

# INFORMATION PACKET

Friday, May 19, 2023



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C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

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

**May 23, 2023** Councilors Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	4 hrs
Approximate Ending Time:			8:30

**WEDNESDAY, May 24, 2023** Councilors Absent: Cathey

Special Budget Work Session	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Budget Review	Direction Requested	4:30	20 min
Aquatic Center Roof	Move Forward for Approval	4:50	20 min
MRG Request Part 2	Direction Requested	5:10	15 min
Robertson and Trevitt Land Sale	Direction Requested	5:25	10 min
Electrical Code	Information Only	5:35	20 min
Second Sheet of Ice Discussion	Direction Requested	5:55	20 min
Ford Wyoming Center Subsidy	Direction Requested	6:15	20 min
Amending Various Utility Billing & Water Metering Fees	Direction Requested	6:35	20 min
Council Around the Table		6:55	15 min
Approximate Ending Time:			7:10

**June 6, 2023** Councilors Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Judge's Quarterly Update					
Pre-Meeting: Youth Empowerment Council					
Pre-Meeting: Energy Efficiency Conservation Block Grant Application					
Approval of 5/16 Minutes					C
Bright Spot: Rotary Donations for Various City Parks					
Est. PH - Adopt FY24 Budget	C				
Establishing June 20th as the public hearing date for consideration of Fiscal Year 2023 Budget Amendment #3	C				
Public Hearing - Adoption of 2023 National Electric Code		N			
Public Hearing - Chinook LAD		N			
Approving the Senior Center Lease				C	

**June 6, 2023 (continued) Councilors Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
A Resolution Authorizing Amendment No. 1 to the Contract for Professional Services Between the City of Casper and Foxter OPCO LLC, dba CTS Software, for Transit Dispatch Software.				C	
Authorizing Amendment Three to the Grant Award Agreement Between the Wyoming Office of Homeland Security and City of Casper. (Regional Response Grant #19)				C	
Sponsorship & Naming Rights Global Spectrum ( tentative)				C	
Executive Session: Personnel					

**June 13, 2023 Councilors Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Electric Vehicle Feasibility Study – Final Report (MPO)	Information Only	4:35	40 min
Rec Enterprise Business Plans Part 1	Direction Requested	5:15	45 min
Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	6:45	20 min
Banner Health and Fire Agreement	Move Forward for Approval	7:05	20 min
I-25 Enhancement Updates	Direction Requested	7:25	20 min
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:25	20 min
Approximate Ending Time:			8:45

**June 20, 2023 Councilors Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting: Impact Fee Final Report (30 min)					
Approval of 6/6 Minutes					C
Approval of 6/6 Executive Session Minutes					C
Public Hearing - Adopt FY24 Budget		N			
Public Hearing - Budget Amendment #3		N			
2nd Reading - Adoption of 2023 National Electric Code			N		
2nd Reading - Chinook LAD			N		
Authorizing a Request to Natrona County to Continue the Collection of 8 Mills of Property Tax on Behalf of the City of Casper.				C	
Agreement for Elevator Maintenance Services with Kone Corporation (tentative)				C	

**June 27, 2023** Councilors Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Begin Time</b>	<b>Allotted Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Optional 1% Tax	Direction Requested	4:35	60 min
Homeless Coalition	Direction Requested	5:35	40 min
Ordinance Regarding Feeding Turkeys	Direction Requested	6:15	30 min
Rec Enterprise Business Plans Part 2	Direction Requested	6:45	45 min
Agenda Review		7:30	20 min
Legislative Review		7:50	20 min
Council Around the Table		8:10	20 min
Approximate Ending Time:			8:30

**WEDNESDAY, July 5, 2023** Councilors Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-Meeting:					
Approval of 6/20 Minutes					C
3rd Reading - Adoption of 2023 National Electric Code			N		
3rd Reading - Chinook LAD			N		

**July 11, 2023** Councilors Absent:

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

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Code Enforcement Update			
Livability/Marketing Follow-up			
Special Event Permitting Process			
Camping Ordinance & SOP Follow-up			
One Cent Funding Application Process Debrief			
General Businesses Licenses			
Snow Route Declarations			Late Summer
Snow Plow Ordinance			Late Summer
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Parking Garage Update from Republic			
Naming City Equipment			
Liquor License Incentive Program			
Wyoming 211			
Code Enforcement Tree Trimming			
Responsible Liquor Sales Program			Late Summer

### Staff Items:

CBC Public Safety Design			July
Downtown Parking Kiosks			
City Inspectors Authority/Oversight of Licensed Contractors			
Speed Limit Ordinance Review			
Unpaid Utility Ordinance Amendment			
Part 2 Ford Wyoming Center			
Judge's Quarterly Update	September 5 December 5	15 minutes	Recurs Quarterly
Parks Master Plans MOU's			
Community Readiness Application for Utility Installation Around FWC/Sports Ranch			
North Platte Development Plan			

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

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### Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
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### Retreat Items:

Economic Development and City Building Strategy
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## Project SAFE - Now it's your turn!

Do you remember a couple of weeks ago, some updated information for Project SAFE was included in the Info Packet?

The table in that document listed the City Council moving to the Lyric on June 6<sup>th</sup>.

Scheduled Week For Move	Workgroup	NEW Location	Meeting Space
4/17/2023 -	IT	Ash Street Office Bldg (2nd Floor)	IT's Meeting Room
4/28/2023	City Manager's Office	CBC Suite 200 (Mezzanine Level)	CM's Meeting Room
5/1/2023	Human Resources & City Clerk	CBC Suite 555 (5th Floor)	2 Public Meeting Rooms
5/1/2023	City Attorney's Office	CBC Suite 640 (6th Floor)	Law Library
5/8/2023	Engineering	CBC Suite 570 (5th Floor)	None in Suite
5/15/2023	Community Development	CBC Suite 710 (7th Floor)	Extra Office
5/22/2023	Budget & Accounting	CBC Suite 610 (6th Floor)	None in Suite
5/22/2023	Customer Service (Utility Payments)	CBC Suite 120 (Lobby Level)	None in Suite
6/6/2023	City Council (for Council Meetings)	Council Meetings will be at the Lyric	Small Theater

But, before that happens we (aka you) need to clear everything out of your lockers and mailboxes in the Council kitchen!

**If you have a locker, please have everything cleaned out of it on Wednesday, May 24<sup>th</sup>** by the end of your Council meeting and **turn your keys in to Jolene Martinez** at that time.

**Remove all of your Council mail out of your folder** that evening as well.

There won't be lockers available at the Lyric, so plan accordingly. We have not yet determined how your Council mail will be delivered to you, but will provide that information as soon as we can.

If you have any questions or concerns, please let us know.

**CASPER UTILITIES ADVISORY BOARD  
CITY OF CASPER  
MEETING AGENDA**

Casper City Hall  
Council Meeting Room

Wednesday, May 24, 2023    7:00 a.m.

**AGENDA:**

- \*     1.     Consider Approval of the April 26, 2023 Meeting Minutes
- \*     2.     Discuss Statistical Report – April 2023
- \*     3.     Consider Contract for Outside-City Water Service with Morris L. Carter, Jr. –  
              6008 West Old Yellowstone Highway
- 4.     Other Business
- 5.     Adjournment

**Additional Information:**

- A.     Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, [www.wyowater.com](http://www.wyowater.com), under the News & Notices tab, or at the following links:

RWS Agendas -     <http://www.wyowater.com/board-meetings>

RWS Minutes -     <http://www.wyowater.com/board-minutes>

- B.     Sales Tax Chart

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

**MEETING PROCEEDINGS**

**April 26, 2023**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 26, 2023 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:         Council Liaison Steve Cathey

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  Administrative Assistant III, Janette Brown  
                  Accounts Receivable Supervisor, Brandy Coyle  
                  Meter Services Utility Supervisor, Mike Dean

Others:

The regular meeting was called to order at 6:58 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the March 22, 2023 meeting.

A motion was made by Secretary Lawson and seconded by Board Member English to approve the minutes from the March 22, 2023 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the March 2023 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 155 MG, which is 7 MG more than the five-year average of 148 MG. Mr. Martin stated that Fiscal Year to Date Gallons Purchased is 2.66 BG which 185 MG more the five-year average of 2.47 BG.

Mr. Martin stated that there was one Water Main Break in March, with a total of 17 Water Main Breaks year to date compared to 20 Water Main Breaks the same time one year ago.

Mr. Martin stated there were four Service Line Breaks in March, with a total of 17 year to date compared to 18 one year ago.



Mr. Martin stated there were two Sewer Main Stoppages in March, with a year to date total of 13 compared to a total of 11 one year ago.

Mr. Martin stated the current number of Active Accounts is 22,502 compared to 22,390 one year ago.

President Bell asked why there are fewer accounts this month. Mr. Martin stated that the number of active accounts fluctuates in the winter due to snowbirds or people moving.

3. Mr. Martin asked the Board to reference the proposed Utility Billing and Water Metering Fees memo on the screen. Mr. Martin stated that these fees have not been updated in 30 years. Mr. Martin stated that a fee schedule update was discussed in 2015, but did not go before Council for consideration. Mr. Martin stated that Mr. Dean, Meter Services Supervisor, and Ms. Coyle, Accounts Receivable Supervisor, are in attendance today for this discussion on Utility Billing and Water Metering fees.

Mr. Martin reviewed the following fee table with the Board:

Service	Municipal Code Reference	Current Fee	Proposed Fee	Impact
Utility Refundable Deposit	13.03.050 (C)	\$75	\$200	Increase of \$125
Insufficient Funds Check Fee	13.03.070 (B)	\$30	\$30	No Change
Delinquent Late Fee – at 31 <sup>st</sup> day	13.03.070 (A) 13.03.100 (A)	No Charge	\$20	Increase of \$20
Delinquent Late Fee – at 45 <sup>th</sup> day	13.03.070 (A) 13.03.100 (A)	\$20	\$35	Increase of \$15
Water Turn On Fee (excluding new accounts, transfers, and emergency turn ons after being off for less than 24 hours)	13.03.070 (E)	\$10	\$35	Increase of \$25
Unsubstantiated Re-Read of a Water Meter	13.05.070(C) 13.03.080 (I)	\$20	\$102	Increase of \$82
Frozen Meter	13.05.070 (B)	\$145	\$66 plus meter cost	
Hydrant Meter Deposit	13.03.110 (B)	\$85	\$155 ¾-Inch Meter \$288 1-Inch Meter \$1,350 3-Inch Meter	Increase of \$70 (for ¾ meter)
Hydrant Meter Rent	13.03.110 (D)	\$25	\$25	No Change
Hydrant Meter Misuse – No Read	13.03.110 (D)	No Charge	\$300	Increase of \$300

Mr. Martin stated that the increase to the Utility Refundable Deposit is based on the average of summertime and wintertime usages. Mr. Martin stated that there are usually two months of unpaid charges when the customer goes to close the account. Mr. Martin stated that this refundable deposit is collected when the account is opened, and when the account is closed, this deposit is returned minus any outstanding balance.

President Bell asked how many deposits are refunded each month. Ms. Coyle stated that it's very few each month.

Vice President Jones asked how many times the deposits are forfeited. Ms. Coyle stated that there have been quite a few deposits forfeited in the last year due to water being shut off after COVID shut off policies were stopped.

Board Member Jay asked if a customer moved, would a new deposit be required. Ms. Coyle stated that a new deposit is not required, as the existing deposit would be moved to the new account. Ms. Coyle stated that if a new customer supplies a letter of recommendation from a previous utility, no deposit is required.

Mr. Martin stated that the proposed Delinquent Late Fee at 45<sup>th</sup> day of \$35 is the average personnel and equipment time to do a shut off.

Mr. Martin stated that the hope with the new fees is that they will encourage customers to pay their bills on time.

Vice President Jones asked if new customers are made aware of all the fees when they sign up for service. Ms. Coyle stated that they do not. Mr. Martin stated that would be a good thing to do. President Bell stated that it would be a good idea to print the fees to hand out, and to put them on the website and on social media.

Mr. Martin stated that the Unsubstantiated Re-Read of a Water Meter fee is for a high bill complaint. Mr. Martin stated that this is to cover staff time to remove and replace the meter and test it. Mr. Martin stated that if the meter is found to be not working correctly, the fee is not charged. Mr. Dean stated that if possible, the meter is tested in the field with the test meter in the warmer months. Mr. Dean stated that if the meter is not due for replacement, they don't like to pull them. Mr. Dean stated that if the meter is due for replacement, it is pulled automatically. Secretary Lawson asked how long meters are left in service. Mr. Dean stated that meters are usually left in service for 20 – 25 years before they are replaced.

President Bell asked if the fee is charged if it is found that the meter is in error. Ms. Coyle stated that the fee is not charged, and by City Ordinance, an adjustment is made to the water bill.

Vice President Jones asked what the tolerance for meter testing is. Mr. Dean stated that on the ¾-inch meter it needs to be within 96% accuracy. Mr. Dean stated that most meters slow down with age.

Mr. Martin stated that the Frozen Meter fee is \$66 plus the cost of a replacement meter.

Mr. Martin stated that the Hydrant Meter Deposit is broken out by meter size, and covers the replacement of the meter.

Mr. Martin stated that the Hydrant Meter Misuse – No Read fee is for meters that are rented, but not used when getting water from the hydrant. Mr. Martin stated that this fee of \$300 would be charged if the customer is caught. Mr. Dean stated that a carnival came to town up at the mall and one of his staff went up there and found that the hydrant was connected to all the trailers, but the meter was laying on the ground not being used.

Mr. Martin stated that there is one more fee that is not included on the list as an ordinance change will be required to put it in place. Mr. Martin stated that a Paper Statement Fee in the amount of \$1 is requested by Customer Service staff.

Mr. Martin stated that when looking at these fees, the cost should be recovered from the customer who is delinquent or requests a specific service, not paid for by all customers. Mr. Martin stated that with these fees put in place, a revenue increase of \$230,000 annually is anticipated. Mr. Martin stated that the direct cost recovery received from these activities minimizes needed rate increases by roughly 1.5%.

Board Member English asked if an incentive has been considered for autopay. Board Member English stated that autopays are becoming quite common.

Board Member Jay stated that the refundable deposit could be adjusted for an autopay setup instead of a regular billing. Mr. Martin asked if Board Member Jay is talking about a discount on the refundable deposit if autopay is setup. Board Member Jay stated that is correct. Ms. Coyle stated that when they decided that customers would be paying the credit card fees, the amount of autopay accounts increased.

Board Member English asked if the benefit of the refundable deposit is worth it. Mr. Beamer stated that it is worth it when someone leaves town without paying their final bill. Ms. Coyle stated that it as part of the final bill process, the deposit is applied to the balance due.

Board Member Jay stated that if the account is set up on autopay, ACH through the bank, the deposit should be discounted to \$75. Ms. Coyle stated that ACH through the bank doesn't cost the City or the customer anything to do.

A motion was made by Board Member Jay and seconded by Vice President Jones to amend the refundable deposit fee to \$75 if the customer signs up for ACH autopay, and \$200 if they do not sign up for autopay.

A motion was made by Board Member English and seconded by Secretary Lawson to amend the motion to \$100 if the customer signs up for ACH autopay, and \$200 if they do not sign up for autopay. Motion passed.

A motion was made by Board Member English and seconded by Vice President Jones to submit the amended updated fee schedule to Council with a do pass recommendation. Motion passed.

4. Mr. Martin stated that the Board reviewed the Preliminary Capital Budget last month. Mr. Martin stated that the Preliminary FY24 operations budgets will be reviewed with the Board today.

Mr. Martin stated that the Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for FY2024 will be reviewed. 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 Regional Water System Joint Powers Board.

Mr. Martin stated that the Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans.

Mr. Martin reviewed the following FY24 Preliminary Budgets by Fund:

### **Water Fund**

#### **Revenue**

- a) User Fees - \$13,644,784 – This is an increase of \$951,962 and incorporates the January 2023 7% rate increase and 0.5% growth that were included in the most recent rate model.
- b) Other Revenue - \$749,250 – This is an increase of \$337,046 from the FY23 budget and includes Lease Fees (from cell towers on water tank sites), Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue. Increases are anticipated for wholesale water sales and service reconnections. Mr. Martin stated that revenue from the Meter Service fees that were just discussed are accounted for in Other Revenue.
- c) Interdepartmental Services - \$190,901 – This amount is an increase of \$190,901 – This amount is an increase of \$6,288 from the FY23 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.
- d) Interest Earned - \$454,113 – This is the amount anticipated to be received from investments and is an increase of \$286,021 from FY23. Mr. Martin stated that this is a significant increase to Interest Earned as the City is now using the WyoStar Investments.

Board Member Jay asked to reference Transfers In, and asked if there is a decrease in the amount of One Cent funds. Mr. Martin stated that 1%#17 funds will be received over a five-year period, so the amount did go down to \$2.1 M. Mr. Beamer stated that there will be some roll-over from 1%#16. Board Member Jay asked why the

allocation of 1%#17 was changed to five years. Mr. Beamer stated that the City Manager decided to move to cash on hand instead of front loading.

### Personnel Services

- a) Personnel Costs - \$2,545,023 – This represents a decrease of \$193,597 from the FY23 budget. While there is an increase in salaries and wages, the overall personnel line is less due to newer employees starting lower on the pay scale. Mr. Martin stated that there has been substantial turnover in personnel in the last couple of years.

Board Member Jay asked why salaries went up 16% in the current fiscal year. Mr. Beamer stated that there could have been some vacancies that were filled. Mr. Beamer stated that Council also approved an 8.5% increase plus a 3% COLA this fiscal year. Mr. Martin stated that there was also a Utility Worker III position added to Meter Services this fiscal year.

### Materials and Supplies

- a) General Supplies and Materials - \$521,300 – This is an increase of \$221,500 over the FY23 budget. The increase is mainly attributable to a large increase to the number of planned water meter and meter component purchases. General supplies and materials include the following:

- \$ 48,500 – Miscellaneous materials and supplies (\$4,000 increase)
- \$140,000 – Meter repair parts (\$20,000 increase)
- \$300,000 – New Meters and ERT's (\$200,000 increase)
- \$ 4,800 – Building supplies – (no change)
- \$ 4,000 – Vehicle supplies (\$2,000 decrease)
- \$ 4,000 – Signs and Barricades (no change)
- \$ 0 – Engineering Supplies (\$500 decrease)
- \$ 10,000 – Meter Service Workstations (no change)
- \$ 10,000 – Small Tools and Supplies (new)

- b) Postage and Printing - \$3,150 – This is a decrease of \$250 from FY23.

- c) Bulk Water - \$7,924,107 – This represents an increase of \$389,056 from the FY23 budget. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System and anticipates a 5% rate increase. Mr. Martin stated that the RWS will discuss the wholesale rate in May.

- d) Electricity - \$385,000 – This is an increase of \$7,500 from the FY23 budget. Electrical usage is greatly dependent upon summertime water sales.

- e) Natural Gas - \$20,000 – This is a \$5,000 increase from the FY23 budget.

- f) Gas/Fuel - \$95,000 – This is an increase of \$25,000 from the FY23 budget. This line item was decreased a couple of years ago.
- g) Water/Sewer Line Materials - \$112,000 – This is a \$8,500 increase from the FY23 budget.
- h) Booster Station Supplies - \$10,000 – This amount is unchanged from last year.
- i) Technology Supplies - \$3,000 – This is for monitors, keyboards, etc. This is a decrease of \$11,000 from the FY23 budget. Computer replacements are now included in IT Interdepartmental Charges. Rather than paying for specific computer replacements, divisions are now paying for all around IT services.
- j) Maintenance/Repair Non-Contract - \$26,000 – This is an increase of \$22,500 from the FY23 budget. The \$22,500 is for replacement of overhead door operators and hardware. This is being done in phases and is a maintenance item, not a capital expenditure. This is a one-time purchase.
- k) Clothing Allowance - \$4,500 – This amount is unchanged from the FY23 budget.

#### Contractual Services

- a) Investment Services - \$22,866 – This is a \$10,880 increase from the FY23 budget.
- b) Other Contractual - \$376,000 – This line item increased by \$72,300 from the FY23 budget. Other Contractual contains the following:
  - \$ 20,000 – Other Contractual – CCRs, yearly license fees, etc. (\$2,250 increase)
  - \$ 50,000 – Laboratory Testing – Lab Test Fees (unchanged) – Outside labs. Board Member Jay asked if outside labs have to be used. Mr. Martin stated that outside labs do have to be used for EPA compliance.
  - \$ 80,000 – Water Rights Contracts (\$5,000 increase) – used to be CAID. Still anticipate having a charge – could be Bureau of Reclamation in the future. Secretary Lawson stated there are no new water rights.
  - \$ 5,000 – NCCD Funding (no change)
  - \$ 20,000 – PMP Readiness – Pathfinder Water Standby Charges (unchanged)
  - \$ 3,500 – AVL Support Services (\$500 increase) Vehicle Tracking
  - \$ 0 – Dispatch Services – (moved, \$2,000 decrease)
  - \$ 5,500 – Locate Services – Charge for Locate Service (One-Call) (unchanged)
  - \$ 3,000 – Public Outreach – Public Education and Outreach (\$300 increase)
  - \$ 0 – Meter Services – Misc Fees (\$750 decrease)
  - \$100,000 – Water Rights Analysis – Water Rights Consultant (\$25,000 increase) – Water Rights are complex and an outside Consultant is needed. This is for looking at an Upper Rock Creek Reservoir exchange petition, Bureau of Reclamation renegotiations, and water rights administration and are used as needed.

