

INFORMATION PACKET
Friday, August 19, 2022



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

COMMUNICATION ACCOUNTABILITY STEWARDSHIP PROFESSIONALISM EFFICIENCY RESPONSIVENESS

08/16/2022

The Grid

A working draft of Council Meeting Agendas

August 23, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Indoor Sports Complex	Direction Requested	4:35	30 min
Advance Casper	Information Only	5:05	30 min
City Facility Fiber	Direction Requested	5:35	40 min
Metro Funding Priorities	Direction Requested	6:15	40 min
Agenda Review		6:55	20 min
Legislative Review		7:15	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

September 6, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Windhenge Follow-up					
Approval of 8/16 Minutes					C
Approval of 8/16 Executive Session Minutes					C
Approval 8/9 Special Meeting Minutes					C
Approval of 8/9 Executive Session Minutes					C
Bright Spot: Hunger Action Month					
Public Hearing: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.		N			
Public Hearing: North Platte River Park No. 2 Subdivision		N			
3rd Reading: An Ordinance Amending Sections 17.12.070 and 17.105.010 of the Casper Municipal Code			N		
Emergency Response Vehicle					N

September 13, 2022 Councilmembers Absent: Engebretsen

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Fort Caspar Subsidy	Direction Requested	4:35	45 min
Credit Card Fees	Move Forward for Approval	5:15	30 min
Station #1 Design	Direction Requested	5:45	60 min
Project Safe Contract Amendment	Direction Requested	6:45	60 min
Meeting Space Discussion			
Agenda Review		7:45	20 min
Legislative Review		8:05	20 min
Council Around the Table		8:35	20 min
Approximate Ending Time:			8:55

The Grid

A working draft of Council Meeting Agendas

September 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Capital Roll Over					
Approval of 9/6 Minutes					C
2nd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
2nd Reading: North Platte River Park No. 2 Subdivision			N		
Lease for Indoor Sports Complex				C	
Reappointment for Investment Committee					C
A resolution authorizing a Professional Services Contract for transit services with Natrona County for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Evansville, a Wyoming municipality, for Fiscal Year 2023.				C	
A resolution authorizing a Professional Services Contract for transit services with the Town of Bar Nunn, a Wyoming municipality, for Fiscal Year 2023.				C	

September 27, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ice Arena Subsidy & Expansion	Direction Requested	4:35	30 min
SRO Program & Contract	Direction Requested	5:05	30 min
Amendment A	Direction Requested	5:35	20 min
Sponsorships and Naming Rights	Move Forward for Approval		
Agenda Review		5:55	20 min
Legislative Review		6:15	20 min
Council Around the Table		6:35	20 min
Approximate Ending Time:			6:55

October 4, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Lifejacket Program Update					
Approval of 9/20 Minutes					C
3rd Reading: Correcting a Scrivener's Error in the Legal Description of Ordinance No. 34-19 Pertaining to the Mistaken Inclusion, Via Annexation, of the West Half of Lots 26 & 27, South Garden Creek Acres No. 2 Addition in the Casper Municipal Limits.			N		
3rd Reading: North Platte River Park No. 2 Subdivision			N		

08/16/2022

The Grid

A working draft of Council Meeting Agendas

October 11, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Aquatics Subsidy	Direction Requested	4:35	30 min
Alarm Licenses	Direction Requested	5:35	40 min
Contractor License Category Updates	Direction Requested	5:05	30 min
Shipping Container Ordinance	Direction Requested	6:45	30 min
Demolition Safety Barriers	Direction Requested	7:15	30 min
Agenda Review		6:15	20 min
Legislative Review		6:35	20 min
Council Around the Table		6:15	20 min
Approximate Ending Time:			6:35

October 18, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/4 Minutes					C

October 25, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Golf Subsidy	Direction Requested	4:35	30 min
Transit Stops and Signage Update	Information Only	5:05	40 min
Council Goals Update			
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

November 1, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 10/18 Minutes					C

08/16/2022

The Grid

A working draft of Council Meeting Agendas

November 8, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Recreation/Sports Subsidy	Direction Requested	4:35	30 min
		5:05	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

November 15, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/1 Minutes					C

November 22, 2022 Councilmembers Absent:

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

December 6, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 11/15 Minutes					C

The Grid

A working draft of Council Meeting Agendas

December 13, 2022 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ford Wyoming Center Subsidy (tentative)	Direction Requested	4:35	30 min
		5:05	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

December 20, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approval of 12/6 Minutes					C

December 27, 2022 Councilmembers Absent:

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

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Safe Place Program Implementation & Resolution			
Non-discrimination Ordinance			
Code Enforcement - Municipal Code?			
Drug Court Update			November 8?
Class and Compensation Study Follow-up			
Parking Garage Lease			Summer 2024
Detox Funding Discussion			
LGBTQ Advisory Committee Update			
BYOB Ordinance Suggestions			
Budget Amendment Discussion			
Fire Station Safe Zones and Cameras			

Staff Items:

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed Contractors			
Recreation Refunds			
Sign Code Revision			
Council Goals Status Update			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
One Cent Community Projects			

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

Resolution on Service Fees Police Response to Alarms			
Changes to the City of Casper Municipal Ordinances, Chapter 8.08, Private Intrusion Alarms.			

Retreat Items:

Economic Development and City Building Strategy

August 19, 2022

MEMO TO: J. Carter Napier, City Manager 
FROM: Liz Becher, Community Development Director 
SUBJECT: Follow-up to Council questions about Transit fleet procurement

Summary:

As follow-up to the questions that were raised by the City Council on Tuesday evening about the bus procurements for the Transit Division, I want to provide some additional information.

1. The City follows the FTA's procurement policy for all bus purchases. The Transit Division issues the Request for Bids (RFB), in partnership with the City Fleet Division. The bids for both the 16-seat and 24-seat buses are attached, and are submitted to the Federal Transit Administration (FTA). The City was pleased with the number of bids we received in response to this most recent RFB. Staff will include all bids for any fleet purchases in the Council memos going forward, which will likely not be until next calendar year.
2. The buses will both be gasoline.
3. The Casper Area Transit Electric Fleet Conversion Study will be issued August 26, 2022. This study is initiated by the Metropolitan Planning Organization (MPO), also funded with federal and state funds, and will analyze our existing transit fleet, consider the phasing and impact of introducing electric buses into the fleet, identify potential funding sources, produce a cost-benefit analysis, and summarize the necessary infrastructure investment and labor training/maintenance necessary for implementation. The Transit and Fleet divisions will be actively engaged in the study that is scheduled to be completed by May 2023.

