have to those take care of those issues.

Mr. Conner stated that staff has been mowing at the booster and tank sites, and will be completing end of fiscal year inventory next week.

Secretary Waters stated that last month mention was made that a valve or something was being replaced on the end of the Pioneer system. Mr. Conner stated that a backflow preventer on the meter pit at 12 Mile failed, so a new check valve has to be installed.

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 the contractor is getting ready to start the 2.6 MG Water Storage Tank Recoating Project. Mr. Martin stated that while the tank is out of service for this project, it is the perfect time to install a PAX water tank mixer as this tank does not have one. Mr. Martin stated that the mixer will help improve

water quality in the tank.

Mr. Martin stated that the contract with Municipal Treatment Equipment, Inc. is just for the mixer itself. Mr. Martin stated that there will be a separate contract for the electrical work, and staff will install the mixer.

A motion was made by Secretary Waters and seconded by Board Member Huber to approve the contract with Municipal Treatment Equipment, Inc. for one PAX Water Storage Tank Mixer for use in the 2.6 MG Water Storage Tank in the amount of \$34,950. Motion put and carried.

- b. Mr. Martin stated that last month the Board approved Change Order No. 1 to the North Platte River Exposed Waterline Repair Project to include extending the recharge channel intake piping approximately 200 feet into the river.

Mr. Martin stated that when the portion of the North Platte River Restoration Project adjacent to the RWS Morad wellfield was completed in 2017, a change in river channel geometry and creation of a backwater wetland resulted in stagnant water near the existing recharge intake directly west of the WTP on the west side of the river.

Mr. Martin stated that the funding agreement before the Board serves as a mechanism for transferring Casper river project funding to the RWS to cover the costs associated with the intake piping extension. Mr. Martin stated that once the agreement is approved, the City of Casper will pay \$32,200, its fair share of the construction costs, to the RWS. Mr. Martin stated that the Casper City Council approved this funding agreement during its June 4, 2019 regular council session.

A motion was made by Board Member Huber and seconded by Board Member Bogart to approve the funding agreement with the City of Casper for the construction of the RWS Caisson Recharge Channel Intake Piping Extension in the amount of \$32,200. Motion put and carried.

- c. Mr. Martin stated that the Raw Water intake pump station components switch gear and MCCs are 30+ years old. Mr. Martin stated that the replacement of these components was budgeted in the FY19 budget, but the funds had to be used for the Exposed Waterline Project, and have been re-budgeted in the FY20 budget.

Mr. Martin stated that the agreement before the Board is with West Plains Engineering, Inc. for design and construction administration of the WTP MCC and Switchgear Replacement, Project No. 18-078. Mr. Martin stated that since this is a FY20 project, work will not start until July 1<sup>st</sup>. Mr. Martin stated that Mr. Scott Baxter with the City Engineering Department is in attendance today to answer any questions the Board may have.

Mr. Baxter stated that the only thing he had to add to Mr. Martin's overview was



that \$500 of the \$13,500 is for design of lighting replacement for the building. Mr. Baxter stated that depending on the overall funds available at the time of bidding, this would be one of the options.

Secretary Waters asked what size of MCC is in the Raw Water pump station. Mr. Baxter stated that he believed that it is 480v. Mr. Baxter stated that it is a single unit as far as the set of MCC and switchgear.

Secretary Waters asked if it is a watertight enclosure that the MCC is being put in. Mr. Schroeder stated that it is not watertight. Mr. Martin stated that the MCCs are all along the wall, but there is not water spraying everywhere.

Secretary Waters stated that it just seems a small amount of funding for electrical design. Mr. Martin stated that compared to the WTP, this is a very small pump station that doesn't require a lot of electrical.

A motion was made by Secretary Waters and seconded by Board Member Freel to approve the Contract for Professional Services with West Plains Engineering, Inc. for design and construction administration of the WTP MCC and Switchgear Replacement, Project No. 18-078 in the amount of \$13,500. Motion put and carried.

- d. Mr. Martin asked the Board to reference the deduct change order for HOA Solutions, Inc. for the PLC/SCADA project. Mr. Martin stated that HOA Solutions proposed to use VT SCADA software in place of the original specified software. Mr. Martin stated that SCADA is the Operator interface to the system. Mr. Martin stated that WTP Staff had the opportunity to test the proposed software and recommends approval of the substitution.

Mr. Schroeder stated that staff was able to download a free version of the software to try. Mr. Schroeder stated that the Operators were very happy with the software demonstration. Mr. Martin stated that the software is very user friendly and the Instrumentation Tech will be able to make some modifications within the system instead of having to bring in a consultant.

Mr. Martin stated that as this project is funded by the State, DWSRF Staff have reviewed and approved the change order.

Mr. Martin stated that Mr. Ethan Yonker with the City Engineering Department is in attendance to answer any questions the Board might have on the change order. Mr. Yonker stated that HOA included a memo with their bid submittal regarding a deduct change order would be offered if the VT SCADA software was approved for use.

A motion was made by Board Member Bogart and seconded by Secretary Waters to approve Deduct Change Order No. 1 to the WTP SCADA Improvements Project No. 17-038 for the price reduction of \$65,000 for the substitution of

SCADA software. Motion put and carried.

- e. Mr. Martin stated that with it being the end of the fiscal year, funds need to be reallocated to line items in the budget that have overages. Mr. Martin asked the Board to reference the FY19 Budget Reallocation. Mr. Martin stated that funds are being reallocated to Consulting - \$120; Legal Expense - \$6,000 due to the Wardwell Zone IIIB Water Storage Tank; Accounting & Audit - \$300 due to an increase in the BusinessWorks Software renewal; Buildings - \$12,800 for the Roof Project; and PLC/SCADA Equipment Replacement - \$1,502,000 moved into the loan line item. Mr. Martin stated that these funds were moved from Insurance & Bonds, Travel & Training, and Improvements Other Than Buildings.

Secretary Waters asked what the total cost was for the Roof Project. Mr. Martin stated that \$40,000 was budgeted for the Roof Project, but the bid came in \$14,000 higher.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to approve the FY2019 Budget Reallocations as presented. Motion put and carried.

- f. Mr. Martin stated that there are several FY19 projects that were not completed, and the funds need to be encumbered in order to be carried over into the FY20 budget. Mr. Martin reviewed the following encumbrances with the Board:

RWS2019-1 71 Construction \$432,200 – North Platte River Exposed Water Line Project No. 17-097

RWS2019-2 HOA Solutions Inc. \$1,492,816 – SCADA System Upgrades Project No. 17-038

RWS2019-3 Rocky Mountain Air Solutions \$49,745.78 – LOX System Heater Replacement

RWS2019-4 Great Plains Structures, LLC \$500,000 – Wardwell Tank Repairs Project No. 16-035

RWS2019-5 Riley Industrial Services, Inc. \$815,584 – 2.6M Gallon Tank Recoating Project No. 18-093

RWS2019-6 Municipal Treatment Equipment, Inc. \$34,950 – PAX Water Tank Mixer for 2.6 MG Tank

RWS2019-7 City of Casper \$64,296.67 – 2019 Roof Replacement Project

Mr. Martin recommended approval of the FY2019 encumbrances.

A motion was made by Treasurer Bertoglio and seconded by Board Member Bogart to approve the FY19 encumbrance numbers RWS2019-1 through RWS2019-7 as presented. Motion put and carried.

- g. Mr. Martin stated that at the meeting last month the Board reviewed the Wholesale Water Rate Model and looked at different scenarios. Mr. Martin stated that the Board consensus was to bring a 5% rate increase forward for consideration at the meeting today.

A motion was made by Secretary Waters and seconded by Board Member Huber to approve a 5% wholesale water rate increase to \$1.93 per thousand gallons for FY2020. Motion put and carried.

- h. Mr. Martin stated that the preliminary FY20 budgets for the WTP Operations and RWS Agency were presented to the Board in April. Mr. Martin stated that there have been a few updates to the budgets since that time.

### **WTP Budget**

Mr. Martin stated that the Casper City Council approved a one-time payment for employees, which increased Personnel Costs by \$35,381 over the FY19 budget.

Mr. Martin stated that Interdepartmental Services has increased \$14,500 over the FY19 budget.

Treasurer Bertoglio stated that he just received notice that the gas company is requesting a 25% increase to take place in January 2010 and asked how often the budgeted amount for natural gas is overspent. Mr. Schroeder stated that in the last few years it has been very seldom that the budgeted amount has not been sufficient. Treasurer Bertoglio stated that the requested increase must still be approved by the Public Services Commission.

Mr. Martin stated that the preliminary FY20 Operations budget showed a 0.5% increase in April, but now shows a 1.9% increase over the FY19 Operations budget with the changes.

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

Mr. Martin stated that Water Rate Revenue was increased by \$177,067 to include the 5% wholesale water rate increase. Mr. Martin stated that these revenues are proportioned to each wholesale entity based on the fiscal year percentage of water production based on a five-year average of total production.

Mr. Martin stated that Insurance & Bonds was increased to \$97,544, which is an increase of \$5,521 over the FY19 budget.

Mr. Martin stated that \$120,000 was added to Improvements Other Than Buildings to replace the WTP HVAC Chiller. Mr. Martin stated that there was preliminarily \$50,000 budgeted for HVAC pumps and valves, but then the chiller started failing.

A motion was made by Board Member Freel and seconded by Secretary Waters to approve the FY2020 WTP Operations Budget and RWS Agency Budget as presented. Motion put and carried.

- i. Mr. Martin stated that as the Board recalls, there was one bad sample during the Long-Term 2 Enhanced Surface Water Treatment Rule testing that failed and moved the RWS into the BIN2 classification. Mr. Martin stated that this is what required the UV system upgrade. Mr. Martin stated that there had been a back and forth discussion with EPA on this, but Treasurer Bertoglio has new information that he would like to share with the Board.

Treasurer Bertoglio stated that he was at a meeting at Representative Cheney's office and ran into Mark Pepper with Wyoming Rural Water. Treasurer Bertoglio stated that Mr. Pepper informed him that rural water systems really get hit by EPA over an anomalous test and then are requiring substantial upgrades to the small water plants. Treasurer Bertoglio stated that he brought this up to Representative Cheney, and she wants to get involved.

Treasurer Bertoglio stated that Mr. Pepper told them that once a system is put into BIN2 classification, there really is no way to work with the regulatory agency to get back out.

Treasurer Bertoglio stated that Senator Barrasso is the chairman of the Energy and Natural Resources Committee and has a subcommittee that is working on a bill that would take an anomalous test and have it held back and look for something else. Treasurer Bertoglio stated that Senator Barrasso has a staff member that used to work at the EPA and puts fear into the regulatory people because they worked on the other side.

Treasurer Bertoglio stated that he gave them a copy of information provided by Mr. Martin, Mr. Schroeder, and Mr. Beamer. Treasurer Bertoglio stated that he has had conversations with Mr. Martin, Mr. Schroeder, and Mr. Beamer about going directly to EPA and asking them to reconsider. Treasurer Bertoglio stated that this may just be kicking a hornet's nest by doing so.

Treasurer Bertoglio stated that he wanted the Board to know that he gave this information to Mr. Pepper as he is one of five people on the subcommittee working on this legislation. Treasurer Bertoglio stated that if it comes to fruition, a test like this would probably get rejected as an anomalous test result under the circumstances. He stated that it may require additional testing.

Treasurer Bertoglio stated that President Trump has said that the EPA's ability to go in cart blank and heap on new regulations will no longer be acceptable. Treasurer Bertoglio stated that right now is a favorable legislative/political window, and before we actually have to spend this money, but continue on with the path that was agreed to with the EPA, but the legislative backing and using the RWS as an example, may actually be a benefit. Treasurer Bertoglio stated that his suggestion is that the Board reaches out and plays the legislative game without actually saying that we're not going to install UV, and if everything works out to get the legislation approved in the next year, it may be a moot point for building the UV system.

Chairman King asked if the one test result that Treasurer Bertoglio is referencing is where one spore was found. Treasurer Bertoglio stated that the data for the two year period says less than 0.05 and the one bad test said 1.5. Treasurer Bertoglio stated that his understanding is that probably the average is 0.05, and has been that in every test for the last twenty years except for the one. Treasurer Bertoglio stated that an anomalous test under unusual circumstances, once the test happened, that's when they should have said that they wanted it to be tested again more frequently during these type of instances, instead of being automatically in the dog house. Treasurer Bertoglio stated that this is where the legislation would take into account a much broader history of data and might be an instance where the test would be thrown out or looked at as anomalous, and look at the events surrounding the testing and take more/different precautions.

Treasurer Bertoglio stated that he didn't want to get outside of the Board and have everyone get struck with this. Treasurer Bertoglio stated that he would rather go head to head with EPA, but he thinks in this particular case, legislation would be better. Treasurer Bertoglio stated that Mr. Pepper believes that EPA wants the Board to go out to Split Rock and drill water wells and pipe it to Casper as they don't want anything connected to the river. Treasurer Bertoglio stated that Mr. Pepper has seen EPA do this a lot in smaller systems that are pulling water directly from rivers.

Treasurer Bertoglio stated that he would keep the Board posted.

Secretary Waters stated that makes a lot more sense to throw out the anomalous test instead of having to install more equipment.

j. There was no Other New Business.

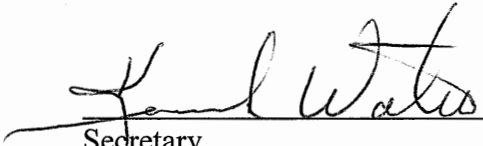
9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on July 16, 2019.

Board Member Huber stated that he was at the Municipalities Convention last week and one of the guys from Waterworks mentioned to him that they sell pumps to everyone in the state, except Casper because they purchase their pumps from Colorado. Mr. Martin

stated that he believes that Waterworks was talking about the pumps in the wastewater system as they have been standardized to Flygt pumps. Board Member Huber thanked Mr. Martin for the explanation.

A motion was made by Secretary Waters and seconded by Board Member Freel to adjourn the meeting at 12:20 p.m. Motion put and carried.

  
Chairman

  
Secretary



**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 17, 2019**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes – August 20, 2019 \*
3. Approve Vouchers – September 2019 \*
4. Approve Financial Report – August 2019 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Pioneer Water & Sewer District Enlargement \*
    - i) Kelly & Nikki Faylor – 11749 W Poison Spider Road \*
    - ii) Philip & Lori Johnson Living Trust – 7600 Poison Spider Road \*
    - iii) Donaldo Hermosillo & Brenda Guzman – 7808 Poison Spider Road \*
  - b) Consider Contract with Don's Mobile Carpet, Inc. for the Replacement of Carpet in the WTP Administration Area in the amount of \$18,050.40 \*
  - c) Other
9. Chairman's Report

**Next Meeting: Regular JPB Meeting – October 15, 2019**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

August 20, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, August 20, 2019 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, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel and Powell. Vice-Chairman Keffer and Board Member Huber were absent.

**City of Casper –** Cathey, Freel, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –**

**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.; John Naquin

The Board meeting was called to order at 11:35 a.m.

1. In Announcements, Mr. Martin stated that Mr. Steve Cathey will be officially appointed to the Board by the Casper City Council tonight. The Board welcomed Board Member



Cathey back to the Board.

2. Chairman King asked for a motion to approve the minutes from the July 16, 2019 meeting. A motion was made by Board Member Powell and seconded by Secretary Waters to approve the minutes from the July 16, 2019 meeting. Motion put and carried with Board Member Cathey abstaining from the vote.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the August 2019 vouchers. A motion was made by Secretary Waters and seconded by Board Member Freel to approve the August 2019 voucher list to include voucher numbers 8047 through 8055 in the amount of \$681,265.04. 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 2019 was 692 MG, which is 39 MG over the five year average of 653 MG.

Mr. Martin stated that Water Revenue for July was \$1,336,184.

Mr. Martin stated that the City Finance Department is still working on closing out the last fiscal year and getting ready for the annual audit. Mr. Martin stated that he hoped things will be back on track next month.

Chairman King asked for a motion to approve the July 2019 Financial Report as presented. A motion was made by Board Member Powell and seconded by Secretary Waters to approve the July 2019 Financial Report as presented. Motion put and carried.

Treasurer Bertoglio arrived at 11:38 a.m.

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

Mr. Schroeder stated that staff has been fighting leaks on the ozone groundwater contactor all summer. Mr. Schroeder stated that this past week staff was able to install a new valve in the ozone injection room which helped stop some of the water flow. Mr. Schroeder stated that a plug was inserted in the drain that was leaking on the other contactor which helped stop the leak. Mr. Schroeder stated that now the groundwater production is where it should be, over 10 MGD.

Mr. Schroeder stated that the leaking contactor is slowly being drained. Mr. Schroeder stated that when the contactor is drained and dry, staff will go inside to make repairs, then put it back in service. Mr. Schroeder stated that the drain valve will need to be replaced once the river level goes down.

Mr. Schroeder stated that August production is starting to decline, which is normal.

Mr. Schroeder stated that there have been some issues getting chemicals due to lack of drivers and trucks for the chemical companies. Mr. Schroeder stated that this happens quite often during the summer months. Mr. Schroeder stated that the sodium hypochlorite was starting to run low, but a truck came in today, and three more trucks are scheduled for this week.

Mr. Schroeder stated that one of the backwash/sludge lagoons failed. Mr. Schroeder stated that staff was able to take it completely out of service and are using the other sludge lagoon. Mr. Schroeder stated that it is on the schedule for Water Distribution staff to clean it out and get it back in service. Mr. Schroeder stated that the gate had rotted out and wasn't able to do its job. Mr. Schroeder stated that water was running out the bottom of the gate and created a river through the mud, which is 2-3 feet deep.

Mr. Schroeder stated that next month Water Distribution staff will be flushing the RWS transmission system. Mr. Schroeder stated that a meeting will be held with the operators from the wholesale entities prior to the start of the flushing so they can coordinate flushing of their systems at the same time.

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

Mr. Conner stated that staff has been updating the RWS waterlines, size and type of material, in GIS. Mr. Conner stated that he got some plans from Poison Spider the other day so their waterlines will be updated as well.

Mr. Conner stated that the small motor was installed at the Wardwell booster and has been aligned. Mr. Conner stated that he is still waiting on the four-inch check valve for the same pump.

Mr. Connor stated that the EPA compliance sampling has been completed for the month.

Mr. Conner stated that towards the end of last week, sampling showed that nitrification has started in the Sandy Lake and Pioneer water tanks. Mr. Conner stated that flushing of the RWS system will start in mid-September and hopes it will be completed in three to four weeks.

Mr. Conner stated that anode testing was completed on the Crosstown Pipeline and everything is good.

Mr. Conner stated that staff has been trimming grass and cutting down weeds at the RWS booster stations and water tanks.

Mr. Conner stated that he has been busy putting together the required documents for the upcoming EPA Sanitary Survey.

Chairman King asked how the new Airport Elevated Water Tank has been working. Mr. Conner stated that everything is good with the Airport Elevated Water Tank; it is working

how it is supposed to.

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 there is bad news on the 2.6 MG Water Tank Recoating Project.

Mr. Martin stated that the Board approved the contract for the project in May, and the contractor started sand blasting in July. Mr. Martin stated that the contractor had concerns when they got to the ceiling, and stopped working until an inspection could be done.

Mr. Martin stated that Lower and Company was hired to do the inspection and they found there is severe corrosion of the members supporting the roof. Mr. Martin stated that the rafters and interior beams show severe corrosion and as much as 50% of the cross section of the flanges of these members have to be removed. Mr. Martin stated that it also appears that settlement of the tank floor has caused significant rotation of many rafters and interior beams.

Mr. Martin stated that the tank walls are in serviceable condition, and the tank floor is also in serviceable condition with the exception of some isolated areas near the effluent that require repair.

Mr. Martin stated that the inspector recommends that if the tank is to remain in service for more than just a few years, the roof should be completely re-constructed.

Mr. Martin stated that the contractor, Riley Industrial Services, left the work site and a change order is being negotiated for them to come back after the roof has been replaced.

Mr. Martin stated that HDR has been contacted to submit a proposal for design, permitting, and construction administration for the roof replacement. Mr. Martin stated that Mr. Colling is reaching out to the original tank contractor to see if they are interested in replacing the roof.

Treasurer Bertoglio asked if the tank will be put back in service while the roof design is being done. Mr. Martin stated that it will not be put back in service, it has been out of service all summer. Treasurer Bertoglio asked if it could be put back in service if there was an emergency. Mr. Schroeder stated that the tank is not able to be used at this time as it is structurally unsafe.

Treasurer Bertoglio asked if it is cost effective to just replace the roof or if it would be better to replace the tank. Mr. Beamer stated that a new tank would cost approximately \$2 – 3 M, and a new roof would cost approximately \$500,000.

Board Member Cathey asked if the tank walls are in good shape. Mr. Beamer stated that once the walls of the tank are recoated, they should be good.

Mr. Martin stated that the new roof was not budgeted, so staff has been reviewing the list of FY20 projects to see which ones can be cut from the budget and re-budgeted next year. Mr. Martin stated that it is possible that a budget amendment will need to be considered.

Treasurer Bertoglio asked how long it would take to get the roof completed. Mr. Martin stated that with design, permitting, putting it out to bid, and construction, it would take about a year before the contractor would be able to finish the recoating project.

Mr. Martin informed the Board that he hoped to have a contract for design, permitting, and construction administration for the Board's consideration at the next meeting.

b. There was no Other New Business.

9. In the Chairman's Report, Chairman King asked Mr. Chapin if he has heard anything further from the Town of Mills regarding moving the waterline. Mr. Chapin stated that he has not heard from them.

Chairman King stated that the next regular meeting will be held on September 17, 2019.

A motion was made by Secretary Waters and seconded by Board Member Freel to adjourn the meeting at 11:55 a.m. Motion put and carried.

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Chairman

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Secretary

## UNAPPROVED VOUCHER LISTING

September 10, 2019

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8056	Wyoming Office of State Lands and Investments	DWSRF129 Loan Payment – Zone IIB Project	\$8,182.83
8057	City of Casper	Operations Reimbursement – Aug19	\$306,406.44
8058	Municipal Treatment Equipment	Capital Expense – 2.6 MG Tank Mixer	\$34,950.00
8059	Ferguson Waterworks	Capital Expense – 16-inch Ozone Valve	\$3,758.70
8060	Rocky Mountain Air Solutions	Capital Expense – Liquid Oxygen System Heater Replacement	\$65,074.78
8061	City of Casper	Loan Payment	\$127,960.40
8062	Williams, Porter, Day & Neville, P.C.	Legal Expense – Aug19	\$453.50
8063	Rocky Mountain Air Solutions	Capital Expense – Cryo Parts for Liquid Oxygen System Heater Replacement	\$240.00
8064	HDR Engineering, Inc.	Capital Expense – Wardwell Tank Repairs	\$5,879.53
		<b>Total</b>	<b>\$552,906.18</b>

\*

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

**INVOICE &  
STATEMENT OF ACCOUNT**

8057

Page 1 of 1

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

DATE: 9/5/2019

CUSTOMER ACCOUNT#: 2784

**ACCOUNT SUMMARY**

**Invoices Due Upon Receipt**

TRANSACTION DATE	INVOICE #	DESCRIPTION	STATUS	INVOICE AMOUNT/ CHARGES REMAINING
08/30/2019	177772	AUGUST 2019 OPERATIONS REIMBURSEMENT	CURRENT	\$306,406.44

August 2019 Total Reimbursement Invoice			
9010.00	Wages & Salaries Dir Labor - O&M	\$80,495.45	
9020.00	Chemical Charge - O&M	\$182,358.65	
9030.00	Utilities - O&M	\$21,837.16	
9040.00	Supplies - O&M	\$2,574.17	
9060.00	Training - O&M	\$0.00	
9070.00	Major Maint, Repair, Replc - O&M	\$3,329.10	
9080.00	Testing & Lab Services - O&M	\$5,567.57	
9090.00	Other Reimbursable Costs - O&M	\$10,083.25	
6025.10	Capital	\$161.09	
	<b>80-404000-5819 Invoice Total</b>	<b>\$306,406.44</b>	

NEW CHARGES	
PREVIOUS BALANCE	\$306,406.44
<b>TOTAL AMOUNT DUE</b>	<b>\$306,406.44</b>

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

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

**Mail Payments To:**

City of Casper  
200 N David St  
Casper, WY 82601

CUSTOMER ACCOUNT#: 2784

TOTAL AMOUNT DUE: \$306,406.44

AMOUNT ENCLOSED: **\$306,406.44**

Pay Invoice(s): 177772

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

**City of Casper Wyoming**  
**Expenditure Reimbursement Request**  
**August 31, 2019**

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
All Out Fire - P-card	Materials & Supplies	07/31/2019	24515	800.00	Annual Fire Extinguisher Inspection
ALSCO - P-card	Laundry/Towel	07/31/2019	LCAS1281946 1284653	190.47	Mats, Mops, Towels
			1287370		
AMERIGAS - CASPER	Materials & Supplies	07/31/2019	15820619	14.73	Vehicle fuel
ATLAS OFFICE PRODUCT	Materials & Supplies	07/31/2019	50355-1	97.74	Office Supply - Cleaning Supplies
BLACK HILLS ENERGY	Natural Gas	08/16/2019	RIN0029820	648.04	Natural Gas
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI965971	10,622.69	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI965969	10,708.42	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI965970	10,665.80	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI963880	11,112.33	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI963879	11,291.71	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/07/2019	BPI964669	10,692.09	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/16/2019	BPI967384	11,418.75	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/16/2019	BPI968521	10,925.75	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/16/2019	BPI968522	10,906.66	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/26/2019	BPI969773	11,801.05	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/26/2019	BPI969774	10,689.81	Ferric Chloride
BRENNTAG PACIFIC, IN	Materials & Supplies	08/26/2019	BPI971095	11,491.87	Ferric Chloride
CARUS CORPORATION	Materials & Supplies	08/16/2019	10077205	4,374.00	Polymer
CARUS CORPORATION	Materials & Supplies	08/26/2019	10077436	13,122.00	Polymer
Casper Contractors Supply, Inc. - P-card	Materials & Supplies	08/14/2019	1516312	21.52	GW Contactor Valve gaskets
Casper Star-Tribune - P-card	Advertising/Promotion	08/14/2019	57360	43.54	Advertising - RWS Meeting
TYLER TECHNOLOGIES I	Capital	08/05/2019		16.00	Gems S028911 - Tyler Conve
CITY OF CASPER	Refuse Collection	08/07/2019	4361/176544	15.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	08/16/2019	4361/176885	15.00	Balefill - Site Garbage
CITY OF CASPER	Refuse Collection	08/16/2019	RIN0029812	119.50	Sanitation
CITY OF CASPER	Refuse Collection	08/26/2019	4361/177238	15.00	Balefill - Site Garbage
CITY OF CASPER	Sewer	08/16/2019	RIN0029812	24.56	Sewer
Coastal Chemical Co., LLC - P-card	Materials & Supplies	07/31/2019	0119541	218.26	Vehicle Fuel
Coastal Chemical Co., LLC - P-card	Materials & Supplies	07/31/2019	1713224-00	31.36	Degreaser
Coastal Chemical Co., LLC - P-card	Materials & Supplies	08/14/2019	0119635	193.65	Vehicle Fuel
Coastal Chemical Co., LLC - P-card	Materials & Supplies	08/14/2019	495861	91.83	Vehicle Fuel
Dana Kepner - P-card	Materials & Supplies	08/14/2019	2229327-00	225.00	GW Contactor Plug
DPC INDUSTRIES, INC.	Materials & Supplies	08/16/2019	737003257-19	6,968.14	Sodium Hypochlorite
DPC INDUSTRIES, INC.	Materials & Supplies	08/16/2019	737003180-19	6,924.62	Sodium Hypochlorite
DPC INDUSTRIES, INC.	Materials & Supplies	08/26/2019	737003448-19	6,915.30	Sodium Hypochlorite
Emerson Process Management - P-card	Maint/Repair (non contract)	07/31/2019	900980	2,639.29	Ozone System Parts
Energy Laboratories - P-card	Materials & Supplies	08/14/2019	253237	22.00	Lab Test BCT
Energy Laboratories - P-card	Testing	07/31/2019	251228	79.00	Lab Test Aerobic Spores
Energy Laboratories - P-card	Testing	07/31/2019	249019	17.00	Lab Test Total Suspended Solids
Energy Laboratories - P-card	Testing	08/14/2019	252503	231.00	Lab Test Aerobic Spores
Energy Laboratories - P-card	Testing	08/14/2019	254892	84.00	Lab Test Permit
Energy Laboratories - P-card	Testing	08/14/2019	255728	57.00	Lab Test Well Mix - UV Absorbance & TOC
Energy Laboratories - P-card	Testing	08/14/2019	254291	231.00	Lab Test Aerobic Spores

City of Casper Wyoming  
Expenditure Reimbursement Request  
August 31, 2019

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Eurofins Eaton Analytical - P-card	Testing	07/31/2019	S340335	1,750.00	Special Water Test
Eurofins Eaton Analytical - P-card	Testing	08/14/2019	L0466801	200.00	Lab Test Bromate
FERGUSON ENTERPRISES	Materials & Supplies	07/31/2019	CC799044	34.41	Toilet Repair
FERGUSON ENTERPRISES	Materials & Supplies	07/31/2019	CC799233	18.25	Toilet Repair
HACH CO., CORP.	Maintenance Agreements	08/26/2019	11587681	4,206.00	Hach 5500sc Chloramine analyzer
HAWKINS, INC.	Materials & Supplies	07/31/2019	4548706	4,308.00	CHEMICALS Polymer
Health Insurance	Health Insurance	8/8/2019		7,036.53	Health Insurance
Health Insurance	Health Insurance	8/22/2019		7,036.53	Health Insurance
Home Depot - P-card	Materials & Supplies	07/31/2019	097431/5571231	24.66	Turbidimeter installation parts
INTERMOUNTAIN MOTOR	Booster Supplies	07/31/2019	33846	527.46	Wardwell Booster Pump #3
Interstate All Battery Center - P-card	Materials & Supplies	08/14/2019	1904001004133	25.80	Ozone Generator PLC Batteries
LONG BUILDING TECHNO	Maintenance Agreements	08/07/2019	SCPAY0045002	4,237.25	Jul-Sept 19 Maintenance Agreement
Menards - P-card	Materials & Supplies	07/31/2019	072934	54.41	Turbidimeter Parts
Menards - P-card	Materials & Supplies	07/31/2019	15886298	99.98	Float Switches for Dewatering
Menards - P-card	Materials & Supplies	08/14/2019	075445	2.49	Tools
NAPA AUTO PARTS CORP	Materials & Supplies	08/14/2019	075832	23.99	Backwash Lagoon Gate Repair
Other Insurance	Other Insurance	8/31/2019		305.95	Other Insurance Benefits
Payroll	Personnel	8/8/2019		32,833.00	8/8/19 Payroll
Payroll	Personnel	8/22/2019		33,283.44	8/22/19 Payroll
P-CARD VENDORS	Testing	07/29/2019	249557	2,722.00	Lab Test Quarterly DBP
Rocky Mountain Air Solutions - P-card	Materials & Supplies	07/31/2019	30073220	3,665.88	Liquid Oxygen
ROCKY MOUNTAIN POWER	Electricity	08/26/2019	RIN0029831	13,088.14	Electricity
ROCKY MOUNTAIN POWER	Electricity	08/26/2019	RIN0029831	7,911.92	Electricity
Rocky Moutain Air Solutions - P-card	Materials & Supplies	07/31/2019	30070194	3,753.78	Liquid Oxygen
Sutherlands - P-card	Materials & Supplies	07/31/2019	020593	1.45	Control Room LED
Sutherlands - P-card	Materials & Supplies	08/14/2019	028392	27.04	Turbidimeter installation parts
Taco Bell - P-card	Materials & Supplies	08/14/2019	046887	67.96	JPB Lunch
TYLER TECHNOLOGIES I	Capital	08/05/2019	045-268640	-16.00	Gems S028911 - Tyler Conve
TYLER TECHNOLOGIES I	Capital	08/06/2019	045-267051R	60.35	Tyler payment
TYLER TECHNOLOGIES I	Capital	08/06/2019	045-268640R	16.00	Tyler Software
TYLER TECHNOLOGIES I	Capital	08/20/2019	045-270584	100.74	Gems S028911 - Tyler Conversion
UPS - P-card	Testing	08/14/2019	00008F045W329	174.57	Ship Lab Tests
USPS - P-card	Postage and Printing	08/14/2019	022034	22.00	POSTAGE STAMPS
Walmart - P-card	Materials & Supplies	08/14/2019	095312	26.00	Cleaning and Maintenance Supplies
WARDWELL WATER & SEWER	Booster Supplies	08/07/2019	RIN0029796	162.35	Booster/Irrigation
Western Sling & Supply Co. - P-card	Materials & Supplies	08/14/2019	360098	11.78	Straps to lift sandbags
WESTERN STATES FIRE	Maintenance Agreements	08/14/2019	WSF227088	1,640.00	Repair Corrections from Annual Inspection
Xerox - P-card	Materials & Supplies	07/31/2019	097690682	205.85	Office Copier Lease
Total				<u>\$306,406.44</u>	