- \$ 0 – Standard Specifications Update (remove, \$40,000 decrease)
  - \$ 7,000 – Bad Debt (no change) Collection charges
  - \$ 75,000 – Cost of Service Study (one time) Focus on setting up tiered water rates
  - \$ 5,000 – URCR Wetlands Monitoring (\$5,000 increase) Not done every year. President Bell asked if the monitoring is completed by a consultant or by staff. Mr. Martin stated that the monitoring is completed by the Army Corp of Engineers. Vice President Jones asked how often staff goes to URCR. Mr. Martin stated that staff goes to URCR several times a year.
  - \$ 2,000 – Annual Fire Extinguisher Inspection (new, \$2,000 increase) This was pulled from Other Contractual.
- c) Interdepartmental Services - \$925,288 – This represents an increase of \$74,447 from the FY23 budget. Charges from the General Fund are based on work orders or number of employees. This line item represents the following transfers to the General Fund for services provided:
- \$ 61,608 – Information Technology (\$2,349 decrease)
  - \$ 95,077 – Finance (\$4,461 increase)
  - \$342,708 – Customer Service (\$47,771 increase) Employees added
  - \$ 42,493 – Human Resources (\$3,182 decrease)
  - \$ 25,449 – City Council (\$7,072 decrease)
  - \$ 76,267 – City Manager (\$28,510 decrease)
  - \$ 70,474 – City Attorney (\$4,167 increase)
  - \$ 80,612 – Building and Structures (\$37,966 increase)
  - \$130,600 – Central Garage (21,195 increase) Fleet maintenance
- d) Professional Services - \$225,000 – This is an increase of \$20,000 from the FY23 budget. This line is for the following:
- \$210,000 – Street Repairs – Street repairs from main breaks and internal main replacements (\$20,000 increase)
  - \$ 8,000 – Compaction testing (no change)
  - \$ 7,000 – Instrumentation – Repair of instrumentation items (no change)
- e) Maintenance Agreements - \$41,000 – This is unchanged from the FY23 budget and is mainly for software licenses and maintenance.
- f) Laundry and Towel Service - \$1,000 – This amount is unchanged from the FY23 budget.

#### Debt Service

- a) Principal Payments - \$587,074 – This reflects the Principal for the various DWSRF loans per the amortization schedules. One loan will be paid off in FY23.
- SRF Loan #025 (2003 Mains) - \$ 91,585

- SRF Loan #036 (2004 Mains) - \$ 89,350
- SRF Loan #046 (Downtown Mains) - \$ 87,171
- SRF Loan #051 (Meter Replacements) - \$ 32,951
- SRF Loan #055 (2006 Mains) - \$ 85,045
- SRF Loan #062 (Zone II-Phase II) - \$ 65,218
- SRF Loan #089 (2.5% Area Wide Water) - \$129,146
- SRF Loan #089 (0% Area Wide Water) - \$ 6,608

b) Interest Expense - \$69,640 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

- SRF Loan #025 (2003 Mains) - \$ 2,347
- SRF Loan #036 (2004 Mains) - \$ 6,871
- SRF Loan #046 (Downtown Mains) - \$ 9,049
- SRF Loan #051 (Meter Replacements) - \$ 3,421
- SRF Loan #055 (2006 Mains) - \$11,176
- SRF Loan #062 (Zone II-Phase II) - \$ 8,571
- SRF Loan #089 (0% Area Wide Water) - \$28,205

#### Other Costs

- a) Travel/Training - \$32,500 – This represents a decrease of \$4,000 from the FY23 budget. Training costs have been reduced from the previous year based on actual CDL training expenses.
- b) Insurance and Bonds - \$165,121 – This represents an increase of \$94,077 from the FY23 budget. The increased cost is mainly due to the addition of facilities to the insurance policy. Water Distribution pays for water facilities now that the schedule of values have been updated.
- c) Dues and Subscriptions - \$6,500 – This is an increase of \$500 over the FY23 budget. This covers dues for organizations such as AWWA and Rural Water, which include decreased training costs and materials, and keep staff up to date on industry standards.

#### Utility Expense

- a) Communication - \$24,700 – This is a \$300 decrease from the FY23 budget.
- b) Refuse Collection - \$2,500 – Unchanged from the FY23 budget.

#### Capital Revenue

- a) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY23 budget.



b) Operating Transfers In - \$706,368 – This is 1%#17 monies.

### Capital Projects

Capital Projects were reviewed last month.

### Summary

Budget operating revenue for the Water Distribution Fund is anticipated to increase by \$1,581,317 from the FY23 budget. The majority of the increase is seen in User Fees, Service Reconnections, and Earned Interest. The FY24 Water Distribution operations expenses are 6.1% above the FY23 budget. The majority of this increase is anticipated from the purchase of Bulk Water. Smaller increases are seen in Materials and Supplies, Fuel, Maintenance Repair (non-contract), Other Contractual, Interdepartmental Costs, Street Repairs, and Insurance.

Major Capital Projects for FY24 include Water Main Replacements, additional funding for the Water Garage Meter Services building, and the Sun I water tank repairs. At \$4,254,364, the FY24 Capital Budget is \$279,136 less than last year and is in line with the most recent rate model.

The FY24 total Water Fund budget indicates a deficit of approximately \$2.5 M. This deficit was anticipated and is the spending down of Water Fund reserves. Close attention will need to be paid to cash flow projections, and capital projects may have to be adjusted accordingly.

Board Member Jay stated that reserves are being used faster, and asked if enough is being done with water main replacements so as not to have future issues. Mr. Martin stated that the water mains are not being replaced quickly, as it is a balancing act with the rates. Mr. Martin stated that he would like to be more aggressive with main replacements, but it impacts the rates; it would be a significant rate increase. Mr. Martin stated that across the industry there is a push to look at the “true cost” of running water and sewer systems, and the rates are not covering the “true cost”. Board Member Jay stated that shrinking the reserve funds is not a good idea.

President Bell turned the meeting over to Vice President Jones and left the meeting at 8:33 a.m.

## **Sewer Fund**

### Revenue

a) User Fees - \$7,569,126 – This is an increase of \$780,672 and incorporates the January 2023 11% rate increase and 0.5% growth that were included in the most recent rate model.

- b) Administrative Fees - \$209,747 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

#### Personnel Services

- a) Personnel Costs - \$933,563 – This represents an increase of \$33,302 from the FY23 budget and includes a 3.5% pay increase yet to be considered by City Council. There has been quite a bit of turnover in employees in the last couple of years.

#### Materials and Supplies

- a) General Supplies and Materials - \$44,000 – This amount is unchanged from the FY23 budget. General Supplies and Materials includes the following:
- \$ 1,150 – Miscellaneous materials and supplies (\$500 increase)
  - \$ 900 – Vehicle supplies (unchanged)
  - \$ 3,050 – Office Supplies (unchanged)
  - \$ 3,000 – Safety Supplies (unchanged)
  - \$ 4,100 – Small Tools and Supplies (unchanged)
  - \$ 800 – Postage and Shipping (unchanged)
  - \$ 1,000 – Chemicals (unchanged)
  - \$ 0 – Engineering Supplies (moved to Miscellaneous, \$500 decrease)
  - \$20,000 – Programs and Projects – Storm Water (unchanged)
  - \$10,000 – Vactor Supplies (nozzles, hoses, etc.) (unchanged)
- b) Printing - \$1,000 – This amount is unchanged from the FY23 budget.
- c) Electricity - \$7,000 – This is an increase of \$500 from the FY23 budget.
- d) Natural Gas - \$500 – This is a \$100 increase from the FY23 budget.
- e) Gas/Fuel - \$25,000 – This amount is an increase of \$7,000 from the FY23 budget.
- f) Water and Sewer Line Materials - \$4,000 – This amount is unchanged from the FY23 budget.
- g) Lift Station Supplies - \$7,000 – This amount is an increase of \$800 from the FY23 budget.
- h) Maintenance/Repair - \$6,500 – This is unchanged from the FY23 budget.
- i) Clothing Allowance - \$3,600 – This is an increase of \$1,800 from FY23. Laundry service is shifting to more in-house rather than by an outside vendor.

- j) Technology Supplies - \$1,000 – This is a decrease of \$11,000 from FY23. Computer replacements are now coming out of IT interdepartmental.

#### Contractual Services

- a) Investment Services - \$7,306 – This is an increase of \$3,395 from the FY23 budget.
- b) Other Contractual - \$51,650 – This amount is a decrease of \$10,850 from FY23. Other Contractual contains the following:
- \$ 1,500 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
  - \$ 3,500 – Railroad Easements (no change)
  - \$ 1,800 – AVL – Charge for automated vehicle location (no change)
  - \$ 5,500 – Software Support – Sewer Model, Pipelogix, etc. (no change)
  - \$ 2,000 – Dispatch Services – Sewer Fund share of PSCC (no change)
  - \$ 5,000 – Locate Service – Charge for Locate Services (One-Call) (no change)
  - \$ 2,700 – Public Education/Outreach (no change)
  - \$ 1,500 – 33 Mile Flushing – Sewer System Flushing (no change)
  - \$ 0 – Standard Specifications Update (removed)
  - \$25,000 – Cost of Services Study (new, one time)
  - \$ 2,500 – Collection Services (no change)
  - \$ 600 – Izaak Walton Generator Service (new, one time)
- c) Interdepartmental Services - \$411,807 – This represents an increase of \$75,861 from the FY23 budget. This line item represents the following transfers to the General Fund for services provided:
- \$ 33,644 – Information Technology (\$4,887 increase)
  - \$ 49,869 – Finance (\$9,530 increase – now includes Ms. Johnson’s salary)
  - \$179,755 – Customer Service (\$48,433 increase – additional employees)
  - \$ 13,189 – Human Resources (\$1,009 increase)
  - \$ 13,348 – City Council (\$1,129 decrease)
  - \$ 40,003 – City Manager (\$6,640 decrease)
  - \$ 36,964 – City Attorney (\$7,347 increase)
  - \$ 45,035 – Central Garage (\$12,424 increase – Fleet Services)
- d) Laundry and Towel Service - \$1,600 – This amount is a decrease of \$1,800 from the FY23 budget. More uniforms will be purchased and laundered in-house rather than through a vendor.

#### Other Costs

- a) Travel/Training - \$15,000 – This represents a decrease of \$3,000 from the FY23 budget. The decrease is reduced CDL training costs based on actual costs.

- b) Insurance and Bonds - \$21,794 – This represents a decrease of \$9,512 from the FY23 budget. The Sewer Fund is the only one to see a decrease.
- c) Dues and Subscriptions - \$1,400 – This is unchanged from the FY23 budget.
- d) Stormwater Operations & Education - \$16,000 – This amount is unchanged from the FY23 budget. This is required by the MS4 permit.

#### Utility Expense

- a) Communication - \$5,000 – This amount is unchanged from the FY23 budget.
- b) Sewer Treatment - \$5,835,445 – This is an increase of \$472,944 from the FY23 budget. This is the City's budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the "Interagency Agreement" cost accounting formula.

#### Capital Revenue

- a) System Development Charge - \$40,000 – This fee, charged to all new connections, is unchanged from the FY23 budget.
- b) Transfers In - \$160,299 – This is 1%#17 monies. This is based on a 5-year schedule, and has been decreased.

#### Capital Projects

Capital projects were discussed in detail at the last meeting.

#### Summary

Budgeted operating revenue for the Sewer Fund is anticipated to increase by \$859,727 from the FY23 budget. The majority of the increase comes from User Fees and Earned Interest. The FY24 Sewer Fund operations expenses are 8.0% above the FY23 budget. Increases are seen in Sewer Treatment Charges, Personnel Services, Fuel, and Interdepartmental Service costs.

The major Capital Project expense in FY24 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. At \$1,161,000, the FY24 Capital Sewer Fund budget is \$11,000 more than last year and is in line with the most recent rate model.

The FY24 total Sewer Fund Budget indicates a deficit of \$427,000. This deficit was anticipated and is the spending down of Sewer Fund reserves. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. The same amount of replacements will be done less the One Cent funds.

## WWTP Fund

### Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$360,000 and \$80,000 – The total amount is unchanged from the FY23 budget and represents the Septic Tank Waste Charge and Sump Waste Charge revenue.
- b) Intergovernmental User Charges - \$6,889,035 – This represents an increase of \$611,230 from the FY23 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System. Casper is 84% of the system.

### Personnel Services

- a) Personnel Costs - \$1,694,252 – This is an increase of \$6,015 from the FY23 budget. The increase anticipates a 3.5% pay increase; however, newer operators starting out lower on the pay scale offsets some of the overall personnel cost increase. The turnover of employees jumped from 5% to 26% in the last few years.

### Materials and Supplies

- a) General Supplies and Materials - \$140,000 – This is an increase of \$11,000 from the FY23 budget. Slight increases were seen in lubricants, machinery supplies, and other structures/building supplies. General supplies and materials includes the following:
  - \$ 3,000 – Office Supplies (unchanged)
  - \$15,000 – Misc Supplies (increase of \$10,000)
  - \$10,000 – Safety Equipment and Supplies (unchanged)
  - \$10,000 – Lubricants (increase of \$1,000)
  - \$85,000 – Machinery Supplies (increase of \$20,000)
  - \$ 5,000 – Small Tools and Supplies (unchanged)
  - \$12,000 – Lab Supplies (unchanged)
  - \$ 0 – Other Structures/Building Supplies (decrease of \$20,000 – moved to Machinery Supplies)
- b) Postage and Printing - \$2,200 – This amount is a decrease of \$800 from the FY23 budget.
- c) Electricity - \$360,000 – This amount is unchanged from the FY23 budget.
- d) Natural Gas - \$82,000 – This is an increase of \$10,000 from the FY23 budget.
- e) Gas/Fuel - \$20,000 – This is an increase of \$5,000 from the FY23 budget. This is fuel for the emergency generator.

- f) Chemicals - \$625,000 – This is an increase of \$269,000 from the FY23 budget. Ferrous chloride has been used for Indian Springs corrosion control, but it is getting difficult to get. A switch to Ferric chloride is possible. This is for the North Platte Sanitary Sewer chemical feed. All the chemical prices have increased.
- g) Lift Station Supplies - \$10,000 – This amount is a \$4,000 decrease from the FY23 budget.
- h) Technology Supplies - \$1,000 – This is for small electronics such as monitors, keyboard, etc. This amount is a decrease of \$6,500 from the FY23 budget. Computer replacements are now included in Interdepartmental Services.
- i) Maintenance/Repair - \$192,000 – This is an increase of \$22,000 from the FY23 budget. Included are:
- \$75,000 – UV Disinfection Equipment (unchanged)
  - \$12,000 – Meter Station Components (\$2,000 increase)
  - \$75,000 – Plant Valves and Piping (unchanged)
  - \$10,000 – Lighting System Components (unchanged)
  - \$20,000 – Machinery Repair (new, \$20,000 increase for outside-vendor repairs on the aging equipment)
- j) Clothing Allowance - \$2,000 – This is unchanged from FY23.

#### Contractual Services

- a) Professional Services - \$30,000 – This amount is an increase of \$5,000 from the FY23 budget. This line is for instrumentation repair.
- b) Investment Services - \$12,079 – This is an increase of \$5,958 from the FY23 budget.
- c) Maintenance Agreements - \$54,200 – This is an increase of \$8,200 from the FY23 budget. This line includes the following items:
- \$ 6,200 – CMMS Software (\$200 increase)
  - \$ 3,000 – Operations Data Tracking Software (unchanged) – Lab results
  - \$ 1,500 – Laser Alignment Tool Calibration (\$500 increase) – Pump and motor alignment done in-house
  - \$ 2,500 – Fire Sprinkler System Inspection (\$500 increase) – OSHA requirement
  - \$ 2,500 – Fire Extinguisher Inspection/Exchange (\$500 increase)
  - \$ 3,000 – HVAC Service (unchanged)
  - \$ 4,000 – Crane Inspections (unchanged) OSHA requirement
  - \$ 2,500 – Copier Maintenance/Lease (\$500 increase)
  - \$ 1,000 – Lab Equipment Certification (unchanged) Required
  - \$ 2,000 – Instrumentation – Contractual (unchanged)

- \$20,000 – Professional Cleaning Services (unchanged) This is for the administration buildings.
  - \$ 6,000 – IPP Linko Software – New Annual fee – More organized than a spreadsheet, and better understood.
- d) Other Contractual - \$56,000 – This is a \$10,000 increase from FY23. Other Contractual contains the following:
- \$ 1,000 – Legal Services (unchanged)
  - \$45,000 – NCCD Funding Agreements (\$10,000 increase) – Not spent if not approved – anticipate increase to the NCCD funding request
  - \$ 2,000 – Railroad Easements (unchanged)
  - \$ 5,000 – Other Misc. Contractual (unchanged)
  - \$ 3,000 – Public Outreach (unchanged) – may increase in all Funds
- e) Interdepartmental Services - \$309,452 – This represents a decrease of \$25,147 from the FY23 budget. This line item represents the following transfers to the General Fund for services provided that are based on workorders and/or number of employees:
- \$ 46,910 – Information Technology (\$9,214 increase)
  - \$ 33,641 – Finance (\$3,052 decrease)
  - \$121,261 – Customer Service (\$1,123 decrease)
  - \$ 23,444 – Human Resources (\$2,239 decrease)
  - \$ 9,005 – City Council (\$4,487 decrease)
  - \$ 26,986 – City Manager (\$16,482 decrease)
  - \$ 24,936 – City Attorney (\$2,572 decrease)
  - \$ 18,014 – Central Garage (\$4,795 increase) – Fleet Services
  - \$ 5,255 – Building and Structures (\$389 increase)
- f) Laundry and Towel Service - \$9,000 – This is an increase of \$800 over the FY23 budget. Don't want dirty uniforms to go home with employees due to contamination risk.
- g) Testing - \$40,000 – This is unchanged from the FY23 budget and is for DEQ/EPA lab testing requirements. A large portion of testing is done at the WWTP.

#### Other Costs

- a) Travel/Training - \$8,500 – This is a \$500 increase from the FY23 budget. The increased amount is for new operator training. A DEQ certification is required for all Operators.
- b) Insurance and Bonds - \$227,707 – This represents an increase of \$172,905 from the FY23 budget. Building and equipment costs were adjusted as well as facilities added to the insurance policy. The schedule of values was also revised.

### Utility Expense

- a) Communication - \$27,000 – This is a decrease of \$1,000 from the FY23 budget. The decrease is from converting some remote stations to radio from CenturyLink.
- b) Refuse - \$50,000 – This amount is unchanged from the FY23 budget. This line item is used for trash and for the WWTP sludge that is hauled to Solid Waste.

### Debt Service

- a) Principal Payment - \$709,114 – This reflects the Principal amounts for three CWSRF loans per the amortization schedules.
  - CWSRF Loan #27 (2008 WWTP Imp.) - \$595,315
  - CWSRF Loan #128 (Biosolids Turner) - \$ 13,768
  - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$100,031
- b) Interest Expense - \$137,183 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
  - CWSRF Loan #27 (2008 WWTP Imp.) - \$ 78,229
  - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$ 58,954

### Capital Revenues

- a) System Development Charges - \$190,000 – This amount is unchanged from the FY23 budget.
- b) ARPA Funding - \$2,000,000 – WWTP MCC Project.

### Capital Projects

Capital Projects were reviewed in detail at the last meeting.

### Summary

Budgeted Operating Revenue for the WWTP Fund is anticipated to increase by \$765,278 from the FY23 budget. The increases are expected to come from User Fees and Earned Interest. The FY24 WWTP Fund operations expenses are 13.2% above the FY23 budget. The majority of the increase is coming from chemicals and insurance with smaller increases seen in materials, fuel, and maintenance repair.

Major capital projects for FY24 include the MCC replacement project, HVAC unit replacement, emergency generator replacement, and RWWS interceptor rehabilitation. At \$4,257,000 the FY24 WWTP Fund Capital budget is \$1,555,000 more than last fiscal year and is in line with the most recent rate model. This is due to the MCC project.



The total FY24 WWTP budget shows a gain of \$500,000. This is mainly due to the receipt of ARPA funding, much of which will be seen in FY24. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

Board Member Jay asked if the Customer Service increase for employees is mostly processing utility bills. Mr. Martin stated that it is as Utilities and Solid Waste pay 100% of the Customer Service budget.

Secretary Lawson asked if there is a substantial increase in delinquent accounts from ten years ago. Mr. Martin stated that it is more trying to get a handle on delinquents after COVID. Mr. Martin stated that there are people struggling to pay their water bill, which is a reason to look at block rates.

Vice President Jones asked if the last rate increase was for two years. Mr. Martin stated that was correct, and the Board will look at rates this fall for the next two years.

5. In Other Business:

- a. Mr. Martin asked the Board to reference the One Cent Tax chart on the screen. Mr. Martin stated that the amount of One Cent Tax received in April is above projections. Mr. Martin stated that it is a total of \$1.6 M above projections for the year.
- b. Mr. Martin stated that today is Administrative Professionals Day and thanked Ms. Brown for all the work she does for the Board. The Board also expressed their thanks to Ms. Brown.
- c. Mr. Martin informed the Board that Project Safe for the City Hall remodel is going forth and offices will be moving out of City Hall to the Casper Business Center. Mr. Martin stated that additional information on meeting location will be included in the email for the next meeting. Mr. Martin stated that City Hall will be under construction for the next year.

Secretary Lawson asked where the Council meetings will be held. Mr. Martin stated that he heard they are looking at the Lyric, and other places for Council meetings.

A motion was made by Board Member Jay and seconded by Board Member English to adjourn the meeting at 9:17 a.m. Motion passed.

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Secretary

**CITY OF CASPER PUBLIC UTILITIES  
CASPER, WYOMING  
STATISTICAL REPORT  
APRIL 2023**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>TOTAL GALLONS PURCHASED</b>	142,652,371	155,388,103	138,012,453	2,806,877,116	2,577,308,331
<b>NEW SERVICES</b>	6	6	10	64	82

*\* Billed to Casper by Central Wyoming  
Regional Water System Joint Powers  
Board starting October 1, 1997.*

<b>PRECIPITATION (Inches)</b>	1.49	0.65	1.98	10.09	12.48
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**REPAIRS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
<b>WATER MAIN BREAKS</b>	0	1	0	17	20
<b>SERVICE LINE BREAKS</b>	2	4	2	19	20
<b>SEWER MAIN STOPPAGES</b>	1	2	0	14	11

**NUMBER OF ACTIVE ACCOUNTS**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
<b>DOMESTIC (WATER &amp; SEWER)</b>	19,978	19,959	19,865
<b>COMMERCIAL (WATER &amp; SEWER)</b>	1,702	1,697	1,684
<b>OUTSIDE CITY (WATER RES)</b>	498	500	495
<b>OUTSIDE CITY (WATER-COMM)</b>	134	134	135
<b>IRRIGATION ONLY</b>	233	212	227
<b>TOTAL NUMBER OF ACCOUNTS</b>	22,545	22,502	22,406

May 15, 2023

MEMO TO: Michael Bell, President  
Members, Casper Public Utilities Advisory Board

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

SUBJECT: Authorizing a Contract for Outside-City Water Service with Morris L. Carter, Jr.