Attachments:

Council memos and Bid Opening Logs for both the 16-passenger and 24-passenger bus
Fair and Reasonable Price Determination Form for the 24-passenger bus

August 4, 2022

MEMO TO: J. Carter Napier, City Manager

FROM: Liz Becher, Community Development Director
Scott Dresher, Transit Manager
Dan Coryell, Fleet Maintenance Manager

SUBJECT: Authorize the purchase of one (1) 16 passenger bus for use in the City's transit system from Davey Coach Sales Inc. in the amount of \$148,361.

Meeting Type & Date:
Regular Council Meeting
August 16, 2022

Action type:
Resolution

Recommendation:
That Council, by resolution, approve the Agreement between the City of Casper and Davey Coach Sales Inc. for the purchase of one (1) 16 passenger bus in an amount of One Hundred Forty-Eight Thousand Three Hundred Sixty-One (\$148,361).

Summary:
On June 24, 2022, the City's Transit and Fleet Divisions publicly advertised a Request for Bids (RFB) for the purchase of one (1) 16 passenger bus. The RFB was advertised in the newspaper and was placed on the City website. Responses were due July 29, 2022. Four (4) bids were received by the deadline. Of the four (4) bids received, Davey Coach Sales Inc. was found to be fair, reasonable, and responsible.

The bus will serve in the door-to-door bus fleet. There are currently 13 vehicles in the door-to-door fleet, and this purchase was budgeted to keep the door-to-door route fleet on track with the City's replacement schedule. One bus will be retired.

Financial Considerations:
Funding for this project comes from a grant through the Federal Transit Administration (FTA) and FY2023 City of Casper Transit Division Light Equipment Fund, which is Capital Fund monies.

Oversight/Project Responsibility:
Liz Becher, Community Development Director
Scott Dresher, Transit Manager
Dan Coryell, Fleet Maintenance Manager

Attachments:
Procurement of Goods Agreement between City of Casper and Davey Coach Sales, Inc.
Resolution

BID OPENING LOG

Project Name: 2023 Transit Bus Acquisition
 Project Number: FTA 23-01 16 Passenger Bus
 Bid Opening Date: 08/01/2022 @ 2:00 PM

	Firm Name	Rec'd Date	Rec'd Time	Current SAMS Registration	Option	Addendum	Bid Amount
Bid #1	Cabrado West Equipment						Not Bidding at this time
Bid #2	Double K Inc Hometown			✓	option NA due to market Delivery 12/31/2022	✓	\$ 181,404 Ford F53 chassis
Bid #3	Davey Coach Sales			✓	option NA due to market Delivery 12/31/2022	✓	\$ 148,361.00 Delivery 12/2022
Bid #4	creative Bus Sales			✓	option NA due to market Delivery Q2-Q3 2022	✓	\$ 172,561.00
Bid #5							
Bid #6							
Bid #7							
Bid #8							
Bid #9							
Bid #10							

Scott Allen 8-1-22 Dan Lyall 8-1-22
 Transit Manager Witness Signature

August 4, 2022

MEMO TO: J. Carter Napier, City Manager

FROM: Liz Becher, Community Development Director
Scott Dresher, Transit Manager
Dan Coryell, Fleet Maintenance Manager

SUBJECT: Authorize the purchase of one (1) 24 passenger bus for use in the City's transit system from Hometown Mfg Inc. in the amount of \$196,826.

Meeting Type & Date:
Regular Council Meeting
August 16, 2022

Action type:
Resolution

Recommendation:
That Council, by resolution, approve the Agreement between the City of Casper and Hometown Mfg Inc. for the purchase of one (1) 24 passenger bus in an amount of One Hundred Ninety-Six Thousand Eight Hundred Twenty-Six (\$196,826).

Summary:
On June 24, 2022, the City's Transit and Fleet Divisions publicly advertised a Request for Bids (RFB) for the purchase of one (1) 24 passenger bus. The RFB was advertised in the newspaper and was placed on the City website. Responses were due July 29, 2022. Three (3) bids were received by the deadline. Of the three (3) bids received, Hometown Mfg Inc.'s bid was found to be fair, reasonable, and responsible. Hometown Mfg Inc. is a Certified Women's Enterprise (WBE) and a Disadvantage Business Enterprise (DBE) company.

The bus will serve in the fixed route bus fleet. There are currently 9 vehicles in the fixed route fleet, and this purchase was budgeted to keep the fixed route fleet on track with the City's replacement schedule. One bus will be retired.

Financial Considerations:
Funding for this project comes from a grant through the Federal Transit Administration (FTA) and FY2023 City of Casper Transit Division Light Equipment Fund, which is Capital Fund monies.

Oversight/Project Responsibility:
Liz Becher, Community Development Director
Scott Dresher, Transit Manager
Dan Coryell, Fleet Maintenance Manager

Attachments:
Procurement of Goods Agreement between City of Casper and Hometown Mfg Inc.
Resolution

BID OPENING LOG

Project Name: 2023 Transit Bus Acquisition

Project Number: FTA 23-02 24 Passenger Bus

Bid Opening Date: 08/01/2022 @ 2:00 PM

	Firm Name	Rec'd Date	Rec'd Time	Current SAMS Registration	Option	Addendum	Bid Amount
Bid #1	Colorado West				options not due to		no bid at this time
Bid #2	Creative Bus Sales			✓	option - NA due to market delivery Q3 2023 or end of Q2 2023	✓	\$1,86,353
Bid #3	Doublet Hornet			✓	option - NA due to market delivery 12/31/2022	✓	\$1,96,826 by 12/2022
Bid #4							
Bid #5							
Bid #6							
Bid #7							
Bid #8							
Bid #9							
Bid #10							

Sarah Preston 8-1-22
Transit Manager

Dan Coryell 8-1-22
Witness Signature

City of Casper
Fair and Reasonable Price Determination Form

Type of Purchase:	Gas Engine Rolling Stock (Transit 23-02)
Reason for Purchase:	Bus replacement
Date of Purchase:	August 2022
Total Cost:	\$196,826 – Hometown Mfg Inc.