Central Wyoming Regional Water System

Gallons Produced  
Water Rates Billed

Fiscal Year 2019-2020

Entity	Gallons of Water Produced			Water Rates Billed		
	8/31/2019	7/31/2019	Year-to-Date	8/31/2019	7/31/2019	Year-to-Date
Salt Creek JPB	5,137,603.061	6,543,140.816	11,680,743.878	\$ 9,915.57	\$ 12,628.26	\$ 22,543.84
Wardwell W&S	35,608,590.816	35,250,247.959	70,858,838.776	\$ 68,724.58	\$ 68,032.98	\$ 136,757.56
Pioneer	7,698,387.755	8,113,820.408	15,812,208.163	\$ 14,857.89	\$ 15,659.67	\$ 30,517.56
Poison Spider	1,797,346.939	1,758,571.429	3,555,918.367	\$ 3,468.88	\$ 3,394.04	\$ 6,862.92
33 Mile Road	1,027,448.980	1,196,224.490	2,223,673.469	\$ 1,982.98	\$ 2,308.71	\$ 4,291.69
Sandy Lake	1,811,189.796	2,272,014.286	4,083,204.082	\$ 3,495.60	\$ 4,384.99	\$ 7,880.58
Lakeview	866,826.531	999,478.571	1,866,305.102	\$ 1,672.98	\$ 1,928.99	\$ 3,601.97
Mile-Hi	871,733.673	1,172,442.857	2,044,176.531	\$ 1,682.45	\$ 2,262.81	\$ 3,945.26
City of Casper	568,137,374.449	635,485,546.184	1,203,622,920.633	\$ 1,096,505.13	\$ 1,226,487.10	\$ 2,322,992.24
Regional Water	(940,310.000)	(468,000.000)	(1,408,310.000)	\$ (1,814.80)	\$ (903.24)	\$ (2,718.04)
<b>TOTAL</b>	<b>622,016,192.000</b>	<b>692,323,487.000</b>	<b>1,314,339,679.000</b>	<b>\$1,200,491.25</b>	<b>\$1,336,184.33</b>	<b>\$2,536,675.58</b>

**TOTAL PRIOR YEAR (FY2019) GALLONS PRODUCED:**

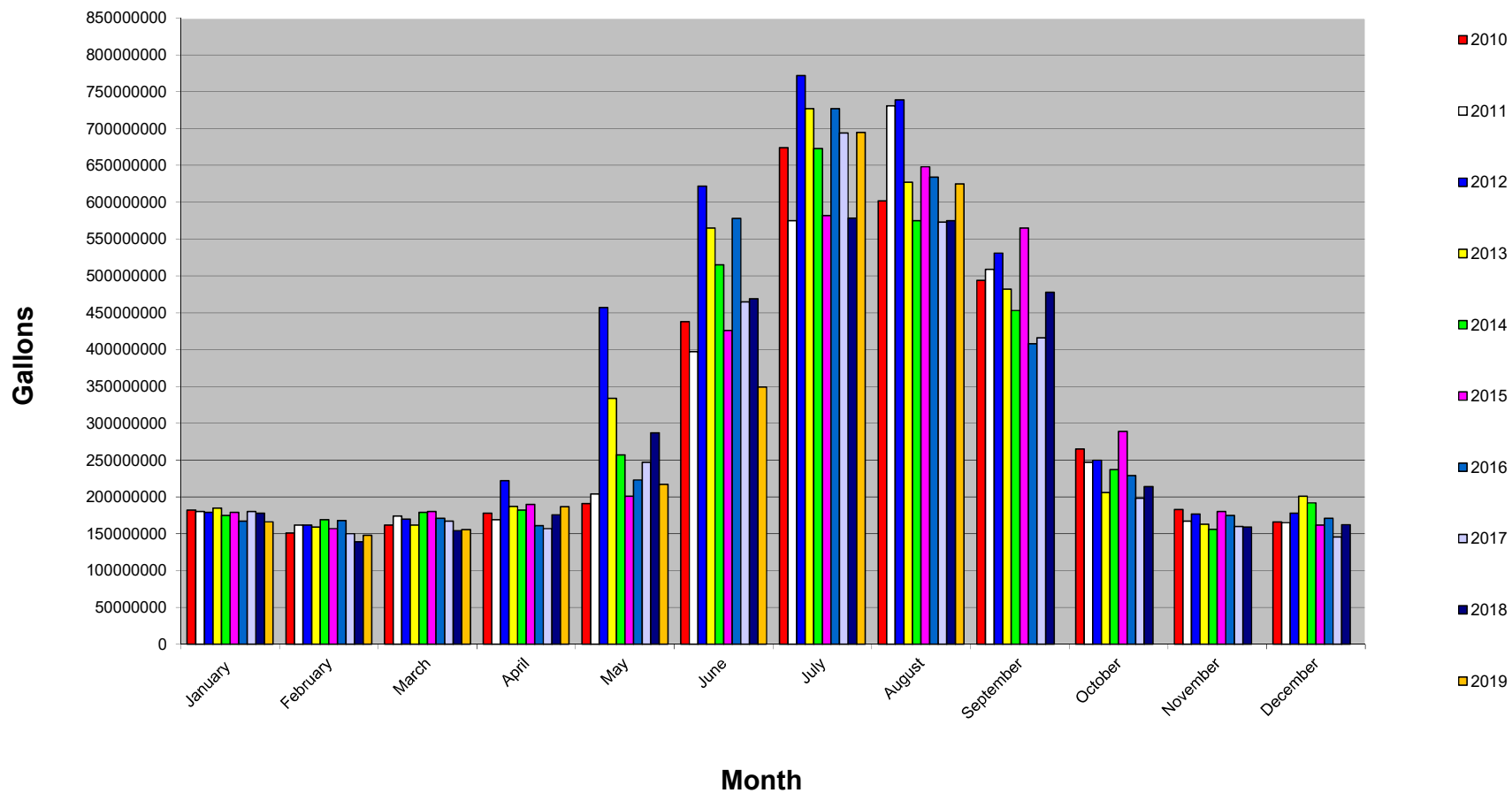
**3,361,736,483.000**

**TOTAL PRIOR YEAR (FY2019) BILLING:**

**\$ 6,193,755.45**

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

# WTP PRODUCTION



**WTP Operations Budget Comparison As Of 8/31/19**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020002	6001	Salaries and Wages - FT	\$692,968.81	\$0.00	\$692,968.81	\$135,387.88	\$557,580.93	19.54
202	2020002	6002	Salaries and Wages - PT/Season	\$20,835.36	\$0.00	\$20,835.36	\$3,889.69	\$16,945.67	18.67
202	2020002	6004	Overtime	\$14,000.00	\$0.00	\$14,000.00	\$1,267.99	\$12,732.01	9.06
202	2020002	6005	Standby Pay	\$12,000.00	\$0.00	\$12,000.00	\$1,957.47	\$10,042.53	16.31
202	2020002	6007	Accrued Leave	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00
202	2020002	6009	Supplemental Pay	\$11,200.00	\$0.00	\$11,200.00	\$16,346.80	-\$5,146.80	145.95
202	2020002	6010	Other Employee Withholdings	\$2,464.00	\$0.00	\$2,464.00	\$0.00	\$2,464.00	0.00
202	2020002	6020	FICA/MC Contributions	\$58,767.62	\$0.00	\$58,767.62	\$11,658.87	\$47,108.75	19.84
202	2020002	6030	Retirement Contributions	\$64,304.73	\$0.00	\$64,304.73	\$12,294.96	\$52,009.77	19.12
202	2020002	6032	Disability Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
202	2020002	6040	Worker's Compensation	\$20,287.71	\$0.00	\$20,287.71	\$0.00	\$20,287.71	0.00
202	2020002	6051	Health Insurance	\$172,926.21	\$0.00	\$172,926.21	\$35,182.65	\$137,743.56	20.35
202	2020002	6054	Other Insurance	\$3,535.21	\$0.00	\$3,535.21	\$926.25	\$2,608.96	26.20
202	2020002	6080	Other Employee Compensation	\$6,856.00	\$0.00	\$6,856.00	\$1,250.00	\$5,606.00	18.23
202	2020002	6101	General Supplies and Materials	\$846,676.82	\$13,062.57	\$846,676.82	\$390,356.08	\$443,258.17	47.65
202	2020002	6103	Postage and Printing	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	0.00
202	2020002	6111	Electricity	\$731,340.00	\$0.00	\$731,340.00	\$13,088.14	\$718,251.86	1.79
202	2020002	6112	Natural Gas	\$50,000.00	\$0.00	\$50,000.00	\$2,000.59	\$47,999.41	4.00
202	2020002	6113	Gas/Fuel	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
202	2020002	6150	Maint/Repair (non contract)	\$50,000.00	\$0.00	\$50,000.00	\$2,902.44	\$47,097.56	5.80
202	2020002	6160	Uniform Expense	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
202	2020002	6210	Professional Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00
202	2020002	6230	Maintenance Agreements	\$31,049.00	\$4,206.00	\$31,049.00	\$8,863.69	\$17,979.31	42.09
202	2020002	6240	Testing	\$42,000.00	\$0.00	\$42,000.00	\$7,255.14	\$34,744.86	17.27
202	2020002	6251	Laundry/Towel	\$2,500.00	\$0.00	\$2,500.00	\$436.11	\$2,063.89	17.44
202	2020002	6256	Internal Services	\$101,404.00	\$0.00	\$101,404.00	\$0.00	\$101,404.00	0.00
202	2020002	6601	Tranfers Out	\$10,715.00	\$0.00	\$10,715.00	\$0.00	\$10,715.00	0.00
202	2020002	6720	Travel/Training	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	0.00
202	2020002	6731	Communication	\$2,200.00	\$0.00	\$2,200.00	\$25.13	\$2,174.87	1.14
202	2020002	6733	Refuse Collection	\$40,000.00	\$0.00	\$40,000.00	\$359.00	\$39,641.00	0.90
202	2020002	6734	Sewer	\$300.00	\$0.00	\$300.00	\$49.12	\$250.88	16.37
202	2020002	6780	Insurance/Bonds	\$22,098.82	\$0.00	\$22,098.82	\$0.00	\$22,098.82	0.00
202	2020002	6791	Advertising/Promotion	\$800.00	\$0.00	\$800.00	\$87.08	\$712.92	10.89
202	2020002	6793	Dues and Subscriptions	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	0.00

<b>WTP Operations Totals</b>				<b>\$3,040,179.29</b>	<b>\$17,268.57</b>	<b>\$3,040,179.29</b>	<b>\$645,585.08</b>	<b>\$2,377,325.64</b>	<b>0.21</b>
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**Boosters & Tanks**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020033	6101	General Supplies and Materials	\$22,000.00	\$0.00	\$22,000.00	\$866.09	\$21,133.91	3.94
202	2020033	6111	Electricity	\$123,420.00	\$0.00	\$123,420.00	\$7,911.92	\$115,508.08	6.41
202	2020033	6210	Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
202	2020033	6256	Internal Services	\$169,097.00	\$0.00	\$169,097.00	\$0.00	\$169,097.00	0.00

<b>Booster &amp; Tanks Totals</b>				<b>\$316,517.00</b>	<b>\$0.00</b>	<b>\$316,517.00</b>	<b>\$8,778.01</b>	<b>\$307,738.99</b>	<b>0.0277</b>
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**Groundwater Guardian**

FUND	ORG	OBJECT	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
202	2020034	6101	General Supplies and Materials	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00
202	2020034	6103	Postage and Printing	\$200.00	\$0.00	\$200.00	\$22.00	\$178.00	11.00
202	2020034	6240	Testing	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	0.00
202	2020034	6791	Advertising/Promotion	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	0.00


<b>Groundwater Guardian Totals</b>				<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$22.00</b>	<b>\$5,278.00</b>	<b>0.0042</b>
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RWS Agency Budget Comparison As Of 8/31/19

FUND	ORG	Object	Description	Original Budget	Encumbered	Revised Budget	Actual	Remaining	Percent Used
300	300	4220	State Grants	-\$1,300,000.00	\$0.00	-\$1,300,000.00	\$0.00	-\$1,300,000.00	0.00
300	300	4501	Interest Earned	-\$70,000.00	\$0.00	-\$70,000.00	-\$10,526.06	-\$59,473.94	15.04
300	300	4503	Gain on Sale of Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	4504	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	4505	Misc. Revenue	-\$50.00	\$0.00	-\$50.00	-\$622.79	\$572.79	1,245.58
300	300	4601	Water Utility Charges	-\$7,106,511.00	\$0.00	-\$7,106,511.00	\$0.00	-\$7,106,511.00	0.00
300	300	4650	System Development Charges	-\$245,000.00	\$0.00	-\$245,000.00	-\$9,345.00	-\$235,655.00	3.81
<b>RWS Agency Revenue Totals</b>				<b>-\$8,721,561.00</b>	<b>\$0.00</b>	<b>-\$8,721,561.00</b>	<b>-\$881,139.09</b>	<b>-\$8,701,067.15</b>	<b>10.10%</b>
300	300	6210	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6212	Legal Services	\$30,000.00	\$0.00	\$30,000.00	\$746.00	\$29,254.00	2.49
300	300	6213	Investment Services	\$1,500.00	\$0.00	\$1,500.00	\$15.00	\$1,485.00	1.00
300	300	6214	Consulting Services	\$15,000.00	\$0.00	\$15,000.00	\$750.00	\$14,250.00	5.00
300	300	6215	Acctg/Audit Services	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	0.00
300	300	6255	Other Contractual	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	0.00
300	300	6257	Reimbursable Contract Exp.	\$3,349,603.00	\$0.00	\$3,349,603.00	\$1,068,314.08	\$2,281,288.92	31.89
300	300	6303	Buildings - New	\$463,544.66	\$181,544.66	\$463,544.66	\$0.00	\$282,000.00	39.16
300	300	6305	Improvements Other Than Bldgs	\$4,583,437.83	\$3,522,636.66	\$4,583,437.83	\$22,997.50	\$1,037,803.67	77.36
300	300	6307	Intanibles - New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6311	Light Equipment - New	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
300	300	6312	Light Equipment - Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6320	Technology - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	6321	Technology - Replacement	\$6,000.00	\$0.00	\$6,000.00	\$1,172.42	\$4,827.58	19.54
300	300	6501	Principal	\$2,086,798.00	\$0.00	\$2,086,798.00	\$267,225.20	\$1,819,572.80	12.81
300	300	6510	Interest	\$483,778.00	\$0.00	\$483,778.00	\$43,222.00	\$440,556.00	8.93
300	300	6720	Travel/Training	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
300	300	6780	Insurance/Bonds	\$97,544.00	\$0.00	\$97,544.00	\$7,124.68	\$90,419.32	7.30
300	300	9100	Revenue Control	\$0.00	\$0.00	\$0.00	-\$20,493.85	\$0.00	0.00
300	300	9110	Estimated Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9200	Expenditure Control	\$0.00	\$0.00	\$0.00	\$881,139.09	\$0.00	0.00
300	300	9210	Appropriations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9300	Encumbrances	\$0.00	\$0.00	\$0.00	\$3,709,311.49	\$0.00	0.00
300	300	9400	ACI Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9500	Fund Balance - Unreserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9510	Budgetary FB - Unreserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9520	FB Reserve For Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
300	300	9530	Budgetary FB Reserve - Encumb	\$0.00	\$0.00	\$0.00	-\$3,709,311.49	\$0.00	0.00
<b>RWS Agency Expense Totals</b>				<b>\$11,164,205.49</b>	<b>\$3,704,181.32</b>	<b>\$11,164,205.49</b>	<b>\$2,272,212.12</b>	<b>\$6,048,457.29</b>	<b>20.35%</b>

September 10, 2019

**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:** Pioneer Water and Sewer District Service Area Enlargement

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for September 17, 2019.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize three Petitions for Enlargements for the Pioneer Water and Sewer District.

Summary

The JPB has the responsibility of considering petitions for enlargements from the wholesale water entities. These enlargements effectively increase the entities service areas. The Pioneer Water and Sewer District has submitted three petitions for enlargements as follows:

- Kelley and Nikki Faylor – 11749 W Poison Spider Road – 72.45 Acres
- Philip B. and Lori M. Johnson – 7600 Poison Spider Road – 13.8 Acres
- Donaldo Hermosillo and Brenda Guzman – 7808 Poison Spider Road – 176.31 Acres

The Board of Directors of the Pioneer Water & Sewer District has voted to approve these Petitions for Enlargements and requests JPB approval of the annexations.

Financial Considerations

None

Oversight/Project Responsibility

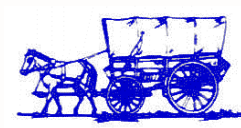
Bruce Martin, Public Utilities Manager

Attachments

Faylor, Johnson, and Hermosillo Petitions for Enlargements

# Pioneer Water & Sewer District

8917 Poison Spider Road  
Casper, Wyoming 82604  
307.472.7300  
FAX 307.215.0028  
pwsd@alluretech.net



*Ken Waters, Chairman*  
*Linda Tasler, Vice-Chairman*  
*Bette Bard, Secretary*  
*Jenny Vass, Treasurer*  
*Tim Kulhavy, Board Member*  
*Lee Anne Bayne, District Manager*  
*Val Reed, Chief Operator*

August 28, 2019

Central Wyoming Regional Water System  
Joint Powers Board  
1500 SW Wyoming Blvd  
Casper WY 82604

RE: Annexation of lands to the Pioneer Water & Sewer District

Dear Joint Powers Board:

Please find enclosed Petitions for Enlargement, resolution, and a map of Proposed Annexation for consideration for annexation of lands to the Pioneer Water & Sewer District by Kelley and Nikki Faylor, husband and wife. The proposed annexation will bring in approximately 72 acres. The owner will be requesting one residential  $\frac{3}{4}$ " tap. The intended use is agricultural/rural residential.

The Board of Directors of the Pioneer Water & Sewer District has voted to approve this Petition for Enlargement as noted in the enclosed resolution, and requests your approval of the annexation.

Thank you for your attention to this matter and if you have any questions or concerns, please call or e-mail me.

Sincerely,

PIONEER WATER & SEWER DISTRICT

A blue ink handwritten signature of Lee Anne Bayne.

Lee Anne Bayne  
District Manager

**RESOLUTION**

COMES NOW the Pioneer Sewer and Water District upon the Petition for Enlargement filed by Kelley Faylor and Nikki Faylor, husband and wife;

WHEREFORE the Petitioners have requested an annexation of certain lands into the Pioneer Sewer and Water District; and

WHEREAS Petitioners constitute all of the voters and landowners in the lands proposed for annexation; and

WHEREAS the lands are contiguous to the Pioneer Sewer and Water District and meet all other requirements for annexation;

THEREFORE the Pioneer Sewer and Water District hereby approves the annexation petition and supports its favorable consideration by the Natrona County Commissioners.

DATED this 20th day of June, 2019.

PIONEER WATER AND SEWER DISTRICT

By: Kenneth L. Waters  
Chairman

The foregoing instrument was acknowledged by me this 20 day of June, 2019 in the County of Natrona, State of Wyoming.

Witness my hand and official seal.

Notary Public



My commission expires

9-27-2022



# ENLARGEMENT PETITION

For annexation to the Pioneer Water & Sewer District

Petitioners Kelley Faylor and Nikki Faylor  
Print names of property owners

respectfully petition the Board of Pioneer Water and Sewer District and the Board of County Commissioners of Natrona County, Wyoming as follows:

1. Petitioners are the fee owners or purchaser under a contract for deed of the following described property, to wit:

11749 W Poison Spider RD physical address

Part of See attachment A containing 72.45 acres.  
brief legal description - PLEASE ATTACH FULL LEGAL DESCRIPTION

2. Petitioners are the ONLY landowner(s) within the area proposed for enlargement.
3. Petitioners ask that said land be included in the Pioneer Water and Sewer District and hereby assent to the inclusion of said lands in said District. Petitioners agree to comply with the provisions of the By-Laws and the Rules and Regulations of Pioneer Water and Sewer District, as they be amended from time to time.
4. Petitioners are satisfied with the representation of the current Board of Directors of the Pioneer Water & Sewer District and do not request members be added to the Board of Directors of the District.
5. There are \_\_\_\_\_ or are not ☒ voters residing on this property listed above.  
PLEASE CHECK THE APPROPRIATE RESPONSE
6. Petitioners ask for a favorable consideration of this petition by the Board of said District at its earliest convenience.

Kelley Faylor  
First Property Owner Signature

Dated 6-20-19

Kelley Faylor  
Name Printed

11-03-79  
Date of Birth

Nikki Faylor  
Second Property Owner Signature

Dated 6-20-19

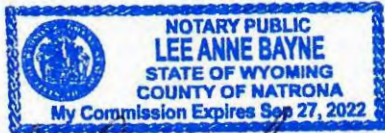
Nikki Faylor  
Name Printed

10-22-78  
Date of Birth



The foregoing Petition for Enlargement was acknowledged before me by KELLEY FAYLOR AND  
NIKKI FAYLOR, Petitioner(s) this 20 day of JUNE, 2019.

Witness my hand and official seal.

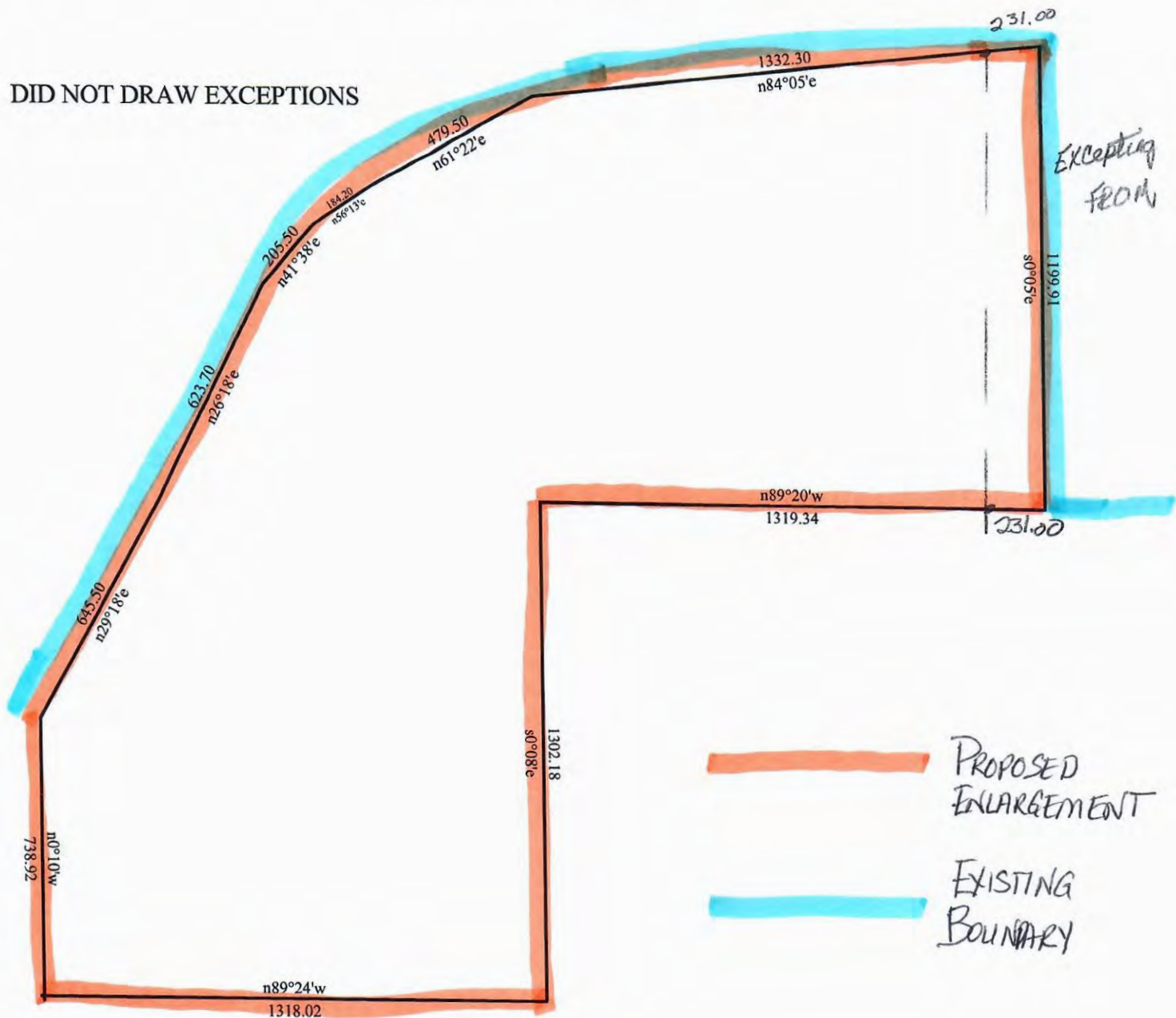


Lee Anne Bayne  
Notary Public

My commission expires: 9/27/2022

PT N1/2 N1/2 SE: PT SWSE: S&E OF COUNTY RD 2-33-81  
33810240000400

DID NOT DRAW EXCEPTIONS



Title: KENNETH MYERS REV TR TO KELLEY FAYLOR ET UX (NIKKI)

Date: 06-11-2019

Scale: 1 inch = 400 feet

File: FAYLOR, KELLY WD-1064666.des

Tract 1: 87.187 Acres: 3797853 Sq Feet: Closure = s30.4438e 13.00 Feet: Precision = 1/719: Perimeter = 9349 Feet

001=n0.10w 738.92

005=n56.13e 184.20

009=n89.20w 1319.34

002=n29.18e 645.50

006=n61.22e 479.50

010=s0.08e 1302.18

003=n26.18e 623.70

007=n84.05e 1332.30

011=n89.24w 1318.02

004=n41.38e 205.50

008=s0.05e 1199.91

PIONEER WATER & SEWER DISTRICT  
PROPOSED ANNEXATION



## EXHIBIT "A"

A PARCEL BEING A PORTION OF THE SW $\frac{1}{4}$ SE $\frac{1}{4}$ , NW $\frac{1}{4}$ SE $\frac{1}{4}$  AND NE $\frac{1}{4}$ SE $\frac{1}{4}$  OF SECTION 2, TOWNSHIP 33 NORTH, RANGE 81 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, LYING SOUTH AND SOUTHEASTERLY OF THE NORTH RIGHT-OF-WAY LINE OF COUNTY ROAD NO. 201 (POISON SPIDER ROAD), BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE GOVERNMENT SURVEY BRASS-CAP CORNER MARKING THE SOUTHWEST CORNER OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$  OF SAID SECTION 2; THENCE N.0°10'W., 738.92 FEET ALONG THE WEST LINE OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$  TO AN INTERSECTION WITH THE NORTH RIGHT-OF-WAY LINE OF SAID COUNTY ROAD NO. 201 (POISON SPIDER ROAD); THENCE N.29°18'E., 645.50 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE CONTINUING ON SAID NORTH RIGHT-OF-WAY LINE N.26°18'E., 623.70 FEET; THENCE N.41°38'E., 205.50 FEET; THENCE N.56°13'E., 184.20 FEET; THENCE N.61°22'E., 479.50 FEET; THENCE N.84°05'E., 1332.30 FEET TO AN INTERSECTION WITH THE EAST LINE OF SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$  OF SAID SECTION 2; THENCE S.0°05'E., 1199.91 FEET TO THE STANDARD GOVERNMENT BRASS-CAP MARKING THE SOUTHEASTERN CORNER OF SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ ; THENCE N.89°20'W., 1319.34 FEET TO THE SOUTHWEST CORNER OF SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ , MARKED BY A STANDARD GOVERNMENT BRASS-CAP; THENCE S.0°08'E., 1302.18 FEET TO THE SOUTHEAST CORNER OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$ , MARKED BY A STANDARD GOVERNMENT BRASS-CAP; THENCE N.89°24'W., 1318.02 FEET TO THE SOUTHWEST CORNER OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$  AND THE POINT OF BEGINNING;

**EXCEPTING THEREFROM** A RIGHT-OF-WAY FOR COUNTY ROAD NO. 201 (POISON SPIDER ROAD) ACROSS SAID LANDS, BEING A STRIP OF LAND 80.00 FEET WIDE, PARALLEL TO AND 80.00 FEET SOUTH AND SOUTHEASTERLY MEASURED RADially FROM THE FOLLOWING DESCRIBED NORTH RIGHT-OF-WAY LINE; BEGINNING AT A POINT ON THE WEST LINE OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$  OF SAID SECTION 2 WHICH LIES N.0°10'W., 738.92 FEET FROM THE SOUTHWEST CORNER OF SAID SW $\frac{1}{4}$ SE $\frac{1}{4}$ ; THENCE N.29°18'E., 645.50 FEET; THENCE N.26°18'E., 623.70 FEET; THENCE N.41°38'E., 205.50 FEET; THENCE N.56°13'E., 184.20 FEET; THENCE N.84°05'E., 1332.30 FEET TO THE EAST LINE OF SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$  AT A POINT LYING N.0°05'W., 1199.91 FEET FROM THE SOUTHEAST CORNER THEREOF.

**AND FURTHER EXCEPTING THEREFROM** A PARCEL OF LAND ALONG THE EAST SIDE OF SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$  OF SAID SECTION 2, TOWNSHIP 33 NORTH, RANGE 81 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 2; THENCE S.0°05'E., 1300.20 FEET ALONG THE EAST BOUNDARY OF SAID QUARTER SECTION TO THE POINT OF BEGINNING; THENCE WEST 231.00 FEET ALONG THE SOUTH BOUNDARY OF SAID QUARTER SECTION; THENCE N.0°05'W., 1152 FEET TO THE NORTHWEST CORNER OF THE TRACT CONVEYED HEREIN, THE SAME BEING THE CENTER LINE OF COUNTY ROAD NO. 201 (POISON SPIDER ROAD); THENCE EASTERLY 231.00 FEET ALONG THE CENTER LINE OF SAID ROAD TO THE EAST BOUNDARY OF SAID QUARTER SECTION; THENCE S.0°05'E., 1152.00 FEET TO THE POINT OF BEGINNING.

*Legal Description*



# NATRONA COUNTY ASSESSOR PROPERTY PROFILE

<b>Account #:</b> R0036602	<b>Local #:</b> 10810330020035	<b>Parcel #:</b> 33810240000400
<b>Tax Year:</b> 2020	<b>Levy:</b> 67.89	<b># of Imps:</b>
<b>Tax Dist:</b> 0120	<b>Map #:</b> 33810240000400	<b>LEA:</b> 0930
<b>PUC:</b>	<b>Initials:</b> DGLAZIER	<b>Acct Type:</b> Res Vacant Land
<b>Assign To:</b> DI G		<b>Created On:</b> 01/01/2020
		<b>Active On:</b> 01/01/2020
		<b>Inactive On:</b>
		<b>Last Updated:</b> 06/12/2019

## Owner's Name and Address

FAYLOR, KELLEY ET UX  
111 W G ST  
CASPER, WY 82601 -

## Property Address

**Street:** 11749 POISON SPIDER RD  
**City:** CASPER

## Legal

PT N1/2 N1/2 SE: PT SW SE: S & E OF COUNTY RD 2-33-81

Section	Township	Range	Qtr	QtrQtr	Government Lot	Government Tract
02	33	81	SE			

## Subdivision Information

Sub Name	Block	Lot	Tract

## Land Valuation Summary

Land Type	Abst Cd	Value By	Net SF	Measure	# of Units	Value/Unit	Actual Val	Asmt %	Assessed Val
Residential	00103	LIN	3,155,922	Acres	72.450000	\$732.65	\$53,080	9.50%	\$5,043

Class	Sub Class

Land Subtotal:	72.45	\$53,080	\$5,043
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## Land Attributes

Attribute	Description	Adjustment

## Improvement Valuation Summary

Imp #	Property Type	Abst Code	Occupancy	Class	Actual Value	Asmt %	Assessed Val*
					\$0		\$0

Improvement Subtotal:

## Total Property Value

Total Value:	\$53,080	\$5,043
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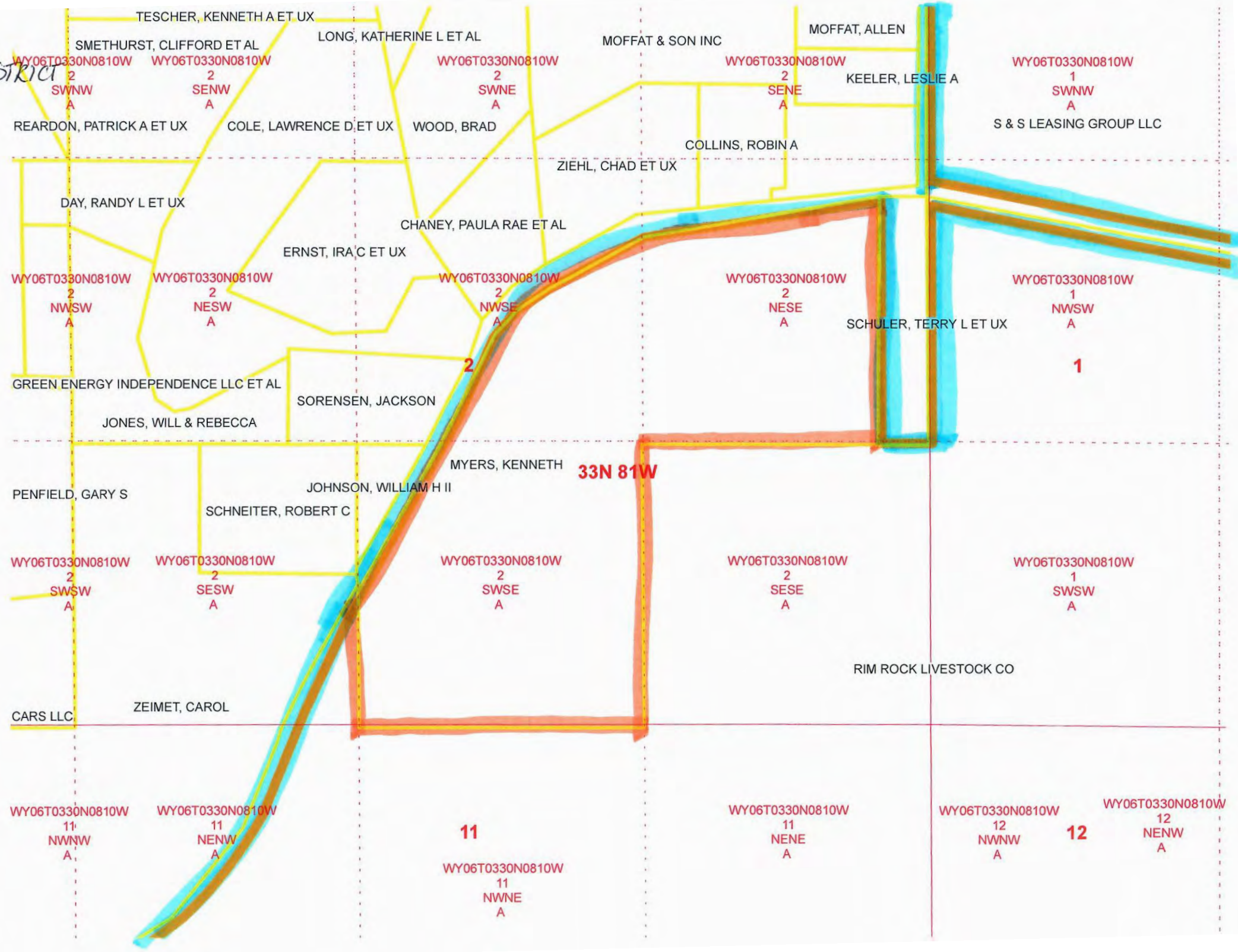
\*Approximate Assessed Value



# PIONEER WATER & SEWER DISTRICT PROPOSED ANNEXATION

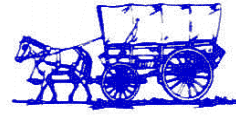
PROPOSED  
ENLARGEMENT

EXISTING  
BOUNDARY



# Pioneer Water & Sewer District

8917 Poison Spider Road  
Casper, Wyoming 82604  
307.472.7300  
FAX 307.215.0028  
pwsd@alluretech.net



*Ken Waters, Chairman  
Linda Tasler, Vice-Chairman  
Bette Bard, Secretary  
Jenny Vass, Treasurer  
Tim Kulhavy, Board Member  
Lee Anne Bayne, District Manager  
Val Reed, Chief Operator*

August 28, 2019

Central Wyoming Regional Water System  
Joint Powers Board  
1500 SW Wyoming Blvd  
Casper WY 82604

RE: Annexation of lands to the Pioneer Water & Sewer District

Dear Joint Powers Board:

Please find enclosed Petitions for Enlargement, resolution, and a map of Proposed Annexation for consideration for annexation of lands to the Pioneer Water & Sewer District by Philip B and Lori M. Johnson Living Trust, dated April 16, 2008. The proposed annexation will bring in approximately 14 acres. At this point in time, the owner is not requesting any additional taps.