**Meeting Type & Date**

CPU Advisory Board Meeting  
May 24, 2023

**Action Type**

Approval

**Recommendation**

That the CPU Advisory Board consider a Contract for Outside-City Water Service with Morris L. Carter, Jr.

**Summary**

This contract provides Outside-City water service for a Tract of land located between Casper and the Natrona County Airport north of US 20/26 adjacent to the Air-Rail Industrial Park. The City owns, operates, and maintains the water main in Pyrite Road to which the Owner would connect.

This property is not contiguous to the Casper City limits and a Commitment to Annex will be signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council meeting.

**Financial Considerations**

No financial considerations

**Oversight/Project Responsibility**

Bruce Martin, Public Utilities Manager

**Attachments**

Agreement  
Commitment to Annex

## CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as "City", and Morris L. Carter, Jr., 6008 West Old Yellowstone Highway, Casper, Wyoming 82604; hereinafter referred to as "Owner."

### RECITALS

- A. Owner is the owner of certain land as described in Exhibit "A" (attached hereto and made a part of this Agreement) being a tract of land in the NE1/4NW1/4SW1/4 of Section 35, Township 34 North, Range 80 West of the 6th P.M., Natrona County, Wyoming, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit "A"; and,
- C. Owner can connect by a service line into an 8-inch PVC water main located in Pyrite Road; and,
- D. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

#### 1. Service

- a. The property served shall be limited to that described in Exhibit "A." No other properties shall be served without the express permission of the City Council of the City of Casper.
- b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit "A." No other properties may be served from this connection.
- c. The Owner shall install one, ¾-inch to 1.5-inch water service line from the building to be served to the meter pit located at the property line within the right-of-way at the Owner's sole cost and expense.
- d. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be served with water. Payment will be made prior to actual receipt of water service provided by the City.
- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.

- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

- a. The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide

that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

- b. Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements.
- c. Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.
- d. Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements on West Old Yellowstone Highway at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.
- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees,

and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

- e. Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights-of-way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property as set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.



- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info  
Morris L. Carter, Jr.  
6008 West Old Yellowstone  
Highway  
Casper, Wyoming 82604

City of Casper  
Attn: Public Services Director  
200 North David  
Casper, WY 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation:

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Bruce Knell  
Mayor

WITNESS:

OWNER:

\_\_\_\_\_

\_\_\_\_\_  
Morris L. Carter, Jr.

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023,  
by Morris L. Carter, Jr., as Owner of 6008 West Old Yellowstone Highway.

(seal)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

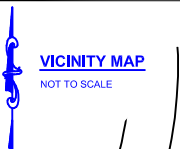
STATE OF WYOMING     )  
  ) ss.  
COUNTY OF NATRONA    )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023,  
by Bruce Knell as the Mayor of City of Casper, Wyoming, a Wyoming municipal corporation.

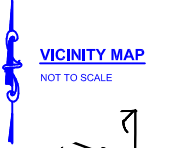
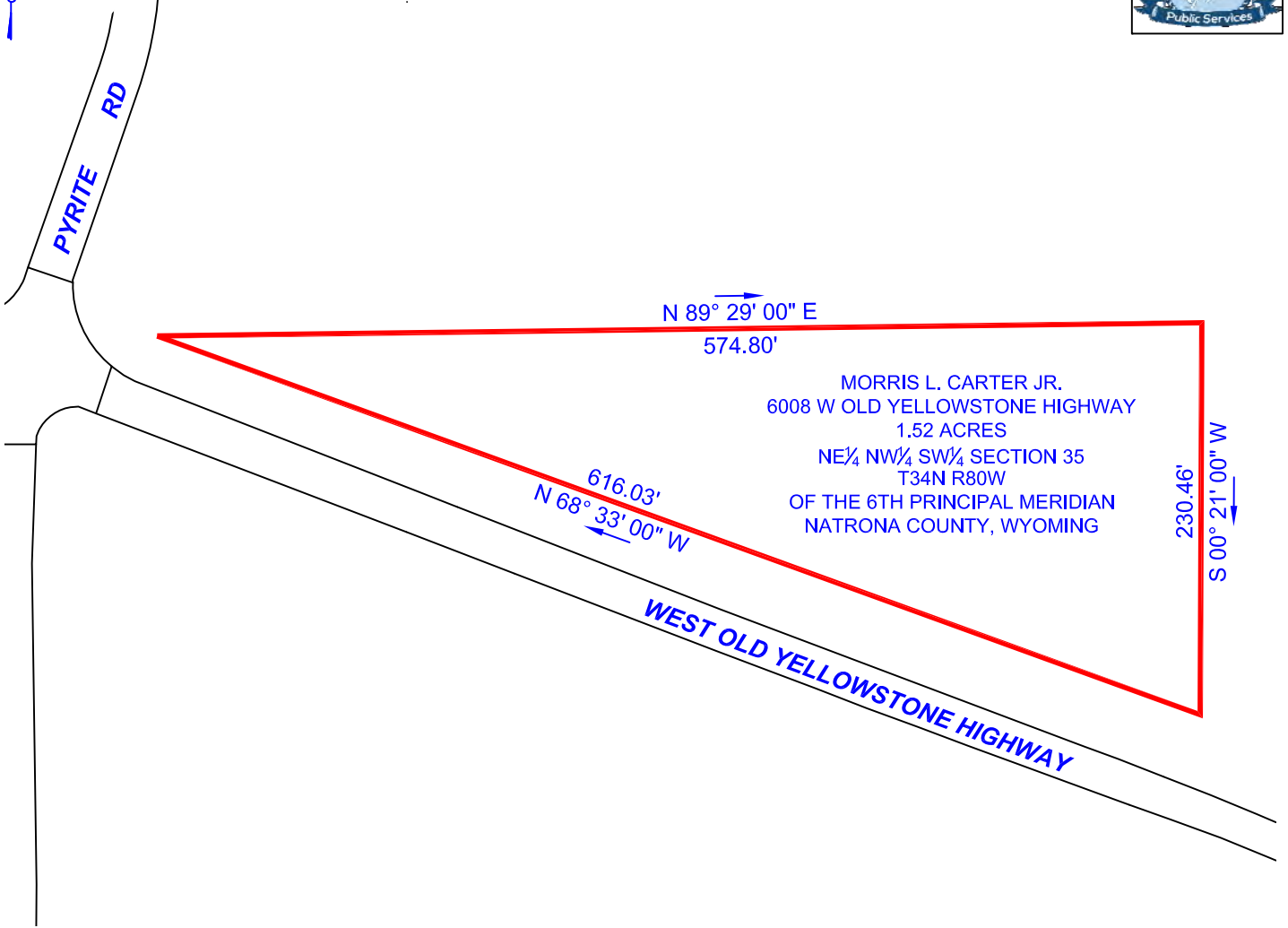
(seal)

\_\_\_\_\_  
NOTARY PUBLIC

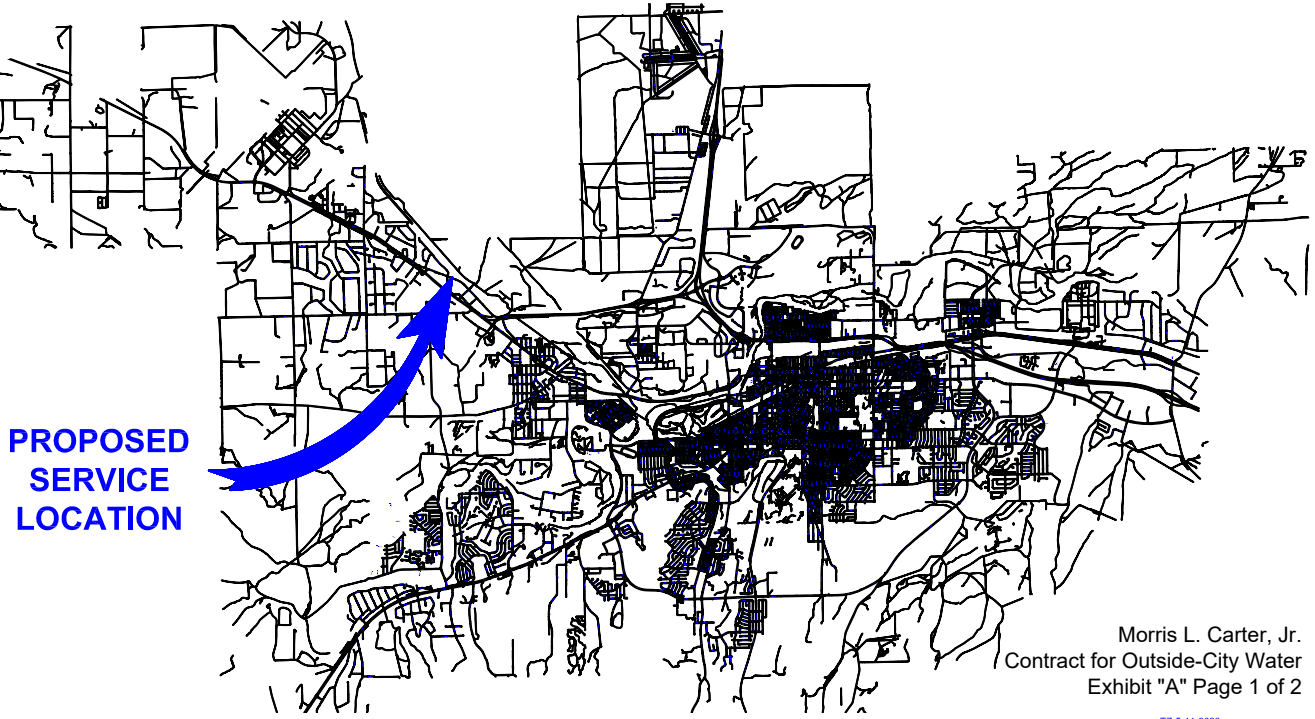
My commission expires: \_\_\_\_\_



# LOCATION MAP EXHIBIT "A"



## VICINITY MAP



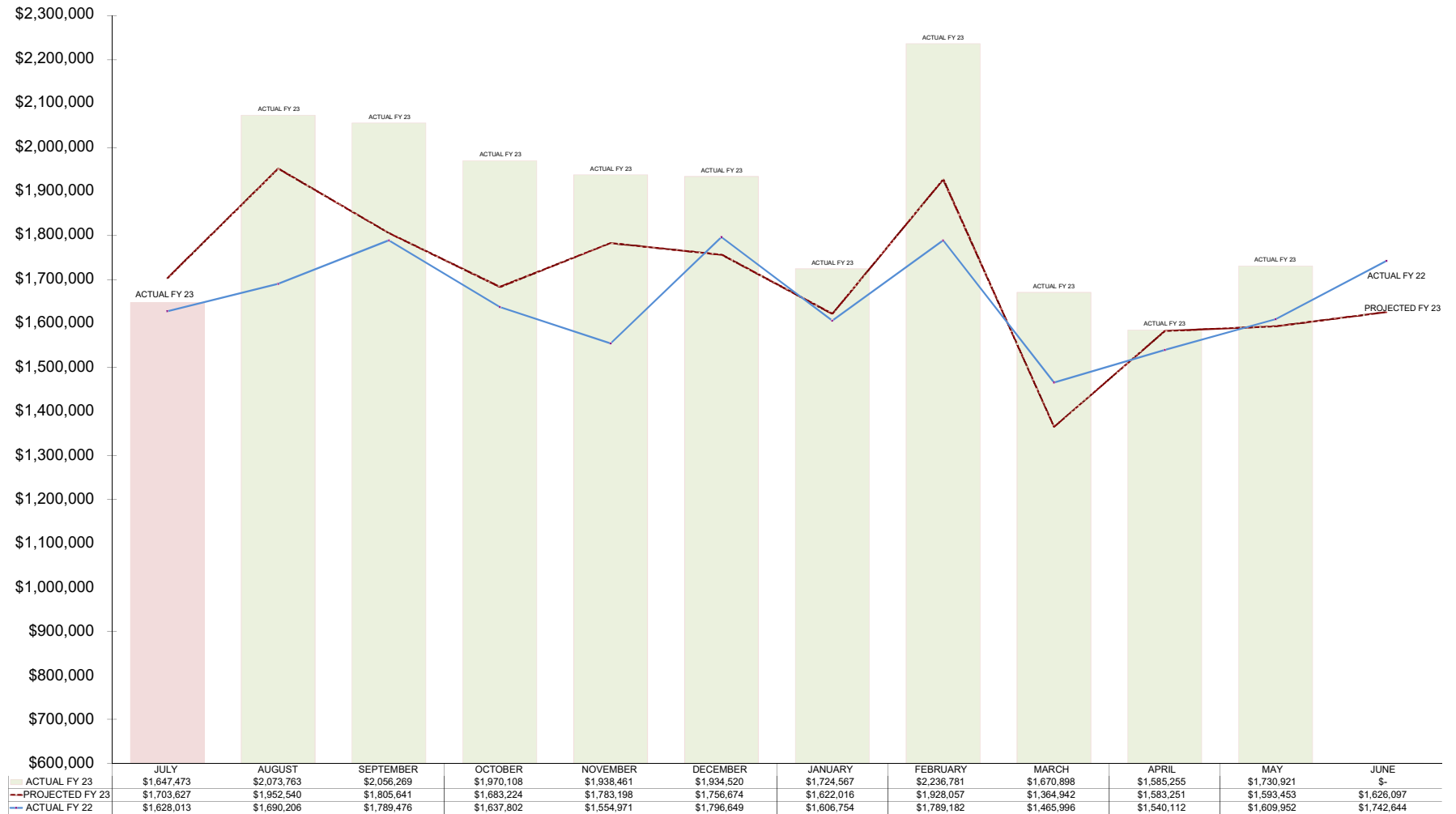
Morris L. Carter, Jr.  
Contract for Outside-City Water  
Exhibit "A" Page 1 of 2

## EXHIBIT A

**A TRACT OF LAND IN THE NE $\frac{1}{4}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$  SECTION 35, TOWNSHIP 34 NORTH, RANGE 80 WEST OF THE 6TH P.M., NATRONA COUNTY, WYOMING, BEING DESCRIBED AS FOLLOWS:**

**BEGINNING AT THE NORTHEAST CORNER OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$  OF SECTION 35, SAID POINT BEING MARKED BY A U.S.G.L.O. BRASS CAP SCRIBED W 1/16 C-C, S 35, 1934, SAID POINT ALSO BEING THE NORTHEAST CORNER OF SAID TRACT BEING DESCRIBED; THENCE ON A TRUE BEARING S.00°21'W., A DISTANCE OF 230.46 FEET ALONG THE TRUE EAST BOUNDARY OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$ , SECTION 35, TO A POINT, SAID POINT BEING THE INTERSECTION OF SAID TRUE EAST BOUNDARY OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$ , SECTION 35, AND THE NORTH RIGHT OF WAY OF OLD HIGHWAY 20-26 AND SAID POINT ALSO BEING THE SOUTHEAST CORNER OF SAID TRACT BEING DESCRIBED; THENCE ON A TRUE BEARING N.68°33'W., A DISTANCE OF 616.03 FEET, ALONG SAID NORTH RIGHT OF WAY OF SAID OLD HIGHWAY 20-26, TO A POINT, SAID POINT BEING THE INTERSECTION OF SAID NORTH RIGHT OF WAY OF OLD HIGHWAY 20-26 AND THE TRUE NORTH BOUNDARY OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$  SECTION 35, AND SAID POINT ALSO BEING THE NORTHWEST CORNER OF SAID TRACT BEING DESCRIBED; THENCE ON A TRUE BEARING N.89°29'E., A DISTANCE OF 574.80 FEET, ALONG SAID TRUE NORTH BOUNDARY OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$  SECTION 35, TO A POINT, SAID POINT BEING SAID NORTHEAST CORNER OF SAID TRACT BEING DESCRIBED, SAID POINT ALSO BEING SAID NORTHEAST CORNER OF SAID NW $\frac{1}{4}$ SW $\frac{1}{4}$  SECTION 35, AND SAID POINT ALSO BEING SAID POINT OF BEGINNING.**

# Sales Tax FY 2023 Versus Projection and Prior Year



YTD TOTAL	ACTUAL FY 22	PROJECTED FY 23	ACTUAL FY 23
	\$ 18,109,114	\$ 18,776,624	\$ 20,569,017
YTD VARIANCE			\$ 1,792,393
		% Difference	In Dollars
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH		8.63%	\$137,469
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE		9.55%	\$1,792,393
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH		7.51%	\$120,969
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE		13.58%	\$2,459,904

Additional  
Information  
"B"

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

**MEETING PROCEEDINGS**

April 18, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 18, 2023 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

**City of Casper –** Bertoglio, Knell, Pollock, Bruce Martin, Mark Anderson, Janette Brown

**Natrona County –** North

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Sabrosky

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates –**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; George Moser – WWDC; John Wetstein and Dave Engels – Engineering Associates; John Naquin

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

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the March 21, 2023 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by



Board Member Sabrosky to approve the minutes from the March 21, 2023 Regular meeting. Motion put and carried.

3. Mr. Martin informed the Board that one additional voucher for DXP Enterprises, Inc. was added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8567 for Hach Company in the amount of \$13,095.40 is for a CL17 Chloramine Analyzer and controller. Mr. Martin stated that this analyzer was approved as part of the FY23 Capital Budget.

Mr. Martin stated that voucher 8570 for KROHNE Inc. in the total amount of \$8,930.03 is for a new replacement wholesale water mag meter to be used for Wardwell.

Mr. Martin stated that voucher 8572 for DXP Enterprises, Inc. in the amount of \$11,386.86 is for an impeller for Ground Water High Service Pump No. 5.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8566 through 8572 in the amount of \$460,372.46.

Chairman King asked for a motion to approve the April 2023 vouchers. A motion was made by Secretary Waters and seconded by Board Member North to approve the April 2023 voucher listing to include voucher numbers 8566 through 8572 in the amount of \$460,372.46. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 171 MG of water produced in March, which is 7 MG above the five-year average of 164 MG.

Mr. Martin stated that year to date water production for March was 2.93 BG, which is 191 MG above the five-year average of 2.74 BG. Mr. Martin stated that it continues to be a very good year for water production.

Mr. Martin stated that Water Utility Charges for FY23 is \$6,539,070, which is approximately \$868,674 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase for FY23, and the above average water sales.

Mr. Martin stated that Interest Earned is a total of \$155,479 for the fiscal year. Mr. Martin stated that this is due to the WYOStar I and II investment accounts.

Mr. Martin stated that Reimbursable Contract Expense is \$2,916,267. Mr. Martin stated that the current figure also includes the March Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be.

Chairman King asked if there will be a rate increase this year. Mr. Martin stated that this will be discussed a little bit during the FY24 Budget review later in the meeting.

Chairman King asked for a motion to approve the March 2023 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member

Pollock to approve the March 2023 Financial Report as presented. Motion put and carried.

5. Mr. Martin stated that Mr. Edwards is out of the office and Mr. Anderson will be giving both the WTP Operations and Transmission System Updates.

Mr. Anderson stated that Maintenance staff installed new valve actuators on the Surface Water High Service pumps.

Mr. Anderson stated that Maintenance staff has started dewatering the west Actiflo lagoons so they can be cleaned out for the upcoming summer season.

Mr. Anderson stated that the contractor has been working on sandblasting and recoating the Surface Water manifold piping.

Mr. Anderson stated that interviews were conducted for the vacant Operator position due to the promotion of one of the Operators to Instrumentation Technician. Mr. Anderson stated that an offer was made, but staff is still waiting on the results.

Mr. Anderson stated that Distribution staff has been continuing to do weekly security checks, and weekly and monthly tank sampling.

Mr. Anderson stated that this month the testing for quarterly disinfectant by-products was completed. Mr. Anderson stated that it was a couple of days late due to the snow.

Mr. Anderson stated that staff cleaned up all the tumbleweeds and trash at the boosters since it finally got warm enough to melt the snow.

Mr. Anderson stated that Mountain View Tank was drained and cleaned. Mr. Anderson stated that roof damage was found during the inspection. Mr. Anderson stated that a Structural Engineer will be inspecting the damage.

Mr. Anderson stated that crushed asphalt was placed around Pioneer booster and tank road as it was a muddy mess.

Mr. Anderson stated that Pump #1 at Sandy Lake Booster was not working. Mr. Anderson stated that the Instrumentation Technician from the WWTP was able to troubleshoot the issue and determined that the starter was out. Mr. Anderson stated that the starter was replaced and the pump is working properly.

Mr. Anderson stated that there was a small leak on Pump #1 at Airport Booster that was repaired.

Board Member Knell arrived at 11:40 a.m.

Secretary Waters asked what problem was found on the Mountain View Tank roof. Mr. Anderson stated that there is a lot corrosion on the very top of the roof, and there is some metal loss that was found at the bottom of the tank. Mr. Anderson stated that staff wants

to get it inspected by a Structural Engineer to see if it can be sandblasted and recoated, or if it will need more substantial repairs.

Chairman King asked who is used to clean and recoat the tanks. Mr. Anderson stated that it is bid out, so it is different companies each time.

Board Member Knell asked if the repairs on the 2.6 MG Tank have been completed. Mr. Martin stated that was completed a year ago, and the tank is due for the one-year coating inspection. Mr. Martin stated that there were a couple of blemishes in the coating that will need to be repaired.

Secretary Waters asked if the Mountain View Tank is in service. Mr. Anderson stated that it is out of service until the Structural Engineer can inspect it. Mr. Anderson stated that staff does not want to fill it, and then have to waste the water so it can be inspected.

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 Board has discussed a couple of times the Wellfield Management and Operations Plan Update that is in progress through the Wyoming Water Development Commission (WWDC). Mr. Martin stated that the project has been approved by the WWDC and made it into the Omnibus Bill, which was also approved.

Mr. Martin stated that in attendance today is Mr. George Moser, with WWDC. Mr. Moser stated that he works with the office that supports the Commission. Mr. Moser stated that he was in town and reached out to the consultant that was selected for the project, Engineering Associates, and felt it was a good idea to introduce themselves to the Board. Mr. Moser stated that as part of the project there are a number of meetings that will be worked in at points to give the Board results of the study along the way.