I hereby determine the price to be fair and reasonable based on at least one of the following:
(Check one or more):

- ☐ Found reasonable on recent purchase
- ☐ Obtained from current price list
- ☐ Obtained from current catalog
- ☐ Commercial market sales price from advertisements
- ☐ Similar in related industry
- ☐ Personal knowledge of item procured
- ☐ Regulated rate (utility)
- ☒ Other

Narrative:

Per FTA Circular 4220.1F the independent cost estimate is a tool to assist in determining the reasonableness or unreasonableness of a bid or proposal being evaluated. The Independent Cost Estimate (ICE) for this project came in between \$185,000 and \$225,000 per gas engine vehicle. A previous purchase by the City also came within this range. Both bids for this project came in within this range. Creative Bus Sales' bid was \$186,353 and Hometown Mfg Inc.'s bid was \$196,826. A third dealer sent a letter with a no-bid response due to the current supply chain issues. The current contract on a bus was signed in February 2022 and will not be delivered until February 2023. The City has an aging fleet that is having increasing costly maintenance issues. Procurement in a more timely manner was the goal of the most recent RFB.

Therefore, the City finds that this bid is fair, reasonable and responsive for the following reasons:

1. The bids submitted by the vendors were within the ICE price from 2022, and inflated costs for these products are to be expected.
2. The submitted bids were within \$10,473.00 of each other. The lower bid had a delivery date of late Q2-Q3 of 2023. The higher bid had a delivery date of December 31, 2022. Due to the increasing cost to maintain several older buses, it was determined the additional delivery time for the lower bid would not be cost effective for the City. The City believes that the given prices reflect the most current market rate.
3. City staff contacted FTA in regards to the price difference and the delivery time. It was determined that because of the costs the City is incurring on a monthly basis to maintain the aging fleet, the price difference of \$10,473.00 with a delivery date of 12/31/2022 would

save the City from continuing to pay the costly maintenance issues on the fleet from January 2023 until September 2023, and was found to be more reasonable and responsive.

4. This new gas engine bus will replace an aging diesel bus. The cost savings in paying for gas versus diesel for an additional 6 – 9 months was also a consideration.
5. Successful Bidder and/or Contractor: This term means the qualified, responsible, and responsive Bidder, as determined by the City. The City has determined Hometown Mfg. to be qualified, responsible and responsive with a delivery date of December 31, 2022. Creative Bus Sales delivery date would be June 2023 to September 2023.

Purchasing Agent

Date



CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING

AUGUST 18, 2022

Virtual by Zoom or **in person in the ELKHORN Conference Room**

ZOOM LINK: <https://us02web.zoom.us/j/86394091118>

Phone: 1 253 215 8782 Passcode: 863 9409 1118

5:30 PM

- I. AGENDA/MINUTES**
 - a. Previous Meeting Minutes/Notes**
 - i. JULY meeting minutes*
- II. BUDGET/FINANCIAL**
 - a. FINANCIALS**
 - i. JUNE Financials*
 - ii. JULY Financials*
 - iii. PROPOSED BUDGET REVISION FY23*
- III. BOARD**
 - a. Next Meeting Date**
 - i. Proposed Meeting Date **SEPTEMBER 15TH, 2022***
- IV. HEALTH OFFICER**
 - i. Health Officer Report
- V. DIVISION REPORTS**
 - a. ADMINISTRATION-Anna**
 - i. COVID-19/MONKEYPOX UPDATE**
 - ii. General Administration**
 - 1. Reporting grid-updated, please review
 - 2. Strategic Planning for Board-MAPP Update OCT 13 & 14
 - 3. Building update
 - 4. MOU with Community Action Partnership*
 - 5. Grant-Enroll WY*

6. Job announcements

- a. COVID Nurse-Wyoming Community Foundation
- b. DP Nurse
- c. WYCC- full time
- d. HIV Case manager/Cardiac

b. COMMUNICABLE DISEASE-Emma

- i. Expedition
- ii. WyAETC
 - 1. MOU Practice Transformation Project WyAETC/CNCHD*
- iii. HIV Case Management

c. COMMUNITY PREVENTION-Hailey

- i. Community Prevention
 - 1. Contract Big Brothers Big Sisters*
 - 2. Cardiac Contract*
- ii. WCRS
 - 1. Healthy U
- iii. WYCC

d. ENVIRONMENTAL HEALTH-Ruth

e. NURSING PROGRAMS

- i. DISEASE PREVENTION CLINIC-Kendall
- ii. ADULT HEALTH PROGRAM-Mary Ann
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