The Board of Directors of the Pioneer Water & Sewer District has voted to approve this Petition for Enlargement as noted in the enclosed resolution, and requests your approval of the annexation.

Thank you for your attention to this matter and if you have any questions or concerns, please call or e-mail me.

Sincerely,

PIONEER WATER & SEWER DISTRICT

A handwritten signature in blue ink, appearing to read "J. Bayne".

Lee Anne Bayne  
District Manager



**RESOLUTION**

COMES NOW the Pioneer Sewer and Water District upon the Petition for Enlargement filed by Philip B and Lori M Johnson Living Trust;

WHEREFORE the Petitioners have requested an annexation of certain lands into the Pioneer Sewer and Water District; and

WHEREAS Petitioners constitute all of the voters and landowners in the lands proposed for annexation; and

WHEREAS the lands are contiguous to the Pioneer Sewer and Water District and meet all other requirements for annexation;

THEREFORE the Pioneer Sewer and Water District hereby approves the annexation petition and supports its favorable consideration by the Natrona County Commissioners.

DATED this 10th day of June, 2019.

PIONEER WATER AND SEWER DISTRICT

By: *Beth Bero*  
Secretary

The foregoing instrument was acknowledged by me this 10 day of June, 2019 in the County of Natrona, State of Wyoming.

Witness my hand and official seal.

Notary Public



My commission expires

9/27/2022

## ENLARGEMENT PETITION

For annexation to the Pioneer Water & Sewer District

**Petitioners** Philip B. and Lori M. Johnson Living Trust,  
dated April 16, 2008

Print names of property owners

respectfully petition the Board of Pioneer Water and Sewer District and the Board of Natrona County Commissioners as follows:

- Petitioners are the fee owners or purchaser under a contract for deed of the following described property, to wit:  
7600 Poison Spider Rd.  
Casper, WY 82604 physical address  
Part of NE 1/4 of Sec. 9 T33N R80W containing 13.8 acres.  
brief legal description - PLEASE ATTACH FULL LEGAL DESCRIPTION - see attached  
Parcels A & B.
- Petitioners ask that said land be included in the Pioneer Water and Sewer District and hereby assent to the inclusion of said lands in said District and water service is immediately available to the area to be served and Petitioners agree to comply with the provisions of the By-Laws and the Rules and Regulations of Pioneer Water and Sewer District, as they be amended from time to time.
- There are        or are not X voters residing on this property listed above.  
PLEASE CHECK THE APPROPRIATE RESPONSE
- Petitioners ask for a favorable consideration of this petition by the Board of said District at its earliest convenience.

Philip B. Johnson

First Property Owner Signature

Dated 5-29-2019

Philip B. Johnson 8/13/1950

Name Printed

Date of Birth

Lori M. Johnson

Second Property Owner Signature

Dated 5-29-2019

LORI M Johnson 3/5/1957

Name Printed

Date of Birth



WARRANTY DEED

PHILIP B. JOHNSON AND LORI M. JOHNSON, TRUSTEES UNDER THE PHILIP B. AND LORI M. JOHNSON LIVING TRUST, DATED APRIL 16, 2008 AND JANE L. JOHNSON AND PHILIP B. JOHNSON, SUCCESSOR TRUSTEES UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999 AND JANE L. JOHNSON AND PHILIP B. JOHNSON, SUCCESSOR TRUSTEES, CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999, SURVIVOR'S TRUST, grantor(s),

of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

PHILIP B. JOHNSON AND LORI M. JOHNSON, TRUSTEES, OR THEIR SUCCESSORS IN TRUST, UNDER THE PHILIP B. AND LORI M. JOHNSON LIVING TRUST, DATED APRIL 16, 2008 AND ANY AMENDMENTS THERETO, grantee(s),

whose address is:

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Subject to Covenants, Conditions, Restrictions and Easements of Record, if any.

Witness my/our hand(s) this 20 day of April, 2017.

THE PHILIP B. AND LORI M. JOHNSON LIVING TRUST, DATED APRIL 16, 2008

BY: Philip B. Johnson  
PHILIP B. JOHNSON, TRUSTEE

BY: Lori M. Johnson  
LORI M. JOHNSON, TRUSTEE

THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999

BY: Jane L. Johnson  
JANE L. JOHNSON, SUCCESSOR TRUSTEE

BY: Philip B. Johnson  
PHILIP B. JOHNSON, SUCCESSOR TRUSTEE

CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999, SURVIVOR'S TRUST

BY: Jane L. Johnson  
JANE L. JOHNSON, SUCCESSOR TRUSTEE

BY: Philip B. Johnson  
PHILIP B. JOHNSON, SUCCESSOR TRUSTEE

State of Wyoming }  
County of Natrona } ss.

The foregoing instrument was acknowledged before me by PHILIP B. JOHNSON AND LORI M. JOHNSON, TRUSTEES UNDER THE PHILIP B. AND LORI M. JOHNSON LIVING TRUST, DATED APRIL 16, 2008 AND PHILIP B. JOHNSON, SUCCESSOR TRUSTEE UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999 AND PHILIP B. JOHNSON, SUCCESSOR TRUSTEE, CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999, SURVIVOR'S TRUST

this 20th day of April, 2017.  
Witness my hand and official seal.

My commission expires:



Carla Ray Stauch  
Notarial Officer

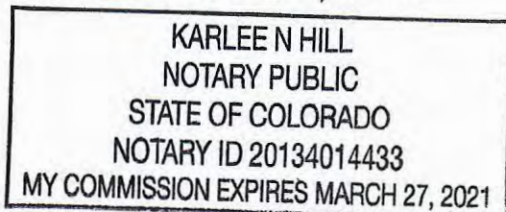
State of Colorado }  
County of Larimer } ss.

The foregoing instrument was acknowledged before me by JANE L. JOHNSON, SUCCESSOR TRUSTEE UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999 AND JANE L. JOHNSON, SUCCESSOR TRUSTEE, CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999, SURVIVOR'S TRUST

this 20th day of April, 2017.  
Witness my hand and official seal.

My commission expires:

March 27, 2021



Karlee N Hill  
Notarial Officer

4/26/2017 1:13:31 PM  
Pages: 4  
1029612  
RENEA VITTO  
RECORDED: GC  
Fee: \$21.00  
AMERICAN TITLE AGENCY  
NATRONA COUNTY CLERK



## FOR

# PROPERTY LOCATION PLAT

# PIONEER WATER & SEWER DISTRICT PROPOSED ANNEXATION



W.C. 75.00' NORTH

ON

SECTION 4  
SECTION 9

N1/4 CORNER

Quonset

House

NW1/4NE1/4

IRRIGATION CANAL

PARCEL A  
9.951 ACRES

N.0°09'45"E., 907.82'

S.55°44'29"E., 646.88'

N.89°49'42"E., 702.25'

PARCEL B  
3.858 ACRES

W.C. 40.32' NORTH

N.82°38'10"W., 719.74'

S.16°56'48"E., 566.15'

619.00'

NE1/16 CORNER

CN1/16 CORNER

185.00'

110.82' REC. A.C.

S.6°59'46"W., 174.64'

REC. PK. NAIL

POISON SPIDER RD (80')

SW1/4NE1/4

N.0°09'45"E., 142.57'

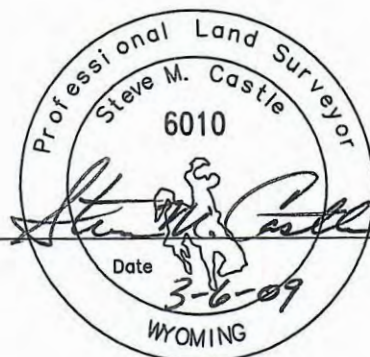
C1/4 CORNER  
REC. A.C. AT  
BASE OF BENT  
GLO B.C.

ING BOUNDARY  
SED BOUNDARY  
RGEMENT

## BASIS OF BEARING GEODETIC BASED ON GPS

○ RECOVERED BRASS CAP  
□ RECOVERED CORNER (AS NOTED)  
■ SET 5/8" REBAR W/AL. CAP  
W.C. WITNESS CORNER  
⚡ SET SPIKE W/CHASER ON LINE

Date: 3/6/09  
W.O. No. 13404  
Book No. 1195, Pg. 59  
Acad File: JOHNSON LIVING TRUST 13404







**CASPER**  
200 PRONGHORN  
CASPER, WY 82601  
PH. 307-266-2524  
FAX. 307-235-5604

**CHEYENNE**  
P.O. Box 20571  
CHEYENNE, WY 82003  
PH. 307-772-9303  
FAX. 307-772-9350

**GILLETTE**  
P.O. Box 1056  
GILLETTE, WY 82717  
PH. 307-682-6554  
FAX. 307-682-6365

**PINEDALE**  
P.O. Box 1519  
PINEDALE, WY 82941  
PH. 307-367-6548  
FAX. 307-367-8548

March 6, 2009

Phil Johnson  
C.P. & P.L. Johnson Living Trust  
7600 Poison Spider Road  
Casper WY, 82604

W.O. No.: 13404

Description: (Parcel A – 9.951 Acres)

A Parcel located in and being a portion of the NW1/4NE1/4, Section 9, Township 33 North, Range 80 West, of the Sixth Principal Meridian, Natrona County, Wyoming, and being more particularly described by metes and bounds as follows:

Beginning at the southwesterly corner of said Parcel and the southwesterly corner of said NW1/4NE1/4, Section 9; thence along the westerly line of said Parcel and the westerly line of said NW1/4NE1/4, Section 9, N.0°09'45"E., 907.82 feet to the northwesterly corner of said Parcel; thence along the northerly line of said Parcel and into said NW1/4NE1/4, Section 9, S.55°44'29"E., 646.88 feet to the northeasterly corner of said Parcel; thence along the easterly line of said Parcel, S.16°56'48"E., 566.15 feet to the southeasterly corner of said Parcel and a point in and intersection with the southerly line of said NW1/4NE1/4, Section 9; thence along the southerly line of said Parcel and the southerly line of said NW1/4NE1/4, Section 9, S.89°49'42"W., 702.25 feet to the Point of Beginning and containing 9.951 acres, more or less, as set forth by the plat attached and made a part hereof.







CASPER  
200 PRONGHORN  
CASPER, WY 82601  
PH. 307-266-2524  
FAX. 307-235-5604

CHEYENNE  
P.O. BOX 20571  
CHEYENNE, WY 82003  
PH. 307-772-9303  
FAX. 307-772-9350

GILLETTE  
P.O. BOX 1056  
GILLETTE, WY 82717  
PH. 307-682-6554  
FAX. 307-682-6365

PINEDALE  
P.O. BOX 1519  
PINEDALE, WY 82941  
PH. 307-367-6548  
FAX. 307-367-8548

March 6, 2009

Phil Johnson  
C.P. & P.L. Johnson Living Trust  
7600 Poison Spider Road  
Casper WY, 82604

W.O. No.: 13404

Description: (Parcel B – 3.858 Acres)

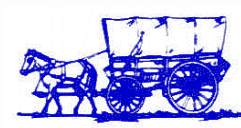
A Parcel located in and being a portion of the SW1/4NE1/4, Section 9, Township 33 North, Range 80 West, of the Sixth Principal Meridian, Natrona County, Wyoming, and being more particularly described by metes and bounds as follows:

Beginning at the northwesterly corner of said Parcel and the northwesterly corner of said SW1/4NE1/4, Section 9; thence along the northerly line of said Parcel and the northerly line of said SW1/4NE1/4, Section 9, N.89°49'42"E., 702.25 feet to the northeasterly corner of said Parcel; thence along the easterly line of said Parcel and into said SW1/4NE1/4, Section 9, S.16°56'48"E., 110.82 feet to a point; thence along the easterly line of said Parcel, S.6°59'46"W., 174.64 feet to the southeasterly corner of said Parcel and a point in and intersection with the centerline of Poison Spider Road; thence along the southerly line of said Parcel and the centerline of said Poison Spider Road, N.82°38'10"W., 719.74 feet to the southwesterly corner of said Parcel and a point in and intersection with the westerly line of said SW1/4NE1/4, Section 9; thence along the westerly line of said Parcel and the westerly line of said SW1/4NE1/4, Section 9, N.0°09'45"E., 185.00 feet to the Point of Beginning and containing 3.858 acres, more or less, as set forth by the plat attached and made a part hereof.



# Pioneer Water & Sewer District

8917 Poison Spider Road  
Casper, Wyoming 82604  
307.472.7300  
FAX 307.215.0028  
pwsd@alluretech.net



*Ken Waters, Chairman  
Linda Tasler, Vice-Chairman  
Bette Bard, Secretary  
Jenny Vass, Treasurer  
Tim Kulhavy, Board Member  
Lee Anne Bayne, District Manager  
Val Reed, Chief Operator*

August 28, 2019

Central Wyoming Regional Water System  
Joint Powers Board  
1500 SW Wyoming Blvd  
Casper WY 82604

RE: Annexation of lands to the Pioneer Water & Sewer District

Dear Joint Powers Board:

Please find enclosed Petitions for Enlargement, resolution, and a map of Proposed Annexation for consideration for annexation of lands to the Pioneer Water & Sewer District by Donald Hermosillo and Brenda Guzman, husband and wife. The proposed annexation will bring in approximately 176 acres. The owner will be requesting one residential  $\frac{3}{4}$ " tap. The intended use is agricultural/rural residential.

The Board of Directors of the Pioneer Water & Sewer District has voted to approve this Petition for Enlargement as noted in the enclosed resolution, and requests your approval of the annexation.

Thank you for your attention to this matter and if you have any questions or concerns, please call or e-mail me.

Sincerely,

PIONEER WATER & SEWER DISTRICT

A handwritten signature in blue ink, appearing to read 'L. Bayne'.

Lee Anne Bayne  
District Manager

**Agenda Item  
# 8 a iii**



**RESOLUTION**

COMES NOW the Pioneer Sewer and Water District upon the Petition for Enlargement filed by Donaldo Hermosillo and Brenda S Guzman, husband and wife;

WHEREFORE the Petitioners have requested an annexation of certain lands into the Pioneer Sewer and Water District; and

WHEREAS Petitioners constitute all of the voters and landowners in the lands proposed for annexation; and

WHEREAS the lands are contiguous to the Pioneer Sewer and Water District and meet all other requirements for annexation;

THEREFORE the Pioneer Sewer and Water District hereby approves the annexation petition and supports its favorable consideration by the Natrona County Commissioners.

DATED this 12<sup>th</sup> day of August, 2019.

PIONEER WATER AND SEWER DISTRICT

By: [Signature]  
Chairman

The foregoing instrument was acknowledged by me this 12 day of August, 2019 in the County of Natrona, State of Wyoming.

Witness my hand and official seal.

Notary Public

[Signature]



My commission expires

Sept 27, 2022

## ENLARGEMENT PETITION

For annexation to the Pioneer Water & Sewer District

Petitioners Donald Homsilt & Brenda S Guzman  
Print names of property owners

respectfully petition the Board of Pioneer Water and Sewer District and the Board of Natrona County Commissioners as follows:

1. Petitioners are the fee owners or purchaser under a contract for deed of the following described property, to wit:

7808 Poison Spider Rd physical address

Part of \_\_\_\_\_ containing 17631 acres.  
brief legal description - PLEASE ATTACH FULL LEGAL DESCRIPTION

2. Petitioners ask that said land be included in the Pioneer Water and Sewer District and hereby assent to the inclusion of said lands in said District and water service is immediately available to the area to be served and Petitioners agree to comply with the provisions of the By-Laws and the Rules and Regulations of Pioneer Water and Sewer District, as they be amended from time to time.
3. There are \_\_\_\_\_ or are not ☒ voters residing on this property listed above.  
PLEASE CHECK THE APPROPRIATE RESPONSE
4. Petitioners ask for a favorable consideration of this petition by the Board of said District at its earliest convenience.

[Signature]  
First Property Owner Signature

Dated 07-31-19

Donald Homsilt  
Name Printed

09-22-1928  
Date of Birth

[Signature]  
Second Property Owner Signature

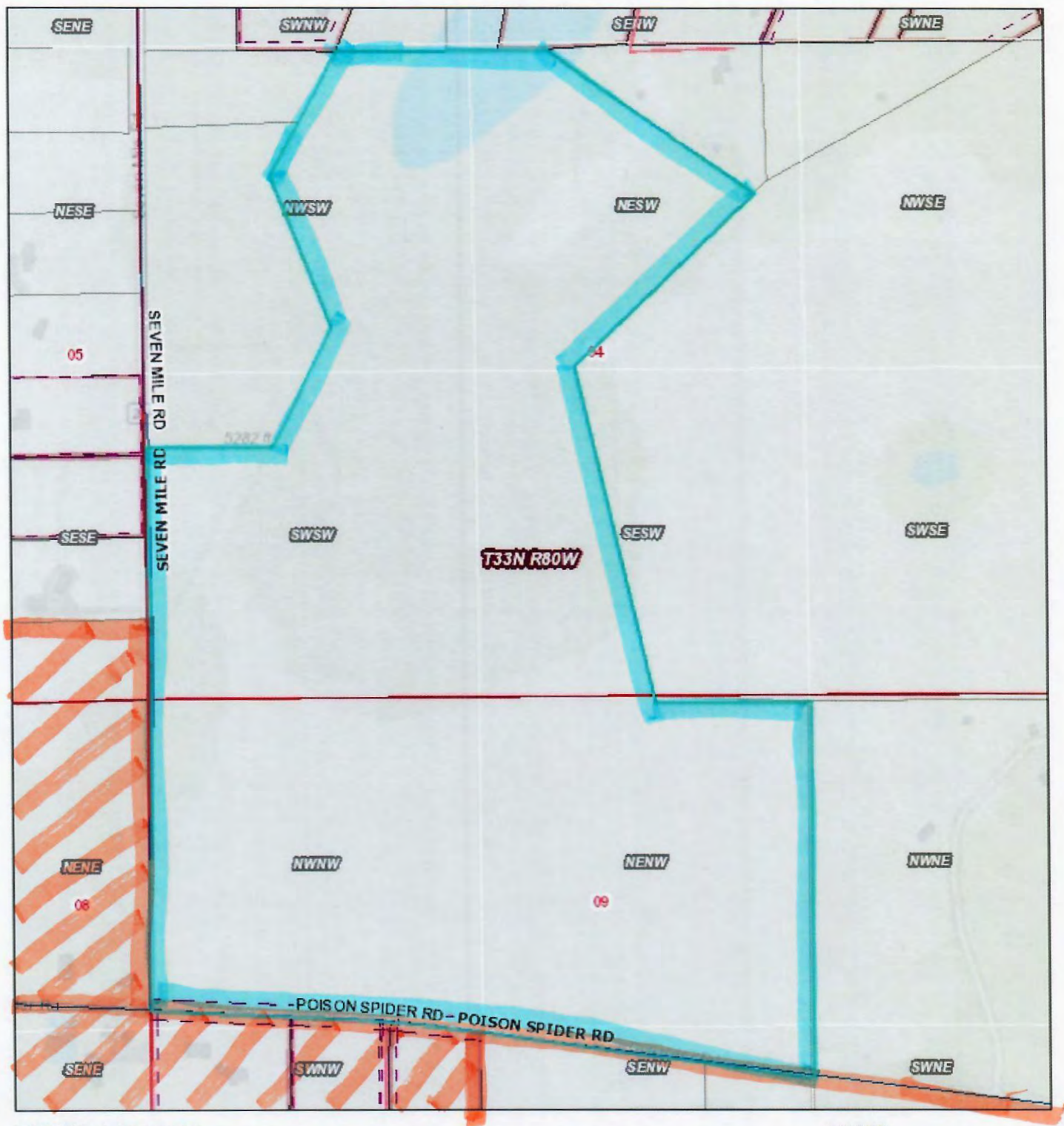
Dated 07/31/19

Brenda S Guzman  
Name Printed

01-24-1984  
Date of Birth




## Pioneer Water & Sewer District Proposed Enlargement



9/5/2019, 1:58:36 PM

1:9,028

## PROPOSED ENLARGEMENT

 EXISTING BOUNDARY

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and

Web AppBuilder for ArcGIS



# LEGAL DESCRIPTION

A Parcel located in and being a portion of NW1/4SW1/4, NE1/4SW1/4, SW1/4SW1/4, SE1/4SW1/4, Section 4, NW1/4NW1/4, NE1/4NW1/4, SW1/4NW1/4, SE1/4NW1/4, Section 9, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at a point in the westerly line of the Parcel being described and the southwest corner of Section 4, and the centerline of 66 foot wide 7 Mile Road; thence from said Point of Beginning and along the westerly line of the Parcel being described and the westerly line of said Section 4, and the centerline of said 7 Mile Road, N0°23'46"W, 1036.86 feet to the southwest corner of the Dayton Tract; thence continuing along the westerly line of the Parcel being described and the southerly line of said Dayton Tract and into the SW1/4SW1/4, said Section 4, N89°33'56"E, 505.07 feet to a point in the approximate center of an irrigation ditch; thence continuing along the westerly line of the Parcel being described and the easterly line of said Dayton Tract and said approximate center of irrigation ditch and into the NW1/4SW1/4, said Section 4, N26°23'30"E, 529.96 feet to a point; thence continuing along the westerly line of the Parcel being described and the easterly line of said Dayton Tract and said approximate center of irrigation ditch, N21°45'41"W, 649.81 feet to a point; thence continuing along the westerly line of the Parcel being described and the easterly line of said Dayton Tract and said approximate center of irrigation ditch, N28°42'08"E, 560.11 feet to the northwesterly corner of said parcel and a point in and intersection with the northerly line of the NW1/4SW1/4, said Section 4, thence along the northerly line of the Parcel being described and the northerly line of said NW1/4SW1/4, and the northerly line of the NE1/4SW1/4, said Section 4, N89°29'32"E, 841.84 feet to a point in an existing pond and the northeasterly corner of said parcel and the westerly corner of a 12.132 acre tract and approximate centerline of an irrigation drainage ditch produced; thence along the easterly line of the Parcel being described and the southwesterly line of said 12.132 acre tract and said approximate centerline of irrigation drainage ditch and into the NE1/4SW1/4, said Section 4, S55°14'30"E, 1008.14 feet to the southerly corner of said 12.132 acre tract and intersection of an additional irrigation drainage ditch; thence continuing along the easterly line of the Parcel being described and along said approximate centerline of irrigation drainage ditch, S45°43'31"W, 1000.56 feet to a point; thence continuing along the easterly line of said Parcel being described and along said approximate centerline of irrigation drainage ditch and into and across the SE1/4SW1/4, said Section 4, S13°06'34"E, 1381.13 feet to a point in and intersection with the southerly line of said SE1/4SW1/4, Section 4; thence continuing along the easterly line of the Parcel being described and the southerly line of said SE1/4SW1/4, Section 4, and said approximate center of irrigation drainage ditch, N89°40'13"E, 626.13 feet to the northeast corner of the NE1/4NW1/4, Section 9 and intersection of an additional irrigation drainage ditch; thence along the easterly line of the Parcel being described and the easterly line of said NE1/4NW1/4, Section 9 and along said approximate centerline of irrigation drainage ditch, S0°12'45"W, 1327.03 feet to the southeast corner of said NE1/4NW1/4, Section 9; thence continuing along the easterly line of the Parcel being described and the easterly line of the SE1/4NW1/4, said Section 9, S0°09'28"W, 184.87 feet to the southeasterly corner of said parcel and a point in and intersection with the centerline of 80 foot wide Poison Spider Road; thence along the southerly line of the Parcel being described and the centerline of said Poison Spider Road and into and across said SE1/4NW1/4, Section 9, N82°36'59"W, 1331.59 feet to a point in and intersection with the westerly line of said SE1/4NW1/4, Section 9; thence continuing along the southerly line of the Parcel being described and said centerline of Poison Spider Road and into and across the SW1/4NW1/4, and into the NW1/4NW1/4, said section 9, N82°53'36"W, 235.01 feet to a point; thence continuing along the southerly line of the Parcel being described and said centerline of Poison Spider Road, N86°29'16"W, 136.05 feet to a point; thence continuing along the southerly line of the Parcel being described and said centerline of Poison Spider Road, N87°19'03"W, 267.95 feet to a point; thence continuing along the southerly line of the Parcel being described and said centerline of Poison Spider Road, N87°20'01"W, 557.75 feet to the southwest corner of said parcel and a point in and intersection with the westerly line of said NW1/4NW1/4, Section 9 and the centerline of said 7 Mile Road; thence along the westerly line of the Parcel being described and the westerly line of said NW1/4NW1/4, Section 9 and the centerline of said 7 Mile Road, N0°15'03"E, 1237.74 feet to Point of Beginning and containing 176.31 acres, more or less, as set forth by the plat attached and made a part hereof

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

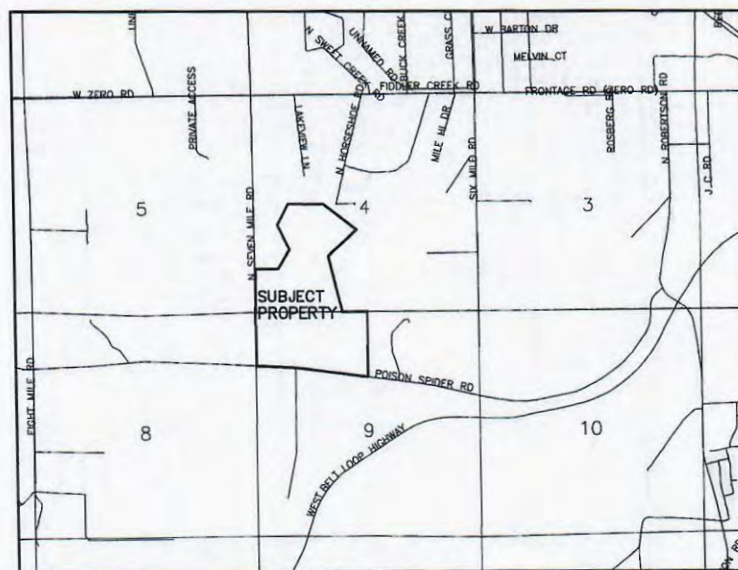
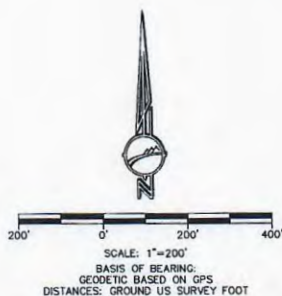
## SURVEYORS CERTIFICATE

I, Paul R. Svenson, a Professional Land Surveyor, License No. 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of September, 2016 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



## LEGEND

- RECOVERED BRASS CAP
- RECOVERED ALUM. CAP
- RECOVERED REBAR
- SET 5/8"x24" REBAR WITH 2-1/2" ALUM. CAP



VICINITY MAP  
SCALE: 1"=200'



Dwg. By: MPJ W.O. No.: 16142  
Chk. By: PKS Book No.:  
Acad. File: JOHNSON 16142

FOR: C.P. & P.L. JOHNSON LIVING TRUST  
7600 POISON SPIDER ROAD  
CASPER, WYOMING 82604

## REVISIONS

RECORD OF SURVEY LOCATED IN PORTIONS OF  
NE1/4SW1/4, NW1/4SW1/4, SW1/4SW1/4, SE1/4SW1/4,  
SE1/4SW1/4, SECTION 4 & NW1/4NW1/4, SE1/4NW1/4,  
NE1/4NW1/4, SW1/4NW1/4, SE1/4NW1/4,  
SECTION 9, T33N R80W OF THE 6TH P.M.  
NATRONA COUNTY, WYOMING

SHEET NO.  
1 OF 1

DATE:  
10-11-16

28°W, 184.87'

POISON SPIDER ROAD (80') COUNTY ROAD 201



## WARRANTY DEED

JANE L. JOHNSON AND PHILIP B. JOHNSON, SUCCESSOR TRUSTEES UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999, grantor(s),

of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

DONALDO HERMOSILLO ORTIZ AND BRENDA GUZMAN, HUSBAND AND WIFE, grantee(s),

whose address is:

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Subject to Covenants, Conditions, Restrictions and Easements of Record, if any.

Witness my/our hand(s) this 19 day of April, 20 17.

THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999

BY: Jane L. Johnson  
JANE L. JOHNSON, SUCCESSOR TRUSTEE

BY: Philip B. Johnson  
PHILIP B. JOHNSON, SUCCESSOR TRUSTEE

State of Colorado )  
County of Lincoln ) ss.

The foregoing instrument was acknowledged before me by JANE L. JOHNSON, SUCCESSOR TRUSTEE UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999

this 19th day of April, 20 17.  
Witness my hand and official seal.

My commission expires: 4/5/2020

[Signature]  
Notarial Officer

State of Wyoming )  
County of Natrona ) ss.

The foregoing instrument was acknowledged before me by PHILIP B. JOHNSON, SUCCESSOR TRUSTEE UNDER THE CHARLES P. AND PAT L. JOHNSON LIVING TRUST DATED OCTOBER 8, 1999

this 20th day of April, 20 17.  
Witness my hand and official seal.