Mr. Martin stated that as Mr. Moser mentioned, Engineering Associates is the consultant for the project and introduced Mr. Dave Engels, and Mr. John Wetstein.

Mr. Engels stated that he is the Project Manager for the project. Mr. Engels stated that Mr. Wetstein is the Project Geologist. Mr. Engels stated that they have been tasked with looking at the wellfield with the idea of restoring it to the yield from years ago. Mr. Engels stated that over a period of time there has been a decrease in the well yield and their goal is to look at ways to get that back to a level where it was previously. Mr. Engels stated that he has lived in Sheridan since 1990, but prior to that he was the Utilities Director for the Board of Public Utilities in

Casper. Mr. Engels stated that it is nice to be working on the Casper system again.

Mr. Engels stated that Mr. Wetstein has worked on the Casper system for years, most recently doing some well rehabilitation. Mr. Engels stated that they are both very familiar with the Casper system and think this will be an exciting project and are looking forward to it.

Board Member Knell asked what the main ideology is for the project, backpressure of the well, or perforate again. Mr. Wetstein stated that it will depend, but they will not perforate again. Mr. Wetstein stated that the screens on all the wells are adequate as far as the open area. Mr. Wetstein stated that it is a matter of trying to displace the fines that have worked their way up next to the well bore. Mr. Wetstein stated that they will try some new techniques. Mr. Wetstein stated that in the past they have gone in and swabbed the wells with a close-fitting plug to get a surge to flow out and then come back in. Mr. Wetstein stated they have also pressure jetted the wells to try and force the sands and silts back to get them loose enough to flow into the well for removal. Mr. Wetstein stated that different techniques will be tried and for those in certain areas that don't seem to be able to reach out far enough into the aquifer to totally clean all the fines. Mr. Wetstein stated that air blasting techniques and chemicals will be used to break up any cementation that is happening in any of the wells. Mr. Wetstein stated that a scientific approach will be used to find the best means of action for the wells.

Mr. Wetstein stated that a maintenance program will also be identified for the wellfield, how often and what areas might need a higher intensity of rehabilitation, and which wells can go a bit longer, and what methods work the best.

Mr. Engels stated that something else that was proposed as part of this project in conjunction with the WWDC scope of services, is the three Caisson wells. Mr. Engels stated that these large concrete pipes go down into the aquifer, and then from there they drilled out pipes beneath the North Platte River. Mr. Engels stated that the water flows from the area beneath the river into a large sump that is now pumped out. Mr. Engels stated that the Caissons have historically been really big producers for the wellfield. Mr. Engels stated that not only will the different techniques be tried on the Caissons to restore the pipes underneath the river, but also, they are looking at installing a second set along Caisson No. 2 and that would go under the recharge basins instead of under the river. Mr. Engels stated that this idea is that the water would filter down under the recharge basins and into the lateral collector line and into the pump, and then pump out of the Caisson pumps. Mr. Engels stated that hopefully this will help with restoring the yield on these three big producers that Casper has historically relied upon.

Board Member Knell asked what the timeline is for this project. Mr. Engels stated that the draft study is due in May of next year.

Mr. Martin stated that there will be more meetings throughout the study process.

- b. Mr. Martin stated that this procurement agreement with DXP Enterprises would replace the Morad recharge pump that was placed into service in 2015 and is losing its efficiency. Mr. Martin stated that it is proposed to purchase a new pump to put into service, and have the old pump rebuilt and put into inventory for emergency use.

Mr. Martin stated that quotes were solicited for this pump, and DXP Enterprises was the only vendor that supplied a quote. Mr. Martin stated that the other contacted vendors did not provide a quote.

Mr. Martin stated that the agreement has not yet been signed by the vendor as there were concerns with the timeline and they wanted to reach out to their supplier to make sure they could get the pump by that date. Mr. Martin stated that there will also be freight charges added to the price, so it will be more than the \$63,974. Mr. Martin stated that staff did not want to wait another month to bring this to the Board and requested that the Board approve the purchase contingent on agreement approval by DXP Enterprises and Mr. Chapin.

Board Member Knell asked if nine to ten years is average on the life of a pump. Mr. Martin stated that is correct, but the pump can be rebuilt and be able to have an extended service life.

Secretary Waters stated that he is curious about whether or not the price is close to where the pump should be priced due to the fact there was only one quote received. Mr. Martin stated that he believes it is close as the cost to rebuild the pump is \$20,000, and the purchase price of the pump in 2015 was approximately \$47,000. Mr. Martin stated that there have been a lot of increases to pricing since 2015.

Chairman King stated that anymore there are a lot of items that Edgerton only gets one bid back. Mr. Martin stated that receiving only one quote on items is being seen more and more.

A motion was made by Board Member Pollock and seconded by Secretary Waters to approve the purchase of the Morad Recharge Pump from DXP Enterprises contingent on an acceptable agreement and meeting all legal requirements in the amount of \$63,974 plus shipping costs.

Board Member Knell stated that we need to be diligent about freight charges.

Mr. Martin stated that this purchase also includes a pump motor. Secretary Waters asked what size of motor is included. Mr. Martin stated that it is a 3-phase, 25 HP motor.

Motion put and carried.

- c. Mr. Martin stated that last month the Board reviewed the FY24 Preliminary Capital Projects for FY2024. Mr. Martin stated that the Preliminary FY2024 budgets will be discussed today, and the FY2024 Wholesale Water Rate will be discussed in May. Mr. Martin stated that the Board will wrap everything up in June. Mr. Martin stated that this is the Preliminary FY24 budgets and they can be revised until it is approved in June.

Mr. Martin stated that the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget (Agency Budget) will be reviewed. Mr. Martin stated that the Operations Budget is used for day to day operations of the regional water system including personnel costs. Mr. Martin stated that this break-even budget is approved by both the Board and the City Council and is reimbursed from the Agency budget. Mr. Martin stated that the Agency budget, approved by the Board only, includes direct Board expenses, debt service, reimbursable contract expense, and capital expense. Mr. Martin stated that the Agency budget receives revenue primarily from water sales, interest earnings, and system investment charges. Mr. Martin stated that the expenditures in this budget are largely driven by new and replacement capital projects.

### **WTP Operations Budget**

#### **Personnel Services**

- a) Personnel Costs - \$1,287,926 – This represents an increase of \$106,697 over the FY23 budget. The increase is due to converting the part-time administrative assistant to full-time, proposed pay increases of 3.5%, and increased insurance costs.

Board Member Knell asked if the pay increase is a COLA or a raise. Mr. Martin stated that it is a raise. Mr. Martin stated that employees at the WTP are City employees and all City employees would be getting the 3.5% raise contingent on City Council approval.

#### **Materials and Supplies**

- a) General Supplies and Materials - \$206,300 – This is an increase of \$58,800 from the FY23 budget. The General Supplies and Materials line includes the following:
- \$12,000 – Office Supplies (no change)
  - \$ 4,000 – Other Materials and Supplies (\$1,000 increase)
  - \$ 8,500 – Safety Equipment and Supplies (no change)
  - \$ 4,000 – Pump and Lubricant Supplies (no change)
  - \$25,000 – Machinery Supplies (no change)
  - \$35,000 – Laboratory Supplies (\$5,000 increase due to a large price increase on supplies)
  - \$ 8,000 – Well Supplies (no change)

- \$ 8,000 – Vehicle Supplies (no change)
  - \$ 1,500 – Building Supplies (new line item for supplies such as light bulbs, etc. that were pulled out of Office Supplies)
  - \$ 7,000 – Water Line Materials (no change)
  - \$32,000 – Booster Supplies (no change)
  - \$10,000 – Small Tools and Supplies (no change)
  - \$ 2,500 – Equipment Storage Shelving (new, one-time purchase)
  - \$ 6,000 – Watson Marlow Pumps for Actiflo Turbidimeters (new, one-time purchase – permanent installation of pumps for Actiflo turbidimeters)
  - \$ 5,000 – Peristaltic Pumps for Corrosion Inhibitor (new, one-time purchase – looking at converting to liquid chemical)
  - \$15,000 – Hydrocyclone Wear Parts (new – maintenance item moved from capital budget)
  - \$15,000 – Sand Pump Soft Starts (new, one-time purchase – lessen failures of sand pumps)
  - \$ 2,800 – Polymer Scale (new – scales failing, need to replace, critical to operations)
  - \$ 5,000 – Well House Flushing Line and Hoses (new – replace flushing hoses)
- b) Chemicals - \$1,300,000 – This is an increase of \$300,000 from the FY23 budget. The increase covers an increase in material cost as well as fuel and trucking charges.
- Board Member Knell asked if this is \$300,000 over last year after the budget amendment. Mr. Martin stated that was correct; there was a budget amendment last year, and possibly one this year.
- c) Postage and Printing - \$1,500 – This amount is a decrease of \$500 for the FY23 budget.
- d) Electricity - \$880,000 – This amount is an increase of \$24,500 from the FY23 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$80,000 – This amount is unchanged from the FY23 budget. There was a large increase to the FY23 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY23 budget. This is for fuel for the emergency generator.
- g) Technology Supplies - \$8,500 – This amount is a \$2,500 increase from the FY23 budget and accounts for SCADA computer replacements and ancillary equipment. There has been a shift in the way budgeting is done for computers. The Operations computers and services cost is included in IT Internal Services, but not the SCADA computers as they are separate from the network.

- h) Maintenance/Repair (non-contract) - \$85,000 – This is an increase of \$15,000 from the FY23 budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$4,000 – This is an increase of \$1,000 from the FY23 budget. Staff will be utilizing this line more and laundering in-house. Outside laundry services will be reduced. A washer and dryer were purchased for use at the WTP.

#### Contractual Services

- a) Professional Services - \$12,000 – This is unchanged from the FY23 budget. This line is used for instrumentation and controls maintenance and repairs, which is more technical and requires specialized service.
- b) Maintenance Agreements - \$44,250 – This is a \$2,250 increase from the FY23 budget. This line item covers the following agreements:
  - \$13,000 – HVAC Service (\$3,000 increase)
  - \$ 3,500 – Elevator Service (no change)
  - \$ 0 – Chiller Maintenance (\$1,500 decrease – Chiller being replaced. This will come back in future years.)
  - \$ 5,500 – Chloramine Analyzer Service (\$500 increase – critical equipment serviced by Hach Company)
  - \$ 1,000 – Fire Sprinkler System Inspection (no change – required service)
  - \$ 2,500 – Work Order Software (\$1,000 decrease – switched from EMaint to MaintainX)
  - \$15,000 – Ozone Monitor Service (no change)
  - \$ 2,750 – Crane Inspections (\$250 increase – OSHA required annual inspection)
  - \$ 1,000 – LOX Telemetry (new – LOX tanks telemetry – vendor can see tank level in real time – auto ship loads. Looking at same thing for Ferric.)
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY23 budget. Costs have increased, but the Aerobic Spore test requirements have decreased.
- d) Laundry and Towel Service - \$500 – This amount is \$1,500 less than the FY23 budget. More laundry service will be completed in-house rather than from an outside vendor.
- e) Interdepartmental Service - \$326,059 – This is an increase of \$40,984 from the FY23 budget. This line item covers the following:
  - \$26,559 – Information Technology (\$4,572 increase – Computer replacement and service)
  - \$30,708 – Finance (\$11,227 increase – A portion of Ms. Johnson's salary)



is now included)

- \$21,173 – Human Resources (\$5,948 increase)
- \$ 9,307 – City Council (\$2,316 increase)
- \$27,797 – City Manager (\$5,273 increase)
- \$19,615 – City Attorney (\$5,360 increase)
- \$190,901 – WDG Personnel (\$6,288 increase – 2 Utility Workers to the RWS)

Some of these costs are computed by the number of workorders issued, and some by the number of employees.

Vice-Chairman Bertoglio stated that these items have increased anywhere from 25% to almost 60%. Vice-Chairman Bertoglio stated that he could understand one or two of them having large increases, but not across the board. Vice-Chairman Bertoglio stated that he would like to hear the justification for the increases. Mr. Martin stated that he will contact Ms. Johnson for an explanation and detail breakdown for the Board. Mr. Martin stated that this budget will be reviewed again before it is approved.

#### Other Costs

- a) Travel/Training - \$5,500 – This is an increase of \$1,500 from the FY23 budget. Staff certifications need to be maintained as well as additional training for newer Operators and the Instrumentation Technician. Significant training is required to get up to speed to get their certifications.
- b) Insurance & Bonds - \$25,801 – This is a decrease of \$11,030 from the FY23 budget. This line item covers liability insurance, etc., for the WTP staff who are City of Casper employees.
- c) Advertising - \$2,100 – This is an increase of \$400 from the FY23 budget. This line is for advertising Board meetings, annual budget, etc., including budget amendments.
- d) Dues and Subscriptions - \$1,700 – This amount is an increase of \$500 from the FY23 budget. This covers memberships for AWWA and Rural Water which have discounted training. It also covers new Adobe Acrobat subscriptions.

#### Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY23 budget.
- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY23 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant.

- c) Sewer - \$500 – This amount is a \$100 increase from the FY23 budget.

### Summary

The FY23 Operations Budget is 14% greater than the FY23 Operations Budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, and increase in electrical costs, and increases in internal services.

Mr. Martin stated that the WTP Operations Budget is a break-even budget that is reimbursed by the Agency Budget.

Board Member Knell stated that inflation is ranging from 7% to 9%.

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

### Revenue

- a) Water Rate Revenue - \$8,668,737 – This reflects an increase of \$427,997 over the FY23 budget. These revenues are proportioned to each wholesale entity based on the July 2021 – June 2022 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 5% rate increase effective July 1, 2023. Mr. Martin stated that the rate will be discussed in more detail next month during the rate review.
- b) Interest on Investments - \$200,000 – This is an increase of \$130,000 from the FY23 budget based on placing funds in the WyoStar accounts and seeing an increase in interest earned.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY23 budget. The SIC rates are from the most recent cost of services and SIC study that went into effect January 1, 2019. Mr. Martin stated that the amount of SIC received each year varies, and so far, FY24 is lower.

### Personnel Services

None – The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System. Personnel costs are included in the Water Treatment Plant Operations Budget.

### Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY23 budget.

- b) Legal Fees - \$30,000 – This amount is unchanged from the FY23 budget.
- c) Accounting & Auditing - \$34,000 – This is an increase of \$2,000 from the FY23 budget. Mr. Martin stated that the decision was made by the Board to go out for RFP soon for auditing services.
- d) Insurance & Bonds - \$119,000 – This is an increase of \$7,000 from the FY23 budget. Mr. Martin stated that a 6% increase has been budgeted each year for the last several years and seems to be keeping up with cost increases.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY23 budget. This is for RWS Board travel and training.

#### Debt Service

- a) Principal Payments - \$1,276,124 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$508,921 – Pay off in FY24
• WWDC (New Construction)	- \$391,941
• WWDC (Rehabilitation)	- \$125,176
• DWSRF Loan #115 (Emergency Power)	- \$106,058
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 25,015
• DWSRF Loan #153 (Backwash Tank)	- \$ 73,550
• DWSRF Loan #213 (PLC/SCADA)	- \$ 45,463

Mr. Martin stated there is a \$1 M decrease in Principal Payments due to the City of Casper loan being paid off in FY24. Mr. Martin stated that however, it is anticipated the Board will get an SRF Loan for the UV System construction.

- b) Interest Expense - \$249,451 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$ 2,655
• WWDC (New Construction)	- \$103,990
• WWDC (Rehabilitation)	- \$ 33,212
• DWSRF Loan #115 (Emergency Power)	- \$ 46,468
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 7,717
• DWSRF Loan #153 (Backwash Tank)	- \$ 32,226
• DWSRF Loan #213 (PLC/SCADA)	- \$ 23,183

#### Capital – New

No New Capital expenditures for FY24 for Buildings, Improvements Other Than Buildings, Light Equipment, or Technologies.

## Capital – Replacement

Mr. Martin stated that he would not spend a lot of time on the Capital Budget as it was reviewed in detail at the meeting last month.

## Summary

The FY23 Agency Budget is 1.6% less than the FY23 budget. The reduction is mainly the result of paying off the City loan in FY24. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5% and an increase in earned interest on investments. The total amount budgeted for FY24 capital expenditures is \$2,290,000, an increase of \$318,000 from FY23. This amount is in line with what was presented to the Board in the FY23 rate model.

Vice-Chairman Bertoglio asked if the Operations Budget reimbursement is included in the Agency Budget. Mr. Martin confirmed that it is.

- d. Ms. Brown distributed the annual Financial Disclosure letters to Board Members Knell and North for completion and signatures. The Financial Disclosure letters were completed by Board Members Knell and North at the meeting on this date.
- e. In Other New Business, Board Member Knell asked if there was an update on Wardwell. Board Member Sabrosky stated that Wardwell Operations is no longer in place, but Wardwell continues to exist for a while. Board Member Sabrosky stated that all the billing and field service is being done through Bar Nunn while Wardwell dissolves.

Vice-Chairman Bertoglio stated that when the dissolution happens, not only does the County have to dissolve Wardwell, but the Board will have to amend the Joint Powers Agreement.

Board Member Sabrosky stated that there was a Town Hall meeting held last week and approximately 90 customers showed up. Board Member Sabrosky stated that there was not one dissention. Board Member Sabrosky stated that the next day a meeting was held at noon and the resolution was approved and was recorded with the County. Board Member Sabrosky stated that there is some vagueness in the law where you read it you can see where it is just a notification to the County Commissioners. Board Member Sabrosky stated that he is not sure if the County Commissioners have to vote on it.

Vice-Chairman Bertoglio stated that if it is an Improvement District, the County has to vote on it, but he is not sure if a Water and Sewer District is the same.

Board Member Sabrosky stated that they now have 30 days to come up with the final plan, which will be gone over at Wardwell's next meeting to fix a couple of little things, and then the final plan will be recorded. Board Member Sabrosky stated that from there, they will have 90 to 120 days to hold an election. Board

Member Sabrosky stated that from there, the Wardwell board becomes a receivership to manage the assets until they can be transferred, then the Wardwell board will no longer exist.

9. In the Chairman's Report, Chairman King stated that the next meeting will be held on May 16, 2023.

A motion was made by Secretary Waters and seconded by Board Member North to adjourn the meeting at 12:32 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

Paul Bertoglio,  
Vice-Chairman

Ken Waters,  
Secretary

Steve Cathey,  
Treasurer

Bruce Knell

Dave North

Amber Pollock

Dan Sabrosky

**REGULAR JOINT POWERS BOARD MEETING AGENDA**

**Tuesday**

**May 16, 2023**

**11:30 a.m.**

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

1. Announcements
2. Approve Minutes - April 18, 2023 Regular Meeting \*
3. Approve Vouchers – May 2023 \*
4. Approve Financial Report – April 2023 \*
5. Operations Update
6. Public Comment
7. Old Business
  - a) Other
8. New Business
  - a) Consider Amendment No. 1 to the Contract with Engineering Associates for the Caisson #2 Rehab, Project No. 21-040 for a Price Increase in the amount of \$64,012.35 \*
  - b) Discuss Preliminary FY2024 Wholesale Water Rate \*
  - c) Other
9. Chairman's Report

**Next Meeting: Regular JPB Meeting – June 20, 2023**

***\*Indicates Attachment***



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

**MEETING PROCEEDINGS**

April 18, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, April 18, 2023 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

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

**City of Casper –** Bertoglio, Knell, Pollock, Bruce Martin, Mark Anderson, Janette Brown

**Natrona County –** North

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Sabrosky

**Pioneer Water & Sewer District –** Waters

**Poison Spider Improvement & Service District –**

**Wyoming Water Development Office -**

**Sandy Lakes Estates –**

**Lakeview Improvement & Service District -**

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

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

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

**Others —** Charlie Chapin – Williams, Porter, Day & Neville, P.C.; George Moser – WWDC; John Wetstein and Dave Engels – Engineering Associates; John Naquin

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

1. There were no Announcements.
2. Chairman King asked for a motion to approve the minutes from the March 21, 2023 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by

Board Member Sabrosky to approve the minutes from the March 21, 2023 Regular meeting. Motion put and carried.

3. Mr. Martin informed the Board that one additional voucher for DXP Enterprises, Inc. was added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8567 for Hach Company in the amount of \$13,095.40 is for a CL17 Chloramine Analyzer and controller. Mr. Martin stated that this analyzer was approved as part of the FY23 Capital Budget.

Mr. Martin stated that voucher 8570 for KROHNE Inc. in the total amount of \$8,930.03 is for a new replacement wholesale water mag meter to be used for Wardwell.

Mr. Martin stated that voucher 8572 for DXP Enterprises, Inc. in the amount of \$11,386.86 is for an impeller for Ground Water High Service Pump No. 5.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8566 through 8572 in the amount of \$460,372.46.

Chairman King asked for a motion to approve the April 2023 vouchers. A motion was made by Secretary Waters and seconded by Board Member North to approve the April 2023 voucher listing to include voucher numbers 8566 through 8572 in the amount of \$460,372.46. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production chart on the screen. Mr. Martin stated that there were 171 MG of water produced in March, which is 7 MG above the five-year average of 164 MG.

Mr. Martin stated that year to date water production for March was 2.93 BG, which is 191 MG above the five-year average of 2.74 BG. Mr. Martin stated that it continues to be a very good year for water production.

Mr. Martin stated that Water Utility Charges for FY23 is \$6,539,070, which is approximately \$868,674 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase for FY23, and the above average water sales.

Mr. Martin stated that Interest Earned is a total of \$155,479 for the fiscal year. Mr. Martin stated that this is due to the WYOStar I and II investment accounts.

Mr. Martin stated that Reimbursable Contract Expense is \$2,916,267. Mr. Martin stated that the current figure also includes the March Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be.

Chairman King asked if there will be a rate increase this year. Mr. Martin stated that this will be discussed a little bit during the FY24 Budget review later in the meeting.

Chairman King asked for a motion to approve the March 2023 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member



Pollock to approve the March 2023 Financial Report as presented. Motion put and carried.

5. Mr. Martin stated that Mr. Edwards is out of the office and Mr. Anderson will be giving both the WTP Operations and Transmission System Updates.