f. PUBLIC HEALTH PREPAREDNESS- Tammy

g. City/County Liaison

h. Board Member Reports

i. Adjourn

VI. EXECUTIVE SESSION- Personnel

CASPER-NATRONA COUNTY HEALTH DEPARTMENT

Statement of Operations - Actual vs. Budget

For the One Months Ending July 31, 2022

	July				YTD				
	Actual	Budget	Variance	Prior Year Actual	Actual	Budget	Variance	Prior Year Actual	Annual Budget
Revenue:									
TAX REVENUE (COUNTY)	0.00	55754.82	(55754.82)	0.00	0.00	55754.82	(55754.82)	0.00	669058.00
TAX REVENUE (CASPER)	0.00	50000.00	(50000.00)	0.00	0.00	50000.00	(50000.00)	0.00	600000.00
TAX REVENUE (MILLS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1% REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRANT REVENUE	155621.56	186764.86	(31143.30)	113624.06	155621.56	186764.86	(31143.30)	113624.06	2241178.50
GENERATED REVENUE	52743.22	50991.67	1751.55	140004.63	52743.22	50991.67	1751.55	140004.63	611900.00
STATE NURSING REVENUE	0.00	38602.75	(38602.75)	0.00	0.00	38602.75	(38602.75)	0.00	463233.00
INTEREST AND INVESTMENT INCOME	476.19	666.67	(190.48)	420.10	476.19	666.67	(190.48)	420.10	8000.00
BUDGETED FROM RESERVED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	208840.97	382780.77	(173939.80)	254048.79	208840.97	382780.77	(173939.80)	254048.79	4593369.50
Expenditures:									
OUTSTANDING PURCHASE ORDERS	11118.94	0.00	(11118.94)	20387.10	11118.94	0.00	(11118.94)	20387.10	0.00
REGULAR SALARIES	162168.57	195432.45	33263.88	160843.95	162168.57	195432.45	33263.88	160843.95	2345189.20
BENEFITS-EMPLOYMENT TAXES	14851.53	20754.46	5902.93	15272.09	14851.53	20754.46	5902.93	15272.09	249053.09
BENEFITS-WY RETIREMENT	29676.91	35316.68	5639.77	28403.84	29676.91	35316.68	5639.77	28403.84	423799.51
BENEFITS-MEDICAL INSURANCE	43409.48	52393.41	8983.93	32148.98	43409.48	52393.41	8983.93	32148.98	628720.89
CONTRACT LABOR	5400.00	11817.87	6417.87	7945.11	5400.00	11817.87	6417.87	7945.11	141814.09
OUTSIDE TESTING SITES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HEALTH OFFICER	0.00	2466.67	2466.67	0.00	0.00	2466.67	2466.67	0.00	29600.00
ADVERTISING	0.00	908.33	908.33	0.00	0.00	908.33	908.33	0.00	10900.00
AUTO EXPENSES	186.22	1494.18	1307.96	470.40	186.22	1494.18	1307.96	470.40	17930.00
ED PUBLIC	0.00	4978.17	4978.17	0.00	0.00	4978.17	4978.17	0.00	59738.01
ED EMPLOYEE CONFERENCE/TUITION	775.10	3714.30	2939.20	367.45	775.10	3714.30	2939.20	367.45	44571.70
EMPLOYEE MEDICAL TESTING	135.00	41.24	(93.76)	0.00	135.00	41.24	(93.76)	0.00	495.00
EQUIPMENT MAINTENANCE	246.20	713.74	467.54	0.00	246.20	713.74	467.54	0.00	8565.00
EQUIPMENT PURCHASE	1155.00	2612.50	1457.50	0.00	1155.00	2612.50	1457.50	0.00	31350.00
EQUIP COPY EXPENSE	904.10	1691.65	787.55	2271.74	904.10	1691.65	787.55	2271.74	20300.00
INSURANCE	0.00	1666.67	1666.67	0.00	0.00	1666.67	1666.67	0.00	20000.00
LICENSE/PROFICIENCY	0.00	20.83	20.83	0.00	0.00	20.83	20.83	0.00	250.00
MARKETING	5139.98	8284.75	3144.77	9636.44	5139.98	8284.75	3144.77	9636.44	99416.96
MEETING EXPENSE	1100.00	1750.13	650.13	0.00	1100.00	1750.13	650.13	0.00	21001.59
MILEAGE	0.00	485.40	485.40	0.00	0.00	485.40	485.40	0.00	5825.00
MISC EXPENSE	27.75	199.98	172.23	75.00	27.75	199.98	172.23	75.00	2400.00
PERIODICAL/BOOKS	0.00	136.26	136.26	0.00	0.00	136.26	136.26	0.00	1635.00
PRINTING EXPENSE	0.00	8.33	8.33	0.00	0.00	8.33	8.33	0.00	100.00
POSTAGE	655.13	843.75	188.62	324.03	655.13	843.75	188.62	324.03	10125.00
RENT EXPENSE	2609.47	1208.33	(1401.14)	210.00	2609.47	1208.33	(1401.14)	210.00	14500.00
REIMBURSEMENT	2687.10	6306.20	3619.10	2362.61	2687.10	6306.20	3619.10	2362.61	75674.47
RETURNED CHECKS AND BAD DEBTS	16.60	6.25	(10.35)	2.00	16.60	6.25	(10.35)	2.00	75.00
SOFTWARE	985.60	4008.33	3022.73	17897.04	985.60	4008.33	3022.73	17897.04	48100.00
SUPPLIES	18504.59	16484.52	(2020.07)	6142.90	18504.59	16484.52	(2020.07)	6142.90	197814.00
TELEPHONE	2348.71	3429.18	1080.47	451.11	2348.71	3429.18	1080.47	451.11	41150.00
TESTS	3061.16	2375.01	(686.15)	2874.25	3061.16	2375.01	(686.15)	2874.25	28500.00
UTILITIES	2029.82	1583.33	(446.49)	1824.46	2029.82	1583.33	(446.49)	1824.46	19000.00
NON GRANT EXPENSE	4422.45	0.00	(4422.45)	275.29	4422.45	0.00	(4422.45)	275.29	0.00
Total Expenditures	313615.41	383132.90	69517.49	310185.79	313615.41	383132.90	69517.49	310185.79	4597593.51
Revenue Over(Under) Expenditures	(104774.44)	(352.13)	(104422.31)	(56137.00)	(104774.44)	(352.13)	(104422.31)	(56137.00)	(4224.01)

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

Casper City Hall
Downstairs Meeting Room

Wednesday, August 24, 2022 7:00 a.m.

AGENDA:

- * 1. Consider Approval of the April 27, 2022 Meeting Minutes

- * 2. Discuss Statistical Report
 - a. April 2022
 - b. May 2022
 - c. June 2022
 - d. July 2022

- * 3. Consider Contract for Outside-City Water and Sewer Service with Meador Environmental, LLC, 2199 Pyrite Road

- * 4. Discuss ARPA Grant Submittals

- 5. Project Updates:
 - a. 1st and Poplar Street Utility Relocation – Under Design by CEPI/WYDOT
 - b. Poplar Street CY to Collins – Under Design – WWC Engineering/WYDOT
 - c. Derington Water Main Replacement Project – Under Construction – 71 Construction
 - d. Water Storage Tank Recoating Project – Sun I South Exterior and CY Interior – Worldwide Industries Corp.
 - e. Water Garage Meter Services Building – On Hold
 - f. North Platte Sanitary Sewer Rehabilitation Project – Under Construction - Insituform
 - g. Sewage Lift Station Emergency Generator Replacements – Under Construction – Modern Electric
 - h. WWTP Boiler Project – Under Construction – Sheet Metal Specialties
 - i. Centrifuge #1 Rehabilitation Project – Under Construction – Andritz Separation
 - j. WWTP Transformer Replacement Project

- 6. Other Business

- 7. 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, 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 27, 2022

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 27, 2022 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

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

Absent:

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

Others:

The regular meeting was called to order at 7:02 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the March 23, 2022 meeting.

A motion was made by Board Member Jay and seconded by Vice President Jones to approve the minutes of the March 23, 2022 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the March 2022 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased in February were 151 MG, which is right at the five-year average.

Mr. Martin stated that Fiscal Year to Date Total Gallons Purchased is 2.44 BG, which is 68 MG less than the five-year average. Mr. Martin stated that this is mainly due to the water conservation efforts in July and August.

Mr. Martin stated that there was one Water Main Break in March, with a year to date total of twenty.

Mr. Martin stated that there were two Service Line Breaks, compared to no breaks a year ago. Mr. Martin stated there were eighteen service line breaks year to date.

Mr. Martin stated that there was one Sewer Main Stoppage, with a total of eleven stoppages year to date.

Mr. Martin stated the current number of Active Accounts is 22,390.

3. Mr. Martin stated that he will be reviewing the preliminary Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for FY2023. 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.