My commission expires



Carla Ray Stauch  
Notarial Officer

ELIZABETH DONNELLY  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20164013202  
MY COMMISSION EXPIRES APRIL 05, 2020



4/26/2017 3:07:42 PM

Pages: 3

1029636

NATRONA COUNTY CLERK

Renea Vitto  
Recorded: AK  
Fee: \$18.00  
AMERICAN TITLE AGENCY



EXHIBIT "A"

A PARCEL LOCATED IN AND BEING A PORTION OF NW $\frac{1}{4}$ SW $\frac{1}{4}$ , NE $\frac{1}{4}$ SW $\frac{1}{4}$ , SW $\frac{1}{4}$ SW $\frac{1}{4}$ , SE $\frac{1}{4}$ SW $\frac{1}{4}$ , SECTION 4, NW $\frac{1}{4}$ NW $\frac{1}{4}$ , NE $\frac{1}{4}$ NW $\frac{1}{4}$ , SW $\frac{1}{4}$ NW $\frac{1}{4}$ , SE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE SOUTHWEST CORNER OF SECTION 4, AND THE CENTERLINE OF 66 FOOT WIDE 7 MILE ROAD; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE WESTERLY LINE OF SAID SECTION 4, AND THE CENTERLINE OF SAID 7 MILE ROAD, N.0°23'46"W., 1036.86 FEET TO THE SOUTHWEST CORNER OF THE DAYTON TRACT; THENCE CONTINUING ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE SOUTHERLY LINE OF SAID DAYTON TRACT AND INTO THE SW $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4, N.89°33'56"E., 505.07 FEET TO A POINT IN THE APPROXIMATE CENTER OF AN IRRIGATION DITCH; THENCE CONTINUING ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE EASTERLY LINE OF SAID DAYTON TRACT AND SAID APPROXIMATE CENTER OF IRRIGATION DITCH AND INTO THE NW $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4, N.26°23'30"E., 529.96 FEET TO A POINT; THENCE CONTINUING ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE EASTERLY LINE OF SAID DAYTON TRACT AND SAID APPROXIMATE CENTER OF IRRIGATION DITCH, N.21°46'41"W., 649.81 FEET TO A POINT; THENCE CONTINUING ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE EASTERLY LINE OF SAID DAYTON TRACT AND SAID APPROXIMATE CENTER OF IRRIGATION DITCH, N.28°42'08"E., 560.11 FEET TO THE NORTHWESTERLY CORNER OF SAID PARCEL AND A POINT IN AND INTERSECTION WITH THE NORTHERLY LINE OF THE NW $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4; THENCE ALONG THE NORTHERLY LINE OF THE PARCEL BEING DESCRIBED AND THE NORTHERLY LINE OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$ , AND THE NORTHERLY LINE OF THE NE $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4, N.89°29'32"E., 841.84 FEET TO A POINT IN AN EXISTING POND AND THE NORTHEASTERLY CORNER OF SAID PARCEL AND THE WESTERLY CORNER OF A 12.132 ACRE TRACT AND APPROXIMATE CENTERLINE OF AN IRRIGATION DRAINAGE DITCH PRODUCED; THENCE ALONG THE EASTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE SOUTHWESTERLY LINE OF SAID 12.132 ACRE TRACT AND SAID APPROXIMATE CENTERLINE OF IRRIGATION DRAINAGE DITCH AND INTO THE NE $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4, S.55°14'30"E., 1008.14 FEET TO THE SOUTHERLY CORNER OF SAID 12.132 ACRE TRACT AND INTERSECTION OF AN ADDITIONAL IRRIGATION DRAINAGE DITCH; THENCE CONTINUING ALONG THE EASTERLY LINE OF THE PARCEL BEING DESCRIBED AND ALONG SAID APPROXIMATE CENTERLINE OF IRRIGATION DRAINAGE DITCH, S.46°43'31"W., 1000.56 FEET TO A POINT; THENCE CONTINUING ALONG THE EASTERLY LINE OF SAID PARCEL BEING DESCRIBED AND ALONG SAID APPROXIMATE CENTERLINE OF



IRRIGATION DRAINAGE DITCH AND INTO AND ACROSS THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ , SAID SECTION 4, S.13°06'34"E., 1381.13 FEET TO A POINT IN AND INTERSECTION WITH THE SOUTHERLY LINE OF SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ , SECTION 4; THENCE CONTINUING ALONG THE EASTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE SOUTHERLY LINE OF SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ , SECTION 4, AND SAID APPROXIMATE CENTER OF IRRIGATION DRAINAGE DITCH, N.89°40'13"E., 626.13 FEET TO THE NORTHEAST CORNER OF THE NE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9 AND INTERSECTION OF AN ADDITIONAL IRRIGATION DRAINAGE DITCH; THENCE ALONG THE EASTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE EASTERLY LINE OF SAID NE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9 AND ALONG SAID APPROXIMATE CENTERLINE OF IRRIGATION DRAINAGE DITCH, S.0°12'46"W., 1327.03 FEET TO THE SOUTHEAST CORNER OF SAID NE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9; THENCE CONTINUING ALONG THE EASTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE EASTERLY LINE OF THE SE $\frac{1}{4}$ NW $\frac{1}{4}$ , SAID SECTION 9, S.0°09'28"W., 184.87 FEET TO THE SOUTHEASTERLY CORNER OF SAID PARCEL AND A POINT IN AND INTERSECTION WITH THE CENTERLINE OF 80 FOOT WIDE POISON SPIDER ROAD; THENCE ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND THE CENTERLINE OF SAID POISON SPIDER ROAD AND INTO AND ACROSS SAID SE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9, N.82°36'59"W., 1331.59 FEET TO A POINT IN AND INTERSECTION WITH THE WESTERLY LINE OF SAID SE $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND SAID CENTERLINE OF POISON SPIDER ROAD AND INTO AND ACROSS THE SW $\frac{1}{4}$ NW $\frac{1}{4}$ , AND INTO THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ , SAID SECTION 9, N.82°53'36"W., 235.01 FEET TO A POINT; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND SAID CENTERLINE OF POISON SPIDER ROAD, N.84°45'14"W., 128.50 FEET TO A POINT; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND SAID CENTERLINE OF POISON SPIDER ROAD, N.86°29'16"W., 136.05 FEET TO A POINT; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND SAID CENTERLINE OF POISON SPIDER ROAD, N.87°19'03"W., 267.95 FEET TO A POINT; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF THE PARCEL BEING DESCRIBED AND SAID CENTERLINE OF POISON SPIDER ROAD, N.87°20'01"W., 557.75 FEET TO THE SOUTHWESTERLY CORNER OF SAID PARCEL AND A POINT IN AND INTERSECTION WITH THE WESTERLY LINE OF SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9 AND THE CENTERLINE OF SAID 7 MILE ROAD; THENCE ALONG THE WESTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE WESTERLY LINE OF SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ , SECTION 9 AND THE CENTERLINE OF SAID 7 MILE ROAD, N.0°15'03"E., 1237.74 FEET TO THE POINT OF BEGINNING.



September 10, 2019

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

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

**SUBJECT:** Authorizing a Professional Services Agreement in the amount of \$18,050.40 with Dons Mobile Carpet for the Carpet Replacement Project

Meeting Type & Date

Regular Central Wyoming Regional Water System Joint Powers Board (JPB) Meeting Scheduled for September 17, 2019.

Action Type

Authorization

Recommendation

That the JPB, by motion, authorize a professional services agreement in the amount of Eighteen Thousand Fifty Dollars and Forty Cents (\$18,050.40) for the purchase and installation of new carpet for the administration area at the water treatment plant (WTP).

Summary

The existing carpeting in the administration areas of the WTP was installed 20 plus years ago and is worn and stained. The high traffic areas, entry ways and hallways are extremely worn and the staining cannot be removed.

The project includes replacement of 3,240 square feet of carpeting and 600 linear feet of 4-inch cove base. The existing flooring will be replaced using carpet tiles as opposed to the traditional carpet rolls. Additionally, 900 square feet of extra tiles will be purchased so high traffic areas can be replaced as needed.

Three quotes were requested for this project and two quotes were received. The quotes were as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Don's Mobile Carpet, Inc	Casper, WY	\$18,050.40
Carpet One Commercial Flooring	Cheyenne, WY	\$21,437.60

The low quote for supplying and installing the flooring is Don's Mobile Carpet, Inc., Casper, Wyoming

Financial Considerations

Funding for this project is included in the FY20 RWS Capital Budget.

Oversight/Project Responsibility

Brian Schroeder, Water Treatment Plant Manager.

Attachments

Professional Services Agreement with Exhibits "A" and "B".

## **CONTRACT FOR PROFESSIONAL SERVICES**

### **PART I - AGREEMENT**

This Contract for Professional Services ("Contract") is entered into on this 17th day of September, 2019, by and between the following parties:

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

2. Don's Mobile Carpet, Inc., 1210 West Collins, Casper, Wyoming 82604 ("Contractor").

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

### **RECITALS**

A. The Owner is undertaking a project to re-carpet the administrative section of the Central Wyoming Regional Water System Water Treatment Plant (CWRWS) main building located in Casper, Wyoming.

B. The project requires professional services for the removal of existing carpet and installation of new carpet.

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

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

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

1. **SCOPE OF SERVICES:**

The Contractor shall perform the following services in connection with and respecting the project: See Attached Exhibits "A" and "B" (Don's Mobile Carpet Proposal Nos. EX018758 and CO019548).

2. **TIME OF PERFORMANCE:**

The services of the Contractor shall be undertaken and completed on or before the 31<sup>st</sup> day of December 2019.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Eighteen Thousand Fifty Dollars and Forty Cents (\$18,050.40).

4. METHOD OF PAYMENT:

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

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

5. TERMS AND CONDITIONS:

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

6. EXTENT OF CONTRACT:

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

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

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]



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

APPROVED AS TO FORM

\_\_\_\_\_  
ATTEST

CENTRAL WYOMING REGIONAL WATER  
SYSTEM JOINT POWERS BOARD  
A Wyoming Joint Powers Board

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

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

WITNESS

CONTRACTOR  
Don's Mobile Carpet, Inc.  
1210 West Collins  
Casper, WY 82604

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

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

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

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

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

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

## **CONTRACT FOR PROFESSIONAL SERVICES**

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

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

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

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

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

The Owner may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the Owner and the Contractor, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Contractor's compensation unless approved by Resolution adopted by Owner.

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

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

#### **4. AUDIT:**

The Owner or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Contractor under this Contract shall be considered the property of the Owner, and upon completion of the services to be performed, they will be turned over to the Owner provided that, in any case, the Contractor may, at no additional expense to the Owner, make and retain such additional copies thereof as Contractor desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Contractor be released to any person, agency, corporation, or organization without the written consent of the Owner.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to or prepared, or assembled by the Contractor under this Contract are confidential and shall not be made available to any individual or organization by the Contractor without the prior written consent of the Owner.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Contractor shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

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

10. SUBCONTRACTOR:

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

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

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

State of Wyoming Department of Workforce Services  
Casper Workforce Center  
851 Werner Court, Suite 120  
Casper, WY 82601  
Phone #: 307 – 234 – 4591  
Fax #: 307 – 266 – 1238  
[www.Wyomingworkforce.org](http://www.Wyomingworkforce.org)

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

11. INSURANCE AND INDEMNIFICATION:

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

*B. Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of Wyoming with Statutory Limits.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor’s profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

*C. Higher Limits.* If the Contractor maintains higher limits than required under this Agreement, then the Owner shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

*D. Other Insurance Provisions*

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

1. *Additional Insured Status*

The Owner, its officers, elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the

form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

2. *Primary Coverage*

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Owner, its officers, elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, elected and appointed officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

Contractor hereby grants to Owner a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Owner by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Owner has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

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

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

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, Contractor's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.
- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

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

9. *Subcontractors*

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

10. *Special Risks or Circumstances*

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

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

12. INTENT:

Contractor represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that Contractor shall perform all of the services for the compensation set forth in this Contract. Contractor also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the Owner by Resolution of its governing body. Contractor agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

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



**Exhibit "A"**

**Don's Mobile Carpet, Inc.**  
**1210 West Collins**  
**Casper, WY 82604**  
**307-265-8444**

**Proposal #: EX018758**  
**Sale Date: 01/15/2019**  
**Install Date:**  
**Sales Rep: Catellier, C**  
**Sales Rep:**

**SOLD TO**

Central Wyoming Regional Water System,  
 1500 SW. Wyoming Blvd.  
 Casper Wy 82604  
 265-6063 258-4669

**SHIPPED TO**

Printed 01/15/19 15:37:40

Central Wyoming Regional Water System  
 1500 SW. Wyoming Blvd.  
 Casper Wy 82604

**MATERIALS**

		<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL</b>
(1) New Basic III Tile		3240.00SqFt	\$2.59	\$8,391.60
(2) Adhesive PFS	Stix 2230 Pressure Sensitive	5.00Each	\$110.00	\$550.00
(3) Cove Base 4" W/toe mts		600.00LnFt	\$1.25	\$750.00
(4) Jn Transition Mts	CTA-xx-A	84.00LnFt	\$1.45	\$121.80
(5) Succcecion Tile II		47.97SqFt	\$4.80	\$230.26
Comments: Entry carpet				
(6) Adhesive Cart	Carpet seam sealer Henry	3.00Each	\$75.00	\$225.00
(7) Freight	Any	2.50Each	\$125.00	\$312.50
(8) Adhesive Cart	H-440-30 Covebase adh	10.00Each	\$8.50	\$85.00
<b>Materials Subtotal:</b>				<b>\$10,666.16</b>

**LABOR**

	<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL</b>
(1) Carpet Install Glue Down --,	3240.00 SqFt	\$0.75	\$2,430.00
(2) Prep --,	15.00 Each	\$45.00	\$675.00
(3) Cove Base 4" --,	600.00 LnFt	\$0.65	\$390.00
(4) Carpet Tear Up Glue Down --,	3100.00 SqFt	\$0.40	\$1,240.00
(5) Carpet Install Glue Down Min --,	1.00 Each	\$100.00	\$100.00
<b>Labor SubTotal:</b>			<b>\$4,835.00</b>

Comments:

**Subtotal:** \$15,501.16  
**Misc:** \$0.00  
**Total:** \$15,501.16  
**Payments:** \$0.00  
**Balance:** \$15,501.16

Exhibit "B"

Don's Mobile Carpet, Inc.  
1210 West Collins  
Casper, WY 82604  
307-265-8444

Proposal #: CO019548  
Sale Date: 08/26/2019  
Install Date:  
Sales Rep: Catellier, C  
Sales Rep:

SOLD TO

Central Wyoming Regional Water System,  
1500 SW. Wyoming Blvd.  
Casper Wy 82604  
265-6063 258-4669  
bschroeder@casperwy.gov

SHIPPED TO

Central Wyoming Regional Water System  
1500 SW. Wyoming Blvd.  
Casper Wy 82604

Printed 08/30/19 10:39:24

MATERIALS		QUANTITY	PRICE	TOTAL
(1) New Basic III Tile	Majolica Tin	936.00SqFt	\$2.59	\$2,424.24
(2) Freight	Any	1.00Each	\$125.00	\$125.00
Materials Subtotal:				\$2,549.24

LABOR		QUANTITY	PRICE	TOTAL
Labor SubTotal:				\$0.00

Subtotal:	\$2,549.24
Exempt:	\$0.00
Total:	\$2,549.24
Payments:	\$0.00
Balance:	\$2,549.24

# CONTRACT FOR PROFESSIONAL SERVICES

## PART I - AGREEMENT

This Contract for Professional Services ("Contract") is entered into on this 2<sup>nd</sup> day of June, 2019, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").

2. Casper Downtown Development Authority, 341 W. Yellowstone Hwy., Casper, Wyoming 82601 ("Contractor").

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

### RECITALS

A. The City is authorized to contract with certain agencies to provide various services within its jurisdiction, pursuant to Wyoming Statutes 15-1-111(a)(i).

B. The City has allocated a portion of its Optional 1%#16 allocation to assist with the provision of human services.

C. The City will budget Fourteen Thousand Five Hundred Six Dollars (\$14,506.00) for services as outlined in Contractor's application for Optional 1%#16 funds.

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

1. SCOPE OF SERVICES:

The Contractor shall perform the following services in connection with and respecting the project:

A. Contractor shall purchase a 4-Wheeler and perform general maintenance and sweeping for the parking garage and downtown.

2. TIME OF PERFORMANCE:

The services of the Contractor shall be undertaken and completed on or before the 30<sup>th</sup> day of June, 2023.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Fourteen Thousand Five Hundred Six Dollars (\$14,506.00).

4. METHOD OF PAYMENT:

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

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

5. REPORTS

Contractor shall complete a final report. This report will be due on July 1, 2020. The reporting form may be obtained from the City Manager's Office, and shall be turned back in to the City Manager's Office.

5. TERMS AND CONDITIONS:

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


6. EXTENT OF CONTRACT:

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

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

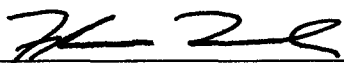
IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Contract as of the day and year above.

APPROVED AS TO FORM

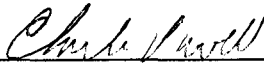


ATTEST

CITY OF CASPER, WYOMING  
A Municipal Corporation

  
Fleur D. Tremel  
City Clerk

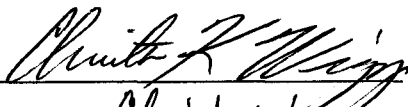


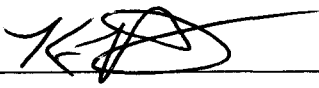
  
Charles Powell  
Mayor

WITNESS

CONTRACTOR

Casper Downtown Development Authority

By:   
Printed Name: Christa Wiggs  
Title: Assistant City Clerk

By:   
Printed Name: Kevin Hawley  
Title: Exec. Director

## **CONTRACT FOR PROFESSIONAL SERVICES**

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

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

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

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

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

The City may, from time to time, request changes in the scope of the services of the Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the City and the Contractor, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Contractor's compensation unless approved by Resolution adopted by City.

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

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

#### **4. AUDIT:**

The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices required by the government setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Contractor under this Contract shall be considered the property of the City, and upon completion of the services to be performed, they will be turned over to the City provided that, in any case, the Contractor may, at no additional expense to the City, make and retain such additional copies thereof as Contractor desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Contractor be released to any person, agency, corporation, or organization without the written consent of the City.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to or prepared, or assembled by the Contractor under this Contract are confidential and shall not be made available to any individual or organization by the Contractor without the prior written consent of the City.

8. GOVERNING LAW:

This Contract shall be governed by the laws of the State of Wyoming. The Contractor shall also comply with all applicable laws, ordinances, and codes of the local, state, or federal governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

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

10. SUBCONTRACTOR:

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

11. INSURANCE AND INDEMNIFICATION:

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

B. *Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers' Compensation: as required by the State of Wyoming with Statutory Limits.



4. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

C. *Higher Limits.* If the Contractor maintains higher limits than required under this Agreement, then the City shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

D. *Other Insurance Provisions*

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

1. *Additional Insured Status*

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

2. *Primary Coverage*

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, elected and appointed officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment

of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

5. *Deductibles and Self-Insured Retentions*

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

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

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, Contractor's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.
- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

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

9. *Subcontractors*

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

10. *Special Risks or Circumstances*

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

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

12. INTENT:

Contractor represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties that Contractor shall perform all of the services for the compensation set forth in this Contract. Contractor also agrees that it is the specific intent of the parties, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the City by Resolution of its governing body. Contractor agrees that it has carefully examined the Scope of Services, and that the compensation is adequate for performance of this Contract.

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

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



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
Wednesday, September 11, 2019  
11:30AM – 12:30PM  
AGENDA

- |       |   |                      |
|-------|---|----------------------|
| I.    | Establish Quorum and Call Meeting to Order  | T.Schenk             |
| II.   | Public Comments   |                      |
| III.  | City Report   | C.Powell             |
| IV.   | Approval of July 2019 Board Minutes<br>Approval of 2019 Public Budget Hearing Minutes   | T.Schenk             |
| V.    | Financials (DDA, PG, David Street Station)<br>A) July & Aug 2019 Reports<br>B) Aug & Sept 2019 Payments<br>C) Motion to Approve Financials  | N.Grooms<br>N.Grooms |
| VI.   | Director's Report<br>A) Review of Summer at DSS<br>B) Board Member Discussion<br>C) Exec Committee Member<br>a. Tim, Nick, Pete, (VP)<br>D) Sub-Committee Reboot<br>a. Fundraising<br>i. Year-end campaign<br>ii. Sponsorship<br>b. Marketing<br>c. Infrastructure<br>d. Leadership | K.Hawley             |
| VII.  | Committee Reports   |                      |
| VIII. | Executive Session (if needed)   |                      |
| VIX.  | Action Items  |                      |
| X.    | Adjourn   |                      |

Next Meeting November 13, 2019

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



**Downtown Development Authority**

**Board Meeting Minutes**

**7/10/19**

**11:30 a.m.**

**I. Call Meeting to Order**

**Present:** Tim Schenk, Nick Grooms, Tony Hager, Will Reese, Shawn Houck, & Jen True

**Staff:** Kevin Hawley, Jackie Landess, Julie Schmitt, Abbey Kersenbrock

**Guests:** Craig Collins, Brendan LaChance (Oil City)

**Excused:** Charlie Powell, Critter Murray, Pete Fazio, Ryan McIntyre

**II. Public Comments:** - N/A

**III. City Report:**

**A. Craig:**

- a. Getting invitation to OYD awards shortly.
- b. Everyone should be receiving Update Reports on the Midwest project

**IV. Approval of June 2019 Board Meeting Minutes**

*Motion, Second, Passed (Nick Grooms, Will Reese) (All Approved)*

**V. Financials – Kevin Hawley**

- Looking over the Yearend report, everything hit as expected.
- Parking Garage had 98% of anticipated revenue and expenses
- With finishing out DSS first full year, the report shows all income and expenses

**Approval of June & July 2019 DDA, DSS & Parking Garage Financial Reports & Payments**

*Motion, Second, Passed (Shawn Houck, Will Reese) (All Approved)*

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

**VII. Committee Reports –**

**A.) Executive Committee – Tim**

**B.) MARCOM Committee – Shawn Houck**

**C.) David Street Station – Jackie Landess**

**D.) Finance Committee – Nick Grooms**

- Today is a public hearing for budget
- The auditors have sent letters that each board member needs to fill out and mail back
- Nick & Kevin will start the year end work from the state

**E.) Infrastructure – Tim**

**F.) Governance – Will Reese**

**Comments:** N/A

**Motion to adjourn at approximately 11:45 am**

*Motion, Second, Passed (Nick Grooms, Shawn Houck) (Approved)*

**Action Items:** N/A

Approved by:

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

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

**Downtown Development Authority**  
Board Public Budget Hearing - Meeting Minutes  
July 10<sup>th</sup>, 2019

**Present:** Tim Schenk, Shawn Houck, Pete Fazio, Will Reese, Nicholas Grooms, Tony Hager

**Excused:** Ryan McIntyre, Critter Murray, Charlie Powell, Jenn True,

**Call to Order:** Chairman Schenk called the July 10<sup>th</sup>, 2019 Public Budget Hearing to order at 12:00 P.M.

Chairman Schenk requested public comment of all those in opposition to the budget (x3)

**Opposition Comments:** No opposition comments

Chairman Schenk requested public comment of all those in favor of the budget (x3)

**Public Comments in Favor:** No public Comments

SUMMARY OF BUDGET	
Budget Classification Activity	Amount
Capital Outlay	\$71,250.00
Administrative budget	\$201,000.00
Operations budget	\$766,693.00
Total budget	<u>\$1,038,943.00</u>
Anticipated reserves for FY 2019-2020	\$465,000.00
Total Estimated Revenue Available	\$833,970.00
Requirements for 2019-2020 Budget	\$1,038,943.00

**Approval of DDA Fiscal Year 2019-2020 Budget**

***Motion, Second, Passed (Nicholas Grooms, Will Reese) All approved***

**Motion to Adjourn**

***Motion, Second, Passed (Will Reese, Shawn Houck ) All approved***

**Adjourned at 12:03 pm**

Approved by:

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

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

Casper Downtown Development Authority

Balance Sheet

As of August 31, 2019

DDA - Balance Sheet

	<u>Aug 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	29,876.16
NOW Acct	202,409.15
Total Checking/Savings	232,285.31
Other Current Assets	
Due from Parking Garage	-15,892.67
Total Other Current Assets	-15,892.67
Total Current Assets	216,392.64
<b>TOTAL ASSETS</b>	<b><u>216,392.64</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	4,546.88
Total Other Current Liabilities	4,546.88
Total Current Liabilities	4,546.88
Total Liabilities	4,546.88
Equity	
Opening Bal Equity	382,324.44
Unrestricted Net Assets	-163,194.25
Net Income	-7,284.43
Total Equity	211,845.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>216,392.64</u></b>

## DDA -- P&amp;L

	<u>Jul 19</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	28.69
ASSESSMENTS	369.68
Total Income	<u>398.37</u>
Expense	
ADMINISTRATIVE	
Director's Salary	6,250.02
Social Security	1,134.04
Unemployment Insurance	47.97
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	<u>7,507.03</u>
MARKETING-COMMUNICATIONS	
Media Expenditures	134.86
Sponsorships/PR	800.00
MARKETING-COMMUNICATIONS - Other	3,505.58
Total MARKETING-COMMUNICATIONS	<u>4,440.44</u>
OPERATIONS	
Board Mtg. Expense	95.48
Dues/Subscriptions	497.97
Office Automation	129.89
Music Service	50.00
Office Equipment	307.35
Office Rent	2,650.00
Office Supplies	276.05
Travel	255.05
OPERATIONS - Other	2.30
Total OPERATIONS	<u>4,264.09</u>
Payroll Expenses	<u>8,573.84</u>
Total Expense	<u>24,785.40</u>
Net Ordinary Income	<u>-24,387.03</u>
	<u><u>-24,387.03</u></u>

	<u>Aug 19</u>
Ordinary Income/Expense	
Income	
DSS Fund Transfer	42,000.00
ACCT. INTEREST	14.20
ASSESSMENTS	626.22
Total Income	<u>42,640.42</u>
Expense	
ADMINISTRATIVE	
Director's Salary	6,250.02
Social Security	1,194.72
Unemployment Insurance	48.93
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	<u>7,568.67</u>
MARKETING-COMMUNICATIONS	
PR - Director	41.39
MARKETING-COMMUNICATIONS - Other	3,800.25
Total MARKETING-COMMUNICATIONS	<u>3,841.64</u>
OPERATIONS	
Accountant/Bookkeeper	375.00
Board Mtg. Expense	23.88
Office Automation	159.39
Music Service	50.00
Office Rent	2,650.00
Pigeon Control	1,483.46
Total OPERATIONS	<u>4,741.73</u>
Payroll Expenses	<u>9,367.72</u>
Total Expense	<u>25,519.76</u>
Net Ordinary Income	<u>17,120.66</u>
Other Income/Expense	
Other Expense	
Bank Service Charge	18.06
Total Other Expense	<u>18.06</u>
Net Other Income	<u>-18.06</u>
Net Income	<u><u>17,102.60</u></u>

**Casper Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
July through August 2019

DDA-tracking	TOTAL					
	Jul 19	Aug 19	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
DSS Fund Transfer	0.00	42,000.00	42,000.00			
Donation - Adopt A Planter	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
ACCT. INTEREST	28.69	14.20	42.89	250.00	-207.11	17.16%
ASSESSMENTS	369.68	626.22	995.90	165,000.00	-164,004.10	0.6%
Misc.	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>398.37</b>	<b>42,640.42</b>	<b>43,038.79</b>	<b>167,250.00</b>	<b>-124,211.21</b>	<b>25.73%</b>
Expense						
ADMINISTRATIVE						
Operations Manager Salary	0.00	0.00	0.00	0.00	0.00	0.0%
Administrative Services	0.00	0.00	0.00	0.00	0.00	0.0%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	0.0%
Director's Salary						
Performance Incentives	0.00	0.00	0.00	6,400.00	-6,400.00	0.0%
ED Allocation to PKG Garage	0.00	0.00	0.00	-9,800.00	9,800.00	0.0%
Director's Salary - Other	6,250.02	6,250.02	12,500.04	75,000.00	-62,499.96	16.67%
<b>Total Director's Salary</b>	<b>6,250.02</b>	<b>6,250.02</b>	<b>12,500.04</b>	<b>71,600.00</b>	<b>-59,099.96</b>	<b>17.46%</b>
Social Security	1,134.04	1,194.72	2,328.76	9,000.00	-6,671.24	25.88%
Unemployment Insurance	47.97	48.93	96.90	0.00	96.90	100.0%
Worker's Compensation	0.00	0.00	0.00	0.00	0.00	0.0%
Cell Phone Reimbursement	75.00	75.00	150.00	900.00	-750.00	16.67%
<b>Total ADMINISTRATIVE</b>	<b>7,507.03</b>	<b>7,568.67</b>	<b>15,075.70</b>	<b>81,500.00</b>	<b>-66,424.30</b>	<b>18.5%</b>
MARKETING-COMMUNICATIONS						
Media Expenditures	134.86	0.00	134.86	16,000.00	-15,865.14	0.84%
Other Projects	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
PR - Director	0.00	41.39	41.39	3,000.00	-2,958.61	1.38%
Recognition Awards	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	800.00	0.00	800.00	7,500.00	-6,700.00	10.67%
Strategic Plan	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>MARKETING-COMMUNICATIONS - Other</b>	<b>3,505.58</b>	<b>3,800.25</b>	<b>7,305.83</b>	<b>0.00</b>	<b>7,305.83</b>	<b>100.0%</b>
<b>Total MARKETING-COMMUNICATIONS</b>	<b>4,440.44</b>	<b>3,841.64</b>	<b>8,282.08</b>	<b>35,000.00</b>	<b>-26,717.92</b>	<b>23.66%</b>
OPERATIONS						
Employee Development	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
Accountant/Bookkeeper	0.00	375.00	375.00	2,500.00	-2,125.00	15.0%
Board Mtg. Expense	95.48	23.88	119.36	500.00	-380.64	23.87%
Conference Registration	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Copier Maintenance Plan	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	497.97	0.00	497.97	1,200.00	-702.03	41.5%
Planters	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
Graffiti	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance/Bonding	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Office Automation	129.89	159.39	289.28	3,000.00	-2,710.72	9.64%
Music Service	50.00	50.00	100.00	600.00	-500.00	16.67%
Office Equipment	307.35	0.00	307.35	3,500.00	-3,192.65	8.78%
Office Rent	2,650.00	2,650.00	5,300.00	31,800.00	-26,500.00	16.67%
Office Supplies	276.05	0.00	276.05	3,000.00	-2,723.95	9.2%
Pigeon Control	0.00	1,483.46	1,483.46	5,000.00	-3,516.54	29.67%
Postage	0.00	0.00	0.00	800.00	-800.00	0.0%
Travel	255.05	0.00	255.05	5,000.00	-4,744.95	5.1%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%
<b>OPERATIONS - Other</b>	<b>2.30</b>	<b>0.00</b>	<b>2.30</b>			
<b>Total OPERATIONS</b>	<b>4,264.09</b>	<b>4,741.73</b>	<b>9,005.82</b>	<b>71,600.00</b>	<b>-62,594.18</b>	<b>12.58%</b>
<b>Payroll Expenses</b>	<b>8,573.84</b>	<b>9,367.72</b>	<b>17,941.56</b>			
<b>Total Expense</b>	<b>24,785.40</b>	<b>25,519.76</b>	<b>50,305.16</b>	<b>188,100.00</b>	<b>-137,794.84</b>	<b>26.74%</b>
<b>Net Ordinary Income</b>	<b>-24,387.03</b>	<b>17,120.66</b>	<b>-7,266.37</b>	<b>-20,850.00</b>	<b>13,583.63</b>	<b>34.85%</b>
Other Income/Expense						
Other Expense						
Bank Service Charge	0.00	18.06	18.06			
<b>Total Other Expense</b>	<b>0.00</b>	<b>18.06</b>	<b>18.06</b>			
<b>Net Other Income</b>	<b>0.00</b>	<b>-18.06</b>	<b>-18.06</b>			
<b>Net Income</b>	<b>-24,387.03</b>	<b>17,102.60</b>	<b>-7,284.43</b>	<b>-20,850.00</b>	<b>13,565.57</b>	<b>34.94%</b>



# Casper Downtown Development Authority Transaction Detail by Account

July 2019

A-July Tran	Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>							
	Liability Check	07/01/2019		IRS USA TAXPYMNT	83-0286881	0.00	0.00
	Bill Pmt -Check	07/09/2019	5907	Casper Star-Tribune		-174.90	-174.90
	Bill Pmt -Check	07/09/2019	5908	Charter Communications		-129.89	-304.79
	Bill Pmt -Check	07/09/2019	5909	Hinge Studio	Invoice #1258	-1,781.25	-2,086.04
	Bill Pmt -Check	07/09/2019	5910	MOOD		-50.00	-2,136.04
	Bill Pmt -Check	07/09/2019	5911	Town Square Media		-2,211.00	-4,347.04
	Bill Pmt -Check	07/09/2019	5912	Walsh Property Management		-2,650.00	-6,997.04
	Bill Pmt -Check	07/10/2019	5913	Casper Star-Tribune		-92.12	-7,089.16
	Bill Pmt -Check	07/10/2019	5914	FIB - MASTERCARD	KH	-1,504.88	-8,594.04
	Bill Pmt -Check	07/10/2019	5915	Ricoh USA, Inc		-110.49	-8,704.53
	Paycheck	07/12/2019		Abbey Kersenbrock		-370.67	-9,075.20
	Paycheck	07/12/2019		Aydan Bullard		-189.25	-9,264.45
	Paycheck	07/12/2019		Dylan Smith		-309.16	-9,573.61
	Paycheck	07/12/2019		Kade R Taheri		-183.31	-9,756.92
	Paycheck	07/12/2019		Nathan Reams		-835.95	-10,592.87
	Paycheck	07/12/2019		Samantha McCain		-170.39	-10,763.26
	Paycheck	07/15/2019		Kevin Hawley		-2,623.45	-13,386.71
	Paycheck	07/15/2019		Julie Schmitt		-1,387.16	-14,773.87
	Deposit	07/15/2019			Deposit	369.68	-14,404.19
	Paycheck	07/26/2019		Abbey Kersenbrock		-708.54	-15,112.73
	Paycheck	07/26/2019		Aydan Bullard		-213.01	-15,325.74
	Paycheck	07/26/2019		Dylan Smith		-219.02	-15,544.76
	Paycheck	07/26/2019		Kade R Taheri		-221.73	-15,766.49
	Paycheck	07/26/2019		Nathan Reams		-981.16	-16,747.65
	Paycheck	07/26/2019		Samantha McCain		-182.40	-16,930.05
	Paycheck	07/31/2019		Julie Schmitt		-1,387.18	-18,317.23
	Paycheck	07/31/2019		Kevin Hawley		-2,623.44	-20,940.67
	Deposit	07/31/2019			Interest	3.07	-20,937.60
Total CHECKING						-20,937.60	-20,937.60
<b>NOW Acct</b>							
	Deposit	07/31/2019			Interest	25.62	25.62
Total NOW Acct						25.62	25.62
<b>TOTAL</b>						<b>-20,911.98</b>	<b>-20,911.98</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
**August 2019**