Mr. Anderson stated that Maintenance staff installed new valve actuators on the Surface Water High Service pumps.

Mr. Anderson stated that Maintenance staff has started dewatering the west Actiflo lagoons so they can be cleaned out for the upcoming summer season.

Mr. Anderson stated that the contractor has been working on sandblasting and recoating the Surface Water manifold piping.

Mr. Anderson stated that interviews were conducted for the vacant Operator position due to the promotion of one of the Operators to Instrumentation Technician. Mr. Anderson stated that an offer was made, but staff is still waiting on the results.

Mr. Anderson stated that Distribution staff has been continuing to do weekly security checks, and weekly and monthly tank sampling.

Mr. Anderson stated that this month the testing for quarterly disinfectant by-products was completed. Mr. Anderson stated that it was a couple of days late due to the snow.

Mr. Anderson stated that staff cleaned up all the tumbleweeds and trash at the boosters since it finally got warm enough to melt the snow.

Mr. Anderson stated that Mountain View Tank was drained and cleaned. Mr. Anderson stated that roof damage was found during the inspection. Mr. Anderson stated that a Structural Engineer will be inspecting the damage.

Mr. Anderson stated that crushed asphalt was placed around Pioneer booster and tank road as it was a muddy mess.

Mr. Anderson stated that Pump #1 at Sandy Lake Booster was not working. Mr. Anderson stated that the Instrumentation Technician from the WWTP was able to troubleshoot the issue and determined that the starter was out. Mr. Anderson stated that the starter was replaced and the pump is working properly.

Mr. Anderson stated that there was a small leak on Pump #1 at Airport Booster that was repaired.

Board Member Knell arrived at 11:40 a.m.

Secretary Waters asked what problem was found on the Mountain View Tank roof. Mr. Anderson stated that there is a lot corrosion on the very top of the roof, and there is some metal loss that was found at the bottom of the tank. Mr. Anderson stated that staff wants

to get it inspected by a Structural Engineer to see if it can be sandblasted and recoated, or if it will need more substantial repairs.

Chairman King asked who is used to clean and recoat the tanks. Mr. Anderson stated that it is bid out, so it is different companies each time.

Board Member Knell asked if the repairs on the 2.6 MG Tank have been completed. Mr. Martin stated that was completed a year ago, and the tank is due for the one-year coating inspection. Mr. Martin stated that there were a couple of blemishes in the coating that will need to be repaired.

Secretary Waters asked if the Mountain View Tank is in service. Mr. Anderson stated that it is out of service until the Structural Engineer can inspect it. Mr. Anderson stated that staff does not want to fill it, and then have to waste the water so it can be inspected.

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 Board has discussed a couple of times the Wellfield Management and Operations Plan Update that is in progress through the Wyoming Water Development Commission (WWDC). Mr. Martin stated that the project has been approved by the WWDC and made it into the Omnibus Bill, which was also approved.

Mr. Martin stated that in attendance today is Mr. George Moser, with WWDC. Mr. Moser stated that he works with the office that supports the Commission. Mr. Moser stated that he was in town and reached out to the consultant that was selected for the project, Engineering Associates, and felt it was a good idea to introduce themselves to the Board. Mr. Moser stated that as part of the project there are a number of meetings that will be worked in at points to give the Board results of the study along the way.

Mr. Martin stated that as Mr. Moser mentioned, Engineering Associates is the consultant for the project and introduced Mr. Dave Engels, and Mr. John Wetstein.

Mr. Engels stated that he is the Project Manager for the project. Mr. Engels stated that Mr. Wetstein is the Project Geologist. Mr. Engels stated that they have been tasked with looking at the wellfield with the idea of restoring it to the yield from years ago. Mr. Engels stated that over a period of time there has been a decrease in the well yield and their goal is to look at ways to get that back to a level where it was previously. Mr. Engels stated that he has lived in Sheridan since 1990, but prior to that he was the Utilities Director for the Board of Public Utilities in

Casper. Mr. Engels stated that it is nice to be working on the Casper system again.

Mr. Engels stated that Mr. Wetstein has worked on the Casper system for years, most recently doing some well rehabilitation. Mr. Engels stated that they are both very familiar with the Casper system and think this will be an exciting project and are looking forward to it.

Board Member Knell asked what the main ideology is for the project, backpressure of the well, or perforate again. Mr. Wetstein stated that it will depend, but they will not perforate again. Mr. Wetstein stated that the screens on all the wells are adequate as far as the open area. Mr. Wetstein stated that it is a matter of trying to displace the fines that have worked their way up next to the well bore. Mr. Wetstein stated that they will try some new techniques. Mr. Wetstein stated that in the past they have gone in and swabbed the wells with a close-fitting plug to get a surge to flow out and then come back in. Mr. Wetstein stated they have also pressure jetted the wells to try and force the sands and silts back to get them loose enough to flow into the well for removal. Mr. Wetstein stated that different techniques will be tried and for those in certain areas that don't seem to be able to reach out far enough into the aquifer to totally clean all the fines. Mr. Wetstein stated that air blasting techniques and chemicals will be used to break up any cementation that is happening in any of the wells. Mr. Wetstein stated that a scientific approach will be used to find the best means of action for the wells.

Mr. Wetstein stated that a maintenance program will also be identified for the wellfield, how often and what areas might need a higher intensity of rehabilitation, and which wells can go a bit longer, and what methods work the best.

Mr. Engels stated that something else that was proposed as part of this project in conjunction with the WWDC scope of services, is the three Caisson wells. Mr. Engels stated that these large concrete pipes go down into the aquifer, and then from there they drilled out pipes beneath the North Platte River. Mr. Engels stated that the water flows from the area beneath the river into a large sump that is now pumped out. Mr. Engels stated that the Caissons have historically been really big producers for the wellfield. Mr. Engels stated that not only will the different techniques be tried on the Caissons to restore the pipes underneath the river, but also, they are looking at installing a second set along Caisson No. 2 and that would go under the recharge basins instead of under the river. Mr. Engels stated that this idea is that the water would filter down under the recharge basins and into the lateral collector line and into the pump, and then pump out of the Caisson pumps. Mr. Engels stated that hopefully this will help with restoring the yield on these three big producers that Casper has historically relied upon.

Board Member Knell asked what the timeline is for this project. Mr. Engels stated that the draft study is due in May of next year.

Mr. Martin stated that there will be more meetings throughout the study process.

- b. Mr. Martin stated that this procurement agreement with DXP Enterprises would replace the Morad recharge pump that was placed into service in 2015 and is losing its efficiency. Mr. Martin stated that it is proposed to purchase a new pump to put into service, and have the old pump rebuilt and put into inventory for emergency use.

Mr. Martin stated that quotes were solicited for this pump, and DXP Enterprises was the only vendor that supplied a quote. Mr. Martin stated that the other contacted vendors did not provide a quote.

Mr. Martin stated that the agreement has not yet been signed by the vendor as there were concerns with the timeline and they wanted to reach out to their supplier to make sure they could get the pump by that date. Mr. Martin stated that there will also be freight charges added to the price, so it will be more than the \$63,974. Mr. Martin stated that staff did not want to wait another month to bring this to the Board and requested that the Board approve the purchase contingent on agreement approval by DXP Enterprises and Mr. Chapin.

Board Member Knell asked if nine to ten years is average on the life of a pump. Mr. Martin stated that is correct, but the pump can be rebuilt and be able to have an extended service life.

Secretary Waters stated that he is curious about whether or not the price is close to where the pump should be priced due to the fact there was only one quote received. Mr. Martin stated that he believes it is close as the cost to rebuild the pump is \$20,000, and the purchase price of the pump in 2015 was approximately \$47,000. Mr. Martin stated that there have been a lot of increases to pricing since 2015.

Chairman King stated that anymore there are a lot of items that Edgerton only gets one bid back. Mr. Martin stated that receiving only one quote on items is being seen more and more.

A motion was made by Board Member Pollock and seconded by Secretary Waters to approve the purchase of the Morad Recharge Pump from DXP Enterprises contingent on an acceptable agreement and meeting all legal requirements in the amount of \$63,974 plus shipping costs.

Board Member Knell stated that we need to be diligent about freight charges.

Mr. Martin stated that this purchase also includes a pump motor. Secretary Waters asked what size of motor is included. Mr. Martin stated that it is a 3-phase, 25 HP motor.

Motion put and carried.

- c. Mr. Martin stated that last month the Board reviewed the FY24 Preliminary Capital Projects for FY2024. Mr. Martin stated that the Preliminary FY2024 budgets will be discussed today, and the FY2024 Wholesale Water Rate will be discussed in May. Mr. Martin stated that the Board will wrap everything up in June. Mr. Martin stated that this is the Preliminary FY24 budgets and they can be revised until it is approved in June.

Mr. Martin stated that the Water Treatment Plant (WTP) Operations Budget and the Regional Water System Agency Budget (Agency Budget) will be reviewed. Mr. Martin stated that the Operations Budget is used for day to day operations of the regional water system including personnel costs. Mr. Martin stated that this break-even budget is approved by both the Board and the City Council and is reimbursed from the Agency budget. Mr. Martin stated that the Agency budget, approved by the Board only, includes direct Board expenses, debt service, reimbursable contract expense, and capital expense. Mr. Martin stated that the Agency budget receives revenue primarily from water sales, interest earnings, and system investment charges. Mr. Martin stated that the expenditures in this budget are largely driven by new and replacement capital projects.

### **WTP Operations Budget**

#### **Personnel Services**

- a) Personnel Costs - \$1,287,926 – This represents an increase of \$106,697 over the FY23 budget. The increase is due to converting the part-time administrative assistant to full-time, proposed pay increases of 3.5%, and increased insurance costs.

Board Member Knell asked if the pay increase is a COLA or a raise. Mr. Martin stated that it is a raise. Mr. Martin stated that employees at the WTP are City employees and all City employees would be getting the 3.5% raise contingent on City Council approval.

#### **Materials and Supplies**

- a) General Supplies and Materials - \$206,300 – This is an increase of \$58,800 from the FY23 budget. The General Supplies and Materials line includes the following:
- \$12,000 – Office Supplies (no change)
  - \$ 4,000 – Other Materials and Supplies (\$1,000 increase)
  - \$ 8,500 – Safety Equipment and Supplies (no change)
  - \$ 4,000 – Pump and Lubricant Supplies (no change)
  - \$25,000 – Machinery Supplies (no change)
  - \$35,000 – Laboratory Supplies (\$5,000 increase due to a large price increase on supplies)
  - \$ 8,000 – Well Supplies (no change)

- \$ 8,000 – Vehicle Supplies (no change)
  - \$ 1,500 – Building Supplies (new line item for supplies such as light bulbs, etc. that were pulled out of Office Supplies)
  - \$ 7,000 – Water Line Materials (no change)
  - \$32,000 – Booster Supplies (no change)
  - \$10,000 – Small Tools and Supplies (no change)
  - \$ 2,500 – Equipment Storage Shelving (new, one-time purchase)
  - \$ 6,000 – Watson Marlow Pumps for Actiflo Turbidimeters (new, one-time purchase – permanent installation of pumps for Actiflo turbidimeters)
  - \$ 5,000 – Peristaltic Pumps for Corrosion Inhibitor (new, one-time purchase – looking at converting to liquid chemical)
  - \$15,000 – Hydrocyclone Wear Parts (new – maintenance item moved from capital budget)
  - \$15,000 – Sand Pump Soft Starts (new, one-time purchase – lessen failures of sand pumps)
  - \$ 2,800 – Polymer Scale (new – scales failing, need to replace, critical to operations)
  - \$ 5,000 – Well House Flushing Line and Hoses (new – replace flushing hoses)
- b) Chemicals - \$1,300,000 – This is an increase of \$300,000 from the FY23 budget. The increase covers an increase in material cost as well as fuel and trucking charges.
- Board Member Knell asked if this is \$300,000 over last year after the budget amendment. Mr. Martin stated that was correct; there was a budget amendment last year, and possibly one this year.
- c) Postage and Printing - \$1,500 – This amount is a decrease of \$500 for the FY23 budget.
- d) Electricity - \$880,000 – This amount is an increase of \$24,500 from the FY23 budget. Electric usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$80,000 – This amount is unchanged from the FY23 budget. There was a large increase to the FY23 budget.
- f) Bulk Fuel - \$10,000 – This amount is unchanged from the FY23 budget. This is for fuel for the emergency generator.
- g) Technology Supplies - \$8,500 – This amount is a \$2,500 increase from the FY23 budget and accounts for SCADA computer replacements and ancillary equipment. There has been a shift in the way budgeting is done for computers. The Operations computers and services cost is included in IT Internal Services, but not the SCADA computers as they are separate from the network.

- h) Maintenance/Repair (non-contract) - \$85,000 – This is an increase of \$15,000 from the FY23 budget. This line is for specialty repair work completed by outside vendors such as electrical work. The increase is due to aging equipment as well as increasing vendor costs.
- i) Employee Uniforms - \$4,000 – This is an increase of \$1,000 from the FY23 budget. Staff will be utilizing this line more and laundering in-house. Outside laundry services will be reduced. A washer and dryer were purchased for use at the WTP.

#### Contractual Services

- a) Professional Services - \$12,000 – This is unchanged from the FY23 budget. This line is used for instrumentation and controls maintenance and repairs, which is more technical and requires specialized service.
- b) Maintenance Agreements - \$44,250 – This is a \$2,250 increase from the FY23 budget. This line item covers the following agreements:
  - \$13,000 – HVAC Service (\$3,000 increase)
  - \$ 3,500 – Elevator Service (no change)
  - \$ 0 – Chiller Maintenance (\$1,500 decrease – Chiller being replaced. This will come back in future years.)
  - \$ 5,500 – Chloramine Analyzer Service (\$500 increase – critical equipment serviced by Hach Company)
  - \$ 1,000 – Fire Sprinkler System Inspection (no change – required service)
  - \$ 2,500 – Work Order Software (\$1,000 decrease – switched from EMaint to MaintainX)
  - \$15,000 – Ozone Monitor Service (no change)
  - \$ 2,750 – Crane Inspections (\$250 increase – OSHA required annual inspection)
  - \$ 1,000 – LOX Telemetry (new – LOX tanks telemetry – vendor can see tank level in real time – auto ship loads. Looking at same thing for Ferric.)
- c) Lab Testing - \$46,500 – This amount is unchanged from the FY23 budget. Costs have increased, but the Aerobic Spore test requirements have decreased.
- d) Laundry and Towel Service - \$500 – This amount is \$1,500 less than the FY23 budget. More laundry service will be completed in-house rather than from an outside vendor.
- e) Interdepartmental Service - \$326,059 – This is an increase of \$40,984 from the FY23 budget. This line item covers the following:
  - \$26,559 – Information Technology (\$4,572 increase – Computer replacement and service)
  - \$30,708 – Finance (\$11,227 increase – A portion of Ms. Johnson's salary)

is now included)

- \$21,173 – Human Resources (\$5,948 increase)
- \$ 9,307 – City Council (\$2,316 increase)
- \$27,797 – City Manager (\$5,273 increase)
- \$19,615 – City Attorney (\$5,360 increase)
- \$190,901 – WDG Personnel (\$6,288 increase – 2 Utility Workers to the RWS)

Some of these costs are computed by the number of workorders issued, and some by the number of employees.

Vice-Chairman Bertoglio stated that these items have increased anywhere from 25% to almost 60%. Vice-Chairman Bertoglio stated that he could understand one or two of them having large increases, but not across the board. Vice-Chairman Bertoglio stated that he would like to hear the justification for the increases. Mr. Martin stated that he will contact Ms. Johnson for an explanation and detail breakdown for the Board. Mr. Martin stated that this budget will be reviewed again before it is approved.

#### Other Costs

- a) Travel/Training - \$5,500 – This is an increase of \$1,500 from the FY23 budget. Staff certifications need to be maintained as well as additional training for newer Operators and the Instrumentation Technician. Significant training is required to get up to speed to get their certifications.
- b) Insurance & Bonds - \$25,801 – This is a decrease of \$11,030 from the FY23 budget. This line item covers liability insurance, etc., for the WTP staff who are City of Casper employees.
- c) Advertising - \$2,100 – This is an increase of \$400 from the FY23 budget. This line is for advertising Board meetings, annual budget, etc., including budget amendments.
- d) Dues and Subscriptions - \$1,700 – This amount is an increase of \$500 from the FY23 budget. This covers memberships for AWWA and Rural Water which have discounted training. It also covers new Adobe Acrobat subscriptions.

#### Utility Costs

- a) Communication - \$2,200 – This amount is unchanged from the FY23 budget.
- b) Refuse Collection - \$60,000 – This amount is unchanged from the FY23 budget. This line item is mainly for sludge disposal. The two backwash water ponds and the two Actiflo sludge ponds are cleaned yearly. Waste sludge capacity in these ponds is critical to the operations of the surface water treatment plant.



- c) Sewer - \$500 – This amount is a \$100 increase from the FY23 budget.

### Summary

The FY23 Operations Budget is 14% greater than the FY23 Operations Budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, and increase in electrical costs, and increases in internal services.

Mr. Martin stated that the WTP Operations Budget is a break-even budget that is reimbursed by the Agency Budget.

Board Member Knell stated that inflation is ranging from 7% to 9%.

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

### Revenue

- a) Water Rate Revenue - \$8,668,737 – This reflects an increase of \$427,997 over the FY23 budget. These revenues are proportioned to each wholesale entity based on the July 2021 – June 2022 percentage of RWS production based on a five-year average of total RWS production. This amount anticipates a 5% rate increase effective July 1, 2023. Mr. Martin stated that the rate will be discussed in more detail next month during the rate review.
- b) Interest on Investments - \$200,000 – This is an increase of \$130,000 from the FY23 budget based on placing funds in the WyoStar accounts and seeing an increase in interest earned.
- c) System Development Charges (SIC) - \$245,000 – This amount is unchanged from the FY23 budget. The SIC rates are from the most recent cost of services and SIC study that went into effect January 1, 2019. Mr. Martin stated that the amount of SIC received each year varies, and so far, FY24 is lower.

### Personnel Services

None – The RWSJPB contracts with the City for all management, operation, and maintenance of the Regional Water System. Personnel costs are included in the Water Treatment Plant Operations Budget.

### Contractual Services

- a) Consulting Fees - \$15,000 – This amount for outside consulting work is unchanged from the FY23 budget.

- b) Legal Fees - \$30,000 – This amount is unchanged from the FY23 budget.
- c) Accounting & Auditing - \$34,000 – This is an increase of \$2,000 from the FY23 budget. Mr. Martin stated that the decision was made by the Board to go out for RFP soon for auditing services.
- d) Insurance & Bonds - \$119,000 – This is an increase of \$7,000 from the FY23 budget. Mr. Martin stated that a 6% increase has been budgeted each year for the last several years and seems to be keeping up with cost increases.
- e) Travel & Training - \$2,000 – This amount is unchanged from the FY23 budget. This is for RWS Board travel and training.

#### Debt Service

- a) Principal Payments - \$1,276,124 – This reflects the Principal for the City Loan to the RWS which occurred in FY12, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$508,921 – Pay off in FY24
• WWDC (New Construction)	- \$391,941
• WWDC (Rehabilitation)	- \$125,176
• DWSRF Loan #115 (Emergency Power)	- \$106,058
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 25,015
• DWSRF Loan #153 (Backwash Tank)	- \$ 73,550
• DWSRF Loan #213 (PLC/SCADA)	- \$ 45,463

Mr. Martin stated there is a \$1 M decrease in Principal Payments due to the City of Casper loan being paid off in FY24. Mr. Martin stated that however, it is anticipated the Board will get an SRF Loan for the UV System construction.

- b) Interest Expense - \$249,451 – This reflects the interest expense for the City Loan to the RWS, two WWDC loans, and four DWSRF loans per the amortization schedules:

• City Loan	- \$ 2,655
• WWDC (New Construction)	- \$103,990
• WWDC (Rehabilitation)	- \$ 33,212
• DWSRF Loan #115 (Emergency Power)	- \$ 46,468
• DWSRF Loan #129 (Zone IIB Imp.)	- \$ 7,717
• DWSRF Loan #153 (Backwash Tank)	- \$ 32,226
• DWSRF Loan #213 (PLC/SCADA)	- \$ 23,183

#### Capital – New

No New Capital expenditures for FY24 for Buildings, Improvements Other Than Buildings, Light Equipment, or Technologies.

## Capital – Replacement

Mr. Martin stated that he would not spend a lot of time on the Capital Budget as it was reviewed in detail at the meeting last month.

## Summary

The FY23 Agency Budget is 1.6% less than the FY23 budget. The reduction is mainly the result of paying off the City loan in FY24. The Agency budget anticipates an increase in revenues based on a wholesale water rate increase of 5% and an increase in earned interest on investments. The total amount budgeted for FY24 capital expenditures is \$2,290,000, an increase of \$318,000 from FY23. This amount is in line with what was presented to the Board in the FY23 rate model.

Vice-Chairman Bertoglio asked if the Operations Budget reimbursement is included in the Agency Budget. Mr. Martin confirmed that it is.

- d. Ms. Brown distributed the annual Financial Disclosure letters to Board Members Knell and North for completion and signatures. The Financial Disclosure letters were completed by Board Members Knell and North at the meeting on this date.
- e. In Other New Business, Board Member Knell asked if there was an update on Wardwell. Board Member Sabrosky stated that Wardwell Operations is no longer in place, but Wardwell continues to exist for a while. Board Member Sabrosky stated that all the billing and field service is being done through Bar Nunn while Wardwell dissolves.

Vice-Chairman Bertoglio stated that when the dissolution happens, not only does the County have to dissolve Wardwell, but the Board will have to amend the Joint Powers Agreement.

Board Member Sabrosky stated that there was a Town Hall meeting held last week and approximately 90 customers showed up. Board Member Sabrosky stated that there was not one dissention. Board Member Sabrosky stated that the next day a meeting was held at noon and the resolution was approved and was recorded with the County. Board Member Sabrosky stated that there is some vagueness in the law where you read it you can see where it is just a notification to the County Commissioners. Board Member Sabrosky stated that he is not sure if the County Commissioners have to vote on it.

Vice-Chairman Bertoglio stated that if it is an Improvement District, the County has to vote on it, but he is not sure if a Water and Sewer District is the same.