Water Budget

Revenue

- a) User Fees - \$11,866,312 – This number is taken from the most recent water model approved by City Council and incorporate the 7% rate increase approved by Council that took effect in January 2022 and the 7% rate increase approved to take effect in January 2023.
- b) Other Revenue - \$412,204 – This includes Lease Fees, Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue.
- c) Interdepartmental Services - \$184,613 – This amount is a decrease of \$10,452 from the FY22 budget. This line item covers the salary and benefits for two Utility Worker's assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget. Mr. Martin stated that the decrease is due to newer employees that are at the lower end of the pay range.
- d) Interest Earned - \$168,092 – This is the amount anticipated to be received from investments.

Board Member English asked how User Fees relate to last year. Mr. Martin stated that it takes into account what was taken in previously, and water usage. Mr. Martin stated that FY21 was a really good year, with above average usage.

Personnel Services

- a) Personnel Costs - \$2,702,963 – This represents a decrease of \$29,509 from the FY22 budget. While there is an increase in salaries and wages, the overall personnel line is less due to less health insurance cost in this fund as well as newer employees starting lower on the pay scale.

Materials and Supplies

- a) General Supplies and Materials - \$289,800 – This is an increase of \$10,660 over the FY22 budget. The increase is a result of the purchase of Meter Service workstations and a slight increase to miscellaneous materials and supplies. General Supplies and Materials include the following:
- \$ 44,500 – Miscellaneous materials and supplies
 - \$120,000 – Meter repair parts
 - \$100,000 – New Meters and ERT's
 - \$ 4,800 – Building supplies
 - \$ 6,000 – Vehicle supplies
 - \$ 4,000 – Signs and Barricades
 - \$ 500 – Engineering Supplies
 - \$ 10,000 – Meter Service Workstations – one-time purchase, will drop from the budget next year
- b) Postage and Printing - \$3,400 – This amount is an increase of \$350 from FY22.
- c) Bulk Water - \$7,535,051 – This represents an increase of \$542,648 from FY22. 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 6% rate increase.
- d) Electricity - \$377,500 – This amount is unchanged from the FY22 budget. Electrical usage is greatly dependent upon summertime water sales.
- e) Natural Gas - \$15,000 – This amount is unchanged from the FY22 budget.
- Council Liaison Cathey stated that the World Natural Gas price was \$7.07 this morning. Board Member English asked if Council Liaison Cathey thought the price will drop. Council Liaison Cathey stated that it will drop some, but not much, as it is being shipped to Europe. President Bell stated that Black Hills says they are catching up from the big storm in Texas last year.
- f) Gas/Fuel - \$70,000 – This is an increase of \$15,000 from the FY22 budget.
- g) Water/Sewer Line Materials - \$105,000 – This is a \$10,000 increase from the FY22 budget.
- h) Booster Station Supplies - \$10,000 – This amount is unchanged from FY22.
- i) Technology Supplies - \$14,000 – This is an increase of \$4,500 from the FY22 budget. This line is for computer and tablet replacements. Mr. Martin stated that there are more field tablets for GIS used by staff in the field.

- j) Maintenance/Repair Non-Contract - \$3,500 – This amount is unchanged from the FY22 budget.
- k) Clothing Allowance - \$3,000 – This is a decrease of \$500 from FY22 based off of historical use of this benefit.

Contractual Services

- a) Investment Services - \$11,986 – This is a \$18,237 decrease from the FY22 budget.
- b) Other Contractual - \$313,950 – This line item increased by \$22,250 from the FY22 budget due to anticipated water contract negotiation costs, a slight increase in other contractual costs, and the addition of bad debt to this line. Other Contractual contains the following:
- \$17,000 – Other Contractual – Monies for yearly CCRs, annual license fees, etc.
 - \$50,000 – Laboratory Testing
 - \$11,000 – Bureau of Reclamation – Water Contract Negotiation
 - \$75,000 – CAID – Yearly rehabilitation and betterment charge
 - \$ 5,000 – NCCD – Yearly funding for workshops, water conservation
 - \$20,000 – PMP Readiness – Pathfinder Water Standby Charges
 - \$ 3,000 – AVL Support Services – Charge for automated vehicle location
 - \$ 2,000 – Dispatch Services – Water Fund share of PSCC
 - \$ 5,500 – Locate Service – Charge for Locate Services (One-Call)
 - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 750 – Meter Services – Misc. Fees
 - \$75,000 – Water Rights Analysis – Water Rights Consultant
 - \$40,000 – Standard Specifications Update
 - \$ 7,000 – Bad Debt
- c) Interdepartmental Services - \$698,948 – This represents a decrease of \$44,428 from the FY22 budget. This line item represents transfers to the General Fund for various services, and is calculated by the Finance Department.
- d) Professional Services - \$205,000 – This amount is unchanged from the FY22 budget, and is for the following:
- \$190,000 – Street Repairs – Street repairs from main breaks
 - \$ 8,000 – Compaction Testing – Compaction testing for various projects
 - \$ 7,000 – Instrumentation – Repair of instrumentation items
- e) Maintenance Agreements - \$41,400 – This is an increase of \$26,500 from the FY22 budget and is mainly for software licenses and maintenance.
- f) Laundry and Towel Service - \$1,000 – This amount is unchanged from the FY22 budget.

Debt Service

a) Principal Payments - \$669,023 – This reflects the Principal for the various DWSRF loans per the amortization schedules.

• SRF Loan #015 (2002 Mains)	- \$ 93,874
• SRF Loan #025 (2003 Mains)	- \$ 91,584
• SRF Loan #036 (2004 Mains)	- \$ 87,171
• SRF Loan #046 (Downtown Mains)	- \$ 85,045
• SRF Loan #051 (Meter Replacements)	- \$ 32,147
• SRF Loan #055 (2006 Mains)	- \$ 82,971
• SRF Loan #062 (Zone II – Phase II)	- \$ 63,627
• SRF Loan #089 (2.5% Area Wide Water)	- \$125,996
• SRF Loan #089 (0% Area Wide Water)	- \$ 6,608

b) Interest Expense - \$86,199 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

• SRF Loan #015 (2002 Mains)	- \$ 2,347
• SRF Loan #025 (2003 Mains)	- \$ 4,636
• SRF Loan #036 (2004 Mains)	- \$ 9,049
• SRF Loan #046 (Downtown Mains)	- \$11,176
• SRF Loan #051 (Meter Replacements)	- \$ 4,224
• SRF Loan #055 (2006 Mains)	- \$13,250
• SRF Loan #062 (Zone II – Phase II)	- \$10,161
• SRF Loan #089 (2.5% Area Wide Water)	- \$31,356
• SRF Loan #089 (0% Area Wide Water)	- \$ 0

Other Costs

a) Travel/Training - \$36,500 – This represents an increase of \$16,000 over the FY22 budget. The increase is due to increased training costs to meet DOT CDL training requirements for new employees.

b) Insurance and Bonds - \$70,751 – This represents an increase of \$2,534 from the FY22 budget.

c) Dues and Subscriptions - \$6,000 – This is an increase of \$400 over the FY22 budget.