**DDA- August Trans**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>CHECKING</b>							
	Liability Check	08/01/2019		IRS USA TAXPYMNT	83-0286881	0.00	0.00
	Paycheck	08/09/2019		Abbey Kersenbrock		-676.99	-676.99
	Paycheck	08/09/2019		Aydan Bullard		-163.23	-840.22
	Paycheck	08/09/2019		Dylan Smith		-214.87	-1,055.09
	Paycheck	08/09/2019		Kade R Taheri		-240.50	-1,295.59
	Paycheck	08/09/2019		Nathan Reams		-727.98	-2,023.57
	Paycheck	08/09/2019		Samantha McCain		-198.55	-2,222.12
	Paycheck	08/15/2019		Kevin Hawley		-2,623.45	-4,845.57
	Paycheck	08/15/2019		Julie Schmitt		-1,454.12	-6,299.69
	Bill Pmt -Check	08/16/2019	5916	Walsh Property Management	August rent	-2,650.00	-8,949.69
	Bill Pmt -Check	08/21/2019	5917	Animal & Plant Health Inspection Services	June & July dates	-1,483.46	-10,433.15
	Bill Pmt -Check	08/21/2019	5918	casper Fire Extinguisher Service, Inc.	Annual testing	-19.50	-10,452.65
	Bill Pmt -Check	08/21/2019	5919	Charter Communications		-139.89	-10,592.54
	Bill Pmt -Check	08/21/2019	5920	Hinge Studio		-2,381.25	-12,973.79
	Bill Pmt -Check	08/21/2019	5921	Jeremy Miller Media		-500.00	-13,473.79
	Bill Pmt -Check	08/21/2019	5922	MOOD		-50.00	-13,523.79
	Bill Pmt -Check	08/21/2019	5923	PMCH	6496 quarter reports	-375.00	-13,898.79
	Bill Pmt -Check	08/21/2019	5924	Town Square Media	radio call ins/ads	-919.00	-14,817.79
	Bill Pmt -Check	08/21/2019	5925	FIB - MASTERCARD	KH	-83.33	-14,901.12
	Paycheck	08/23/2019		Abbey Kersenbrock		-661.79	-15,562.91
	Paycheck	08/23/2019		Aydan Bullard		-246.13	-15,809.04
	Paycheck	08/23/2019		Dylan Smith		-359.96	-16,169.00
	Paycheck	08/23/2019		Kade R Taheri		-238.66	-16,407.66
	Paycheck	08/23/2019		Nathan Reams		-855.80	-17,263.46
	Paycheck	08/23/2019		Samantha McCain		-201.78	-17,465.24
	Deposit	08/29/2019			Deposit	42,000.00	24,534.76
	Deposit	08/30/2019			Deposit	626.22	25,160.98
	Paycheck	08/30/2019	5927	Nathan Reams		-363.63	24,797.35
	Paycheck	08/31/2019		Julie Schmitt		-1,454.13	23,343.22
	Paycheck	08/31/2019		Kevin Hawley		-2,623.45	20,719.77
	Deposit	08/31/2019			Interest	1.00	20,720.77
Total CHECKING						20,720.77	20,720.77
<b>NOW Acct</b>							
	Deposit	08/31/2019			Interest	13.20	13.20
Total NOW Acct						13.20	13.20
<b>TOTAL</b>						<b>20,733.97</b>	<b>20,733.97</b>

**Casper Downtown Development Authority**  
**Transaction Detail by Account**  
**September 2019**

**DDA- Sept Trans**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>CHECKING</b>							
	Liability Check	09/03/2019		IRS USA TAXPYMNT	83-0286881	0.00	0.00
	Paycheck	09/06/2019		Abbey Kersenbrock		-462.84	-462.84
	Paycheck	09/06/2019		Aydan Bullard		-237.73	-700.57
	Paycheck	09/06/2019		Dylan Smith		-215.33	-915.90
	Paycheck	09/06/2019		Kade R Taheri		-240.04	-1,155.94
	Bill Pmt -Check	09/09/2019	5928	Charter Communications		-139.89	-1,295.83
	Bill Pmt -Check	09/09/2019	5929	COMPUTER LOGIC	New computer for KH	-1,192.50	-2,488.33
	Bill Pmt -Check	09/09/2019	5931	MOOD		-50.00	-2,538.33
	Bill Pmt -Check	09/09/2019	5932	Walsh Property Management	September	-2,650.00	-5,188.33
	Bill Pmt -Check	09/09/2019	5933	FIB - MASTERCARD		-473.76	-5,662.09
	Bill Pmt -Check	09/09/2019	5934	Town Square Media	Townsquare	-931.00	-6,593.09
Total CHECKING						-6,593.09	-6,593.09
<b>TOTAL</b>						<b>-6,593.09</b>	<b>-6,593.09</b>

# PG - Balance Sheet

**Aug 31, 19**

## **ASSETS**

### **Current Assets**

#### **Checking/Savings**

**FIB - Parking Garage** 6,528.43

**Total Checking/Savings** 6,528.43

#### **Accounts Receivable**

**Accounts Receivable** -103.00

**Total Accounts Receivable** -103.00

#### **Other Current Assets**

**Undeposited Funds** 308.00

**Total Other Current Assets** 308.00

**Total Current Assets** 6,733.43

**TOTAL ASSETS** 6,733.43

## **LIABILITIES & EQUITY**

### **Liabilities**

#### **Current Liabilities**

#### **Other Current Liabilities**

**Due to DDA** -16,244.41

**Payroll Liabilities** 266.58

**Total Other Current Liabilities** -15,977.83

**Total Current Liabilities** -15,977.83

**Total Liabilities** -15,977.83

### **Equity**

**Unrestricted Net Assets** 21,221.65

**Net Income** 1,489.61

**Total Equity** 22,711.26

**TOTAL LIABILITIES & EQUITY** 6,733.43

PG - P&L

	<u>Aug 19</u>
<b>Income</b>	
<b>Parking Fees</b>	
Parking Garage	6,998.50
1st & Center	2,482.00
Daily Parking	858.00
Parking Fees - Other	<u>15.00</u>
<b>Total Parking Fees</b>	<u>10,353.50</u>
<b>Validation Incentive Program</b>	
Parking Validations	<u>102.50</u>
<b>Total Validation Incentive Program</b>	<u>102.50</u>
<b>Interest Income</b>	<u>0.72</u>
<b>Total Income</b>	<u>10,456.72</u>
<b>Gross Profit</b>	<u>10,456.72</u>
<b>Expense</b>	
<b>Administrative</b>	
Office Staff	
Administrative Office	<u>4,333.34</u>
<b>Total Office Staff</b>	<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>	
Payroll Expense	2,282.17
Payroll Taxes - FICA & Medicare	506.09
Payroll Expenses - WC/SUTA/FUTA	<u>274.16</u>
<b>Total Garage Staff Payroll Expense</b>	<u>3,062.42</u>
<b>Total Administrative</b>	<u>7,395.76</u>
<b>OPERATIONS</b>	
Bank Fees	228.85
Office Automation	374.10
Utilities	1,312.32
Equip. & Supplies	
Office	42.29
Parking Garage	<u>213.14</u>
<b>Total Equip. &amp; Supplies</b>	<u>255.43</u>
<b>Parking Structure Rent</b>	<u>363.00</u>
<b>Total OPERATIONS</b>	<u>2,533.70</u>
<b>Total Expense</b>	<u>9,929.46</u>
<b>Net Income</b>	<u><u>527.26</u></u>

	<u>Jul 19</u>
<b>Income</b>	
<b>Parking Fees</b>	
Parking Garage	8,251.50
1st & Center	1,117.00
Daily Parking	<u>664.00</u>
<b>Total Parking Fees</b>	<u>10,032.50</u>
<b>Interest Income</b>	<u>1.50</u>
<b>Total Income</b>	<u>10,034.00</u>
<b>Gross Profit</b>	<u>10,034.00</u>
<b>Expense</b>	
<b>Administrative</b>	
Office Staff	
Administrative Office	<u>4,333.34</u>
<b>Total Office Staff</b>	<u>4,333.34</u>
<b>Garage Staff Payroll Expense</b>	
Payroll Expense	2,161.60
Payroll Taxes - FICA & Medicare	496.86
Payroll Expenses - WC/SUTA/FUTA	<u>69.67</u>
<b>Total Garage Staff Payroll Expense</b>	<u>2,728.13</u>
<b>Total Administrative</b>	<u>7,061.47</u>
<b>OPERATIONS</b>	
Bank Fees	222.10
Office Automation	180.64
Utilities	1,223.38
Equip. & Supplies	21.06
Parking Structure Rent	<u>363.00</u>
<b>Total OPERATIONS</b>	<u>2,010.18</u>
<b>Total Expense</b>	<u>9,071.65</u>
<b>Net Income</b>	<u><u>962.35</u></u>

**Downtown Development Authority Parking Garage  
Profit & Loss Budget vs. Actual  
July through August 2019**

PG - Tracking	TOTAL					
	Jul 19	Aug 19	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>						
Returned Check Charges	0.00	0.00	0.00	0.00	0.00	0.0%
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Parking Fees</b>						
Parking Garage	8,251.50	6,998.50	15,250.00	100,000.00	-84,750.00	15.25%
1st & Center	1,117.00	2,482.00	3,599.00	23,000.00	-19,401.00	15.65%
Daily Parking	664.00	858.00	1,522.00	6,000.00	-4,478.00	25.37%
Parking Fees - Other	0.00	15.00	15.00	0.00	15.00	100.0%
<b>Total Parking Fees</b>	<b>10,032.50</b>	<b>10,353.50</b>	<b>20,386.00</b>	<b>129,000.00</b>	<b>-108,614.00</b>	<b>15.8%</b>
<b>Validation Incentive Program</b>						
Parking Validations	0.00	102.50	102.50	500.00	-397.50	20.5%
<b>Total Validation Incentive Program</b>	<b>0.00</b>	<b>102.50</b>	<b>102.50</b>	<b>500.00</b>	<b>-397.50</b>	<b>20.5%</b>
Commission ( Vending Machines)	0.00	0.00	0.00	200.00	-200.00	0.0%
Interest Income	1.50	0.72	2.22	20.00	-17.78	11.1%
<b>Total Income</b>	<b>10,034.00</b>	<b>10,456.72</b>	<b>20,490.72</b>	<b>129,720.00</b>	<b>-109,229.28</b>	<b>15.8%</b>
<b>Gross Profit</b>	<b>10,034.00</b>	<b>10,456.72</b>	<b>20,490.72</b>	<b>129,720.00</b>	<b>-109,229.28</b>	<b>15.8%</b>
<b>Expense</b>						
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Administrative</b>						
<b>Office Staff</b>						
Exec.Director - Alloc. from DDA	0.00	0.00	0.00	9,800.00	-9,800.00	0.0%
Administrative Office	4,333.34	4,333.34	8,666.68	52,000.00	-43,333.32	16.67%
<b>Total Office Staff</b>	<b>4,333.34</b>	<b>4,333.34</b>	<b>8,666.68</b>	<b>61,800.00</b>	<b>-53,133.32</b>	<b>14.02%</b>
<b>Garage Staff Payroll Expense</b>						
Payroll Expense	2,161.60	2,282.17	4,443.77	32,000.00	-27,556.23	13.89%
Staff Incentives	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Payroll Taxes - FICA & Medicare	496.86	506.09	1,002.95	6,500.00	-5,497.05	15.43%
Payroll Expenses - WC/SUTA/FUTA	69.67	274.16	343.83	2,000.00	-1,656.17	17.19%
Garage Staff Payroll Expense - Other	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
<b>Total Garage Staff Payroll Expense</b>	<b>2,728.13</b>	<b>3,062.42</b>	<b>5,790.55</b>	<b>45,100.00</b>	<b>-39,309.45</b>	<b>12.84%</b>
<b>Total Administrative</b>	<b>7,061.47</b>	<b>7,395.76</b>	<b>14,457.23</b>	<b>106,900.00</b>	<b>-92,442.77</b>	<b>13.52%</b>
<b>OPERATIONS</b>						
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.0%
City Profit Sharing	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Advertising / Promotion	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Mail / Postage	0.00	0.00	0.00	500.00	-500.00	0.0%
Software Subscriptions	0.00	0.00	0.00	300.00	-300.00	0.0%
Accounting and Legal	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	222.10	228.85	450.95	1,800.00	-1,349.05	25.05%
Bad Debt	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	180.64	374.10	554.74	2,000.00	-1,445.26	27.74%
Utilities	1,223.38	1,312.32	2,535.70	17,000.00	-14,464.30	14.92%
Landscaping, Repairs / Maint.	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Equip. &amp; Supplies</b>						
Office	0.00	42.29	42.29	0.00	42.29	100.0%
Parking Garage	0.00	213.14	213.14	0.00	213.14	100.0%
Equip. & Supplies - Other	21.06	0.00	21.06	1,750.00	-1,728.94	1.2%
<b>Total Equip. &amp; Supplies</b>	<b>21.06</b>	<b>255.43</b>	<b>276.49</b>	<b>1,750.00</b>	<b>-1,473.51</b>	<b>15.8%</b>
Special Projects	0.00	0.00	0.00	0.00	0.00	0.0%
Building Repairs / Maintenance	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance ( Liability)	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Parking Structure Rent	363.00	363.00	726.00	3,993.00	-3,267.00	18.18%
DDA Oper Costs - Allocated	0.00	0.00	0.00	7,200.00	-7,200.00	0.0%
<b>Total OPERATIONS</b>	<b>2,010.18</b>	<b>2,533.70</b>	<b>4,543.88</b>	<b>48,543.00</b>	<b>-43,999.12</b>	<b>9.36%</b>
<b>Total Expense</b>	<b>9,071.65</b>	<b>9,929.46</b>	<b>19,001.11</b>	<b>155,443.00</b>	<b>-136,441.89</b>	<b>12.22%</b>
<b>Net Income</b>	<b>962.35</b>	<b>527.26</b>	<b>1,489.61</b>	<b>-25,723.00</b>	<b>27,212.61</b>	<b>-5.79%</b>



# Downtown Development Authority Parking Garage

## Transaction Detail by Account

### July 2019

#### PG - July Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Liability Check	07/01/2019		United States Treasury	83-0286881	-4,813.84	-4,813.84
Deposit	07/03/2019			Deposit	1,850.00	-2,963.84
Deposit	07/03/2019			Deposit	3,946.50	982.66
Bill Pmt -Check	07/09/2019	1606	Century Link	Elevator phones	-85.70	896.96
Bill Pmt -Check	07/09/2019	1607	Charter		-94.94	802.02
Bill Pmt -Check	07/09/2019	1608	City of Casper Business Services	July Rent	-363.00	439.02
Bill Pmt -Check	07/09/2019	1609	Rocky Mountain Power		-1,223.38	-784.36
Bill Pmt -Check	07/10/2019	1610	Tevin Reams	Fuel	-21.06	-805.42
Paycheck	07/12/2019		Sharon A Elsberry		-545.42	-1,350.84
Paycheck	07/12/2019		Tevin C Reams		-357.55	-1,708.39
Paycheck	07/15/2019		Jaclyn A Landess		-1,815.91	-3,524.30
Deposit	07/15/2019			Deposit	1,670.00	-1,854.30
Deposit	07/15/2019			Deposit	276.00	-1,578.30
Deposit	07/24/2019			Deposit	388.00	-1,190.30
Deposit	07/24/2019			Deposit	628.00	-562.30
Paycheck	07/26/2019		Sharon A Elsberry		-602.08	-1,164.38
Paycheck	07/26/2019		Tevin C Reams		-327.19	-1,491.57
Deposit	07/29/2019			Deposit	1,274.00	-217.57
Paycheck	07/31/2019		Jaclyn A Landess		-1,815.93	-2,033.50
Check	07/31/2019			Service Charge	-222.10	-2,255.60
Deposit	07/31/2019			Interest	1.50	-2,254.10
Total FIB - Parking Garage					-2,254.10	-2,254.10
<b>TOTAL</b>					<b>-2,254.10</b>	<b>-2,254.10</b>

**Downtown Development Authority Parking Garage**  
**Transaction Detail by Account**  
**August 2019**

**PG - August Trans.**

Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>						
Liability Check	08/01/2019		United States Treasury	83-0286881	-4,954.77	-4,954.77
Deposit	08/02/2019			Deposit	4,286.00	-668.77
Deposit	08/06/2019			Deposit	1,495.00	826.23
Deposit	08/06/2019			Deposit	597.00	1,423.23
Paycheck	08/09/2019		Sharon A Elsberry		-532.18	891.05
Paycheck	08/09/2019		Tevin C Reams		-402.79	488.26
Paycheck	08/15/2019		Jaclyn A Landess		-1,815.92	-1,327.66
Deposit	08/20/2019			Deposit	339.00	-988.66
Bill Pmt -Check	08/21/2019	1611	Century Link		-172.80	-1,161.46
Bill Pmt -Check	08/21/2019	1612	Charter		-201.30	-1,362.76
Bill Pmt -Check	08/21/2019	1613	City of Casper Business Services	176713 - August	-363.00	-1,725.76
Bill Pmt -Check	08/21/2019	1614	City of Casper Water and Sewer		-145.48	-1,871.24
Bill Pmt -Check	08/21/2019	1615	Mastercard		-255.43	-2,126.67
Bill Pmt -Check	08/21/2019	1616	Rocky Mountain Power		-1,166.84	-3,293.51
Bill Pmt -Check	08/22/2019	1617	Wyoming Department of Workforce Services		-556.91	-3,850.42
Deposit	08/22/2019			Deposit	261.00	-3,589.42
Paycheck	08/23/2019		Sharon A Elsberry		-592.00	-4,181.42
Paycheck	08/23/2019		Tevin C Reams		-404.62	-4,586.04
Deposit	08/28/2019			Deposit	1,671.00	-2,915.04
Deposit	08/29/2019			Deposit	1,612.00	-1,303.04
Paycheck	08/31/2019		Jaclyn A Landess		-1,815.91	-3,118.95
Check	08/31/2019			Service Charge	-228.85	-3,347.80
Deposit	08/31/2019			Interest	0.72	-3,347.08
Total FIB - Parking Garage					-3,347.08	-3,347.08
<b>TOTAL</b>					<b>-3,347.08</b>	<b>-3,347.08</b>

**Downtown Development Authority Parking Garage**  
**Transaction Detail by Account**  
**September 2019**

**PG - Sept. Transactions**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>FIB - Parking Garage</b>							
	Deposit	09/03/2019			Deposit	130.00	130.00
	Deposit	09/03/2019			Deposit	429.00	559.00
	Liability Check	09/03/2019		United States Treasury	83-0286881	-5,140.68	-4,581.68
	Bill Pmt -Check	09/05/2019	1618	The Cincinnati Insurance Company	Acct # 1000487122	-1,908.00	-6,489.68
	Paycheck	09/06/2019		Sharon A Elsberry		-592.92	-7,082.60
	Paycheck	09/06/2019		Tevin C Reams		-347.45	-7,430.05
	Deposit	09/09/2019			Deposit	757.00	-6,673.05
	Bill Pmt -Check	09/09/2019	1619	Century Link		-1.40	-6,674.45
	Bill Pmt -Check	09/09/2019	1620	Charter		-11.59	-6,686.04
	Bill Pmt -Check	09/09/2019	1621	City of Casper Business Services	Sept Rent	-363.00	-7,049.04
	Bill Pmt -Check	09/09/2019	1622	Mastercard		-144.29	-7,193.33
	Bill Pmt -Check	09/09/2019	1623	Rocky Mountain Power		-1,127.22	-8,320.55
	Bill Pmt -Check	09/09/2019	1624	City of Casper Water and Sewer		-92.74	-8,413.29
Total FIB - Parking Garage						-8,413.29	-8,413.29
<b>TOTAL</b>						<b>-8,413.29</b>	<b>-8,413.29</b>

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Transportation	0.00	0.00	0.00	0.00	126.00	126.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	0.00	35.00	0.00	0.00	0.00	35.00
Emilee Willard	0.00	0.00	0.00	0.00	140.00	140.00
First Interstate Bank-Emp.						
Kate McNally	0.00	0.00	0.00	0.00	0.00	0.00
Shylan Vorderberg	0.00	0.00	35.00	0.00	17.50	52.50
Total First Interstate Bank	0.00	0.00	35.00	0.00	17.50	52.50
Heather Wells	0.00	0.00	0.00	0.00	135.00	135.00
Ide, Land and Leasing	0.00	1,128.00	0.00	0.00	0.00	1,128.00
Janice Barratt	0.00	0.00	35.00	0.00	0.00	35.00
Jean Baxter	0.00	0.00	0.00	0.00	43.00	43.00
Jordan Davis	0.00	0.00	0.00	0.00	215.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	0.00	35.00	35.00	35.00	35.00	140.00
Kris & Jennifer Beevers	0.00	0.00	0.00	0.00	0.00	0.00
Lisa Knapp	0.00	35.00	0.00	0.00	0.00	35.00
Lowell Lund	0.00	0.00	0.00	0.00	0.00	0.00
Main Street Corporation	0.00	210.00	0.00	0.00	0.00	210.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Nicole Miller	0.00	0.00	0.00	0.00	385.00	385.00
Nora Fagan	0.00	43.00	0.00	0.00	0.00	43.00
Rick & Cassie Young	0.00	0.00	0.00	0.00	0.00	0.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tom Rogers	0.00	35.00	0.00	0.00	0.00	35.00
Toni Hargrove	0.00	0.00	0.00	0.00	70.00	70.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
<b>TOTAL</b>	<b>0.00</b>	<b>1,521.00</b>	<b>105.00</b>	<b>35.00</b>	<b>3,092.50</b>	<b>4,753.50</b>

**Downtown Development Authority**  
**Balance Sheet**  
As of August 31, 2019

DSS - Balance Sheet

Aug 31, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

Plaza Checking 145,583.35

Special Events 38,240.60

**Total Checking/Savings** 183,823.95

**Accounts Receivable**

Accounts Receivable 8,600.00

**Total Accounts Receivable** 8,600.00

**Total Current Assets** 192,423.95

**TOTAL ASSETS** 192,423.95

**LIABILITIES & EQUITY**

**Equity**

Unrestricted Net Assets 232,934.28

Net Income -40,510.33

**Total Equity** 192,423.95

**TOTAL LIABILITIES & EQUITY** 192,423.95

**Downtown Development Authority**  
**Profit & Loss**  
August 2019

DSS- P&L

	Aug 19		Jul 19
Ordinary Income/Expense		Ordinary Income/Expense	
Income		Income	
ACCT. INTEREST	15.88	ACCT. INTEREST	29.39
Other Types of Income		Direct Public Support	
Miscellaneous Revenue	925.00	Operational Grants	6,979.00
Total Other Types of Income	925.00	Total Direct Public Support	6,979.00
Program Income		Other Types of Income	
Beverage Sales	24,695.58	Miscellaneous Revenue	925.00
Friends of Station	60.00	Total Other Types of Income	925.00
Vendor Fees	2,945.67	Program Income	
Total Program Income	27,701.25	Beverage Sales	10,931.11
Total Income	28,642.13	Event Sponsorship	39,500.00
Gross Profit	28,642.13	Facility Rental	13,095.16
Expense		Friends of Station	60.00
Contract Services		Partners In Progress	1,000.00
Construction Expense	524.94	Vendor Fees	1,550.00
Contract Services - Other	1,753.00	Total Program Income	66,136.27
Total Contract Services	2,277.94	Total Income	74,069.66
Facilities and Equipment		Gross Profit	74,069.66
Building Repairs/Maint	1,600.00	Expense	
Equip Rental and Maintenance	485.63	Contract Services	
Rent, Parking, Utilities		Construction Expense	488.04
Ash Street	3,955.71	Contract Services - Other	1,500.00
DSS	3,370.65	Total Contract Services	1,988.04
Total Rent, Parking, Utilities	7,326.36	Facilities and Equipment	
Facilities and Equipment - Other	119.58	Building Repairs/Maint	58.00
Total Facilities and Equipment	9,531.57	Equip Rental and Maintenance	585.63
Marketing		FF&E	189.83
Advertising/Media	2,104.26	Landscaping, Repairs/Maint.	105.63
Marketing - Other	12,060.70	Rent, Parking, Utilities	
Total Marketing	14,164.96	Ash Street	188.83
Operations		DSS	118.08
Bank Fees	158.43	Rent, Parking, Utilities - Other	2,041.78
Books, Subscriptions, Reference	613.40	Total Rent, Parking, Utilities	2,348.69
Entertainment/Talent	1,700.00	Total Facilities and Equipment	3,287.78
Event Expense		Marketing	
A/V	5,750.00	Advertising/Media	1,076.73
Bands	10,750.00	Marketing - Other	6,741.05
Insurance	1,861.14	Total Marketing	7,817.78
Security	5,193.75	Operations	
Event Expense - Other	10,975.61	Books, Subscriptions, Reference	260.03
Total Event Expense	34,530.50	Entertainment/Talent	1,700.00
Postage, Mailing Service	127.80	Event Expense	
Service Charge	3.81	A/V	3,650.00
Supplies	3,686.10	Bands	2,500.00
Operations - Other	265.70	Insurance	499.20
Total Operations	41,085.74	Security	3,562.50
Payroll Expenses	42,000.00	Event Expense - Other	4,484.12
Total Expense	109,060.21	Total Event Expense	14,695.82
Net Ordinary Income	-80,418.08	Service Charge	8.28
Net Income	-80,418.08	Supplies	4,404.18
		Total Operations	21,068.31
		Total Expense	34,161.91
		Net Ordinary Income	39,907.75
			39,907.75



**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
**July through August 2019**

DSS-tracking	TOTAL					
	Jul 19	Aug 19	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
ACCT. INTEREST	29.39	15.88	45.27	0.00	45.27	100.0%
<b>Direct Public Support</b>						
Operational Grants	6,979.00	0.00	6,979.00	65,000.00	-58,021.00	10.74%
Total Direct Public Support	6,979.00	0.00	6,979.00	65,000.00	-58,021.00	10.74%
<b>Investments</b>						
Endowment	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
<b>Other Types of Income</b>						
Miscellaneous Revenue	925.00	925.00	1,850.00	0.00	1,850.00	100.0%
Other Types of Income - Other	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Other Types of Income	925.00	925.00	1,850.00	20,000.00	-18,150.00	9.25%
<b>Program Income</b>						
Beverage Sales	10,931.11	24,695.58	35,626.69	40,000.00	-4,373.31	89.07%
Event Sponsorship	39,500.00	0.00	39,500.00	130,000.00	-90,500.00	30.39%
Facility Rental	13,095.16	0.00	13,095.16	20,000.00	-6,904.84	65.48%
<b>Friends of Station</b>						
Friends of Station - Other	60.00	60.00	120.00	30,000.00	-29,880.00	0.4%
Total Friends of Station	60.00	60.00	120.00	30,000.00	-29,880.00	0.4%
Ice Skating Fees	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
Partners In Progress	1,000.00	0.00	1,000.00	140,000.00	-139,000.00	0.71%
Vendor Fees	1,550.00	2,945.67	4,495.67	0.00	4,495.67	100.0%
Total Program Income	66,136.27	27,701.25	93,837.52	420,000.00	-326,162.48	22.34%
Total Income	74,069.66	28,642.13	102,711.79	537,000.00	-434,288.21	19.13%
	74,069.66	28,642.13	102,711.79	537,000.00	-434,288.21	19.13%
<b>Expense</b>						
<b>Contract Services</b>						
Accounting Fees	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Construction Expense	488.04	524.94	1,012.98	0.00	1,012.98	100.0%
Event Help (Contract)	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Legal Fees	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Contract Services - Other	1,500.00	1,753.00	3,253.00	27,000.00	-23,747.00	12.05%
Total Contract Services	1,988.04	2,277.94	4,265.98	58,000.00	-53,734.02	7.36%
<b>Facilities and Equipment</b>						
Building Repairs/Maint	58.00	1,600.00	1,658.00	10,000.00	-8,342.00	16.58%
Equip Rental and Maintenance	585.63	485.63	1,071.26	40,000.00	-38,928.74	2.68%
FF&E	189.83	0.00	189.83	60,000.00	-59,810.17	0.32%
Landscaping, Repairs/Maint.	105.63	0.00	105.63	10,000.00	-9,894.37	1.06%
Property Insurance	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
<b>Rent, Parking, Utilities</b>						
Ash Street	188.83	3,955.71	4,144.54	36,000.00	-31,855.46	11.51%
DSS	118.08	3,370.65	3,488.73	24,000.00	-20,511.27	14.54%
Rent, Parking, Utilities - Other	2,041.78	0.00	2,041.78	0.00	2,041.78	100.0%

# Downtown Development Authority

## Profit & Loss Budget vs. Actual

### July through August 2019

DSS-tracking	TOTAL					
	Jul 19	Aug 19	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Total Rent, Parking, Utilities	2,348.69	7,326.36	9,675.05	60,000.00	-50,324.95	16.13%
Facilities and Equipment - Other	0.00	119.58	119.58	10,000.00	-9,880.42	1.2%
<b>Total Facilities and Equipment</b>	<b>3,287.78</b>	<b>9,531.57</b>	<b>12,819.35</b>	<b>210,000.00</b>	<b>-197,180.65</b>	<b>6.1%</b>
<b>Marketing</b>						
Advertising/Media	1,076.73	2,104.26	3,180.99	30,000.00	-26,819.01	10.6%
Fundraising Expense	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Website	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Marketing - Other	6,741.05	12,060.70	18,801.75	0.00	18,801.75	100.0%
<b>Total Marketing</b>	<b>7,817.78</b>	<b>14,164.96</b>	<b>21,982.74</b>	<b>42,500.00</b>	<b>-20,517.26</b>	<b>51.72%</b>
<b>Operations</b>						
Bank Fees	0.00	158.43	158.43			
Books, Subscriptions, Reference	260.03	613.40	873.43	0.00	873.43	100.0%
Entertainment/Talent	1,700.00	1,700.00	3,400.00	0.00	3,400.00	100.0%
Equip/Supplies	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
<b>Event Expense</b>						
A/V	3,650.00	5,750.00	9,400.00	25,000.00	-15,600.00	37.6%
Bands	2,500.00	10,750.00	13,250.00			
Insurance	499.20	1,861.14	2,360.34	0.00	2,360.34	100.0%
Security	3,562.50	5,193.75	8,756.25	40,000.00	-31,243.75	21.89%
Event Expense - Other	4,484.12	10,975.61	15,459.73	121,500.00	-106,040.27	12.72%
<b>Total Event Expense</b>	<b>14,695.82</b>	<b>34,530.50</b>	<b>49,226.32</b>	<b>186,500.00</b>	<b>-137,273.68</b>	<b>26.4%</b>
Office Automation	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
Postage, Mailing Service	0.00	127.80	127.80	2,500.00	-2,372.20	5.11%
Service Charge	8.28	3.81	12.09	0.00	12.09	100.0%
Software/Subscriptions	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Supplies	4,404.18	3,686.10	8,090.28	0.00	8,090.28	100.0%
Operations - Other	0.00	265.70	265.70	0.00	265.70	100.0%
<b>Total Operations</b>	<b>21,068.31</b>	<b>41,085.74</b>	<b>62,154.05</b>	<b>200,900.00</b>	<b>-138,745.95</b>	<b>30.94%</b>
<b>Payroll Expenses</b>	<b>0.00</b>	<b>42,000.00</b>	<b>42,000.00</b>			
<b>Total Expense</b>	<b>34,161.91</b>	<b>109,060.21</b>	<b>143,222.12</b>	<b>511,400.00</b>	<b>-368,177.88</b>	<b>28.01%</b>
<b>Net Ordinary Income</b>	<b>39,907.75</b>	<b>-80,418.08</b>	<b>-40,510.33</b>	<b>25,600.00</b>	<b>-66,110.33</b>	<b>-158.24%</b>
<b>Net Income</b>	<b>39,907.75</b>	<b>-80,418.08</b>	<b>-40,510.33</b>	<b>25,600.00</b>	<b>-66,110.33</b>	<b>-158.24%</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
July 2019