Board Member Sabrosky stated that they now have 30 days to come up with the final plan, which will be gone over at Wardwell's next meeting to fix a couple of little things, and then the final plan will be recorded. Board Member Sabrosky stated that from there, they will have 90 to 120 days to hold an election. Board

Member Sabrosky stated that from there, the Wardwell board becomes a receivership to manage the assets until they can be transferred, then the Wardwell board will no longer exist.

9. In the Chairman's Report, Chairman King stated that the next meeting will be held on May 16, 2023.

A motion was made by Secretary Waters and seconded by Board Member North to adjourn the meeting at 12:32 p.m. Motion put and carried.

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Chairman

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Secretary

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

**UNAPPROVED VOUCHER LISTING  
May 11, 2023**

<b>VOUCHER NO.</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
8573	City of Casper	Operations Reimbursement – April2023	\$201,772.81
8574	Casper Star Tribune c/o Lee Enterprises	Capital Expense – Legal Ad – Ad for Bid WTP 42" Steel Waterline Replacement Project No. 21-045	\$566.16
8575	Williams, Porter, Day & Neville, P.C.	Legal Expense – March23 – A. Scott	\$107.50
8576	Sage	BusinessWorks Software Annual Renewal	\$1,125.00
8577	City of Casper	Loan Payment	\$127,960.40
8578	Williams, Porter, Day & Neville, P.C.	Legal Expense – April23 – C. Chapin	\$997.50
8579	Energy Laboratories, Inc.	Capital Expense – Metals testing for WTP Raw Water Intake Pipe Recoating Project No. 22-075	\$96.00
8580	Energy Management Corporation	Capital Expense – Labor & Materials to Wire High Service Valve Actuator Replacements	\$6,954.33
8581	Intuit Market	RWS Operations Account Checks	\$222.66
		<b>Total</b>	<b>\$339,802.36</b>



City of Casper  
200 North David Street  
Casper, WY 82601

# 8573

## General Billing

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	04/30/2023	4086	\$0.00	05/30/2023	\$201,772.81
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$0.00				\$329,733.21	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$201772.810000	EACH	\$201,772.81	\$0.00	\$0.00	\$201,772.81
Invoice Total:						\$201,772.81	

April 2023 WTP Operations Reimbursement

April 2023 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$119,082.86
9020.00	Chemical Charge - O&M	\$17,035.12
9030.00	Utilities - O&M	\$58,326.01
9040.00	Supplies - O&M	\$4,392.15
9060.00	Training - O&M	\$0.00
9070.00	Major Maint, Repair, Replc - O&M	\$0.00
9080.00	Testing & Lab Services - O&M	\$2,936.67
9090.00	Other Reimbursable Costs - O&M	\$0.00
300-6257 - Ops Reimb		<u>\$201,772.81</u>

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper  
200 North David Street  
Casper, WY 82601

## General Billing

### Remit Portion

Invoice Date	04/30/2023
Invoice Number	4086
Customer Number	2784
Amount Paid	\$201,772.81
Due Date	05/30/2023
Invoice Total Due	\$201,772.81

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

000001&20230000040&6500201772&11

City of Casper Wyoming  
Expenditure Reimbursement Request  
April 30, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	04/01/2023	LCAS1536173	41.41	Professional Laundry Services
APPLIED CONTROL EQUI	General Supplies & Materials	04/27/2023	AD40000591	507.01	Air Regulators for Ozone
Arby's	General Supplies & Materials	04/21/2023	AACHXLGJACAB	84.10	JPB Meeting Lunch
AT & T CORP	Communication	04/01/2023	287311040412X042023	40.04	Acct #287311040412 - Communica
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/11/2023	82948-0	12.99	Business Card Holder - Office
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/11/2023	82946-0	559.57	Dish Soap, Paper Towels, & Facial Tissue
ATLAS OFFICE PRODUCT	General Supplies & Materials	04/13/2023	82969-0	13.31	Book Rings - Office Supplies
ATLAS REPRODUCTION	Postage & Printing	04/10/2023	138868	115.60	Scans to PDF - Postage & Print
BACKFLOW APPARATUS &	General Supplies & Materials	04/18/2023	359677	72.40	BACK FLOW REPAIR KIT- REGIONAL
BLACK HILLS ENERGY	Natural Gas	04/01/2023	RIN0031509	12,680.13	Acct #7513 1659 94 - Natural Gas
CASPER STAR-TRIBUNE,	Advertising	04/01/2023	85098	51.54	Central Wyo Regional Water Meeting
Casper Winnelson	General Supplies & Materials	04/17/2023	646604-01	17.05	TEST PORT FOR WARDWELL BOOSTER
CENTRAL TRUCK & DIES	General Supplies & Materials	04/12/2023	32137	581.00	Sump Pump for Sludge Ponds
CENTURYLINK	Communication	04/01/2023	82262	22.33	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse Collection	04/01/2023	Stmt ID #812933	89.00	Sewer & Trash - Sewer & Refuse
CITY OF CASPER	Sewer	04/01/2023	Stmt ID #812933	31.78	Sewer & Trash - Sewer & Refuse
CRESCENT ELECTRIC SU	General Supplies & Materials	04/11/2023	S511268558	340.10	Spare Motor Savers for Well Houses
DPC INDUSTRIES, INC.	Chemicals	04/01/2023	737000945-23	12,576.44	Sodium Hypochlorite - Chemical
Energy Laboratories	Testing	04/10/2023	543276	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	04/01/2023	545967	339.00	Aerobic Endospores Testing
ENERGY LABRATORIES I	Testing	04/01/2023	544532	53.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	04/01/2023	546580	53.00	Analysis Parameter - Total Metals
Eurofins Environment Testing	Testing	04/03/2023	3800020363	100.00	Bromate Testing - Testing
Eurofins Environment Testing	Testing	04/25/2023	3800021638	100.00	Bromate Tests - Testing
FERGUSON ENTERPRISES	General Supplies & Materials	03/31/2023	CC088132	28.28	Parts for Raw Water #6 Morad Recharge motor
FERGUSON ENTERPRISES	General Supplies & Materials	04/05/2023	1415819	121.72	Plugs & PVC Cement & Parts for
FERGUSON ENTERPRISES	General Supplies & Materials	04/11/2023	CM239779	(16.68)	Credit for Over Charge on Previous Invoice
FERGUSON ENTERPRISES	General Supplies & Materials	04/20/2023	CC090278	241.66	Spare Check Valve Rebuild Kit
GRAINGER, INC.	General Supplies & Materials	04/01/2023	9673025640	813.64	Ozone Compressor Motors - Mach
HACH CO., CORP.	Lab Supplies	04/01/2023	13533468	685.95	DPD TOT Chlorine PP - Lab Supp
HACH CO., CORP.	Lab Supplies	04/01/2023	13544254	260.96	Legacy Adapter - Lab Supplies
HACH CO., CORP.	Lab Supplies	04/01/2023	13517073	1,005.76	Sension 9660C Combination Calc
HARDWARE PARTNERS LL	General Supplies & Materials	04/10/2023	B17931-1	12.48	Plow Bolts for Bobcat - Machin
HOMAX OIL SALES, INC	Gas/Fuel	04/01/2023	CL19782	143.64	Gas in Explorer & Pick Ups
ITMonthly	Internal Services	04/30/2023	ITMonthly	1,832.25	IT Monthly Allocation
Menards	General Supplies & Materials	04/11/2023	51021075216	87.67	HVAC Filters - Machinery Suppl
Menards	General Supplies & Materials	04/03/2023	50991032872	12.49	HARDWARE FOR WARDWELL TANK
NAPA AUTO PARTS CORP	General Supplies & Materials	04/26/2023	977121	28.78	Shop Towels, O-Rings, & Lubrip
NORCO, INC.	Gas/Fuel	04/25/2023	39080388555	42.58	Fuel for the Torch - Gas/Fuel
P&LMonthly	Insurance/Bonds	04/30/2023	P&LMonthly	3,069.26	P&L Allocation Monthly
Payroll	Personnel	4/13/2023		47,291.99	4/13/2023 Payroll
Payroll	Personnel	4/21/2023		44,965.34	4/21/2023 Payroll
Rocky Mountain	Chemicals	04/01/2023	30437113	4,317.12	Bulk Oxygen - Chemicals

City of Casper Wyoming  
Expenditure Reimbursement Request  
April 30, 2023

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Rocky Mountain	Chemicals	04/01/2023	30437812	141.56	Bulk Oxygen - Chemicals
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031517	158.00	Acct #60931133-002 9 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031519	115.67	Acct #60931133-005 2 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031520	246.72	Acct #60931133-006 0 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031535	3,947.60	Acct #60931133-010 2 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031534	24,252.45	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031522	1,421.16	Acct #60931133-011 0 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031523	1,050.15	Acct #60931133-012 8 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031526	602.58	Acct #60931133-017 7 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031527	2,876.97	Acct #60931133-018 5 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031536	792.17	Acct #60931133-013 6 - Electric
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031537	1,705.86	Acct #60931133-016 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031516	25.16	Acct #60931133-001 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031518	2,181.77	Acct #60931133-003 7 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031521	1,825.66	Acct #60931133-008 6 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031534	1,859.37	Acct #60931133-009 4 - Split -
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031524	26.20	Acct #60931133-014 4 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031525	46.30	Acct #60931133-015 1 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031528	25.30	Acct #60931133-019 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031529	24.27	Acct #60931133-021 9 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031530	24.89	Acct #60931133-024 3 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031531	2,035.93	Acct #60931133-025 0 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031532	103.80	Acct #60931133-026 8 - Booster
ROCKY MOUNTAIN POWER	Electricity	04/01/2023	RIN0031538	27.25	Acct #60931133-022 7 - Booster
Source Equipment	General Supplies & Materials	04/27/2023	SI2360620	129.39	Motor Canopy Cover - Well Supp
The UPS Store	Postage & Printing	04/27/2023	12304252200A016014	34.59	Shipping to Send Turbidity Head to Hach
UtilityMon	Internal Services	04/30/2023	UtilityMon	21,924.02	Utilities IS Monthly
Verizon	Communication	04/19/2023	9931504684	87.50	WTP Operator Cell Phone
Walmart	General Supplies & Materials	04/12/2023	78204482698923571235	36.96	Batteries - Office Supplies
Walmart	General Supplies & Materials	04/12/2023	09888896739369122611	27.50	Coffee & Calculators - Office Supplies
Walmart	General Supplies & Materials	04/19/2023	26143107100454607526	19.08	Sides for Joint Powers Board Meeting
WYOMING FIRST AID &	General Supplies & Materials	04/01/2023	80003150	25.26	First Aid Supplies - Safety Eq
XEROX CORPORATION	General Supplies & Materials	04/01/2023	018564122	207.03	Copier Usage - Xerox - Office
Total				<u>\$201,772.81</u>	



Central Wyoming Regional Water System

Gallons Produced

Fiscal Year 2022-2023

Entity	Gallons of Water Produced										Year-to-Date
	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	
Salt Creek JPB	1,629,133.673	1,855,452.041	2,201,087.755	2,715,173.469	1,695,323.469	1,848,180.612	2,197,059.184	4,096,345.918	6,821,910.204	5,955,148.980	31,014,815.306
Wardwell W&S	7,194,729.592	8,141,274.490	7,397,156.122	9,706,132.653	9,881,371.429	7,924,471.429	12,993,011.224	23,651,868.367	33,714,787.755	36,193,058.163	156,797,861.224
Pioneer	2,458,882.653	2,756,178.571	3,138,508.163	2,884,720.408	2,648,028.571	2,576,379.592	4,570,219.388	7,008,932.653	9,597,740.816	9,422,562.245	47,062,153.061
Poison Spider	692,295.918	763,520.408	691,428.571	783,061.224	734,285.714	626,173.469	706,785.714	905,357.143	1,184,897.959	1,000,051.020	8,087,857.143
33 Mile Road	737,551.020	851,377.551	910,969.388	903,979.592	823,163.265	806,989.796	979,744.898	1,068,877.551	1,452,653.061	1,634,336.735	10,169,642.857
Sandy Lake	523,209.184	451,205.102	501,440.816	514,363.265	519,529.592	489,369.388	863,685.714	1,474,555.102	2,158,682.653	2,492,817.347	9,988,858.163
Lakeview	100,694.898	152,768.367	123,787.755	135,867.347	136,035.714	135,453.061	403,884.694	748,975.510	944,275.510	896,511.224	3,778,254.082
Mile-Hi	261,728.571	365,205.102	249,262.245	266,513.265	227,629.592	202,642.857	259,104.082	384,102.041	701,720.408	695,316.327	3,613,224.490
City of Casper	142,652,370.490	155,388,103.367	143,118,918.184	162,425,971.776	159,828,239.653	151,040,335.796	205,422,959.102	419,591,528.714	626,263,221.633	641,145,465.959	2,806,877,114.673
Regional Water	0.00	(672,897.000)	0.000	0.000	0.000	0.000	(278,920.000)	(115,000.000)	(137,638.000)	(707,182.000)	(1,911,637.000)
TOTAL	156,250,596.000	170,052,188.000	158,332,559.000	180,335,783.000	176,493,607.000	165,649,996.000	228,117,534.000	458,815,543.000	682,702,252.000	698,728,086.000	3,075,478,144.000

TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED:

3,594,587,486.000

Central Wyoming Regional Water System

Water Rates Billed

Fiscal Year 2022-2023

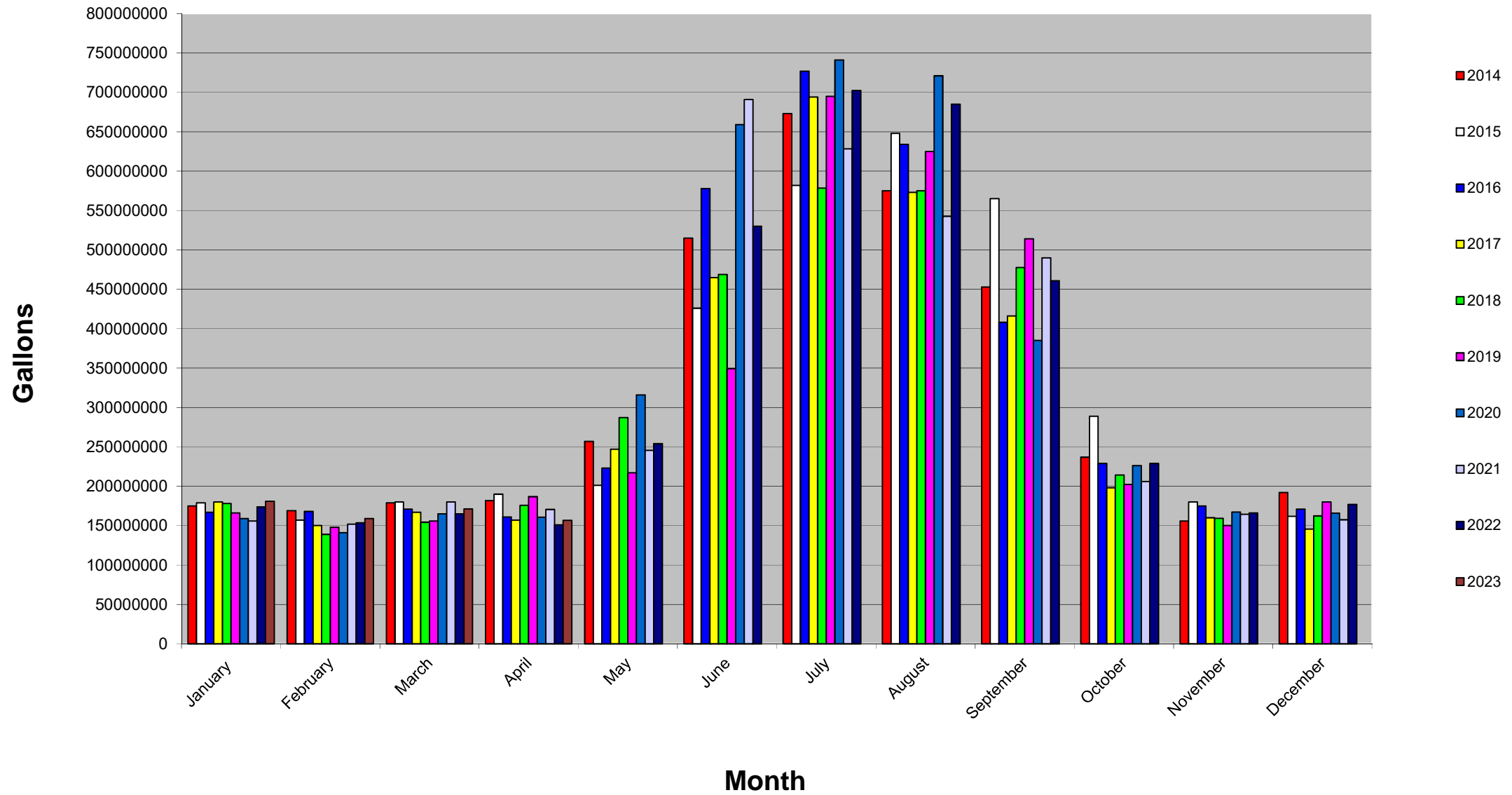
Entity	Water Rates Billed										
	4/30/2023	3/31/2023	2/28/2023	1/31/2023	12/31/2022	11/30/2022	10/31/2022	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	\$ 3,649.26	\$ 4,156.21	\$ 4,930.44	\$ 6,081.99	\$ 3,797.52	\$ 4,139.92	\$ 4,921.41	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 69,473.19
Wardwell W&S	\$ 16,116.19	\$ 18,236.45	\$ 16,569.63	\$ 21,741.74	\$ 22,134.27	\$ 17,750.82	\$ 29,104.35	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 351,227.21
Pioneer	\$ 5,507.90	\$ 6,173.84	\$ 7,030.26	\$ 6,461.77	\$ 5,931.58	\$ 5,771.09	\$ 10,237.29	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 105,419.22
Poison Spider	\$ 1,550.74	\$ 1,710.29	\$ 1,548.80	\$ 1,754.06	\$ 1,644.80	\$ 1,402.63	\$ 1,583.20	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 18,116.80
33 Mile Road	\$ 1,652.11	\$ 1,907.09	\$ 2,040.57	\$ 2,024.91	\$ 1,843.89	\$ 1,807.66	\$ 2,194.63	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 22,780.00
Sandy Lake	\$ 1,171.99	\$ 1,010.70	\$ 1,123.23	\$ 1,152.17	\$ 1,163.75	\$ 1,096.19	\$ 1,934.66	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 22,375.04
Lakeview	\$ 225.56	\$ 342.20	\$ 277.28	\$ 304.34	\$ 304.72	\$ 303.41	\$ 904.70	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 8,463.29
Mile-Hi	\$ 586.27	\$ 818.06	\$ 558.35	\$ 596.99	\$ 509.89	\$ 453.92	\$ 580.39	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 8,093.62
City of Casper	\$ 319,541.31	\$ 348,069.35	\$ 320,586.38	\$ 363,834.18	\$ 358,015.26	\$ 338,330.35	\$ 460,147.43	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 6,287,404.74
Regional Water	\$ -	\$ (1,507.29)	\$ -	\$ -	\$ -	\$ -	\$ (624.78)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (4,282.07)
TOTAL	\$350,001.34	\$380,916.90	\$354,664.93	\$403,952.15	\$395,345.68	\$371,055.99	\$510,983.28	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$6,889,071.04

TOTAL PRIOR YEAR (FY2022) BILLING:

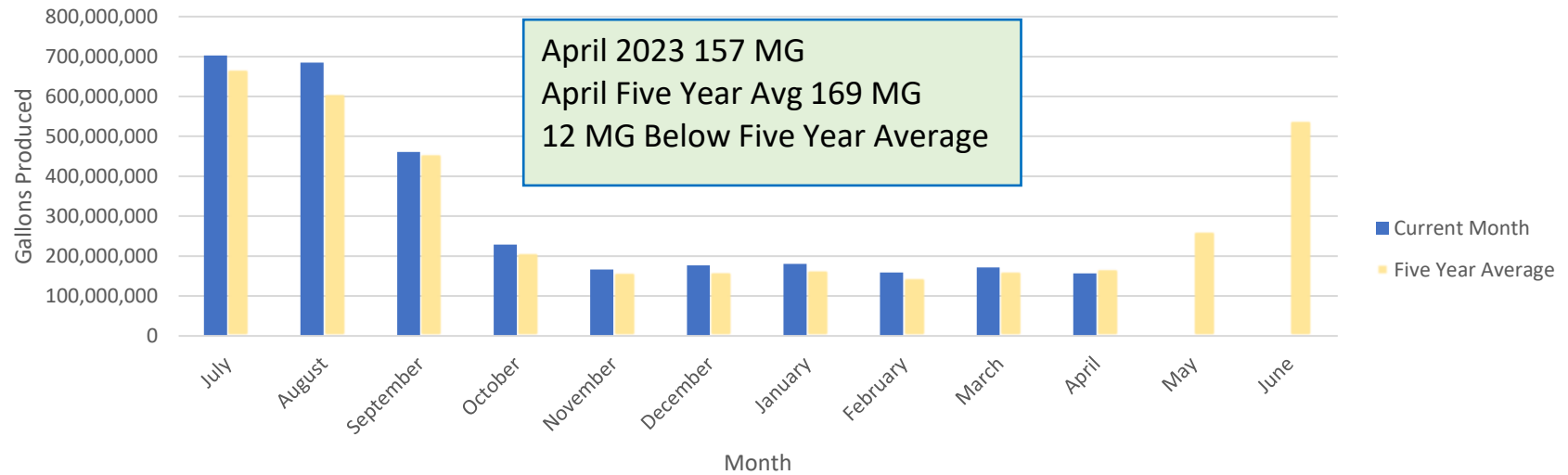
\$ 7,656,471.34

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

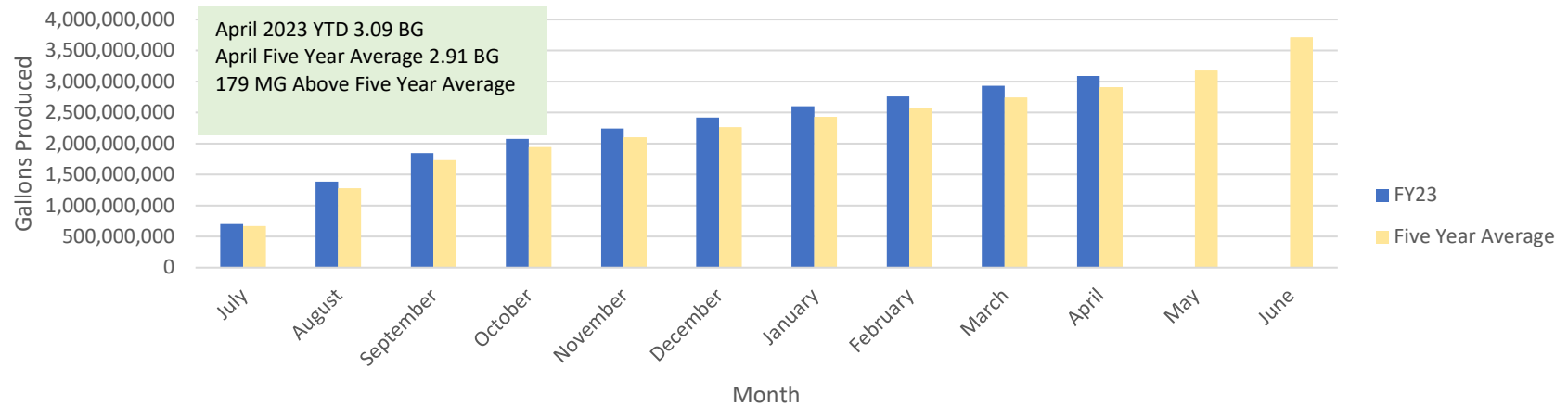
# WTP PRODUCTION

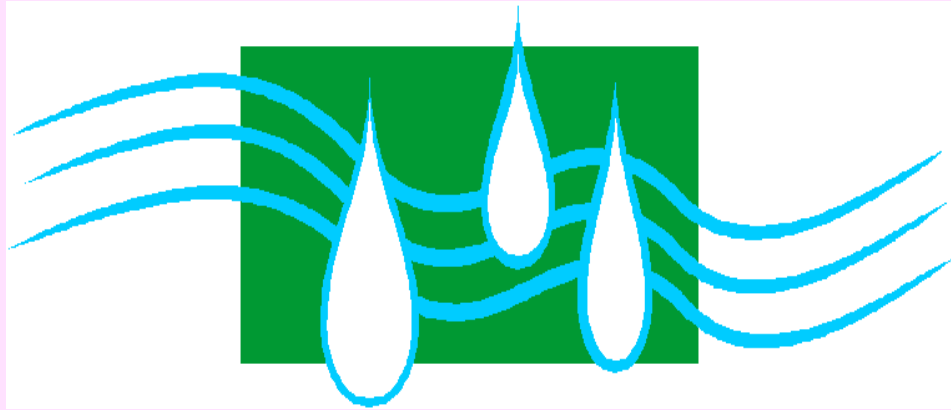


### FY23 Monthly Water Production



### FY23 YTD Water Production





Central Wyoming Regional Water System  
Joint Powers Board

Monthly Compilation

April 30, 2023

Prepared by:  
City of Casper  
Finance Department

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Balance Sheet Report for 2023 Period 10 (as of April 30, 2023)

Account Number	Description	Account Balance
<b>Consolidated</b>		
<b>Assets</b>		<b>Total Assets 52,748,048</b>
1000	Cash	2,322,521
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	412,438
1400	Inventory	598,327
1521	WYO Star Investment - Allocation	2,044,826
1522	WYO Star 2 Investment - Allocation	3,512,014
1600	Prepaid Expense	24,163
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,831,005)
1730	Improvements Other Than Bldgs	44,467,210
1735	AD Improve. Non Bldg	(12,462,708)
1740	Machinery & Equip - Light	1,361,609
1745	AD Machinery & Equip. - Light	(947,070)
1780	Construction In Progress	179,179
<b>Liabilities</b>		<b>Total Liabilities (10,881,255)</b>
2010	Vouchers/Account Payable	(201,773)
2020	Retainage Payable	(1,696)
2030	Accrued Wages Payable	(30,772)
2040	Leaves Payable	(43,847)
2070	Interest Payable	(109,018)
2080	Notes Payable - Current	(2,175,161)
2510	Notes/Loans Payable - Non Cur	(8,318,989)
<b>Fund Balance</b>		<b>Total Fund Balance (41,866,793)</b>
3000	Net Investment in Capital Assets	(32,339,611)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(8,527,182)
<b>Total Liabilities + Fund Balance</b>		<b>(52,748,048)</b>

# CENTRAL WYOMING REGIONAL WATER SYSTEM

## Comparative Income Statement

Ten Months YTD as of April 30, 2023

	2021	2022	2023
<b>Revenue</b>	<b>\$6,391,437</b>	<b>\$6,243,723</b>	<b>\$7,217,172</b>
4501 - Interest Earned	\$2,092	\$2,607	\$166,258
4505 - Misc. Revenue	\$15,266	\$5,073	\$5,197
4601 - Water Utility Charges	\$6,181,562	\$5,992,428	\$6,889,071
4650 - System Development Charges	\$192,517	\$243,615	\$156,646
<b>Expense</b>	<b>\$5,819,214</b>	<b>\$6,127,241</b>	<b>\$5,825,430</b>
6212 - Legal Services	\$3,675	\$11,863	\$8,763
6213 - Investment Services	\$363	\$271	\$66
6214 - Consulting Services	\$4,860	\$190,846	\$5,720
6215 - Acctg/Audit Services	\$30,000	\$26,211	\$27,000
6255 - Other Contractual	\$750	\$750	\$825
6257 - Reimbursable Contract Exp.	\$2,520,836	\$1,990,810	\$3,118,039
6303 - Buildings	\$55,803	\$118,493	\$129,118
6305 - Improvements Other Than Bldgs	\$582,038	\$1,102,338	\$244,319
6307 - Intangibles	\$0	\$81,230	\$4,621
6311 - Light Equipment	\$6,273	\$9,268	\$0
6312 - Light Equipment - Replacement	\$0	\$155	\$0
6321 - Technology - Replacement	\$3,123	\$0	\$0
6501 - Principal	\$2,200,311	\$2,230,726	\$1,918,279
6510 - Interest	\$333,075	\$282,826	\$261,361
6780 - Insurance/Bonds	\$78,107	\$81,454	\$107,319
<b>Net Income:</b>	<b>\$572,223</b>	<b>\$116,482</b>	<b>\$1,391,742</b>

# BUDGET COMPARISON

As of April 30, 2023

83.3% OF YEAR EXPIRED

## CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4501	Interest Earned	(70,000)	-	(70,000)	(166,258)	-	96,258	237.51%
4505	Misc. Revenue	(100)	-	(100)	(5,197)	-	5,097	5197.34%
4601	Water Utility Charges	(8,240,740)	-	(8,240,740)	(6,889,071)	-	(1,351,669)	83.60%
4650	System Development Charges	(245,000)	-	(245,000)	(156,646)	-	(88,354)	63.94%
<b>TOTAL REVENUES</b>		<b>(8,555,840)</b>	<b>-</b>	<b>(8,555,840)</b>	<b>(7,217,172)</b>	<b>-</b>	<b>(1,338,668)</b>	<b>84.35%</b>

		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	8,763	0	21,237	29.21%
6213	Investment Services	1,500	-	1,500	66	0	1,434	4.40%
6214	Consulting Services	15,000	-	15,000	5,720	0	9,280	38.13%
6215	Acctg/Audit Services	32,000	-	32,000	27,000	0	5,000	84.38%
6255	Other Contractual	3,000	-	3,000	825	0	2,175	27.50%
6257	Reimbursable Contract Exp.	3,830,789	18,346	3,849,135	3,118,039	0	731,096	81.01%
6303	Buildings - New	0	194,551	194,551	129,118	53,375	12,058	93.80%
6305	Improvements Other Than Bldgs	1,972,000	739,416	2,711,416	244,319	1,048,191	1,418,906	47.67%
6307	Intangibles - New	0	13,161	13,161	4,621	8,540	0	100.00%
6312	Light Equipment - Replacement	0	86,981	86,981	0	86,981	0	100.00%
6501	Principal	2,244,084	-	2,244,084	1,918,279	0	325,805	85.48%
6510	Interest	307,574	-	307,574	261,361	0	46,213	84.97%
6720	Travel/Training	2,000	-	2,000	0	0	2,000	0.00%
6780	Insurance/Bonds	112,000	-	112,000	107,319	0	4,681	95.82%
<b>TOTAL EXPENDITURES</b>		<b>\$ 8,549,947</b>	<b>\$ 1,052,455</b>	<b>\$ 9,602,402</b>	<b>5,825,430</b>	<b>\$ 1,197,086</b>	<b>\$ 2,579,885</b>	<b>73.13%</b>

**TOTAL REVENUE OVER/(UNDER) EXPENSE**      **\$ 5,893**      **\$ (1,052,455)**      **\$ (1,046,562)**      **1,391,742**      **\$ (1,197,086)**      **\$ (1,241,217)**



May 16, 2023

**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  
Andrew Colling, Engineering Technician

**SUBJECT:** Authorizing Amendment #1 with Engineering Associates for a price increase of \$64,012.35 for the Caisson #2 Rehab, Project No. 21-040.

**Meeting Type & Date:**

Central Wyoming Regional Water System Joint Powers Board (Board) Meeting  
May 16, 2023

**Action Type:**

Board Approval

**Recommendation:**

That the Board authorize Amendment #1 with Engineering Associates for a contract price increase of \$64,012.35, for the Caisson #2 Rehab, Project No. 21-040.

**Summary:**

On June 20, 2021, the Board entered into an agreement with Engineering Associates (EA) for the Caisson #2 Rehab Project to provide design, bidding assistance, and construction administration services. The project is to rehabilitate Ranney Collector 2 using a high-pressure jetting method to thoroughly dislodge the fine sediment and sand, mineral scale, rust, and biological deposits from inside and between the openings of the lateral screen.

The project was bid in April of 2022 with 2 bids received to complete the work. The bids exceeded the engineer's estimate and the budget. The Board opted to reject the bids and included additional funding in the FY23 budget. In the meantime, an ARPA grant application was submitted to the Office of State Lands and Investment. The Board was approved for \$1.5 M in ARPA funds in October of 2022 and the grant agreement was completed in February 2023.

The award of ARPA funds now allows for the rehabilitation of all three Ranney Collector wells. Staff requested and received an updated proposal from Engineering Associates for providing additional design, bidding assistance, and construction administration services to include Caisson's 1 and 3. Staff is recommending including this work under the existing EA Agreement and recommends approval of Amendment #1 to that Agreement.

**Financial Considerations:**

Funding for this Contract Amendment will be from the RWS FY23 capital budget, Well Rehabilitation Project.

**Oversight/Project Responsibility:**

John Wetstein, P.E., Engineering Associates

Andrew Colling, Engineering Technician, Public Services

**Attachments:**

Amendment 1

Price Quote

**AMENDMENT NO. 1 TO THE CONTRACT  
FOR PROFESSIONAL SERVICES (“AMENDMENT”)**

This Amendment No. 1 to the Contract for Professional Services (“Amendment No. 1”) is entered into on this \_\_\_\_\_ day of May, 2023, by and between the following parties:

1. The Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming 82604 (“Board”).

2. Engineering Associates, 605 Plaza Court, Laramie, Wyoming 82073 (“Consultant”).

Throughout this document, the Board and the Contractor may be collectively referred to as the “parties.”

**RECITALS**

A. On July 20, 2021, the Board and Consultant entered into a *Contract for Professional Services* (“Contract”) for the Caisson #2 Rehab project.

B. The project requires professional services for the design, bidding, and construction administration services.

C. Additional work was added to the original scope including the rehabilitation of Caisson Collector wells 1 and 3.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Contract as follows:

**1. INCORPORATION OF RECITALS**

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

**2. AMENDMENT TO SCOPE OF SERVICES.**

SCOPE OF SERVICES which begins with “the Contractor shall” is amended to add the following paragraph after paragraph two:

The Consultant shall perform the additional following services in connection with and respecting the project: See “Exhibit B”, “Revised Amendment to Caisson #2 Rehabilitation Contract”, dated April 17, 2023, as modified, attached hereto and made a part of this Amendment No. 1.

**3. AMENDMENT TO PART 1 – SECTION 3 – COMPENSATION.**

COMPENSATION, which begins with “ In consideration of” is amended to include the following:

The Contractor shall be compensated for additional services, in an amount not to exceed Sixty-Four Thousand Twelve and 35/100 Dollars (\$64,012.35). The total revised contract price will be One Hundred Four Thousand Two Hundred Sixty-Two and 35/100 Dollars (\$104,262.35).

**3. RATIFICATION**

The terms and conditions of the Contract, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned duly authorized representatives of the Parties have executed this Amendment No. 1 as of the day and year above.

APPROVED AS TO FORM

\_\_\_\_\_  
ATTEST

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

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

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

WITNESS

CONTRACTOR  
Engineering Associates

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

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

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

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

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

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



EXHIBIT "B"

ENGINEERING ASSOCIATES  
CONSULTING ENGINEERS & SURVEYORS

April 17, 2023

City of Casper  
Engineering  
200 North David  
Casper, WY 82601-1553

Attn: Mr. Andrew Colling

Re: Revised Amendment to Caisson #2 Rehabilitation Contract

Andrew:

At the request of the City of Casper and the Central Wyoming Regional Joint Powers Board we have adjusted our initial amendment proposal dated March 17, 2023, to adjust our on-site construction and administration time to more closely reflect our original contract amount for these services. This proposal represents our requested amendment to the contract between Engineering Associates and the which was dated July 20, 2021. This amendment represents the additional work associated with the rehabilitation of Caisson Nos. 1 and 3 as requested by the Owner. The scope of work associated with this amendment involves: 1) the modification to the previously completed bid documents to incorporate the rehabilitation of Caisson Nos. 1 and 3; 2) the work associated with re-bidding the project to acquire bids for the rehabilitation of all three Caissons; 3) construction administration services during the rehabilitation work on Caisson Nos. 1 and 3; and, 4) additional work to draft the report describing the rehabilitation efforts and success on Caisson Nos. 1 and 3.

Services to Be Provided by the Engineer

The Engineer shall provide the technical assistance and direction to perform the rehabilitation effort. The Engineer shall provide the necessary planning and direction for the bid/contract documents and assist in the bidding phase to select a contractor to perform the actual rehabilitation of the Caissons, and shall provide onsite direction. The Engineer will prepare a final letter report summarizing the rehabilitation efforts and their success in recovering the production from the Caisson.

Services to Be Provided by the Owner

The Owner shall provide access to the sites. The Owner will also provide water required for the re-development effort.

Central Wyoming Regional Water System

Caisson #2 Rehabilitation Amendment No. 1 Proposal

Page 1



## Scope of Work

The Engineer shall provide the following described work tasks.

### Task 1 – Prepare Bid Documents

This work will include the modification to the bid documents that will detail the required work for the redevelopment of all three Caissons (Caisson Nos. 1-3). One site visit will be required to ascertain the work necessary prior to the actual redevelopment of the horizontal laterals.

### Task 2 – Assist with Bidding Process

As part of this task, the Engineer will respond to any questions posed by the potential bidder and/or Owner, assist in the bid opening if requested by the Owner, evaluate the bids received and prepare the bid summary/tabulation and prepare the recommendation for award and submit it to the Owner.

### Task 3 – Construction Management/Observation Services

It is anticipated that the redevelopment of the horizontal laterals will include the following:

Step 1: Use high pressure jetting method to provide initial dislodgement and removal of fine sediment and sand, mineral scale, iron precipitates, and biological deposits in the lateral, laterals screen openings and the aquifer materials surrounding the lateral screen. It is anticipated that this work will require one day per lateral.

Step 2: Apply treatment chemicals into the horizontal laterals and allow the chemical to work for a minimum of 12-hours. This will require one day.

Step 3: Repeat the use of high pressure jetting methods. It is anticipated that this work will require approximately two days per lateral.

Step 4: At the conclusion of the redevelopment, video and pump test activity, thoroughly clean and disinfect the caisson.

The Engineer will be on-site only during the critical phases of the rehabilitation work. We will be on site during the following tasks:

1. During the pre-maintenance pump test
2. ½ the time during the 1<sup>st</sup> pass flushing of the laterals
3. During the introduction of the chemicals in the laterals
4. ½ the time during the 2<sup>nd</sup> pass flushing of the laterals
5. During the post-maintenance pump test

Central Wyoming Regional Water System

Caisson #2 Rehabilitation Amendment No. 1 Proposal

Page 2

605 Plaza Court • P.O. Box 2202 • Laramie, Wyoming 82073

Phone (307) 742 9220 • FAX (307) 742 0316 • EngAssoc@EAEngineers.com



6. During the start up of the new VFD in Caisson No. 2
7. During the pressure test of the new discharge piping

As shown in the attached spreadsheet, the anticipated construction schedule (based on the schedule provided by the low bid contractor during the initial bid phase) is approximately 2 months (52 days or approximately 416 hours) per each Caisson. We have highlighted those construction tasks where we will not be on site in order to minimize our time to remain within the requested budget amounts. We have provided for approximately 24 hours of construction observation services by the project manager/project geologist and 128 hours of observation time by an entry level engineer per each Caisson.

If the contractor awarded the project has a more accelerated schedule which would accommodate us being on site during more of the construction activities, we will adjust our schedule to monitor as much of the construction work while remaining within our contract budgeted amount.

#### Task 4 – Project Report

The Engineer will prepare a letter report summarizing the rehabilitation efforts on the Caisson. This report will include an analysis of the pre- and post-rehabilitation pump tests and video surveys, a daily log of the re-development efforts on the horizontal laterals and a summation of the effectiveness of the rehabilitation program.

#### Estimated Costs

In preparing our costs, we reviewed the schedule that was provided by the contractor submitting the low bid on the initial bidding of the Caisson No. 2 project in April 2022. The tasks identified in the contractor's schedule and their estimated number of days are shown in our spreadsheet breakdown of our fees. We have tried to minimize our time on site to only observe the more critical components of the rehabilitation efforts. Additionally, we have subtracted any fees remaining in our original contract from the fee estimate shown in the attached spreadsheet.

We propose to perform the additional work on this project at the "Not-to-Exceed" amount as summarized below and at the attached hourly rates. The following is a summary of the estimated costs:

Amendment No. 1 Task 1 – Modify Bid Documents	\$ 4,525.67
Amendment No. 1 Task 2 – Assist with Rebidding Process	\$ 816.36

Central Wyoming Regional Water System

Caisson #2 Rehabilitation Amendment No. 1 Proposal

Page 3



Amendment No. 1 Task 3 – Construction Management/Observation	
Services Caisson No. 2	\$0.00
Amendment No. 1 Task 4 – Construction Management/Observation	
Services Caisson No. 1	\$25,303.16
Amendment No. 1 Task 5 – Construction Management/Observation	
Services Caisson No. 3	\$25,303.16
Task 6 – Project Report	<u>\$ 8,064.00</u>
Total	\$64,012.35

The original contract amount was \$40,250.00 and with this amendment will be increased to \$104,262.35. If you have any questions, please give me a call at (307) 742-9220 or email me at [John.Wetstein@EAengineers.com](mailto:John.Wetstein@EAengineers.com).