Utility Expense

a) Communication - \$25,000 – This is an increase of \$500 from the FY22 budget.

b) Refuse Collection - \$2,500 – This is a decrease of \$500 from the FY22 budget. Eliminated a cardboard recycling dumpster.

Capital Revenue

- a) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY22 budget.
- b) Operating Transfers In - \$2,500,000 – This represents \$2,500,000 of 1%#16 monies for water main replacements.

Capital – Mr. Martin stated that the Capital Budget was reviewed in detail last month, so he will just review a couple of highlights.

Capital – New

- a) Buildings - \$1,300,000 – This is additional funding for the WDG Meter Services building. Mr. Martin stated that the project engineer spoke to several contractors and they feel the price might be high, however this amount will stay in the budget.

Capital – Replacement

- a) Improvements Other Than Buildings - \$2,913,000 – This represents the following:
 - Pavement - \$175,000 – Internal Public Utilities Water Main Replacement Program
 - Water Line Materials - \$125,000 – Internal Public Utilities Water main Replacement Program
 - Miscellaneous Water Main Replacement Program - \$2,500,000 – Contracted Water Main Replacements
 - Pumps & Control Valves - \$100,000 – Pump, valve, and meter replacements at various City booster stations
 - Water Sample Test Stations - \$13,000

Summary

Budget operating revenue for the Water Distribution Fund increased by \$40,469 from the FY22 budget. The FY23 Water Distribution operations expenses are 4.2% above the FY22 budget. The majority of this increase is anticipated from the purchase of bulk water.

Major capital projects for FY23 include water main replacements, additional funding for the Water Garage Meter Services building, and the backhoe replacement purchase. The FY23 capital budget is \$882,900 more than last year and is in line with the most recent rate model. The Water Fund anticipates receiving \$2.5 M of 1%#16 funding in FY23.

The FY23 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.

Board Member English asked if the One Cent is tracking well. Mr. Beamer stated that the One Cent is tracking very well.

Board Member Jay asked about the difference in the Bulk Water on the detail sheets. Mr. Martin stated that the RWS uses a five-year average when calculating rates, and the City uses actuals.

Board Member Jay asked how much is in reserves. President Bell stated that there's approximately \$4 M in reserves, which is a couple of million over the minimum requirement. Board Member Jay stated that he doesn't necessarily want the reserves spent down too far. Mr. Beamer stated that if it is a typical year, revenues could be higher, which would increase the reserves.

Board Member English asked how Regional Water calculates their billing. Mr. Martin stated that Regional Water uses master meters for each entity, and bulk purchases are based on actual usage.

President Bell asked if the 12th Street Project includes water main replacement. Mr. Martin stated that it does not, but it does include some fire hydrants.

Sewer Budget

Revenue

- a) User Fees - \$6,117,095 – This number is taken from the most recent water model approved by City Council and incorporates the 11% rate increase approved by Council that took effect in January 2022 and the 11% rate increase approved to take effect in January 2023.
- b) Administrative Fees - \$225,184 – This fee (Sewer Collection Charges and Sewer Administration Charges), is 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 - \$951,820 – This represents an increase of \$34,251 from the FY22 budget. The increase anticipates a 3% COLA, raises, and natural progressions.

Materials and Supplies

- a) General Supplies and Materials - \$44,000 – This is an increase of \$10,050 from the FY22 budget. The majority of the increase, \$10,000, comes from adding vector supplies to this line. Vector supplies were previously listed under the maintenance/repair line. General Supplies and Materials includes the following:

- \$ 650 – Miscellaneous materials and supplies
 - \$ 900 – Vehicle supplies
 - \$ 3,050 – Office Supplies
 - \$ 3,000 – Safety Supplies
 - \$ 4,100 – Small Tools and Supplies
 - \$ 800 – Postage and Shipping
 - \$ 1,000 – Chemicals
 - \$ 500 – Engineering Supplies
 - \$20,000 – Programs and Projects – Storm Water
 - \$10,000 – Vactor Supplies (nozzles, hoses, etc.)
- b) Postage and Printing - \$1,000 – This amount is unchanged from the FY22 budget.
- c) Electricity - \$6,500 – This amount is unchanged from the FY22 budget.
- d) Natural Gas - \$4000 – This is a \$50 increase from the FY22 budget. Not much use is expected as this is for a lift station generator.
- e) Gas/Fuel - \$18,000 – This amount is an increase of \$3,000 from the FY22 budget.
- f) Water and Sewer Line Materials - \$4,000 – This amount is unchanged from the FY22 budget.
- g) Lift Station Supplies - \$6,200 – This amount is unchanged from the FY22 budget.
- h) Maintenance/Repair - \$6,500 – This is a \$10,000 decrease from the FY22 budget. The decrease is from moving vactor supplies to the materials and supplies line.
- i) Clothing Allowance - \$1,800 – This amount is unchanged from FY22.
- j) Technology Supplies - \$12,000 – This is an increase of \$9,500 from FY22. The line is for the replacement of computers and tablets and includes an upgrade in pipeline assessment software (one-time cost).

Board Member English asked if the postage increase was included in the budget. Mr. Martin stated that the amount is based on historical usage.

Contractual Services

- a) Investment Services - \$3,911 – This is a decrease of \$7,582 from the FY22 budget.
- b) Other Contractual - \$62,500 – This amount is unchanged from the FY22 budget.
Other Contractual contains the following:

- \$ 1,500 – Other Contractual – Monies for yearly license fees, etc.
 - \$ 3,500 – Railroad Easements
 - \$ 1,800 – AVL Support Service – Automated vehicle location
 - \$ 5,500 – Software Support – Sewer Model, Pipelogix, etc.
 - \$ 2,000 – Dispatch Services – Sewer Fund share of PSCC
 - \$ 4,000 – Locate Service – One-Call Locates
 - \$ 2,700 – Public Outreach – Budget for radio, brochure, press releases, etc.
 - \$ 1,500 – 33 Mile Flushing – Sewer system flushing
 - \$40,000 – Standard Specifications Update – Originally budget in FY22, rebudget in FY23 – One-time cost
- c) Interdepartmental Service - \$177,896 – The FY23 budget represents a decrease of \$178,456 from the FY22 budget. This line item represents transfers to the General Fund for services. Mr. Martin stated that he anticipates changes to this line item before final approval by Council.
- d) Laundry and Towel Service - \$3,400 – This amount is unchanged from the FY22 budget. This is a multi-year contract.