DSS- July	Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking							
	Bill Pmt -Check	07/01/2019	1721	Jacob K. Maurer		-1,244.38	-1,244.38
	Deposit	07/08/2019			Deposit	20.00	-1,224.38
	Bill Pmt -Check	07/09/2019	1722	Ahern Rentals	Scissorlift	-485.63	-1,710.01
	Bill Pmt -Check	07/09/2019	1723	AMBI Mail & Marketing		-60.00	-1,770.01
	Bill Pmt -Check	07/09/2019	1724	Artisan Alley		-1,360.97	-3,130.98
	Bill Pmt -Check	07/09/2019	1725	Bar D Signs	Banners for TV - Memorial Hospital	-380.00	-3,510.98
	Bill Pmt -Check	07/09/2019	1726	Black Hills Energy		-188.83	-3,699.81
	Bill Pmt -Check	07/09/2019	1727	Brent Phillips	Invoice #588	-3,650.00	-7,349.81
	Bill Pmt -Check	07/09/2019	1728	Charter Communications		-79.97	-7,429.78
	Bill Pmt -Check	07/09/2019	1729	Cowdin Cleaning	June 2019	-1,500.00	-8,929.78
	Bill Pmt -Check	07/09/2019	1730	GW Mechanical	Invoice #SV-5236	-629.44	-9,559.22
	Bill Pmt -Check	07/09/2019	1731	Hinge Studio		-4,950.00	-14,509.22
	Bill Pmt -Check	07/09/2019	1732	MCF LLC		-900.00	-15,409.22
	Bill Pmt -Check	07/09/2019	1733	Natrona County Health Department		-75.00	-15,484.22
	Bill Pmt -Check	07/09/2019	1734	Overhead Door	South Overhead door	-112.50	-15,596.72
	Bill Pmt -Check	07/09/2019	1735	Peden's Inc.	Invoice #N55044	-800.00	-16,396.72
	Bill Pmt -Check	07/09/2019	1736	Rocky Mountain Power		-1,066.78	-17,463.50
	Bill Pmt -Check	07/09/2019	1737	Secure Gunz LLC		-2,587.50	-20,051.00
	Bill Pmt -Check	07/09/2019	1738	The Lyric		-100.00	-20,151.00
	Bill Pmt -Check	07/09/2019	1739	Western Distributing		-702.00	-20,853.00
	Bill Pmt -Check	07/09/2019	1740	Wyoming Mechanical Bull Rental		-756.88	-21,609.88
	Bill Pmt -Check	07/09/2019	1741	Mastercard	JL	-1,632.35	-23,242.23
	Bill Pmt -Check	07/10/2019	1742	Culmination & Co LLC	Blues & Jazz 2019	-750.00	-23,992.23
	Bill Pmt -Check	07/10/2019	1743	David Gerald Enterprises	Blues & Jazz 2019	-700.00	-24,692.23
	Bill Pmt -Check	07/10/2019	1744	Dean Simms	Blues & Jazz 2019	-1,250.00	-25,942.23
	Bill Pmt -Check	07/10/2019	1745	Dennis Volk	Balloon Fest 2019	-500.00	-26,442.23
	Bill Pmt -Check	07/10/2019	1746	Jalan Crossland	Hilltop Concert 7/12	-750.00	-27,192.23
	Bill Pmt -Check	07/10/2019	1747	Zack Schommer	Hilltop Concert 7/12	-250.00	-27,442.23
	Bill Pmt -Check	07/10/2019	1748	Hawkins Inc		-61.00	-27,503.23
	Bill Pmt -Check	07/10/2019	1749	Mastercard	KH	-4,645.19	-32,148.42
	Deposit	07/15/2019			Deposit	475.00	-31,673.42
	Deposit	07/15/2019			Deposit	2,961.00	-28,712.42
	Deposit	07/15/2019			Deposit	920.43	-27,791.99
	Deposit	07/15/2019			Deposit	20.00	-27,771.99
	Deposit	07/17/2019			Deposit	20.00	-27,751.99
	Deposit	07/17/2019			Deposit	700.00	-27,051.99
	Deposit	07/17/2019			Deposit	15,100.00	-11,951.99
	Bill Pmt -Check	07/17/2019	1750	Alliance Electric		-375.54	-12,327.53
	Bill Pmt -Check	07/17/2019	1751	Black Hills Energy		-38.11	-12,365.64
	Bill Pmt -Check	07/17/2019	1752	Jeremy Miller Media		-450.00	-12,815.64
	Bill Pmt -Check	07/17/2019	1753	Secure Gunz LLC	Security	-975.00	-13,790.64
	Bill Pmt -Check	07/17/2019	1754	Stoner Lawn & Landscape		-71.00	-13,861.64
	Bill Pmt -Check	07/17/2019	1755	Western Distributing	June 12th Concert	-705.00	-14,566.64
	Deposit	07/22/2019			Deposit	3,893.00	-10,673.64
	Deposit	07/22/2019			Deposit	1,050.72	-9,622.92
	Deposit	07/23/2019			Deposit	101.17	-9,521.75
	Deposit	07/23/2019			Deposit	6,979.00	-2,542.75
	Deposit	07/24/2019			Deposit	500.00	-2,042.75
	Deposit	07/24/2019			Deposit	15,700.00	13,657.25
	Deposit	07/29/2019			Deposit	1,550.00	15,207.25
	Deposit	07/29/2019			Deposit	1,731.00	16,938.25
	Deposit	07/29/2019			Deposit	374.96	17,313.21
	Deposit	07/30/2019			Deposit	550.00	17,863.21
	Deposit	07/31/2019			Deposit	194.50	18,057.71
	Check	07/31/2019			Service Charge	-8.28	18,049.43
	Deposit	07/31/2019			Interest	24.46	18,073.89
Total Plaza Checking						18,073.89	18,073.89
<b>TOTAL</b>						<b>18,073.89</b>	<b>18,073.89</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
**August 2019**

Iss- Aug	Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>							
	Deposit	08/02/2019			Deposit	1,696.00	1,696.00
	Deposit	08/05/2019			Deposit	216.04	1,912.04
	Deposit	08/05/2019			Deposit	483.35	2,395.39
	Deposit	08/06/2019			Deposit	13,495.16	15,890.55
	Bill Pmt -Check	08/08/2019	1756	Bret Andrew	August ArtWalk	-250.00	15,640.55
	Bill Pmt -Check	08/08/2019	1757	Chancey Williams Music LLC	August 23rd Concert Series	-6,500.00	9,140.55
	Bill Pmt -Check	08/08/2019	1758	Few Miles South	August 8th Concert Series	-750.00	8,390.55
	Bill Pmt -Check	08/08/2019	1759	Kaspen Haley	August 8th Concert Series	-200.00	8,190.55
	Bill Pmt -Check	08/08/2019	1760	Whiskey's Alibi	August 23rd Concert Series	-600.00	7,590.55
	Bill Pmt -Check	08/08/2019	1761	Zack Schommer	August 16th Concert Series	-250.00	7,340.55
	Deposit	08/08/2019			Deposit	20.00	7,360.55
	Deposit	08/12/2019			Deposit	331.91	7,692.46
	Deposit	08/14/2019			Deposit	700.00	8,392.46
	Bill Pmt -Check	08/16/2019	1762	Canyon Kids LLC	August 16th Concert	-2,000.00	6,392.46
	Deposit	08/19/2019			Deposit	1,153.01	7,545.47
	Deposit	08/20/2019			Deposit	8,725.00	16,270.47
	Deposit	08/20/2019			Deposit	1,050.00	17,320.47
	Deposit	08/20/2019			Deposit	3,301.00	20,621.47
	Bill Pmt -Check	08/21/2019	1763	Ahern Rentals	Scissorlift	-485.63	20,135.84
	Bill Pmt -Check	08/21/2019	1764	Alliance Electric	Flag light Pole	-367.44	19,768.40
	Bill Pmt -Check	08/21/2019	1765	AMBI Mail & Marketing		-91.80	19,676.60
	Bill Pmt -Check	08/21/2019	1766	Black Hills Energy		-78.97	19,597.63
	Bill Pmt -Check	08/21/2019	1767	Brent Phillips		-5,750.00	13,847.63
	Bill Pmt -Check	08/21/2019	1768	Casper Beverage	Fly-Fish Casper	-851.90	12,995.73
	Bill Pmt -Check	08/21/2019	1769	Charter Communications		-79.97	12,915.76
	Bill Pmt -Check	08/21/2019	1770	City of Casper - Water Services	311502	-186.00	12,729.76
	Bill Pmt -Check	08/21/2019	1771	CK Mechanical	Afterhours service call	-203.00	12,526.76
	Bill Pmt -Check	08/21/2019	1772	Cowdin Cleaning		-1,550.00	10,976.76
	Bill Pmt -Check	08/21/2019	1773	Extreme Event Productions	Trackless train for Fall Fest	-950.00	10,026.76
	Bill Pmt -Check	08/21/2019	1774	Goedickes	Donor gifts	-378.32	9,648.44
	Bill Pmt -Check	08/21/2019	1775	Hawkins Inc		-1,393.05	8,255.39
	Bill Pmt -Check	08/21/2019	1776	Hinge Studio		-11,500.50	-3,245.11
	Bill Pmt -Check	08/21/2019	1777	Jeremy Miller Media		-875.00	-4,120.11
	Bill Pmt -Check	08/21/2019	1778	Overhead Door		-157.50	-4,277.61
	Bill Pmt -Check	08/21/2019	1779	Peden's Inc.	Fly-Fish stickers	-112.50	-4,390.11
	Bill Pmt -Check	08/21/2019	1780	Rocky Mountain Power	Station	-2,365.30	-6,755.41
	Bill Pmt -Check	08/21/2019	1781	Secure Gunz LLC		-5,193.75	-11,949.16
	Bill Pmt -Check	08/21/2019	1782	The Orvis Company Inc	Orvis Fly Fish Movie	-200.00	-12,149.16
	Bill Pmt -Check	08/21/2019	1783	Tyler Hallock	Fly Fish logo 2019	-500.00	-12,649.16
	Bill Pmt -Check	08/21/2019	1784	Western Distributing		-2,231.00	-14,880.16
	Bill Pmt -Check	08/21/2019	1785	Black Hills Energy		-34.58	-14,914.74
	Bill Pmt -Check	08/21/2019	1786	City of Casper - Water Services	Station	-76.58	-14,991.32
	Bill Pmt -Check	08/21/2019	1787	Double A Service LLC	Fix sweeper that was donated by FIB	-1,600.00	-16,591.32
	Bill Pmt -Check	08/21/2019	1788	Rocky Mountain Power	ash	-3,160.74	-19,752.06
	Bill Pmt -Check	08/21/2019	1789	City of Casper - Water Services	station	-628.22	-20,380.28
	Bill Pmt -Check	08/21/2019	1790	John Kirlin	Fly-Fish Casper	-400.00	-20,780.28
	Bill Pmt -Check	08/21/2019	1791	City of Casper - Water Services	ash	-716.00	-21,496.28
	Bill Pmt -Check	08/21/2019	1792	Mastercard	KH	-3,709.85	-25,206.13
	Bill Pmt -Check	08/21/2019	1793	Mastercard	JL	-3,678.80	-28,884.93
	Bill Pmt -Check	08/22/2019	EFT	Casper DDA Transfer	Event Coordinator Salary	-42,000.00	-70,884.93
	Deposit	08/26/2019			Deposit	60.64	-70,824.29
	Deposit	08/26/2019			Deposit	20.00	-70,804.29
	Deposit	08/26/2019			Deposit	20.00	-70,784.29
	Deposit	08/28/2019			Deposit	7,984.00	-62,800.29
	Deposit	08/29/2019			Deposit	3,808.63	-58,991.66
	Deposit	08/29/2019			Deposit	200.00	-58,791.66
	Check	08/31/2019			Service Charge	-3.81	-58,795.47
	Deposit	08/31/2019			Interest	13.35	-58,782.12
Total Plaza Checking						-58,782.12	-58,782.12
<b>TOTAL</b>						<b>-58,782.12</b>	<b>-58,782.12</b>

**Downtown Development Authority**  
**Transaction Detail by Account**  
**September 2019**

Dss- Sept	Type	Date	Num	Name	Memo	Amount	Balance
<b>Plaza Checking</b>							
	Bill Pmt -Check	09/05/2019	1794	CSU Producer Resources INC	Acct #3000487707	-14,174.18	-14,174.18
	Bill Pmt -Check	09/05/2019	1795	The Cincinnati Insurance Company	Account # 1000488034	-7,024.00	-21,198.18
	Bill Pmt -Check	09/05/2019	1796	Los Traviesos	Fiesta WYO 2019	-2,000.00	-23,198.18
	Deposit	09/05/2019			Deposit	17.74	-23,180.44
	Deposit	09/05/2019			Deposit	142.23	-23,038.21
	Deposit	09/05/2019			Deposit	324.00	-22,714.21
	Deposit	09/05/2019			Deposit	1,100.00	-21,614.21
	Deposit	09/06/2019			Deposit	100.00	-21,514.21
	Deposit	09/09/2019			Deposit	252.53	-21,261.68
	Deposit	09/09/2019			Deposit	720.39	-20,541.29
	Deposit	09/09/2019			Deposit	20.00	-20,521.29
	Deposit	09/09/2019			Deposit	36,503.00	15,981.71
	Deposit	09/09/2019			Deposit	2,545.00	18,526.71
	Bill Pmt -Check	09/09/2019	1797	Ahern Rentals	Scissorlift	-485.63	18,041.08
	Bill Pmt -Check	09/09/2019	1798	AMBI Mail & Marketing		-88.00	17,953.08
	Bill Pmt -Check	09/09/2019	1799	Bar D Signs	Install Partners in Progress	-1,445.00	16,508.08
	Bill Pmt -Check	09/09/2019	1800	Brent Phillips	August 2019 Sound	-6,850.00	9,658.08
	Bill Pmt -Check	09/09/2019	1801	Charter Communications	Acct #1113376090119	-79.97	9,578.11
	Bill Pmt -Check	09/09/2019	1802	Cowdin Cleaning	August 2019	-1,550.00	8,028.11
	Bill Pmt -Check	09/09/2019	1803	Extreme Event Productions	Trackless Train Fall fest 2019	-950.00	7,078.11
	Bill Pmt -Check	09/09/2019	1804	Hood's Equipment & Sprinkler	Equipment	-275.99	6,802.12
	Bill Pmt -Check	09/09/2019	1805	Lau Angelitas Unidas Y Las Rayos Del Sol	Fiesta WYO 2019	-500.00	6,302.12
	Bill Pmt -Check	09/09/2019	1806	Mariachi 307 East High School	FiestaWYO 2019	-1,000.00	5,302.12
	Bill Pmt -Check	09/09/2019	1807	Secure Gunz LLC		-2,983.75	2,318.37
	Bill Pmt -Check	09/09/2019	1808	Western Distributing	Fiesta WYO, Artwalk, & Chancey	-2,644.50	-326.13
	Bill Pmt -Check	09/09/2019	1809	Black Hills Energy	David St	-32.62	-358.75
	Bill Pmt -Check	09/09/2019	1810	Mastercard		-2,963.48	-3,322.23
	Bill Pmt -Check	09/09/2019	1811	The Lyric		-200.00	-3,522.23
	Bill Pmt -Check	09/09/2019	1812	Black Hills Energy	Ash	-74.48	-3,596.71
	Bill Pmt -Check	09/09/2019	1813	City of Casper - Water Services	DSS	-47.74	-3,644.45
	Bill Pmt -Check	09/09/2019	1814	Mastercard	JL	-1,600.16	-5,244.61
	Bill Pmt -Check	09/09/2019	1815	City of Casper - Water Services	DSS	-392.70	-5,637.31
	Bill Pmt -Check	09/09/2019	1816	City of Casper - Water Services	ash	-515.97	-6,153.28
	Bill Pmt -Check	09/09/2019	1817	City of Casper - Water Services	DSS	-344.33	-6,497.61
Total Plaza Checking						-6,497.61	-6,497.61
<b>TOTAL</b>						<b>-6,497.61</b>	<b>-6,497.61</b>



**Presented By:**  
FLAG Development LLC.

## Purchase and Development of Former Plains Furniture Properties

Casper, WY

## **Proposal Response**

February 14, 2019

Downtown Casper is the **true heart of this community**; alive with dining, shopping, entertainment, history, art, and culture. To complement this amazing downtown, City leadership and committed neighborhood stakeholders created the **Old Yellowstone District** — a redevelopment area adjacent to the downtown core — that will become a destination for the **live**, work and play audience”

-OYD Marketing Plan (pg. 2)



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**i. Statement of Project Requirements**

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**FLAG Development, LLC** understands the project requirements and terms presented in this RFP.

Key criteria include, but are not limited to:

- Bids are due by 4 pm on Thursday, February 14, 2019. Proposal shall be labeled "FORMER PLAINS FURNITURE PROPERTY PROPOSAL ENCLOSED"
- Electronic copy of proposal shall be submitted, as well as (3) three hard copies
- Contractor shall note the goals and requirements of City's 2008 Master Plan, as well as newly adopted Comp. Land Use Plan 2017.
- Describe the economic impact to the city of Casper, including capital investment, job creation, avg. wage rate, and annual sales/property tax revenues.
- State amount and method of proposed compensation to City of Casper for subject property
- Describe funding mechanism for proposal.
- Include statement from lender to indicate ability to begin project within 90 days of award.
- Identify a community need that project will fill
- Include site plan and project elevations
- Include key personnel, responsibilities, qualifications, and references.
- If selected, contractor shall understand city will include in the closing documents requirements that the RFP shall be followed and there will be remedies should RFP not be followed.
- Statement of conflict of interest
- Confidential information shall be clearly marked "Confidential Information" and separate from other information in packet.
- Proposals received after the stated time will not be accepted.
- Acknowledgment of Addendum No. 1 issued on November 29, 2018
- Acknowledgement of Addendum No. 2 issued on January 24, 2019



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**ii. Scope of Services**

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**FLAG Development, LLC** is a limited liability company that was founded on November 2, 2018 in response to this Request for Proposal. The principal office of FLAG Development, LLC and members are located in Casper, WY and consist of Brandon Daigle and Kevin Hawley. Our team combines architectural, project management, job-site management, fundraising, and fiduciary management skills that will bring our downtown redevelopment project to life.

Our business model matches our personal and professional interests but is coupled with heavy research and market analysis to ensure our projects meet the need of our community. Our love of downtown redevelopment and community enhancement has our current focus on downtown mixed-use developments with a concentration on market-rate housing. Our first-hand experience of downtown has shown us that we have sufficient traditional office space and a large number of retail storefronts, but significantly lack market-rate housing. In concurrence with multiple city of Casper studies, we strongly believe that the next important step to creating a sustainable, thriving downtown is by **developing market-rate housing**.

Mr. Daigle and Mr. Hawley work together on initial vision and layout, often working through numerous development and pro forma scenarios before a project direction is agreed upon and pursued. Cooperative duties include market research, analysis, financial investigation, and pro-forma modeling. Mr. Daigle, with his professional experience, handles all architectural and design duties while Mr. Hawley, with his business background, performs an administrative and financial management role. Like any successful team, the roles are clearly defined, and the lines of communication are open. Both members share in a hands-on passion for redevelopment, including the construction management and build out phases of the project.

The partners consist of the *primary management team* involved in the project.

“The community has expressed how badly it wants additional retail, entertainment, and restaurant opportunities. In order to support these commercial visions, we must increase the density of people living downtown – rooftops before retail. We must set the stage for as much **residential development as possible**. To accomplish this, the City has developed a new regulatory structure to support mixed-use design throughout the Old Yellowstone District. Housing will be encouraged at various price points.” -OYD Marketing Plan (pg. 5)



### Site & Property Description:

This 1+ acre property is located in the heart of downtown Casper, immediately between the established CBD and up and coming Old Yellowstone District. The property has been vacant since January 2016. The subject property within the development proposal has been appraised by Mountain West Valuations with the sum of the individual properties totaling just over \$1.4 million dollars.

Currently the property has the visual to any passerby of abandonment and severe blight on what is steadily becoming a more vibrant area of the OYD. The south lot is being utilized as overflow parking by neighbors and state office employees while the remaining parcels are currently vacant.

### Development Goals:

The name of the proposed development for the site will be called **"The Nolan"**.



The new development will utilize a mixed-use approach in order to achieve the following OYD Goals:

- 1) **Goal ECH3-2 (Endless Character) Historic Buildings** will be achieved by demolishing the pre-engineered metal building addition located on top of the original motor pool that will now be converted into an outdoor courtyard for the new residents and tenants of the development. By exposing the original motor pool, the South wall of the Municipal Garage building we be also be revealed to further display the original architecture of the neighboring building. Additionally, by removing the metal building in front of the Historic North Building that formerly functioned as the Nolan Chevrolet Service Shop building, **our design will be able to restore that façade back to its original design and character.**
- 2) **Goal VUC2-7 (Vibrant Urban Center) Historic Preservation** will be fulfilled by adaptively reusing vacant buildings that were formerly automotive and retail buildings for new residential and flexible office uses.
- 3) **Goal VU1-2 (Vibrant Urban Center) Neighborhood Services** will be enhanced by seamlessly incorporating the new architectural style with that of the existing and historic building facades. The original facades of the South and Middle buildings have been damaged beyond economically feasible repair. Because of the previous damage to the parapets and brickwork, these facades will be demolished in order to give way to new elevations will be reconstructed at a residential scale and utilize a combination steel, wood and two brick styles that both match and accent the original brick facades of the North Service Shop building, the Municipal Garage Building, and the Firehouse. The newly constructed residential units that will be located on the South Parking Lot will match the architectural style and character of the new and old facades along Midwest and David Streets.



**Development Program:**

The proposed building program will include the following components:

- A. Up to **(11) eleven market-rate loft townhouses** within the existing Plains Furniture property referred to in the RFP as the South Building and a portion of the Middle Building. Each unit will be approximately 1,300 square feet, include a mezzanine with a second bedroom, office or flex space, as well as a private patio.



- B. On the north lot, we will remove the pre-engineered metal building and block wall addition in order to open up an open-air courtyard that includes landscaped areas, pavers, fire pits, plantings, trees, furniture and accent lighting. Private patios that are attached to each of the loft townhomes **will be constructed of 75-year old posts and beams that have been recently reclaimed** during the demolition of the buildings that were located on the site of the future State Office Building.
- C. **The original historic Nolan Service Building will be rehabilitated** by utilizing historic tax credits and renovated to become 8,200 square feet of flexible Class A office space.





- D. The South parking be converted to **(7) seven three-story market-rate rowhouses**. Each unit will be approximately 1,760 square feet and include 3 bedrooms and 2 bathrooms with oversized 1-car private garages. Additional features include private rooftop decks, work/office room, a common green space for residents, and views of Casper Mountain.



- E. The western property, referred to in this RFP as **the Livery Stable, will be demolished and reconstructed as a private parking lot** for the residents and tenants of The Nolan development with 36 parking stalls.
- F. The common areas for all of the parcels will be serviced by a member-managed Home-owners associations (HOA) with residents and office tenants actively serving on the board of directors.



**Project Challenges:**

## Revitalization Challenges:

Challenges to revitalization in a downtown or infill area are varied and numerous. To effectively “ready the environment for private investment”, the following challenges must be overcome:

- Difficulty in assembling land
  - Comparatively high land costs
  - Limited examples of creatively-financed projects
  - Parking costs
  - Perceived greater risk in serving perceived narrow markets
  - Construction staging opportunities limited
- West Central & South Poplar Corridor Plan 2007 Update (pg. 40)

**This study from 2007 remains true in 2019 for the following reasons:**

- 1) High land acquisition & development costs compared “green sites” on edges of town
- 2) Infrastructure/Utilities
- 3) Parking
- 4) Hazardous Materials & Asbestos Abatement
- 5) Unknowns with 100-year-old property
- 6) No Access to Historic Tax Credits
  - a. Out of Register 10% no longer available
- 7) City no longer has CDBG Funds for blight, demolition, and improvement
- 8) No comparable or precedence – unproven market.

**“Private investment alone will not fill the financial “gap,” rather, *it will move elsewhere.*”**

-West Central & South Poplar Corridor Plan 2007 Update (pg. 39)

**Site Plan:**

See Confidential Information section of the proposal response for overall site plan and floor plans.

**Project Goals:**

The primary goal of this Project is to provide the City of Casper, Downtown Casper, the Old Yellowstone District, and our community with an additional multi-million-dollar catalytic project that spurs further growth and investment in the downtown core. It is clear from all of the studies over the last two decades that the *first* and most essential component of any downtown development plan must be housing.

**Other Current Projects:**

The Cowboy Condos project in Laramie will require a portion of time from Brandon but will not affect the execution of this project.

iii. **Economic Impact & Development**

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The total projected capital investment for the project is estimated to be \$8,400,000.

**Short-Term Economic Impact**

- a. 75+ Construction Jobs
- b. \$135,000+ Sales Tax will be spent on construction materials
- c. \$600,000 direct spending on Architectural and Engineering Design Fees

**Long-Term Economic Impact**

- a. 19 new OYD & Downtown property owners
- b. Potential creation of 40 jobs in the OYD
  - a. Up to 5 primary jobs will be created with average annual salaries of \$40,000-65,000
  - b. Up to 35 secondary jobs will be created with average annual salaries of \$40,000-75,000
- c. \$483,600 estimated increase in Gross Sales Tax receipts in OYD & Downtown
- d. \$25,000+ in annual Property Taxes

In 2016, the last year of commercial service that Plains Furniture was in operation these same properties resulted in \$8,658.17 of property tax revenue per the Natrona County Assessor. This investment results in an increase of 189% in property tax receipts.

In addition to helping spur new growth, this project helps to **Strengthen and Retain Existing Businesses in the Old Yellowstone District and Downtown core.**



**iv. Personnel and Prior Experience**

Brandon Daigle, AIA, a Natrona County High School graduate with a Bachelor's in Architectural Studies from Arizona State University and a Masters of Architecture from University of Colorado at Denver, captains the design-build arm of FLAG Development. Mr. Daigle works for River Valley Builders (RVB), a design-build firm that serves residential and light commercial clients in Casper and Laramie. Prior to working at RVB, Brandon was the Principal of MOA Wyoming, a commercial architecture firm specializing commercial office spaces, public sector work, and education facilities across the Rocky Mountain Region. Brandon is an independent and motivated architect that pushes the threshold of design while also lending his talents back to the community as an active and engaged contributor on many boards and volunteer initiatives. Brandon is a member of the American Institute of Architects Wyoming Chapter, was a previous board member of the Amoco Reuse Agreement Joint Powers Board (ARAJPB), Montessori School of Casper, and Rotaract (CYPN), as well as a former Adjunct Professor at Casper College. Mr. Daigle has over 18 years of experience in his profession and believes it to be less of a job and more of a way of life. He leverages his talents, ambition, and vision to help build a better Wyoming and stronger Casper, by positively impacting the built environment of our community for current and future generations.

**Other significant project experience includes:****Dean Morgan Middle School Renovations**

4-year, 21-phased project that included 170,000 sf of educational space with a \$18M Valuation

**NERD YMCA of Natrona County**

38,000 sf of recreation space with gymnasium space, fitness & wellness studios, and child care

**Racca's & Urban Bottle Renovation (Former Pacific Fruit & Produce Co. Warehouse)**

Architectural design services for renovations to an existing warehouse building in the OYD

*Brandon will be responsible for architectural and interior design, project management, and contract management for the project.*





Kevin Hawley, LEED AP BD+C, graduated with a bachelor's degree in Business Administration from Central Michigan University and has 17 years' experience in real estate development and construction management. Mr. Hawley is the Executive Director of the Casper DDA and was instrumental in the visioning and implementation of David Street Station. Over the course of five years, he remained steadfast in his duties of fundraising, marketing and communications, design management, and construction and financial oversight, of what to date, has become a nearly \$11 million-dollar project.

Prior to the DDA, Mr. Hawley was a Construction Specialist for Wyoming Community Development Authority, overseeing millions of dollars' worth of private and Federally funded developments across the entire state of Wyoming. Over the course of nearly two decades, he has gained priceless project experience, ranging from residential construction – new to rehabilitation – to large commercial developments of shopping centers, schools, hospitals, and big box stores. His first-hand experience and comfort in all aspects of development, from conception to execution, has proven invaluable to the successful completion of projects on time and within budget.

In addition to his personal and professional experience, he holds professional development and leadership credentials from Dale Carnegie and Peregrine Leadership Institute, and has educational certificates from the Department of Housing and Urban Development and the US EPA. He is an incredibly active and a contributing member of this community, volunteering for many non-profits, sitting on multiple boards, and utilizing his time and talents to help build a better Wyoming and stronger Casper. Although not an artist in the conventional sense of the word, the creativity used to help transform a project from nothing into something is what is most enjoyable and rewarding to Mr. Hawley.

*Kevin will be responsible for project administration, financial management, and on-site project coordination for the project.*



**v. Specific Qualifications****1. David Street Station – Casper, WY****2013-2018**

Although in a different capacity, our collaboration was founded through our roles working with the Casper DDA while building and managing the design, construction, and implementation of David Street Station. It was through that experience that our skills and personalities meshed, the vision for a different future was dreamt, and FLAG was born.





**2. Grant Street Grocery – Casper, WY****2016-2017**

Historic preservation is an important responsibility of the architectural profession. During the redesign and renovation of the historic Grant Street Grocery located in Casper, Mr. Daigle was the lead architect, project manager, and site superintendent. During the project, his residence was just three doors down from the project, enabling him to actively coordinate the design and construction schedules first hand. From start of design to the completion of construction, the entire project took just 10 months to complete.





**3. Montessori School of Casper – Casper, WY****2011-2013**

Renovations in the Old Yellowstone District are not a new endeavor for members of FLAG. While working for MOA Architecture and sitting on the Montessori School of Casper Board, Mr. Daigle volunteered conceptual design services to help the school start a fundraising campaign. After a successful fundraising campaign, Brandon and his staff designed the conversion of an old plumbing warehouse and former automotive repair shop into a new three-classroom school for pre-k and Kindergarten classes along with an outdoor playground in the middle of an industrial area in the OYD.





**4. Branding Iron Renovation – Casper, WY****2017-2018**

The revitalization of downtown has been spurred by new and old investors alike. One such renovation that Mr. Daigle was the lead architect and project manager on was the reincarnation of an old downtown establishment formerly known as Branding Iron that was most recently an Italian restaurant called Botticelli's. Renovations included an entirely new building erected from within the confines of an existing building that shored up structurally unstable floors and the roof. Additionally, new mechanical, plumbing, and electrical services were installed in conjunction with a completely new interior renovation to the ground and basement floors. Provisions for future lofts and an elevator were incorporated into the project as well.

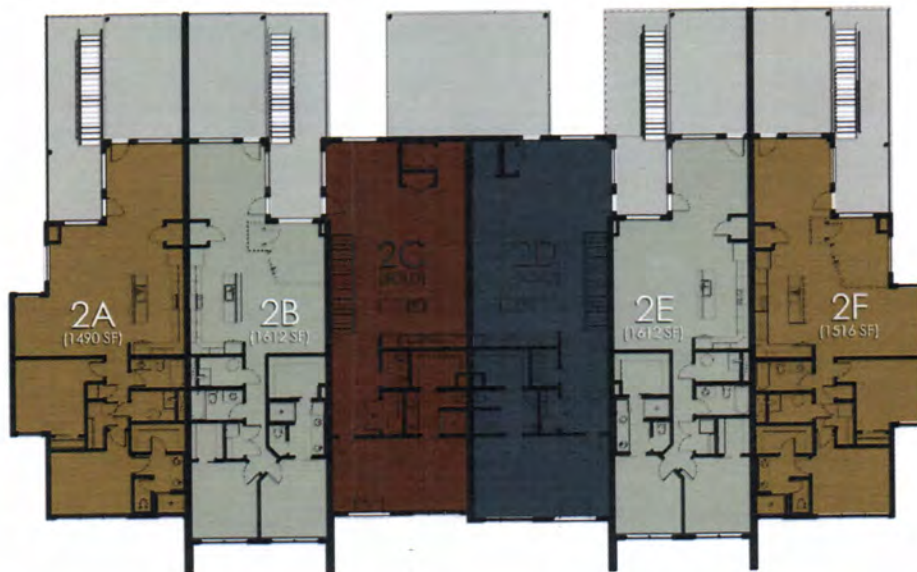




## 5. Cowboy Condos – Laramie, WY

2016-2020

An ability to study and react to market trends is an important trait of any development company. Mr. Daigle and his employer River Valley Builders are currently preparing to start construction of a new mixed-use development in Laramie, WY. The project has been through the design, bidding, presale phases, and will soon begin the permitting phase prior to construction starting later this year. This project incorporates 7,000 sf of ground floor retail space, six private garages, and ten private condominiums located at University Plaza just east of War Memorial Stadium.



 SECOND FLOOR PLAN

**vi. Conflicts of Interest**

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Some may consider that our personal response to the RFP is a conflict of interest because of our employment and volunteer capacities with the Downtown Development Authority (DDA). Our position would be to the contrary for the following reasons:

- 1) The DDA and its members/employees have spent no time or financial resources on the research, development, or design included in this response.
- 2) FLAG received no special privileges or showing in regards to this property and RFP that were not afforded to any other interested party.

Additionally,

- 1) Over a year ago, members of the DDA spent time, money, and energy to bring forward a proposal on this specific site that was not supported by the Casper City Council.
- 2) During that process, Mr. Daigle was specifically asked by a councilman to bring forward other well thought out and funded ideas for this property that could positively impact the community.
- 3) The DDA asked city leadership if they would allow this property to be owned and/or developed by the DDA on behalf of the City. The answer was no.
- 4) The DDA currently lacks any capital nor has the financial means to execute the acquisition of the land without consent from City Council.