Respectfully submitted,  
**Engineering Associates**

John Wetstein






		Contractor	No. of				Land Sur. 2			Adm	CAD						
		Work Length	Trips to	Eng. 5	Eng. 4	Eng. 3	Eng. 2	Eng. 1	EIT 1	Asst. 3	Tech 1	Subcon.	Mileage	Travel	Expenses	Technical	Total
Task No.	Task	(Days)	Casper	\$185/Hr.	\$175/Hr.	\$170/Hr.	\$160/Hr.	\$140/Hr.	\$125/Hr.	\$85/Hr.	\$95/Hr.		\$1.00				
				\$185.00	\$175.00	\$170.00	\$160.00	\$140.00	\$125.00	\$85.00	\$95.00		\$1.00				
4j	Lower & Set up Cleaning Equipment in Well	1														\$ -	\$ -
4k	Flush Laterals or 1st Pass Cleaning	7	1	8					40				380	\$ 600.00		\$ 371.52	\$ 7,543.52
4l	Introduce Chemistry into Laterals	1	1						8				330	\$ 200.00		\$ 57.60	\$ 1,547.60
4m	2nd Pass Lateral Cleaning	8	2						40				380	\$ 600.00		\$ 288.00	\$ 6,068.00
4n	Clean Sand from Bottom of Caisson	1	1													\$ -	\$ -
4o	Remove Cleaning Equipment from Well	1														\$ -	\$ -
4p	Clean Caisson Walls	1														\$ -	\$ -
4q	Chlorinate and Disinfect Laterals	1														\$ -	\$ -
4r	Remove Ventilation and Retrieval Equipment	1	1													\$ -	\$ -
4s	Conduct Post-Maintenance Test and Open Valves	1		8					16				700	\$ 200.00		\$ 198.72	\$ 4,410.72
4t	Remove Temporary Pumping Equipment	1														\$ -	\$ -
4u	Reinstall Permanent Pump	1														\$ -	\$ -
4v	Chlorinate & Disinfect Caisson	1														\$ -	\$ -
4w	Reinstall Well House Roof	1														\$ -	\$ -
4x	Tear Down, Restoration & Demobilization	3														\$ -	\$ -
4y	Remobilize to Site	3														\$ -	\$ -
4z	Set Crane and Provide Access for Divers	1	1													\$ -	\$ -
4aa	Install New VFD	1														\$ -	\$ -
4bb	Remove and Change Out Lateral Gate Valves	2														\$ -	\$ -
4cc	Install New Components & Reconfigure Discharg	1														\$ -	\$ -
4dd	Chlorinate, Disinfect & Pressure Test Line	1							8				320	\$ 25.00		\$ 57.60	\$ 1,362.60
4ee	Paint and Coat Discharge Line	1														\$ -	\$ -
5	CMS - Rehabilitation of Caisson Nos. 3			24	0	0	0	0	128	0	0	0	\$2,770.00	\$ 1,825.00	\$ -	\$ 1,172.16	\$ 25,303.16
5a	Remove Roof from Well House	1	1													\$ -	\$ -
5b	Pull Pump Setting	1														\$ -	\$ -
5c	Set Temporary Pumping Equipment & Discharge	1														\$ -	\$ -
5d	Hook Up Electrical Panel	1														\$ -	\$ -
5e	Conduct Pre-Maintenance Test	1	1	8					16				660	\$ 200.00		\$ 198.72	\$ 4,370.72
5f	Close/Blind Flange Lateral Gate Valves	1														\$ -	\$ -
5g	Dewater Caisson	1														\$ -	\$ -
5h	Core Drill Openings for Lateral Valve Stems	1														\$ -	\$ -
5i	Set up Ventilation and Retrieval Equipment	1														\$ -	\$ -
5j	Lower & Set up Cleaning Equipment in Well	1														\$ -	\$ -
5k	Flush Laterals or 1st Pass Cleaning	7	1	8					40				380	\$ 600.00		\$ 371.52	\$ 7,543.52
5l	Introduce Chemistry into Laterals	1	1						8				330	\$ 200.00		\$ 57.60	\$ 1,547.60
5m	2nd Pass Lateral Cleaning	8	2						40				380	\$ 600.00		\$ 288.00	\$ 6,068.00
5n	Clean Sand from Bottom of Caisson	1	1													\$ -	\$ -
5o	Remove Cleaning Equipment from Well	1														\$ -	\$ -
5p	Clean Caisson Walls	1														\$ -	\$ -
5q	Chlorinate and Disinfect Laterals	1														\$ -	\$ -
5r	Remove Ventilation and Retrieval Equipment	1	1													\$ -	\$ -
5s	Conduct Post-Maintenance Test and Open Valves	1		8					16				700	\$ 200.00		\$ 198.72	\$ 4,410.72
5t	Remove Temporary Pumping Equipment	1														\$ -	\$ -
5u	Reinstall Permanent Pump	1														\$ -	\$ -
5v	Chlorinate & Disinfect Caisson	1														\$ -	\$ -
5w	Reinstall Well House Roof	1														\$ -	\$ -
5x	Tear Down, Restoration & Demobilization	3	1													\$ -	\$ -
5y	Remobilize to Site	3														\$ -	\$ -
5z	Set Crane and Provide Access for Divers	1														\$ -	\$ -
5aa	Install New VFD	1														\$ -	\$ -
5bb	Remove and Change Out Lateral Gate Valves	2														\$ -	\$ -
5cc	Install New Components & Reconfigure Discharg	1														\$ -	\$ -
5dd	Chlorinate, Disinfect & Pressure Test Line	1	1						8				320	\$ 25.00		\$ 57.60	\$ 1,362.60
5ee	Paint and Coat Discharge Line	1														\$ -	\$ -
6	Final Report - Redevelopment Efforts			60					8							\$ 684.00	\$ 8,064.00
	Total Caisson Nos. 1-3 Redevelopment			64	0	0	0	0	129	0	0	0	3730	\$ 1,895.00	\$ -	\$ 1,612.62	\$ 64,012.35

\*\*\*

Indicates those tasks where the Engineer will not be on site

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: Fiscal Year 2023-24 CWRWS Wholesale Water Rate

### **Wholesale Water Rate Narrative**

The RWS Wholesale Rate Model is intended to show fund performance and guide wholesale water rate setting for FY24. The Joint Powers Board (JPB) sets and approves the wholesale water rate each June to go into effect July 1 of each year. The JPB discussed the preliminary FY24 water treatment plant operations and JPB Agency budgets at its April meeting. The FY24 operations budget is 13.4% higher than the FY23 operations budget. In large part, the increases are attributable to increases in personnel costs, increases in general materials and supplies, a significant increase in chemical costs, an increase to non-contract maintenance repair services, an increase in electrical costs, and increases in internal services. The FY24 RWS Agency budget is 2.2% less than the FY23 budget. While the Agency budget is primarily driven by capital costs, the decrease is the result of decreased debt service due to paying off the City loan in FY24.

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

1. Starting fund balance information obtained from the FY22 audit.
2. The model assumes a 2% rate increase effective July 1, 2024.
3. The model assumes 0.5% rate of growth in the RWS over the next five years. This is the amount recommended in the WTP Facilities Plan.
4. The model assumes a 5% rate of inflation.
5. The model uses a five-year rolling average for projected water production. Annual water production varies based on climatic conditions and any required watering restrictions.
6. The recommended minimum RWS Fund reserves are calculated in accordance with the RWS Fund Reserves Policy as adopted by the Board in February of 2021. That policy recommends the reserves be the sum of: a) Operating Reserves - 90 days of budgeted operating expense as calculated from most recent Board approved annual budget; b) Debt Service Reserves - the greater of one-year annual principal payments or as mandated through negotiated contractual agreements and/or terms of debt issuance agreements; and c) Capital Reserves - one-year annual depreciation expense as taken from most recent annual audit.

7. 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. The rate models are driven by new and replacement capital projects more than operational expenditures. The models use a Ten-Year Capital Improvement Plan with assumed expenses and revenues for new and replacement capital projects. The capital items on the Capital Improvement Plan (CIP) represent the best projections of needed improvements and/or studies. The projects and amounts are subject to change as more detailed information becomes available. New and replacement capital improvements after four to five years also tend to be uncertain due to future regulatory requirements, system growth, future water supply needs, and available financing, etc.
8. The model assumes that grant/loan funding will be secured in FY25 for the Disinfection Upgrade Project and in FY26 for the Raw Water Improvements Project.

The results for the model presented are as follows:

- Wholesale water rate increase from \$2.24/1,000 gallons to \$2.28/1,000 gallons.
- FY24 minimum required reserve is \$4.33 M
- FY24 target fund balance is \$4.93 M
- FY24 projected fund balance is \$5.6 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. The assumptions and budget information will have to be changed and/or adjusted for next year's wholesale water rate models incorporating the best information available at that time.





Contractors Licensing and Appeals Board Meeting Minutes from: May 18, 2023

**MEMBERS PRESENT:**

None

**MEMBERS ABSENT:**

None

**CITY COUNCIL:**

None

**CITY STAFF PRESENT:**

None

**CALL MEETING TO ORDER:**

The Board meeting for May was cancelled due to no license applications being received and no new business to discuss.

**MONTHLY REPORT UPDATE:**

Attached is the April Building report. (Attached)

**Commercial Construction Update:**

Below is a breakdown of the 12 major commercial projects that are in progress:

Note: All projects are not included in this list; smaller projects including remodeling, alterations and additions may not be listed.

- LDS Temple (3011 Independence Dr.) Interior connections and finish are in process. Stone veneer is being installed and the steeple structure is being framed.
- Liberty Square Apartment Complex, 60 units (1100 S. Beverly St), Bld. A is complete and waiting on the electrical service gear to energize the building. Building B Towers 1-3, and the Community Center, interior finishes are in process. The anticipated completion for this project is the end of May 2023 for Building A and the Community Center, and the middle to end of June 2023 for Building B. The availability of the electrical service equipment is the reason that this project is being held up.
- Wal-Mart East Interior Remodel (4400 E. 2<sup>nd</sup> St.) Fire pump and sprinkler piping in process.

[Type here]



- Casport Mint, (170 Star Lane) Interior structural steel and framing in process, M.E.P. rough-ins are in process for Phase 1, mezzanine office areas are in trim phases, this project has been divided into 7 phases. The 2<sup>nd</sup> machine is installed and operational. Phase II is designed and scheduled to begin shortly.
- La Cocina Restaurant (4110 Centennial Hills) Interior and exterior finishes are in process.
- Alma Business Bld. (260 W. 1<sup>st</sup> St, Old Bakery) T.C.O. was issued for the front business portion of the building. The residential portion is anticipated to be finished by the end of May.
- Nolan Phase II (225 S. David St. Condominiums) Framing is complete in unit 360, unit 340 drywall is in process, and unit 344 insulation is complete, and drywall is starting.
- Jump Craze (SE Wyoming Blvd near E 21<sup>st</sup> St) Site work is in process and construction is anticipated to begin this month.
- Harbor Freight Expansion (Sunrise Mall) Final finishes are in process.
- Discount Tire (4990 E. 2<sup>nd</sup> St near the Residence Inn) Site work is in process and the foundation has been poured.
- Johnstone Supply (3100 E. Yellowstone) A T.C.O. for occupancy was issued. They are awaiting service gear for permanent power. Once permanent power is established they will be issued a C.O.
- 307 Chiropractic (5980 Enterprise Dr near Menards) Site work is in process and the foundation has been poured.

Projects Completed:

- Johnstone Supply
- Alma Business Building (front business portion)

Approved projects not started:

- Blackmore Market Place Shops (5081 E. 2<sup>nd</sup> St.)
- Wyoming Food for Thought (Old North Casper School)

**NEW BUSINESS:**

None

**LICENSE APPLICATIONS:**

None

**COMPLAINTS:**

None

[Type here]



**UNSAFE STRUCTURES ORDINANCE:**

None

**COMMENTS:**

None

**ADJOURN:**

None

Respectfully Submitted,

Justin Scott, Secretary

[Type here]



# AGENDA

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## LGBTQ ADVISORY COMMITTEE

Friday, May 19, 2023 - 3:30 p.m. – 4:30 p.m.

**City Hall - 200 N. David St. - Downstairs Meeting Room**

*\*Enter from the west side of the building*

OR

Join virtually: [Click here to join the meeting](#)

Meeting ID: 256 556 352 446

Passcode: xt94BQ

Phone: 1-872-242-7817

Conference ID: 174 171 617#

1. Approve February 17, 2023, Meeting Minutes
2. Approve March 17, 2023, Meeting Minutes
3. Natrona County School Partnership Updates – Vickie Skates
4. Casper Police Department Updates/Requests – Sgt. Stedillie/Sgt. Broneck
5. Non-Discrimination Ordinance Initiative Updates
6. Trans-Gender Name Changes – Kate Allen, Riley Jourgensen
7. Casper Pride 2023 – **“Community”**
  - Sub-Committee to plan involvement/participation at June Pride
8. Other Business
  - Update/share contact information
  - Discuss next meeting date – June 16<sup>th</sup> Councilor Pollock absent; June 23<sup>rd</sup>?
9. Adjourn

Next Meeting: June (date to be determined) 2023, 3:30 p.m.

NEW LOCATION:

Casper Business Center

123 W. 1<sup>st</sup> St

5<sup>th</sup> Floor Big Meeting Room (near Suite 555 – HR/City Clerk Offices)

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness



## **CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING**

Friday, February 17, 2023, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

### **MINUTES**

The meeting began at 3:30 p.m. with the attendance of Councilor Pacheco, Councilor Pollock, Casper Police Liaisons Sergeant Stedillie and Sergeant Broneck, City of Casper staff member, Heidi Rood, and the following committee members: Alex Petrino, Brooke Ostrander, Darrell Wagner, David Esposito, Gage Williams, Hollie Brogan, Kate Allen, Riley Jourgensen, and Vickie Skates, Natrona County School District Representative.

Absent: Christy Jourgensen, Kelly Stiefvater, and Skylar Cooper

### **Approve January 20, 2022, Meeting Minutes**

Motion to approve January 20, 2022, minutes made by Darrell Wagener and seconded by Hollie Brogan with no objections.

### **Status Report to Council – March 7<sup>th</sup> Pre-Meeting Agenda**

Subcommittee meeting on 2/27 4pm at Casper College to work on the PowerPoint presentation: Gage, Darrell, David, and Alex

Topics to report to City Council:

**LGBTQ Non-Discrimination Ordinance**

**LGBTQ Resource Center**

**State Legislation Anti-LGBTQ Bills**

**Affordable Housing/Homelessness**

### **Casper Pride 2023 Planning – “Community”**

Gage said the theme this year is “Community”. He will purchase \$150 for the table for the LGBTQ Advisory Committee. The committee discussed an opportunity for anyone who can contribute. Gage will send a VENMO out to the group for anyone who would like to help. A discussion regarding having the following items at the table: an informational pamphlet describing the Ordinance (in plain English), a Banner with the City’s logo, and something fun to do and/or SWAG. Councilor Pacheco will confirm with the City Manager if having the City logo on a banner will be approved. Hollie and Brooke volunteered to work the table the day of the event. A sub-committee will form as the event gets closer.

### **Casper Police Department Partnership**

Sgt. Stedillie requested to be contacted directly for any needs identified in the community (text, email, phone call welcomed) and does not need to be held for the regularly scheduled meeting.



### **Trans-Gender Name Changes**

Kate and Riley will partner on this project. Kate will research statutes regarding the requirements for publishing name changes in the newspaper. Gage will call the Casper Star-Tribune.

**Non-Discrimination Ordinance** – The committee inquired with Council if there is a way for this committee to advocate or start the discussion for outlier Cities (Mills, Evansville, and Bar Nunn). Councilor Pollock said there are monthly meetings with County leaders and City Council that may be resources, for instance, Commissioner Freel.

The meeting was adjourned at 4:40 p.m.

### **Next Meeting Date**

March 17, 2023, **3:30** p.m.

DRAFT



## **CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING**

Friday, February 17, 2023, 3:30 p.m.

City Hall, Downstairs Meeting Room, and Microsoft Teams Online

### **MINUTES**

The meeting began at 3:30 p.m. with the attendance of Councilor Pacheco, Councilor Pollock, City of Casper staff member, Heidi Rood, City of Casper Human Resources Manager, Nicole Carlson, Natrona County Commissioner Steve Freel, and the following committee members: Alex Petrino, David Esposito, Gage Williams, Hollie Brogan.

Absent: Brooke Ostrander, Darrell Wagner, Vickie Skates, Christy Jourgensen, Kate Allen, Kelly Stiefvater, Riley Jourgensen, Skylar Cooper, Casper Police Liaisons Sergeant Stedillie and Sergeant Broneck, and Vickie Skates, Natrona County School District Representative

### **Approve January 20, 2022, Meeting Minutes**

Move to the next meeting, no quorum.

**Non-Discrimination Ordinance – Countywide** – Natrona County Commissioner Steve Freel recommended seeking this initiative with surrounding communities within the county prior to pursuing it countywide. Commissioner Freel also suggested providing him with additional education to provide to the current commissioners. Councilor Pollock suggested reaching out to Advance Casper and Justin Nelson of the LGBTQ Chamber of Commerce. David volunteered to reach out to Mills.

**City of Casper HR Partnership** – The Advisory Committee requested Nicole Carlson to review City policies, dress code, and application to ensure language is gender neutral. The recommendation to include pronouns and preferred names to be added to the application was also discussed. Nicole will review these policies and possibilities and report back to the group.

### **Casper Pride 2023 Planning – “Community”**

(Previous meeting notes)- Gage said the theme this year is “Community”. He will purchase \$150 for the table for the LGBTQ Advisory Committee. The committee discussed an opportunity for anyone who can contribute. Gage will send a VENMO out to the group for anyone who would like to help. A discussion regarding having the following items at the table: an informational pamphlet describing the Ordinance (in plain English), a Banner with the City’s logo, and something fun to do and/or SWAG. Councilor Pacheco will confirm with the City Manager if having the City logo on a banner will be approved. Hollie and Brooke volunteered to work the table the day of the event. A sub-committee will form as the event gets closer.

### **Trans-Gender Name Changes**

Kate’s update via email: I met with Riley and Christy to hear about their experience (I assume/hope they can give that update if they want to!) and also met with Elliott Hinkle and a California lawyer who does this sort of thing across the country. Elliott is putting together a panel



on the “legal stuff” for trans day of visibility and the California lawyer and I will be on it. I’ve been learning a lot about this in hopes of being a useful resource for our trans community in the near future.

The meeting was adjourned at 4:25 p.m.

**Next Meeting Date**

March 17, 2023, **3:30** p.m.

DRAFT

## **Parks & Recreation Advisory Board Minutes of Thursday, April 13, 2023**

**Meeting Called to Order:**      **Date:**      April 13, 2023  
   **Time:**      4:35 pm  
   **By:**      Phil Moya  
   **Location:** Casper Family Aquatic Center Conference Room

- I. Board Members Present:** Susan Redding, Ian Walker, Kris Galles, Jason Magnuson, Jim DeGolia  
**Council Liaison:**              Lisa Engebretson  
**Staff Present:**                Phil Moya & Rick Young  
**Guests:**                        Con Trumbull & Kirk Goodman

### **Approval of Minutes:**

**Minutes Date:**      March 9, 2022  
**Motion By:**          Jason Magnuson  
**Second:**              Ian Walker  
**Board:**                Approved by all

## **II. User Groups**

### **Fort Casper Museum Association** – Con Trumbull

We are a non-profit friend group of Fort Caspar Museum.

Our goal is to support the Fort Caspar Museum with funding and volunteers.

We invested close to \$30k into the museum just last year.

Currently waiting on a “Save America’s Treasures Grant” that was submitted in December. This is a prestigious National Parks grant of up to \$750K. Only a handful are granted each year, it is very competitive. We will probably not get it this year as it was our first year to apply. However, the NPS will give us feedback on the grant application to make improvements for next year. This money is to be used for the sill log replacement/repair for the museum buildings. These are the base logs in each building. We have an estimate of \$3M to do the repairs on all the buildings. The 1-cent tax will bring in about \$900K toward the project. The grant would be used for the bigger buildings. If we don’t get it, we will start with the smaller buildings. We will know for sure by the end of September 2023. We will have 3 years to spend the grant money.

**Cemetery Project** – At the entrance to the Museum grounds there is a small cemetery with some human remains.

There are 5 soldiers and 1 woman. There have been nine (9) bodies found on the grounds. DNA testing is in progress to identify the bodies. Working on funding to make this area a designated cemetery and compiling the names of those that have died at Fort Caspar or around the area.

Concerns -

- Biggest concern for the Association is staffing. Winter is when it gets busy behind the scenes.
- Next concern is the ability to invest well and fundraise at the needed levels.
- Least concern is collection storage. We use a classroom for storage at the moment.
- Last concern is the audio-visual technology, which is currently being upgraded.

Current Projects –

- September 2023 is the 100<sup>th</sup> anniversary of the Coal Creek train wreck. We are spearheading getting recognition for this wreck.
- Lunch-n-Learn: Quarterly various topics are discussed
- Casper Collins Day: Cornerstone event for the Museum
- Candlelight Christmas
- Murder Mystery Fundraiser
- FCMA Education Historic tours – The Museum does not have an educator on staff, so FCMA spearheads this.

- Ghost Tours – Ghost Hunters TV show is interested in filming here. We had a nationally recognized ghost hunter here who donated her time to the Museum. FCMA invested in ghost-hunting kits so people can do their own ghost hunts on the property. It is growing and money made from this goes into funding more kits.

#### **Fort Caspar Museum** – Rick Young

Currently have a traveling exhibit going around Wyoming on Rock Art. This is a great advertisement for Casper and the Museum as it travels around from town to town.

We brought in five (5) other traveling exhibits last year.

Temporary gallery space currently has the 11<sup>th</sup> out of Kansas. Will be featuring Railroads next year.

We have 11,000 objects, 14,000 photos, and 5,000 archival items. We rotate things through.

We are in the process of setting up four (4) new textile cabinets. Will have twelve (12) total. Need four (4) more.

Library has an exhibit

Airport has a permanent exhibit

Staff consists of three (3) full-time, two (2) part-time at the front desk, and weekends.

A handful of volunteers cover daily lunches which equate to \$17K in in-kind donations.

Currently have a \$499K budget with \$30K of that from 1-cent 16. We have a target of 20% cost recovery. Industry-standard is 4-5%.

We are in the process of proposing a small fee change to start charging 5-12-year-olds.

We are open Monday – Sunday, 8 am to 5 pm from May to September. We need two (2) people on-site each day during the summer. We have one (1) staff member who lives on-site in the Caretaker Building.

Visitors are comprised of 75% out-of-state (CO, CA, TX, ID, IL are the top 5); 6% Wyoming residents, 20% Casper residents.

Museum building was built in 1984, with additions done in 2002 and 2007.

Fort Buildings have exhibits in them during the summer months only.

Centennial Park was built in 1990.

#### **Ford Wyoming Center** – Kirk Goodman

We are currently having the biggest year in the last ten (10) years with Journey/Toto concert.

We have a solid team in place with both new blood and seasoned blood.

OVG Group was hired by the City to manage the Ford Wyoming Center.

OVG uses its network to enhance revenue to bring down the subsidy.

The Center has new floors, audio/visual, and sound all paid for by OVG.

Trying to make it a really exciting venue to be at, even if the entertainment flops.

### **III. Other Business**

Public: None

Staff:

1. Ice Arena – Working on getting a Junior team from Rock Springs. This will generate additional revenue and will assist with the 2<sup>nd</sup> sheet of ice. Working on the schedule to see if it will work. They need a home and we have something to offer.
2. Activity Guide – this will be available on April 14<sup>th</sup>.
3. Currently hiring seasonal staff. If you know anyone that needs a summer job, we have plenty to choose from.
4. Roof for Aquatics – Going out to bid soon. Funding will be available on July 1, 2023, through 1-cent funds. We will do either 2 each 4-month closings, or we will do 1-11 month closing.

Board: None

The next scheduled meeting will be **Thursday, May 11, 2023, at 4:30 pm at Hogadon Basin Lodge.**

**Meeting Adjourned:** The meeting was adjourned at 5:36 pm.

**From:** Kim Coleman <kcoleman@casperwyoming.org>  
**Sent:** Tuesday, May 16, 2023 9:01 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Get ready for the 2023 State of the Community Address

# YOU'RE INVITED

## 2023 State of the Community Address

June 14, 2023  
11:30 AM MDT

[Register](#)

The State of the Community Address brings a variety of entities together to identify and address specific topics that are important to the business members in the Casper-Natrona County community. This event is a wonderful opportunity to hear from community leaders about the year's successes and their upcoming initiatives.

### **Date/Time**

### **Fees/Admission Luncheon Tickets**

Individual seat (member)      \$35  
Individual seat (not-yet-member)    \$45

### **Sponsorship**

Table of 8 (member)    \$350  
Table of 8 (not-yet-member)    \$450

Contact [Jereca Lutz](#) for additional sponsorship opportunities.

### **Location**

The Hangar  
1410 Prairie Lane  
Bar Nunn, WY