Other Costs

- a) Bad Debt - \$2,500 – This amount is unchanged from the FY22 budget.
- b) Travel/Training - \$18,000 – This represents an increase of \$7,900 from the FY22 budget. The increase is due to increased training costs to meet DOT CDL training requirements.
- c) Insurance and Bonds - \$30,756 – This represents an increase of \$7,672 from the FY22 budget.
- d) Dues and Subscriptions - \$1,400 – This represents an increase of \$355 from the FY22 budget.
- e) Stormwater Operations & Education - \$16,000 – This amount is unchanged from the FY22 budget.

Utility Expense

- a) Communication - \$5,000 – This amount is unchanged from the FY22 budget.
- b) Sewer Treatment - \$5,415,613 – This is an increase of \$124,247 from the FY22 Budget. This is the City's budgeted wholesale cost for sewer treatment services from the Regional Wastewater System. The budget expense is based upon the "Interagency Agreement" cost accounting formula.

Capital Revenue

- a) System Development Charges - \$40,000 – This fee, charged to all new connections, is unchanged from the FY22 budget.
- b) Transfers In - \$500,000 – This represents \$500,000 of 1%#16 monies.

Capital was reviewed in detail last month.

Summary

Budgeted operating revenue for the Sewer Fund decreased by \$53,845 from the FY22 budget. The decrease is mainly due to the overstating of User Fee revenue in the FY22 budget. Additionally, FY23 Interest is projected to be less than FY22. The FY23 Sewer Fund operations expenses are 1.27% below the FY22 budget. Increases seen in sewer treatment charges, personnel services, materials and supplies, and fuel, were largely offset by a significant reduction (\$178,456) in Interdepartmental charges.

The major capital project expense in FY23 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. The FY23 capital Sewer Fund budget is \$54,700 more than last year and is in line with the most recent rate model.

The FY23 total Sewer Budget indicates a deficit of \$1 M. 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.

Wastewater Treatment Plant Budget

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$350,000 and \$90,000 – These amounts for hauled waste are unchanged from the FY22 budget.
- b) Intergovernmental User Charges - \$6,339,983 – This represents an increase of \$76,746 from the FY22 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”.

Personnel Services

- a) Personnel Costs - \$1,688,237 – This is an increase of \$150,088 from the FY22 budget. The increase anticipates a 3% COLA, raises, and natural progressions.

Materials and Supplies

- a) General Supplies and Materials - \$129,000 – This is an increase of \$9,000 from the FY22 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
 - \$ 5,000 – Misc. Supplies
 - \$10,000 – Safety Equipment and Supplies
 - \$ 9,000 – Lubricants
 - \$65,000 – Machinery Supplies
 - \$ 5,000 – Small Tools and Supplies
 - \$12,000 – Lab Supplies
 - \$20,000 – Other Structures/Building Supplies
- b) Postage and Printing - \$3,000 – This amount is unchanged from the FY22 budget.
- c) Electricity - \$360,000 – This is an increase of \$10,000 from the FY22 budget.
- d) Natural Gas - \$72,000 – This is an increase of \$1,000 from the FY22 budget.
- e) Gas/Fuel - \$15,000 – This amount is unchanged from the FY22 budget. This is for generator fuel.
- f) Chemicals - \$356,000 – This is an increase of \$8,000 from the FY22 budget.
- g) Lift Station Supplies - \$14,000 – This amount is unchanged from the FY22 budget.
- h) Technology Supplies - \$7,500 – This amount is unchanged from the FY22 budget. No field tablets are used at the WWTP.
- i) Maintenance/Repair - \$170,000 – This is an increase of \$25,000 from the FY22 budget. The increase is seen in the UV disinfection equipment line. Included are:
- \$75,000 – UV Disinfection Equipment – This is an aging system and maintenance intensive, which has increased costs.
 - \$10,000 – Meter Station Components
 - \$75,000 – Plant Valves and Piping
 - \$10,000 – Lighting System Components
- j) Clothing Allowance - \$2,000 – This is an increase of \$800 from FY22.

Contractual Services

- a) Professional Services - \$25,000 – This amount is unchanged from the FY22 budget. This line is for instrumentation repair.

- b) Investment Services - \$6,121 –This is a decrease of \$8,110 from the FY22 budget.
- c) Maintenance Agreements - \$46,000 – This is an increase of \$7,840 from the FY22 budget. Slight increases are seen in all of the following items that includes:

- \$ 6,000 – CMMS Software
- \$ 3,000 – Operations Data Tracking Software
- \$ 1,000 – Laser Alignment Tool Calibration
- \$ 2,000 – Fire Sprinkler System Inspection
- \$ 2,000 – Fire Extinguisher Inspection/Exchange
- \$ 3,000 – HVAC Service
- \$ 4,000 – Crane Inspections
- \$ 2,000 – Copier Maintenance/Lease
- \$ 1,000 – Lab Equipment Certification
- \$ 2,000 – Instrumentation – Contractual
- \$20,000 – Professional Cleaning Services

Board Member Jay asked what the Professional Cleaning entails. Mr. Martin stated that a cleaning service cleans the office buildings.

- d) Other Contractual - \$46,000 – This is a decrease of \$103,500 from FY22. While increase were seen in most of the items listed below, FY22 included digester cleaning in the amount of \$110,000. Other Contractual contains the following:

- \$ 1,000 – Legal Services
- \$35,000 – NCCD Funding Agreements
- \$ 2,000 – Railroad Easements
- \$ 5,000 – Other Misc. Contractual
- \$ 3,000 – Public Outreach

Vice President Jones asked what the Railroad Easements were for. Mr. Martin stated that this is for license fees for sewer lines crossing the railroads. Mr. Beamer stated that the license fees weren't invoiced or paid for years, then the City received a letter from Railroad management.

- e) Interdepartmental Services - \$610,806 – The FY23 budget represents a decrease of \$46,671 from the FY22 budget. This line item represents transfers to the General Fund for services.
- f) Laundry and Towel Service - \$8,200 – This is an increase of \$200 over the FY22 budget.
- g) Testing - \$40,000 – This is a \$10,000 increase from the FY22 budget and is for DEQ/EPA lab testing requirements. There was an increase in the amount of required tests and in the cost.