**Casper Implementation Framework:**

"Just as no one project will revitalize the Study Area, no single action will advance the larger vision. Rather, revitalization and repositioning of this area will be dependent on a series of actions designed to capitalize on market opportunities and overcome barriers - effectively "readying the environment for investment."

**-West Central & South Poplar Corridor Plan 2007 Update (pg. 40)**



viii. Amount of Bid

"The Nolan" development will include **ALL of the parcels** listed in the RFP. The proposed amount of the bid for all of the parcels listed in the RFP and Addendums No. 1 & 2 are as follows:

North Building	\$115,000
Middle Building	\$150,000
South Building	\$150,000
South Parking Lot	\$280,000
Livery Stable	\$305,000
<hr/>	
Total Bid Amount	\$1,000,000

**Summary of the Offer**

With the proper private/public partnership, this catalytic project can be accomplished and help transform the landscape of our downtown for decades to come. The city of Casper's study states that projects of this nature should expect to provide public participation up to 20% of the total development costs coupled with 80% participation provided by the private sector. This proposal requests approximately 10% investment by the city of Casper which results on a 1:10 ratio of public versus private investment. For additional terms and explanation of the offer, please refer to the Confidential Information section of the proposal.



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**ix. Closing Statement & Timeline**

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**LIVE, WORK & PLAY:** it's in all of the marketing materials for downtown Casper and the Old Yellowstone District. Market rate housing fulfills a community *need* because it is something that we currently do not have.

In downtown, it is obvious that we have the **WORK** component covered. In the last 18 months, we have seen our entertainment and **PLAY** sector explode. The *have* boxes are clearly checked but there is a giant ***need box next to LIVE*** that is in desperate need of attention. This proposal resoundingly checks that box as a HAVE, strengthens other HAVES from the past, stimulates more private sector growth and investment, and sets the stage for further private development and housing options to the west of this site.

During conceptual design sessions for this project, it was easy to dream up attractive and exciting retail ideas and options. Unfortunately, it quickly became obvious that utilizing this space for additional retail would only hurt the core, not positively advance it. Downtown currently has a variety of first floor retail vacancies ready and available for lease or purchase. Downtown has recently seen how existing Second Street retail is relocating to this area, creating somewhat of a vacuum on our established Main Street. What we need to do is strengthen, not saturate and dilute, our existing storefronts and small businesses. As stated in extensive city studies, the way to strengthen any downtown, big or small, and help foster sustainability and further economic investment is to make way for a variety of housing options.

FLAG Development is not ignorant to the fact that this may be seen as a controversial proposal in our community and before our civic leaders. Change is difficult. It is often easier to dismiss something as not being able to work in Casper, our market, or our community. David Street Station was difficult but look at what it has brought to our community now. Sometimes partnerships, investment, and change can be good...can be inspiring....and can lead to many other positive things.

This is an extremely large private financial investment even after incentives – **dollar for dollar it exceeds the construction of the economic engine that is David Street Station**. It's hard to think of a private project in the last 35 years in downtown that matches this investment. However, catalytic projects take bold visionaries, leaders, and most importantly execution. Our partnership has the proven leadership, skillset, financial management expertise, and track record to complete this project. We do what we say we are going to do and we finish what we start.

In the words of a previous city study, **"Private investment alone will not fill the financial "gap," rather, it will move elsewhere."** FLAG Development, LLC is ready, willing and able to be part of continuing the positive transformation and economic revitalization of our downtown but we cannot do it alone. With the partnership and participation of the city of Casper, FLAG intends to break ground on June 1, 2019 with the South Parking Lot and then work our way north with a completion date before the end of the 2021 calendar year based on market demand. We appreciate the opportunity to participate in this RFP process and look forward to the ability to discuss more of the details of this project with you in the future.

**From:** Steve Hughes [mailto:shughes@glenrockpetroleum.com]  
**Sent:** Thursday, September 12, 2019 9:11 AM  
**To:** Steve Hughes <shughes@glenrockpetroleum.com>  
**Subject:** Glenrock Energy Straw porposals and Rules with Appendicies - Matter before the Wyoming Public Service Commission

Greetings,

Terry Manning (CEO of Glenrock Enery) asked that I forward you the attached documentation representing the input of Glenrock Energy to the technical meetings to be held by the Wyoming Public Service Commission. These meetings are intended to aid the PSC relative to definitions and conceptual handling of matters related to the potential decommissioning of coal-fueled electric power plants in Wyoming. More specifically, with recent legislation mandating that plants slated for closure be offered for sale (SF-159). The Glenrock viewpoint remains that closure of these power plants represents a devastating reality for the State of Wyoming and that these closures need not be the only recourse open to the State. We thank you for your support of the people of Wyoming and for your continued focus on this situation.

*Steve Hughes*

Senior Advisor

Glenrock Energy, d.b.a Big Muddy Operators

777 Overland Trail Plaza, Ste. 208

Casper, Wyoming 82601

307.258.1379 Mobile

307.333.6979 Office

[shughes@glenrockpetroleum.com](mailto:shughes@glenrockpetroleum.com)

<https://www.glenrockpetroleum.com/>

IN THE MATTER OF THE COMMISSION’S )  
CONSIDERATION OF THE IMPLEMENTATION )  
OF SEA74 (SF0159) (2019) CONCERNING NEW ) DOCKET NO. 90000-143-XI-19  
OPPORTUNITIES FOR WYOMING COAL FIRED )  
GENERATION AND ASSOCIATED RATE- ) (RECORD NO. 15262)  
MAKING ISSUES )  
)

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**Glenrock Energy, LLC’s**  
**Written Comments/Straw Proposals Regarding the**  
**Solicitation Process, Independent Evaluator, and Application Disposition**  
**Required by SF-159**  
*Submitted September 10, 2019*

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**1. Introduction.**

Glenrock Energy, LLC (“Glenrock”) is a Casper, Wyoming-based company and is engaged in the ownership, operation and development of oil properties in the Big Muddy, South Glenrock, and South Cole Creek oil fields in Converse County, Wyoming. As part of its composite, long-term development program, Glenrock seeks to install and operate carbon capture, utilization, and storage (“CCUS”) equipment at coal-fueled power generating station(s). Glenrock plans to use the captured carbon dioxide (“CO2”) to implement enhanced oil recovery (“CO2-EOR”) to increase the production of its oil fields located in Converse County, part of the Powder River Basin. In total, Glenrock plans to invest up to \$900 million in capital expenditures in its CCUS and oil field redevelopment program.<sup>1</sup> This program will generate approximately \$1.4 billion in revenue to the State of Wyoming and County of Converse from royalty payments plus severance and ad valorem

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<sup>1</sup> Projected capital expenditures for construction of a carbon capture facility are \$480 million. Redevelopment of Glenrock’s oil fields and other infrastructure comprise the balance.

taxes.<sup>2</sup>

Wyoming's coal-fueled generating fleet is an irreplaceable source of base load power that is required for the continued provision of safe, reliable, and adequate service to electricity customers.<sup>3</sup> For coal-fueled generating station operators, implementation of CCUS results in no increase in operating costs or decrease in efficiency. Rather, CCUS increases the value of coal-fueled generating stations by addressing carbon emissions and providing incremental revenue from the sale of CO<sub>2</sub>.<sup>4</sup> Furthermore, incremental electricity demand from carbon capture equipment and oil field infrastructure would result in additional electricity demand and increase system efficiency. Wyoming SF-159 was legislated to encourage the continued operation of coal-fueled generating stations in Wyoming – e.g., in instance(s) where the present owner(s) are unable or unwilling to implement CCUS. Coal-fueled electrical generation has not outlived its usefulness or relevancy and will sustain the cultural legacy in Wyoming.

As the record reflects in this matter, on June 28, 2019, Glenrock provided a detailed submission in response to the Commission's initial "Call for Comments." Glenrock's comments are attached to this document as Appendix A, or can be accessed at this link:

<https://drive.google.com/file/d/1DwQQxSjYN0Z8wIg34knQCq6EGd-4qmYJ/view>

## **2. Two types of "Applications" contemplated by SF-159 and Commission rules.**

When read together with existing Commission rules, it is clear that SF-159 contemplates at least two separate types of applications that a utility can and should file prior to obtaining

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<sup>2</sup> Future State and County revenue estimate assumes (i) 158 million barrels of gross waterflood and CO<sub>2</sub>-EOR recoverable oil; (ii) an average realized oil price (i.e., net of basis differential) of \$47.25 per barrel; (iii) State royalties of 12.5% on 63.0% of gross production; and (iv) severance/ad valorem taxes totaling 12.5% of gross production. Estimate does not include incremental property, income, payroll, and/or sales tax revenue.

<sup>3</sup> The Electric Reliability Council of Texas ("ERCOT") provides a cautionary case study. ERCOT experienced energy emergency events and market price spikes reaching the system price cap of \$9,000 per mWh in August 2019, despite the addition of 15.0 GW of wind and solar generation capacity in 2010-19. During that time period, natural gas, coal, and nuclear generation capacity increased by 0.4 GW. Source: news stories and ERCOT Capacity, Demand and Reserve (CDR) reports, December 2009 and May 2019.

<sup>4</sup> The International Energy Agency (IEA) projects that CCUS will need to be installed on 32 GW of U.S. coal-fueled generation capacity to achieve reductions in CO<sub>2</sub> emissions consistent with Intergovernmental Panel on Climate Change (IPCC) analysis and Paris Agreement (Source: IEA, November 2016 -- Sustainable Development Scenario).



authority to retire a coal fueled generating station. The first is an “application for approval of procedures for the solicitation and review of offers to purchase an otherwise retiring electric generation facility in advance of proposed retirement.” This application is specifically mentioned in SF-159 and codified as W.S. §37-3-116(d). The second is an application for Commission authority prior to “discontinuing, abandoning or otherwise disposing of any utility facility or service currently offered to the public,” pursuant to Commission Rule Chapter 3, Section 21(e). As this docket proceeds, Glenrock urges the Commission to consider both types of applications—the newly established application pursuant to W.S. §37-3-116(d), and the existing application pursuant to Commission Rule Ch. 3, 21(e) because the statute, rule, and both types of applications involve essentially the same analysis and considerations and are inextricably intertwined.

**3. “Sufficient time” for potential purchasers to evaluate purchasing a facility.**

Glenrock anticipates it will take up to 18 months to conduct an unbiased, transparent sale process that culminates in a definitive purchase and sale agreement and the filing of an application to discontinue, abandon or otherwise dispose of the subject generating station. Additional time will be required for the Commission’s review and to obtain requisite approval(s), close the transaction, and transfer operating responsibility. Accordingly, Glenrock recommends the Commission design the Rules to ensure that prospective purchasers are permitted to carry out all process steps (described herein) that are necessary to complete their evaluations and submit well-informed bids and that the utilities are obligated to timely provide prospective purchasers with the necessary due diligence process to do so. Specifically, prospective purchasers must be afforded sufficient time to conduct due diligence; evaluate the generating station; develop a stand-alone operating plan; obtain fully committed financing for the purchase; negotiate PPA(s); incorporate input from third party experts; draft legal documentation; enter into definitive documentation; and assess any potential future environmental and permitting issues. In addition, adequate time must be allowed for the Commission to complete its review and approval processes and for the receipt of other necessary regulatory approvals. In order to provide prospective purchasers and investors regulatory certainty, Glenrock recommends the Commission implement a 10-month timeline for reviewing applications and issuing a decision to accept, reject, or modify



an application for authority to sell, lease or otherwise dispose of coal units.

Care must be taken in examining the experience and qualifications of all prospective purchasers. A number of factors should be taken into account in doing so, including (but not limited to) operating experience, financial resources, technical capabilities, commitment to the State of Wyoming, and environmental consciousness. For example, not just “any old buyer” will have the wherewithal to protect the environment, address potential remediation costs, and provide for potential environmental liability bonding.

#### **4. The Commission should engage an Independent Evaluator from beginning to end.**

An Independent Evaluator is critical in order to properly protect Wyoming ratepayers and advise the Commission from the beginning to the end of any sale process that may be required in accordance with SF-159.<sup>5</sup> The Independent Evaluator will advise and assist the Commission on several matters, including:

- Overseeing the sale process (see Section 5);
- Determining whether a utility used “reasonable efforts to make potential purchasers aware of the opportunity to purchase” a coal fueled generating facility;
- Determining whether “sufficient time” was provided for such a sale to take place in light of the specifics of the situation;
- Determining whether all offers received were “reasonably evaluated”;
- Determining whether the utility exercised “good faith” throughout the process from start to finish;
- Rating or ranking potential purchasers, taking into account specific criteria; and

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<sup>5</sup> “Independent Evaluator” refers collectively to firm(s) that will advise and assist the Commission. Given the diverse skill sets required, a lead firm may serve as project manager and oversee the work of additional subject matter experts, including (but not limited to) separate legal counsel. The role will not be limited strictly to “evaluation.”

- Assessing the reasonableness of projections and other assumptions incorporated in the solicitation of bids, evaluation of offers, and negotiations with prospective purchasers and other interested parties.

The utility should bear the burden to prove that it “reasonably evaluated” offers received and should be required to provide documentation throughout the process as requested by the Commission and Independent Evaluator for purposes of making the above determinations. The documentation to be provided at the conclusion of a sale process and prior to obtaining Commission approval of a proposed sale or retirement should include (but not be limited to) a detailed report describing the nature and identities of potential purchasers contacted, information request by and provided to potential purchasers, terms of all preliminary bids and final offer(s) received, and the rationale for accepting or rejecting each preliminary bid and final offer.

#### **5. Ensuring an independent and objective sale process.**

The overriding objective should be to establish fair market value through transparent process in which multiple qualified parties submit well-informed bids. Factors to be considered in determining whether this objective has been met should include but not be limited to:

- Whether the utility disseminated adequate public announcement(s) of the sale process;
- Whether a sales brokerage firm or agent with a national reputation and experience with regulated utilities and sales of coal-fueled generating facilities was retained;
- The number and nature of prospective purchasers contacted;
- Whether the utility provided prospective purchasers with sufficient access to financial information, operating data, site visits, management team members, third party experts, and other resources to make well-informed evaluations and otherwise cooperated throughout the sale process;
- Whether prospective purchasers submitted final bids; and

- Whether prospective purchasers (in consultation with third party subject matter expert(s)) were able to make objective assessments of future expenditures associated with operations and maintenance, upgrades, compliance with EPA standards, decommissioning, and/or reclamation.

In connection with a sale process, the Commission may (at its sole discretion) request a third-party market assessment or appraisal for purposes of determining the fair market value of the coal plant and costs and benefits for Wyoming of keeping the power generating station in operation.

Considering the importance of these issues (to the State as a whole), the Commission should interpret “reasonable efforts” in SF-159 to mean something nearly equivalent to “best efforts.” The process that is employed must be viewed and evaluated as being “free from bias.”

The Independent Evaluator should provide a written report to the Commission that opines on all of the above items. The Independent Evaluator’s final report and opinions may be distributed to the parties as a confidential document or publicly distributed, at the discretion of the Commission.

**6. The sale process should be controlled by a third party.**

In order to ensure that a sale process is independent, transparent and objective, control of that process should be handed over to an independent third party. Specifically, the Independent Evaluator appointed by the Commission should be responsible for engaging the brokerage firm or sales agent and for day-to-day supervision of the sale process. The utility should be obligated to timely cooperate with the Independent Evaluator in fulfilling its responsibilities. Further, any “offer—counteroffer” and negotiation process should be supervised by the Independent Evaluator, its advisors, or some other neutral third party.

**7. Realistic interval between sale process and proposed retirement.**

Glenrock anticipates it will take up to 18 months to conduct a sale process as described herein, and that additional time will be required for Commission review, regulatory approval(s),

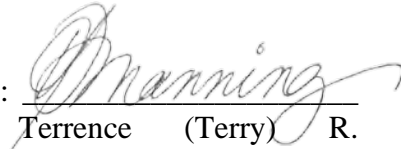
closing, and transfer of operating responsibility. Accordingly, a utility (in concert with the Independent Evaluator) should be required to launch a sale process as soon as practicable upon filing an application to retire a coal-fueled generating station but in no event less than thirty-six (36) months prior to the contemplated retirement date.

## **8. Conclusion.**

Wyoming's coal-fueled generating fleet represents a reliable and cost-effective source of base load electricity. By addressing carbon emissions and generating incremental revenue, CCUS will enhance the value of coal-fueled generating stations. As such, CCUS will afford several benefits, including: (i) providing affordable, reliable electricity; (ii) reducing greenhouse gas emissions; (iii) utilizing existing infrastructure and resources (e.g., avoiding stranded costs); (iv) preserving and creating jobs; (v) promoting energy security; and (vi) sustaining and enhancing State revenue streams. SF-159 was legislated to encourage the continued operation of coal-fueled generating stations in instance(s) where current owner(s) are unable or unwilling to implement CCUS. To accomplish this objective, sale(s) of a generating station(s) as mandated by SF-159 must be managed by a third-party Independent Evaluator in order to ensure unbiased, transparent process(es) in which multiple parties submit credible, well-informed bids. The overriding goals are to provide safe, reliable, and adequate service while preventing electricity customers from absorbing incremental costs that would result from early retirement(s) of coal-fueled generating stations.

Respectfully submitted, this 10<sup>th</sup> day of September, 2019.

GLENROCK ENERGY, LLC

By:   
Terrence (Terry) R.  
Manning Managing  
Director, CEO  
777 Overland Trail, Suite 208  
Casper, Wyoming 82601

**Text of Glenrock’s proposed rules relating to closure, retirement,  
discontinuation, abandonment, sale, lease,  
or other disposal of a coal fired generating facility**

**A. Glenrock proposes that the Commission expand Commission Rule Chapter 3, Section 21(e) as indicated by the underlined language:**

A utility shall file an application prior to discontinuing, abandoning or otherwise disposing of any utility facility or service currently offered to the public. The application shall provide all studies of past, present and prospective customer use of the utility facility or service. Applications to close, retire, discontinue, abandon, sell, lease, or otherwise dispose of a coal fueled generating facility shall conform to Commission Rule Chapter 3, 21(j).

**B. Glenrock proposes the Commission adopt a new subsection (i) to Commission Rule Chapter 3, Section Rule 21:**

**Chapter 3, Section Rule 21(i): Application for approval of procedures for the solicitation and review of offers to purchase an otherwise retiring electric generating facility in advance of a proposed retirement; contents.**

- (a) Prior to the date upon which a utility seeks to begin solicitation and review of offers to purchase an otherwise retiring electric generation facility, such utility may apply to the Commission for approval of such solicitation and review. The application shall include:
  - (i) Examples of the utility’s private and public announcements it intends to circulate, which shall include information announcing the utility’s willingness and desire to sell the facility;
  - (ii) All details, models, and other documents establishing the utility’s methodology for assessing the facility’s fair market value (which may include the costs to be borne by the buyer associated with operations and maintenance, upgrading, compliance with EPA standards, existing contracts to be assumed, and/or decommissioning);
  - (iii) A thorough explanation and discussion of the costs and benefits to Wyoming payers of continued operation versus retirement of the facility; and



- (iv) A detailed, third-party assessment of the economic and societal costs and benefits that may be suffered by Wyoming as a result of the retirement of the coal-fueled generation facility, prepared by an Independent Evaluator or other neutral, third-party. Such Factors should include, but not limited to: impact on long-term and short-term employment in Wyoming; impact on employee industry standard wages, health care and pension benefits; impact on state and local economy and taxes.
- (b) Upon the filing of an application, the Commission will appoint an Independent Evaluator. The Independent Evaluator will work with the utility to conduct the solicitation process on behalf of the Commission. The Independent Evaluator (or its designees) will be responsible for:
- (i) Retaining and overseeing the sales brokerage firm or agent, who shall have a national reputation and experience with regulated utilities and sales of coal-fueled generation facilities, in order to solicit bids and conduct the day-to-day sale process;
  - (ii) Identifying prospective purchasers to be contacted;
  - (iii) Confirming the utility provides prospective purchasers sufficient and timely access to financial information, operating data, site visits, management team members, third party experts, and other resources to make evaluations;
  - (iv) Analyzing the opportunity to seize the undertaking of CO<sub>2</sub>-EOR and the benefits of implementing carbon capture, utilization, and storage (“CCUS”) to enhance coal-fueled generation in Wyoming;
  - (v) Assessing the remaining net book value and decommissioning costs expected by the current owner with respect to the retirement of coal-fuel generation in order to predict the major, associated costs and revenue requirement impacts for Wyoming residents.
  - (vi) Assessing the reasonableness of other projections and assumptions;
  - (vii) Evaluating bids received;
  - (viii) Negotiating with prospective purchasers; and
  - (ix) Advising and assisting the Commission throughout the solicitation and approval process.

(c) In the solicitation and evaluation of offers, the Commission and Independent Evaluator shall consider, among any other relevant factors:

- (i) The preservation of lost revenue to the State; benefits to Wyoming payers of continued operation versus retirement of the facility;
- (ii) Economic and societal costs that may be suffered by Wyoming as a result of the retirement of coal-fueled generation;
- (iii) Proper and efficient use of existing infrastructure;
- (iv) Tax implications;
- (v) The potential for unknown liabilities;
- (vi) Deleterious impact on coal mining operations;
- (vii) The opportunity (or failure) to seize the undertaking of Enhanced Oil Recovery (“CO2-EOR”) and the benefits of implementing CCUS to enhance coal-fueled generation in Wyoming; and
- (viii) Revenue requirement impacts to ratepayers.

(d) Upon completion of the solicitation and evaluation of offers received in accordance with the preceding section, the Commission shall issue a Notice of Application to be circulated, posted, and published in the usual manner for contested case proceedings, and any interested party may intervene, protest, and request a hearing.

**C. Glenrock proposes the Commission adopt a new subsection (j) to Commission Rule Chapter 3, Section Rule 21:**

**New Rule 21(j): Application for authority to sell, lease, discontinue, abandon, retire, or otherwise dispose of a coal-fueled generating facility; contents.**

(a) Not less than thirty-six months prior to the date upon which a utility intends to sell, lease, discontinue, abandon, retire, or otherwise dispose of any coal fired electric generating facility located in Wyoming, such utility shall file an application with the Commission for authority to do so. The application shall include:

- (i) A detailed description of the utility’s privately and publicly disseminated announcements and other information announcing the utility’s willingness and desire to sell the facility;

- (ii) Copies of all documents described in Commission Rule Chapter 3, 21(a)(i);
- (iii) Confirmation that the utility retained a sales brokerage firm or agent with a national reputation and experience with regulated utilities and sales of coal-fueled generation facilities in order to solicit bids;
- (iv) The number and nature of prospective purchasers contacted by the utility (or its representatives), and providing the identity and contact information for all such prospective bidders on a confidential basis;
- (v) Confirmation and convincing evidence that prospective purchasers were provided sufficient access to financial information, operating data, site visits, management team members, third party experts, and other resources to make evaluations;
- (vi) A detailed description of the bid solicitation process, including whether prospective purchasers were allowed to submit final bids;
- (vii) All details, models, and other documents demonstrating the utility's methodology for establishing the facility's fair market value (which may include the costs to be borne by the buyer associated with operations and maintenance, upgrading, compliance with EPA standards, existing contracts to be assumed, and/or decommissioning);
- (viii) Copies of all third-party appraisal or market assessment of the facility that was obtained (through an Independent Evaluator or otherwise) and that were circulated in conjunction with the negotiation process, and how this appraisal included analytics relating to benefits for Wyoming in keeping the facility active and operating;
- (ix) Confirmation that the items and documents described in items (vii) and (viii) above were provided to an Independent Evaluator for validation and verification before the facility was offered for sale;
- (x) Costs and benefits to Wyoming payers of continued operation versus retirement of the facility;
- (xi) Detailed, third-party assessment of the economic and societal costs that may be suffered by Wyoming as a result of the retirement of coal-fueled generation, prepared by an Independent Evaluator or other neutral, third-party;

- (xii) A thorough analysis by the Independent Evaluator or other qualified, neutral third-party of the opportunity to seize the undertaking of CO<sub>2</sub>-EOR and the benefits of implementing CCUS to enhance coal-fueled generation in Wyoming; and
- (xiii) Assessment of the remaining net book value and decommissioning cost expected by the current owner with respect to the retirement of the coal-fuel generation in order to predict the major, associated costs and revenue requirement impacts for Wyoming residents.

(b) In determining whether to accept, reject, modify, or condition approval of an application, the Commission shall consider, among any other relevant factors:

- (i) Potential lost revenue to the State; costs and benefits to Wyoming payers of continued operation versus retirement of the facility;
- (ii) Economic and societal costs that may be suffered by Wyoming as a result of the retirement of coal-fueled generation;
- (iii) Proper and efficient use of existing infrastructure;
- (iv) Tax implications;
- (v) The potential for unknown liabilities;
- (vi) Deleterious impact on coal mining operations;
- (vii) The opportunity (or failure) to seize the undertaking of CO<sub>2</sub>-EOR and the benefits of implementing CCUS to enhance coal-fueled generation in Wyoming;
- (viii) Reliability impacts; and
- (ix) Revenue requirement impacts to ratepayers.

# Appendix

*Glenrock Energy Comments  
filed in Docket No. 90000-143-XI-19  
(Record No. 15262) on June 28, 2019*



IN THE MATTER OF THE COMMISSION’S )  
CONSIDERATION OF THE IMPLEMENTATION )  
OF SEA74 (SF0159) (2019) CONCERNING NEW ) DOCKET NO. 90000-143-XI-19  
OPPORTUNITIES FOR WYOMING COAL FIRED )  
GENERATION AND ASSOCIATED RATE- ) (RECORD NO. 15262)  
MAKING ISSUES )  
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**GLENROCK ENERGY’S  
PUBLIC COMMENTS REGARDING WYOMING SENATE FILE 0159  
CONCERNING NEW OPPORTUNITIES FOR WYOMING  
COAL-FIRED GENERATION AND  
ASSOCIATED RATE-MAKING ISSUES**

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**A. Overview and General Comments**

**1. Introduction to Glenrock Energy**

Glenrock Energy, LLC (“Glenrock”) is a Casper, Wyoming-based company engaged in the ownership, operation and development of oil and gas properties in the Big Muddy and South Glenrock oil fields in the Powder River Basin in Converse County, Wyoming. As part of its composite, long-term development program, Glenrock seeks to install and operate carbon capture, utilization, and storage (“CCUS”) equipment at coal-fueled power generation facilities. Glenrock plans to use the captured carbon dioxide (CO<sub>2</sub>) to implement enhanced oil recovery (CO<sub>2</sub>-EOR) to increase the production of its oil fields. In total, the Powder River Basin is estimated to contain 1.0 billion barrels of oil that could be recovered via CO<sub>2</sub>-EOR.<sup>1</sup>

**2. Support for SF-159**

Glenrock Energy vigorously supports SF-159 and will be active in supporting revisions to SF-159 via amendments or supplemental legislation. In addition to the direct customer benefits

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<sup>1</sup> Source: U.S. Department of Energy (DOE), February 2006.

noted as follows, this legislation—together with CCUS—will preserve or create thousands of jobs by allowing for the continued operation of coal-fueled power generation facilities and other value chain participants that serve as economic anchors in rural Wyoming communities where they exist. Furthermore, incremental oil production from CO<sub>2</sub>-EOR will generate billions of dollars of revenue to the State of Wyoming from royalty payments plus severance, ad valorem and other taxes.

### **3. Key Considerations and Components of Commission’s Oversight in Implementing SF-159**

Glenrock understands Wyoming SF-159 was legislated to encourage the continued operation of coal-fueled generation facilities and the deployment of CCUS in Wyoming. CCUS will afford several benefits, including: (i) providing affordable, reliable electricity; (ii) reducing greenhouse gas emissions; (iii) preserving and creating jobs; (iv) utilizing existing infrastructure and resources; (v) promoting energy security; and (vi) sustaining and enhancing State revenue streams. CCUS utilizes proven technology and results in no incremental operational cost or decrease in efficiency for generation facility operators. In fact, analysis which Glenrock has completed indicates that both of these facets are improved from a generation facility owner point of view. Accordingly, it will benefit electricity customers by providing continued access to affordable, reliable electricity from Wyoming’s existing generation fleet.

As added benefits, CCUS generates additional revenue as a result of the economic activity stimulated by the capture, sale, and utilization of CO<sub>2</sub>. Coal-fueled electrical generation, which has not outlived its usefulness or relevancy, promotes the overall reliability of the grid and sustains important revenue capabilities for the State, as well as sustaining the cultural legacy in Wyoming.

### **B. Glenrock Responses to Specific Questions of the Commission regarding Wyoming Statute §37-2-133**

#### **1. What are the pertinent considerations if a purchaser of a plant offers to sell some, but not all, of the electricity?**

Glenrock believes the plant purchaser should be allowed to sell less than all of the electricity produced by a generation facility back to the utility/former owner. The electricity not sold to the utility could be consumed in a number of ways, all of which should be allowed by the Commission, including:

- consumed by affiliates of the generation facility purchaser in its own operations;
- sold directly to existing customers who were previously served by the utility who sold the plant;
- sold directly to new customers (e.g., carbon capture, CO<sub>2</sub>-EOR, and/or others);
- sold to another utility outside Wyoming; or
- sold on the open market to customers outside Wyoming.

Most importantly, sales should be allowed on the wholesale (industrial) market to entities contracting directly with the plant purchaser. Examples of such sales would include direct, wholesale transactions with industrial user groups or other industrial purchasers outside the utility's control and rates. Incentives such as these are important to motivate a third-party purchaser of a facility, and Glenrock postulates that this framework will encourage new businesses to take advantage of favorable conditions in Wyoming.

Finally, the company which purchases the plant must be allowed access to all transmission lines at no more than the average tariff received by the owner of the transmission lines. Further, the seller of the plant should have no direct control over establishing economic viability of purchased facilities. The seller is not retaining the facility for its own reasons and will no longer have the right to dictate anything related to sale of the generation, unless explicitly provided for in the definitive sale documentation.

## **2. What term length and other terms and conditions should the Commission consider requiring in such a power purchase agreement?**

In general, Glenrock believes that longer period PPA's would produce the greatest benefit for Wyoming customers and maximize the value of the generation facilities. The Commission should recognize that potential buyers' abilities to obtain financing and to pursue CCUS will be critically important to developing a streamlined process incorporating CCUS in purchase opportunity analyses, and ultimately imputing purchase-worthy values to the generation facilities. All agreement terms should be tailored to the "fit for purpose" test and there should not be a "one-size-fits-all" mandated term by the Commission.

The power generating facility must be afforded every opportunity to be profitable, and it is important for the Commission to set the floor on PPA energy pricing in advance in order to enable parties to calculate fair market value for the facility. The goal of the Commission should be to

facilitate transactions that produce a wide-range of benefits by realizing the continuation of coal-fueled power generation. The Commission should assess such situations from the perspective of all possible facets affecting Wyoming (a holistic view). In other words, the result should be financially beneficial, culturally supportive, and built upon the foundation of reliable and cost-effective power. As mentioned above, longer term PPA's will be necessary to allow potential purchasers to obtain financing and to meet other objectives. A twenty-five year PPA (with ability to extend) is consistent with the timeframe typically required to facilitate the installation of CCUS equipment and to provide for extensive field development and oil production associated with a CO2-EOR program. The Commission must ensure that the facility is maintained in operation for a typical twenty-five year period, which is standard and customary for tertiary recovery programs. Further, at the end of the final term of any PPA, the purchaser of a coal-fueled electrical generating facility should be allowed to sell the power generated in excess of its needs or the needs of affiliated companies directly to Wyoming customers, or on the interstate wholesale power market.

**3. How will or should multi-state utilities address cost allocation issues raised by this section (W.S. §37-2-133(b)(iv))?**

The legislation itself answers this question by specifying that the cost of the PPA will be 100% allocated to Wyoming. Regardless, there are likely to be alternatives to the existing multi-state protocol which are more appropriate for states like Wyoming, that wish to preserve and sustain an existing way of life and culture.

**4. How should the avoided cost methodology applied here vary from those generally used by the Commission?**

SF-159 gives great flexibility to the Commission to expand or modify avoided cost from its traditional, PURPA-based framework. In advocating for more flexibility and determining true avoided cost, Glenrock believes the Commission should disregard subsidies and economic incentives which artificially and temporarily support other sources of power. In addition, the time-tested reliability of coal-fueled generation should be considered when comparing the avoided cost of non-coal resources. At all times, the Commission should provide transparency on how it presently calculates "avoided" or "marginal cost" within this new, regulatory scheme of SF-159.

**5. How should the Commission value reliability benefits?**

Reliability benefits of coal-fueled generation should be valued significantly higher than renewable resources in a utility's dispatch stack system. For example, there is a higher degree of variability and therefore lower reliability benefits from wind and solar energy due to the unpredictable nature of the weather. A myopic focus on alternative resources that are popular today but are known to be less than optimal in the current long-term view, is unwise. Instead, the Commission should adopt the long-view position that coal has been proven to be more reliable than certain renewables, and the technology exists to create carbon neutral coal-fueled power generation. Furthermore, it is a known operating challenge that certain renewable resources may be out-of-sync with peak utilization; accordingly, grid optimization considerations have to be considered as part of the reliability analysis. The reliability provided by coal-fueled generation anchors a known reliability for output while also providing a holistic value to the State at minimal cost.

**6. What “other factors” might be appropriate considerations [for determining avoided cost]?**

See response to B.(4.) above. The Commission should consider all conditions that affect the economic viability of the facility. Further, the Commission should be allowed to solicit and receive input from other State and federal agencies in determining avoided cost.

**7. Should the Commission establish avoided cost and other terms and conditions in advance?**

It is critical that the Commission set a floor for the price of the energy in advance of the plant marketing process to prospective buyers, whether by traditional avoided cost methodology or an alternative method that is procedurally and economically sound, and which honors the tenets of SF-159 and its policy of providing reasonably priced energy to its customers. This should be the concern and goal of all Wyoming State regulators and regulatory agencies, including the Commission.



**8. If so, what issues particular to this determination should the Commission consider?**

- Enhanced transmission/power line access or usage, such as priority of transmission rights for Wyoming customers.
- Determining the actual cost of constructing and commissioning new distribution that would provide solar and wind power from the generating location to the points of utilization.
- Pre-purchase liabilities related to unit decommissioning must be defined and approved by the Commission. This will enable the purchaser and the seller to reach agreement as to the value of the plant.
- The bonding requirements for the clean-up and dismantling of the facility at the end of the term of utilization that is synchronous with any type of CCUS that may be utilized.
- Of greatest consideration is the fact that the seller of the plant would not typically be interested in selling an economically feasible operation unless closing the plant would allow them a greater return than continuing to produce power. As a result, the Commission must thoroughly examine and be realistic with respect to the economics of the continued operation of the plant in order to ensure its commercial viability.

**9. What intervals should the Commission consider when changing avoided cost in the power purchase agreement?**

Glenrock suggests a time horizon established in increments of five (5) years for at least a twenty-five (25) year overall term (with ability to extend). This period should correspond and be referenced back to the typical life of an enhanced oil recovery project (mentioned earlier to be 25 years). This is complex and should directly reflect the State's and its agencies' motivation and goal to support the continued operation of coal-fueled power generating stations by responding to changing market conditions. Further, the supply of low-cost, easily available and highly accessible Wyoming coal is not in question. Coal's economic viability and competitiveness would be properly restored if certain subsidies and preferential treatment which have favored wind and solar were genuinely accounted for. If this were done, the true cost of replacing coal with renewable energy alternatives would be assessed at a significantly greater level.

**10. When changing the avoided cost in the power purchase agreement, should the Commission recalculate avoided cost at the time the power purchase agreement is approved or periodically during the effective period of the agreement?**

Glenrock suggests establishing avoided cost in advance of a sale process and then making such changes periodically during the effective period of the agreement. This would allow the Commission to properly react to changes that are likely to occur such as in the tax status of non-coal resources, significant developments in technology that allow better options for sustainability of coal-fueled generation, and other market factors.

**C. Glenrock Energy Responses to Specific Questions of the Commission regarding Wyoming Statute §37-3-116.**

**1. How should the Commission determine whether a utility is seeking “recovery of or earnings on the capital costs associated with new electric generation facilities built, in whole or in part, to replace the electricity generated from” retiring generation?**

As an alternative, the Commission should provide utilities with the ability to recognize recovery of or earnings on the capital costs associated with retrofitting existing electric generation facilities with CCUS equipment. If and when a utility with coal-fueled generation files a for a Certificate of Public Convenience and Necessity (CPCN) to acquire new, non coal-fueled generation, the Commission should require the utility to prove that the new resources are not being acquired or built in order to replace the electricity from retiring an existing generation facility. Essentially, the utility should bear the burden of establishing this in its favor.

**2. Should the Commission require additional accounting mechanisms for a utility retiring coal fired electric generating facilities?**

Yes. Glenrock believes this is one of the most important issues to be addressed by the Commission. This question assumes that the utility has passed the “good faith” test, the utility has not been able to find a plant purchaser, and is now in the process of requesting rates that include replacement generation. In this scenario, the Commission should highly scrutinize the utility’s requested rate recovery. In fact, a Commission-initiated investigation would be directly aligned with ensuring that the best interests of the State are being advanced.

### **3. What should the Commission consider “sufficient time”?**

The Commission should recognize that it will take several months for a potential seller (with the Commission’s oversight) to conduct a robust sale process – e.g., a process in which prospective buyers are afforded sufficient time to conduct due diligence, evaluate the generation facility, develop a stand-alone operating plan, obtain financing, negotiate PPA’s, incorporate input from third party experts, draft legal documentation, and enter into a definitive agreement. As discussed below, Glenrock recommends that the Commission engage an independent financial adviser, as part of any sale process to represent Wyoming rate payers and advise the Commission. As part of its work product, this adviser should provide a written opinion that would address whether “sufficient time” was provided in light of the specifics of the situation. Further, the adviser should have experience with regulated utilities and sales of major infrastructure assets such as coal-fueled generation facilities and make a declaration that it is free of potential conflicts of interest that could compromise its ability to provide unbiased advice.

### **4. What should the Commission consider “reasonable efforts”?**

As referenced above, Glenrock recommends that the Commission engage a financial adviser as part of any sale process to represent Wyoming rate payers and advise the Commission. Considering the importance of these issues (to the State as a whole), the Commission should interpret “reasonable efforts” in SF-159 to mean something nearly equivalent to “best efforts.” Factors to be considered by the Commission and its adviser in determining whether the proper standard was met should include but not be limited to:

- Whether the utility disseminated adequate public announcement(s) of the sale process;
- Whether the utility retained a financial adviser with a national reputation and experience with regulated utilities and sales of coal-fueled generation facilities;
- The number and nature of prospective purchasers contacted by the utility (or its representatives);
- Whether prospective purchasers were provided sufficient access to financial information, operating data, site visits, management team members, third party experts, and other resources to make evaluations;

- Whether prospective purchasers were allowed to submit final bids;
- Whether a methodology for establishing fair market value (which may include the costs to be borne by the buyer associated with upgrading, compliance with EPA standards, and/or decommissioning) was established and (at the discretion of the Commission) subject to third party review; and
- Whether a third-party appraisal or market assessment of the coal-fueled facility was obtained (at the discretion of the Commission) and circulated in conjunction with the negotiation process, and if so, whether this appraisal included analytics relating to benefits for Wyoming in keeping the power generating facility active and operating.

Again, a near “best efforts” requirement is reasonable under these circumstances, and should be imposed on the utility by the Commission. Once negotiations are underway, any proposed purchaser should be allowed to request mediation or supervised negotiations, and the Commission should be willing to compel such a process. Further, the seller of the plant should not be allowed to terminate negotiations until relieved of that obligation by the Commission.

#### **5. What should the Commission consider when determining whether a utility “reasonably evaluated” offers received?**

See Glenrock’s responses to the two immediately preceding questions. Glenrock suggests that the financial adviser engaged by the Commission should assist in determining whether a utility reasonably evaluated offers received, and that the utility should be required to provide documentation as requested by the Commission and its adviser for purposes of making this determination. Further, the “offer—counteroffer” and negotiation process should be supervised by a neutral third party, and monitored by the Commission.

#### **6. What other factors should the Commission consider?**

The Commission should remain flexible and willing to include or add other factors as these processes move forward, keeping the following in mind:

- benefits to Wyoming payers of continued operation versus retirement of the facility;
- assessing the social costs that may be suffered by Wyoming as a result of the retirement of coal-fueled generation;
- proper and efficient use of existing infrastructure;

- deleterious impact on coal mining operations;
- the opportunity (or failure) to seize the undertaking of CO<sub>2</sub>-EOR and the benefits of implementing CCUS to enhance coal-fueled generation in Wyoming;
- overall health of Wyoming employment; and
- assessing a realistic value for decommissioning cost (expected by the current owner) in order to predict the major, associated costs for Wyoming residents.

**7. What factors should the Commission consider in making the determination of whether accepting the offer would reduce costs compared to retiring the facility?**

These factors, which may be markedly different depending on circumstances, should be determined at the time when consideration is required by the Commission, with the input of third party expert(s), and the opportunity for contested case hearings. The burden for funding such efforts and providing coordination should be the responsibility of the utility. The true costs that are realized as a result of a generating plant closure are likely to include but such evaluation is not limited to consideration of the following factors: (1) loss of coal revenue severance; (2) the utility of infrastructure built specifically in Wyoming to support “power plant towns”; (3) the opportunity for a growth trajectory in towns where closure is not realized and new employment and commerce that is possible as a result of CO<sub>2</sub>-EOR given the long construction cycle and life cycle for constructing and maintaining CCUS, and (4) the opportunity cost for lost or deferred revenue from oil severance.

**8. What factors should the Commission consider in making the determination of whether accepting the offer would reduce risks to customers compared to retiring the facility including diminished environmental remediation risks?**

See the answer to the immediately preceding question. Utilization of third-party experts that are able to assess the real pros and cons related to the risks and liabilities associated with a removal of the base load and its impact on electrical generation and reliability of the grid, while assessing the real and potential losses to Wyoming, would be instructive to the Commission in this analysis.



**9. What should be considered a “reduced risk”?**

Is it in the best public interest? The resulting trajectory of causes and effects as a result of not permitting closure as evidenced from an assessment of the real or perceived impact on Wyoming citizens, Wyoming revenue, and the cost of lost opportunities for Wyoming can be assessed with no less accuracy than projects that a utility may cite to justify closure.

**10. What factors should be considered in determining “public interest”?**

See the responses to the preceding four questions. Social costs should also be considered, such as lost jobs, loss of tax base, medical costs, placement programs, and unemployment insurance costs are just a few, among others. State income levels will also drop necessitating a change in revenue collection vehicles for the State, and placing an unnecessary, excessive burden on Wyoming citizens.

**11. Should the Commission set out approved procedures or guidelines?**

Glenrock recommends that the Commission present overarching guidance relating to the nature and thoroughness of due diligence and responsibility to examine, analyze and be prudent in looking at alternatives to coal-fueled generation facility closure in an objective framework. As discussed above, the Commission’s financial adviser would opine as to whether these guidelines were met in connection with any sale process.

**12. If so, should this be done in rulemaking or in some other manner?**

Yes, the Commission should initiate a rulemaking in this regard.

**13. Should the Commission establish a time of filing requirement for consideration of applications for consideration of solicitation and review of offers “in advance” of a proposed retirement?**

Yes, in accordance with all of the above comments.

**14. What specific factors should the Commission consider in making the determination whether the proposed purchaser has the financial, technical, and managerial abilities sufficient to operate, maintain, and decommission the facility?**

The Commission should use the same factors as in CPCN cases routinely appearing before the Commission, such as prior experience, references, capability to bond, access to financial markets, among others.

**15. What specific factors should the Commission consider in making the determination whether the proposed purchaser has the financial, technical, and managerial abilities sufficient to satisfy environmental obligations associated with operation, maintenance, and potential retirement of the facility?**

The Commission should use the same factors as in CPCN cases routinely appearing before the Commission, such as prior experience, references, capability to bond, and access to financial markets, among others.

**16. Should the Commission solicit input from other state agencies with specific subject matter expertise or jurisdiction regarding “environmental obligations” of the facility?**

Yes, other State agencies should be consulted in all matters which are likely to affect Wyoming rate payers, with specific emphasis toward preventing unnecessary cost increases being passed along to Wyoming rate payers.

**17. What should the Commission consider in making the determination of whether the utility and the proposed purchaser have made reasonable contractual arrangements for the sharing of costs associated with joint ownership?**

The presumption of joint ownership should not be excluded. However, more importantly the terms and conditions of the contractual relationship between buyer and seller must address pre- and post-liability associated with the sale of the asset or the transfer of ownership of the facility and the continued operation of the facility. A necessary and essential part of this type of analysis is the retention of independent subject matter experts (SME's) to render objective analysis and examination of the “process.” In all regards, the process for establishing a framework to assess legitimacy of contractual arrangements is likely to include collaboration with SMEs and include

the backdrop of providing for contested case hearings. As noted earlier, the cost for this process including retention of the necessary SMEs is expected to be borne by the utility.

**18. What should the Commission consider in making the determination of whether the proposed purchaser has agreed to reasonable terms and conditions for environmental remediation?**

Please see the above response.

**19. Should the Commission solicit input from other state agencies with specific subject matter expertise or jurisdiction regarding “environmental remediation”?**

Yes, other State agencies should be involved and be fitted with all relevant information to be able to comment on the matter relating to the benefits and consequences analysis pertaining to continued operation versus decommissioning, including analysis of relevant alternatives from a user-cost perspective and a liability-to-Wyoming point of view.

**20. What “other factors” should the Commission consider?**

In the process of completing a detailed assessment of sustaining electrical generation capability, consideration should be given to the long-term benefits of installation of CCUS as a solution for achieving carbon neutrality in connection with the continued utilization of Wyoming’s vast coal resources. Also, the parties executing and managing the adoption of CCUS technology in Wyoming should have unhampered access to the electric power necessary to realize such opportunity without interference from the former owner of the facility.

**D. Other Items which are Related and Impactful**

On June 19, the U.S. Environmental Protection Agency (“EPA”) issued the Affordable Clean Energy rule (“ACE”). ACE is an effort to provide existing coal-fired electric utility generating units, or EGUs, with achievable and realistic standards for reducing greenhouse gas emissions. Similar to SF-159, ACE encourages the utilization of existing facilities and other existing infrastructure. ACE establishes heat rate improvement, or efficiency improvement, as the best system of emissions reduction (BSER) for CO<sub>2</sub> from coal-fired EGUs. According to the pre-publication version of the Federal Register notice: “...while many commenters argued that CCS

should not be considered part of the BSER, they supported its use as a potential compliance option for meeting an individual unit's standard of performance. The EPA agrees with this assessment...Accordingly, state plans may authorize such projects for compliance with this rule.” ACE recognizes it is the role of the states to develop and implement standards to reduce emissions. States will submit plans to EPA that establish standards of performance and include measures to implement and enforce those standards. Plans are due in three years. Similar to SF-159, ACE will assist the Commission and State of Wyoming in ensuring that stakeholders' interests are properly represented.

#### **E. Conclusion.**

SF-159 was legislated to encourage the continued operation of coal-fueled generation facilities and the deployment of CCUS in Wyoming. Accordingly, this legislation has the potential to provide numerous direct customer benefits plus indirect benefits to the State of Wyoming.

Deployment of CCUS will: (i) provide continued access to affordable, reliable electricity; (ii) reduce greenhouse gas emissions; (iii) preserve and create jobs; (iv) utilize existing infrastructure and resources; (v) promote energy security; and (vi) sustain and enhance State revenue streams. SF-159—together with CCUS—will preserve or create thousands of jobs and stimulate economic activity from the continued operation of coal-fueled power generating stations, sales of CO<sub>2</sub>, and incremental oil production from CO<sub>2</sub>-EOR.

In order to ensure these objectives are met and that the value of Wyoming's existing generation fleet is maximized, it is critically important that the Commission and other stakeholders take actions that result in:

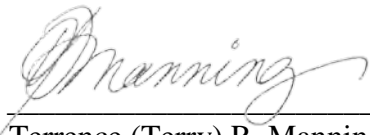
- Contract terms that are amenable to potential purchasers' implementation of CCUS and pursuit of other new businesses;
- Robust sale processes in which potential purchasers conduct thorough due diligence and submit well-informed offers;
- Transparent methodologies to establish avoided cost, reflecting the true cost of alternative power sources;
- Continued access to transmission and other infrastructure to serve customers;

- Emphasis on grid reliability and service considerations;
- Incentives for utilities to implement CCUS directly – e.g., recovery of or earnings on the capital costs associated with retrofitting existing electric generation facilities; and
- Access to third-party subject matter experts as required by the Commission to make informed decisions on behalf of rate payers.

In doing so, the Commission will help sustain the rich cultural legacy of Wyoming.

Respectfully submitted, this 28<sup>th</sup> day of June, 2019.

GLENROCK ENERGY, LLC

By:   
Terrence (Terry) R. Manning  
Managing Director, CEO  
777 Overland Trail, Suite 208  
Casper, Wyoming 82601



**DETENTION CENTER JOINT POWERS BOARD  
JULY 2, 2019 MINUTES**

Commissioner Rob Hendry called the meeting to order at 10:05 a.m. Members present were Commissioner Jim Milne, Council Chris Walsh (via phone) and Mike Huber (via phone). Others present were Steve Brown, Roger Brummond, Nick Martinez, County Clerk Tracy Good and Commissioner Brook Kaufman. Council Charles Moore was absent.

**Approval of Meeting Minutes**

Chris Walsh moved for approval the October 2, 2018 Meeting Minutes. Jim Milne seconded the motion. Motion carried.

**Financial Report**

Nick Martinez reported the ending balance as of May 31, 2019 was reported as \$48,121.09; last activity was in March 2019; believes the City of Casper are all squared away. Chris Walsh moved to accept the financial statement as presented. Commissioner Milne seconded the motion. Motion carried

**Building Report - Steve Brown, Property Manager**

Request to replace a 60lb. industrial washer with a 20 lb. industrial washer. Smaller loads are damaging the larger machines due to loads not being balanced. Washing machines are going all day long and service calls adding up.

Received on bid back for 20lb \$6,845(includes pump, base, delivery and installation) (Altimus Distributing Inc.)

60 Gallon Gas Kettle for Kitchen is currently 14 years old; expected life span is 8-9 years. This appliance is used every day for every meal. Machine has to be serviced by Burback's at least 2 times a month; been advised to start looking for a replacement. Lead time is 6-10 weeks. The Cleveland Kettle is currently what we use. Cleveland can be worked on locally, but parts will still need to be ordered in.

- Cleveland Kettle \$34,826.76 w/all the required add-ons (McClure Stainless LLC)
- Cleveland Kettle \$30,137.48 w/all the required add-ons (Cook's)
- Cleveland Kettle \$27,965.05 w/no add-ons offered (Webstaurant Store)
- Groen Kettle \$29,741.25 w/no add-ons offered (Central Restaurant)
- Cleveland Kettle \$30,236.00 w/all the required add-ons (Bargreen Ellingson)

Roger Brummond felt the Bargreen Ellingson Cleveland Kettle in the amount of \$30,236.00 w/all the required add-ons with delivery and installation is the best option for the price.

Commissioner Milne moved to move forward with the 60 Gallon Cleveland Kettle from Bargreen Ellingson in the amount of \$30,236.00 and 20lb. Industrial Washer in the amount of \$6,845 from Altimus Distributing Inc. Chris Walsh seconded the motion. Motion carried.

Steve Brown was directed to move forward with purchasing both the washer and kettle. Clerk Good will bill the City of Casper (60 County/40 City) so the account balance is left as is.

**Other Business**

Effective immediately, Commissioner Brook Kaufman will be replace Commissioner Rob Hendry on the board.

**Adjourn**

Commissioner Hendry moved to adjourn. Commissioner Milne seconded the motion. Motion

carried. The meeting was adjourned at 10:18 a.m.

**HALL OF JUSTICE JOINT POWERS BOARD  
DETENTION CENTER POWERS BOARD AGENDA  
2019/2020 MEETING DATES**

<b>October 1, 2019</b>	<b>10:00 a.m.</b>	<b>COMMISSIONERS CONF ROOM</b>
<b>January 7, 2020</b>	<b>10:00 a.m.</b>	<b>COMMISSIONERS CONF ROOM</b>

**HALL OF JUSTICE JOINT POWERS BOARD  
JULY 2, 2019 MINUTES**

Commissioner Rob Hendry called the meeting to order at 10:03 a.m. Members present were Commissioner Jim Milne, Council Chris Walsh (via phone) and Mike Huber (via phone). Others present were Steve Brown, Roger Brummond, Nick Martinez and Commissioner Brook Kaufman. Council Charles Moore was absent.

**Approval of Meeting Minutes**

Chris Walsh moved for approval the October 2, 2018 Meeting Minutes. Jim Milne seconded the motion. Motion carried.

**Financial Report**

Nick Martinez reported the ending balance as of May 31, 2019 was reported as \$86,156.16; last activity was in October 2018. Chris Walsh moved to accept the financial statement as presented. Commissioner Milne seconded the motion. Motion carried.

**Building Report – Steve Brown, Property Manager**

Nothing to report at this time.

**Other Business**

Effective immediately, Commissioner Brook Kaufman will be replace Commissioner Rob Hendry on the board.

**Adjourn**

Chris Walsh moved for adjournment. Mike Huber seconded the motion. Motion carried.

The meeting was adjourned at 10:05 a.m.

**HALL OF JUSTICE JOINT POWERS BOARD  
DETENTION CENTER POWERS BOARD AGENDA  
2019/2020 MEETING DATES**

October 1, 2018	10:00 a.m.	COMMISSIONERS' CONF. ROOM
January 7, 2020	10:00 a.m.	COMMISSIONERS' CONF. ROOM

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

**Sent:** Friday, September 13, 2019 3:41 PM

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

**Subject:** Word from WAM - Region 5 Meeting This Week, WAMCAT Congrats, Skating Rink for Sale, Fall Regional Meetings, Finance Director's Workshop



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## *Word from WAM!*

*A Weekly Message*

**Congrats to Julie Silbernagel for Being  
Named 2019 Clerk/Treasurer of the Year**



Congratulations from WAM to Julie Silbernagel from Buffalo for being named 2019 Clerk/Treasurer of the Year at this week's WAMCAT Institute in Casper. Great job Julie, well deserved!

**WAM Region 5 Fall Meeting is Next Week**



## Region 5 Meets Tuesday, September 17th at the Snow King Resort in Jackson

Just a friendly reminder that the Fall Quarterly WAM Region 5 Meeting will take place next Tuesday in Jackson at the Snow King Resort, 400 E. Snow King Ave. WAM members are encouraged (but not required) to attend the Joint Corporations Interim Committee Meeting at the Teton County Library, 125 Virginian Ln., Jackson, WY 93001 earlier in the day. That meeting starts at 8 AM, but any appearance you can make there is appreciated, as the committee continues debating important topics critical to the future of municipal funding in Wyoming. At 5 p.m. we'll look to have folks transition over to the Snow King Resort where we'll have a meal provided with the WAM Meeting to begin promptly at 5:30 p.m. Please find the attached agenda for more information. If you have any questions please call Justin or Earla at 307-632-0398.

**Cheyenne Downtown Development  
Authority Offering Synthetic Skating Rink  
For Sale**





## FOR SALE: 40'x60' Synthetic Ice Rink, Skates & Accessories: \$5,000

This rink set up is owned by the Cheyenne Downtown Development Authority (DDA) and has been used for the past 3 years. The DDA does not have the staff and volunteer capacity to run it and is letting it go.

This is a one-stop, "take all" package for a synthetic ice-rink set up. It contains everything needed except synthetic ice lubricant treatment and the "skate shed". (A local shed-builder loaned us a shed to use.) Buyer is responsible for loading and transportation to new location (a large U-haul is recommended). A smooth, flat surface is required to lay the rink on. Rink can be used indoors or out.

Rink Related:

- Synthetic ice tiles that fit together to make a 40'x60' rink
- 32 White plastic fence sections approx. 5' long to surround the rink - these are not in great shape due to previous issues with wind
- 4 Long wooden benches (approx 12' long)

Skate Related:

- Approximately 70 pair of ice skates in a range of sizes: children - adult - in 4 totes

- 1 Skate Sharpener
- 4 Plastic Shelf Units to hold skates
- 34 Grey rubber mats (for walkway & under benches)
- 3 Bags of disposable booties (for those who don't want to wear ice skates)
- Lysol spray
- 2 Plastic sleds

Decorating/Misc Related:

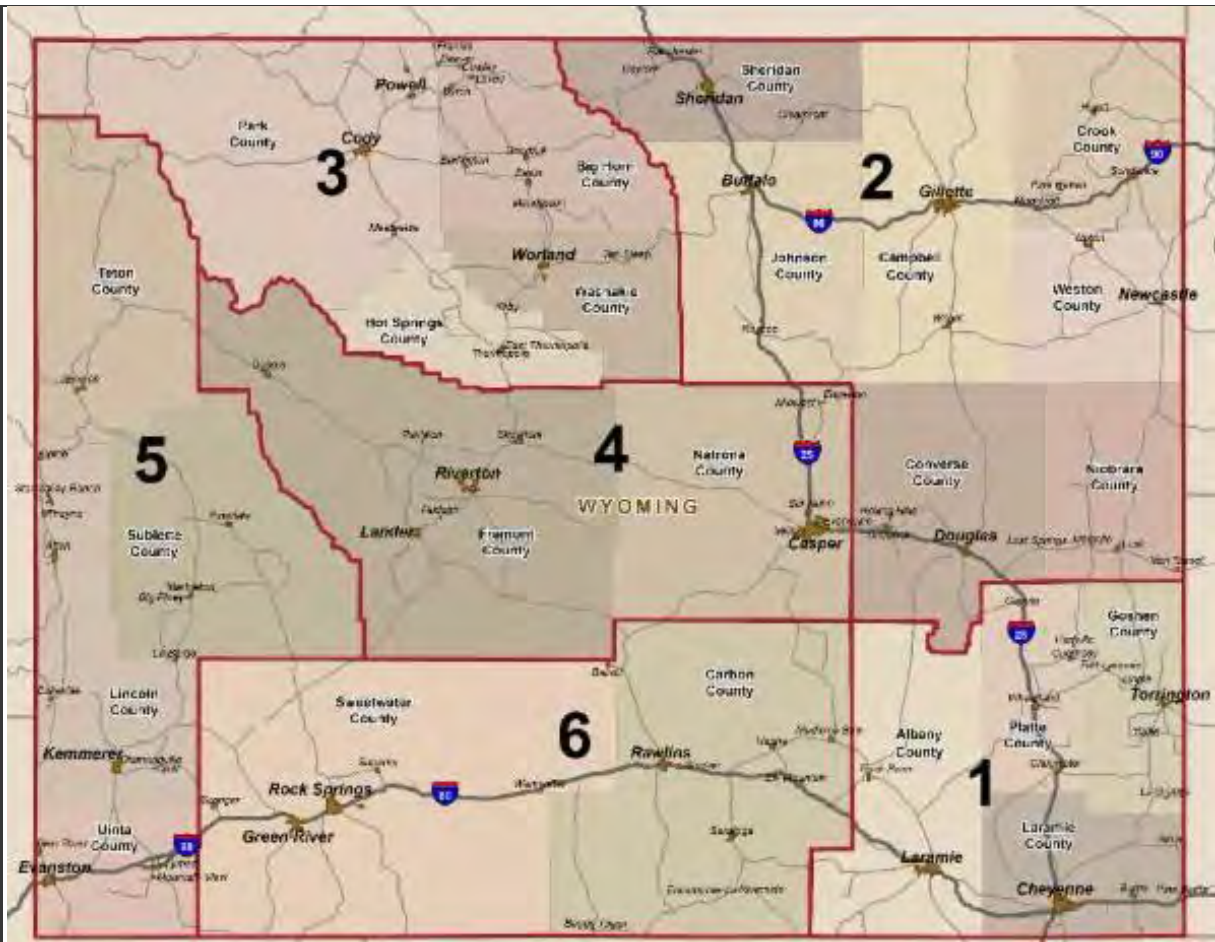
- 3 Strings of clear Christmas lights
- 1 "Disco" projection light
- 12 "Light poles" set into cement in 5 gal buckets (approx 6' tall) to hold lights around edge of rink
- 2-5 gal buckets of lights/extension cords
- Garland- 2 totes & bag
- Wreaths & garland - 1 tote
- Decorations- pine cones, Christmas decorations - 1 tote
- 2- 4 ft by 6 ft spiral tree decorations that stake into the ground
- 8-5 gal buckets of playground sand (used to help steady fence panels)
- 2 Rolls duct tape
- 2 Pallets

Admin Related:

- Log-in book
- Liability Waivers
- Signs
- First-aid kit
- Donation jar

For more info: Vicki Dugger, [vicki@downtowncheyenne.com](mailto:vicki@downtowncheyenne.com); 307-433-9730 x4.

## WAM Fall Regional Meeting Schedule Announced



WAM Fall Regional Meetings are coming up in September and October. We will be hosting a training on CBD and hemp products by Rhea Parsons from the Wyoming Association of Sheriffs and Chiefs of Police starting at 4 p.m. at each location except the Region 5 meeting in Jackson, please see the note below, and at Region 2 in Gillette. A meal will be served at 5 p.m. with the WAM meeting set to commence as soon as everyone is served. We look forward to seeing you all soon!



**Region 2:** Saturday, September 21, Gillette City Hall, Third Floor Conference Room, **Starts at 8 a.m., breakfast will be served.**



**Region 3:** Wednesday, October 2nd, Meeteetse Conservation District, 1906 State St., Meeteetse, WY 82433

**Region 5:** Tuesday, September 17th, Snow King Resort, 400 E. Snow King Ave., Jackson, WY 83001 (No training at this meeting, as members are encouraged, but not required, to attend the Joint Corporations Committee Meeting that day at the Teton County Library, 125 Virginian Ln., Jackson, WY 83001. That meeting starts at 8 a.m.)

**Region 6:** Wednesday, September 25th, Hampton Inn, 1055 Wild Horse Canyon Rd., Green River, WY 82935

## Fall Workshop for Finance Directors, Administrators and Managers



**SAVE THE DATE!** WAM Fall Workshop is coming up October 16-18 at the beautiful Saratoga Hot Springs Resort. This event is designed for Finance Directors, Administrators and Managers, and will feature an agenda filled with timely and informative topics relating to the financial wellbeing of your municipality. Come learn, connect and engage with your peers from across the state!

[Registration and lodging information is available by clicking here.](#)

### Topics and Presenters:

Short Term Rentals Impacts and Planning - Todd Stowell  
New Revenue on the Horizon - Microbonding - JW Rust

Using the CREG Report and WAM Budget Prep Handbook to Effectively Forecast - Joe Coyne

Opportunity Zones - Office of HUD

Wyoming Government Investment Fund - Joan Evans

Municipal Investment 101 - Troy Hunsucker

Wyoming Business Council Reorganization Effort Update - Sarah Fitz-Gerald

Decoding the F66 Report - Richard Cummings

And more to be added....

To check out the Saratoga Hot Springs Resort, please click the video below.



Saratoga Resort & Spa | Things to do in Wyoming

## Wyoming Main Street Offers Architecture Assistance for Historic Properties



Owners of historical, commercial buildings located in traditional downtown districts are invited to submit a pre-application to determine eligibility for the Historic Architecture Assistance Fund (HAAF) by Sept. 1. The final application is due Oct. 15.

If awarded, an architect will be assigned to work with the applicant. Typical projects include a building assessment, structural analysis, analysis of building code and ADA requirements, and façade and signage schematic design.

The funding's intent is for the building owner's first step in their preservation project. HAAF does not provide funds for physical repairs, the purchase of building materials or work by contractors.

The fund is available through Wyoming Main Street, which is a program of the Wyoming Business Council, the state's economic development agency. Wyoming Main Street assists its member communities with downtown revitalization efforts through technical assistance and grant funding.



Applications can be found at [wyomingbusiness.org/content/applications](http://wyomingbusiness.org/content/applications).

For more information, call Historic Preservation Architect Linda Kiisk, historic preservation architect for the State Historic Preservation Office, at 307-777-7566, or Linda Klinck, program manager for Wyoming Main Street, at 307-777-2934.

## Legislative Interim Committee Schedule

### Interim Committee Season Begins and WAM Needs You!

As the Wyoming Legislature begins its interim committee work, remember how impactful your presence and participation in these meetings can be to advancing WAM's legislative efforts. Simply put, legislators love to see, and receive input from, local elected officials. So, if any upcoming meetings are in your neck of the woods, we'd encourage you to join us as we lay the groundwork for a successful 2020 Legislative Session.

### Interim Committee Schedule September

04 Joint Air Transportation, Snow King Resort, Jackson, 8:00 AM  
05-06 Joint Agriculture, Marian H. Rochelle Gateway Center, Laramie, 8:00 AM  
16-17 Joint Corporations, Teton County Library, Jackson, 8:00 AM  
18-19 Joint Revenue, Sublette County Public Library, Pinedale, 8:30 AM  
19-20 Joint Blockchain Task Force, UW Coe Building #506, Laramie, 8:30 AM  
23-25 Joint Labor, Machine Shop, Evanston, 9:00 AM  
26-27 Joint Education, TBD, Cody, 8:30 AM  
30 Joint Wyoming's Tomorrow, Casper College, Straussner Hall, Room 217, Casper, 8:30 AM

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September 5, 2019

J. Carter Napier  
City of Casper  
200 N. David Street  
Casper, Wyoming 82601

Re: Rehabilitation of Spring Hill Apartments in Casper, WY – 127 Units


Dear City Manager Napier,

It is our pleasure to notify you that the Wyoming Housing Network, Inc. in conjunction with Mountain Plains Equity Group, is applying for HOME and NHTF funding through the Wyoming Community Development Authority for the rehabilitation of Spring Hill Apartments in Casper, WY. The development is located at 650 South Walsh Drive, Casper, Wyoming 82609.

Spring Hill Apartments has a total of 127 units consisting of 31 one bedroom units, 95 two bedroom units and 1 three bedroom unit. The project currently has 100% of the units supported by Section 8 project based rental subsidy, and tenants are income qualified at 50% of Area Median Income. The current rent for 1 bedroom units are \$559, 2 bedroom rents are \$701, and 3 bedroom rents are \$905. These rents are reflected in the Housing Assistance Payment contract and will not change based on HOME funding for this project.

Spring Hill Apartments has served a vital need in the Casper community by providing 127 safe, decent and affordable housing. We hope that our proposal for rehabilitation of the development will help preserve the affordability of this project for many years to come.

Sincerely,



Paula B. Travers

Wyoming Housing Network, Inc.

307-233-8516