Other Costs

- a) Travel/Training - \$8,000 – This is a \$500 increase from the FY22 budget. The increased amount is for new operator training. No CDL training is included for the WWTP.
- b) Insurance and Bonds - \$53,222 – This represents an increase of \$13,381 from the FY22 budget.

Utility Expense

- a) Communication - \$28,000 – This is a decrease of \$800 from the FY22 budget. The decrease is from converting some remote stations to radio from CenturyLink.

Debt Service

- a) Principal Payment - \$743,917 – This reflects the Principal amounts for four CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$580,796
 - CWSRF Loan #128 (Biosolids Turner) - \$ 13,737
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$ 90,802
 - CWSRF Loan #127S (Emergency Power Supply) - \$ 58,582
- b) Interest Expense - \$316,981 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$ 92,749
 - CWSRF Loan #128 (Biosolids Turner) - \$ 0
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$122,278
 - CWSRF Loan #127S (Emergency Power Supply) - \$101,954

Capital Revenues

- a) System Development Charges - \$190,000 – This amount is unchanged from the FY22 budget.

Capital was reviewed in detail last month. A few highlighted items are as follows:

Capital – Replacement

- a) Improvements Other Than Buildings - \$2,210,000 – Includes the following:
 - Lift Station Generator Replacement - \$90,000 – The existing emergency generators are 30+ years old and require replacement.

- HVAC System Replacements - \$150,000 – This is to replace HVAC units on the dewatering building.
- DAFT Pressure Tank Replacement - \$40,000 – This is to replace one DAFT pressure tank.
- AB Basin Cleaning and Diffuser Replacement - \$80,000
- Sludge Conveyor - \$100,000 – This amount is to rehab the existing sludge conveyor and augers.
- Secondary Rehab Phase 2 - \$1,500,000 – This is to replace the 48-inch mixed liquor piping. This was a part of a larger project that was broke out in phases.
- Transformer Replacement - \$75,000 – This is to replace the operations building transformer.
- Secondary Concrete Repair - \$25,000 – This is to repair the concrete stairs on the secondary building.
- RWWS Interceptor Rehab - \$150,000 – This annual amount is for rehabilitation on RWWS interceptors and manholes.

b) Light Equipment - \$227,000 – This is for the following:

- Unanticipated Equipment Replacements - \$125,000 – This is to replace critical equipment that fails unexpectedly during the year. This is an old WWTP where equipment will fail unexpectedly, needing immediate replacement or renovation.
- Utility Cart Replacement - \$15,000
- Skidsteer - \$75,000
- Roll-off Box Replacement - \$12,000

c) Technologies - \$175,000 – This is for the following:

- AB Blower Control Upgrade - \$150,000 – This is to upgrade the existing HMI's and PLC's for the blowers. There have been multiple failures.
- Utility Cart Replacement - \$25,000 – Sewage Lift Station Communication Upgrade.

Summary

Budgeted Operating Revenue for the WWTP Fund increased by \$47,676 from the FY22 budget. The increase is due to user fee increases stemming from an operations budget increase which is somewhat offset from a projected decrease in Interest Revenue. The FY23 WWTP Fund operations expenses are 1.5% above the FY22 budget. Increases are projected for personnel expense, materials and supplies, electricity, maintenance and repair. These increases are offset somewhat by a decrease in Interdepartmental expense.

Major capital projects for FY23 include the second phase of the Secondary Rehabilitation Project, HVAC unit replacement and the Aeration Blower Controls Upgrade Project. The FY23 WWTP Fund capital budget is \$781,000 more than last fiscal year.

The total FY23 WWTP budget shows a deficit of \$445,000. This deficit was anticipated and is the spending down of WWTP 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 the WWTP budget detail year to date shows an Operations profit, but the memo has a projected deficit. Mr. Martin stated that is due to the SRF Loan for the North Platte Sanitary Sewer Rehabilitation Project. Mr. Martin stated that expenses for this project are reimbursed as the project goes along.

President Bell asked what the bid price of this project was. Mr. Beamer stated that the bid came in at \$6.6 M. Mr. Beamer stated that the project had to be scaled back. Mr. Martin stated that this project will have to be bid out in phases. President Bell asked if additional SRF funds will be used for the future phases of the project. Mr. Martin stated that Grant and/or Loan funding of some kind will have to be used.

Board Member English stated that he is concerned about spending down reserves as he doesn't want them to get too low of a balance. Mr. Martin stated that it is the excess reserves that are being spent down.

4. In Other Business:

- a) President Bell asked if the City is looking into transitioning the fleet to electric cars. Mr. Beamer stated that he is not sure. Mr. Beamer stated that it was looked into for the trash trucks, but it is not feasible.
- b) Board Member English asked if there has been any consideration for installing solar panels on the WTP or WWTP. President Bell stated that he noticed the Balefill has a bank of solar panels. Board Member English stated that he thinks a cost analysis should be done. Mr. Martin stated that the WWTP had an electric truck, but it was not very reliable. Mr. Martin stated that he knows there have been improvements in electric vehicles since then. Secretary Lawson stated that he would wait a few years as there are too many ifs associated with electric vehicles at this time.

5. President Bell asked if there would be a meeting in May. Mr. Martin stated that at this time it does not look like there will be a meeting in May. Mr. Martin stated that if any Outside-City agreements come in, there will be a meeting.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 8:09 a.m. Motion passed.

Secretary

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
APRIL 2022**

	<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>
TOTAL GALLONS PURCHASED	138,012,453	151,176,540	153,934,463	2,577,308,331	2,700,407,194
NEW SERVICES	10	6	9	82	86

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

PRECIPITATION (Inches)	1.98	1.54	0.87	12.48	9.62
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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>
WATER MAIN BREAKS	0	1	1	20	19
SERVICE LINE BREAKS	2	2	2	20	5
SEWER MAIN STOPPAGES	0	1	0	11	9

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,865	19,869	19,770
COMMERCIAL (WATER & SEWER)	1,684	1,682	1,683
OUTSIDE CITY (WATER RES)	495	477	494
OUTSIDE CITY (WATER-COMM)	135	135	125
IRRIGATION ONLY	227	227	241
TOTAL NUMBER OF ACCOUNTS	22,406	22,390	22,313

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
MAY 2022**

	<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>
TOTAL GALLONS PURCHASED	231,602,433	138,012,453	220,585,074	2,808,910,764	2,984,596,999
NEW SERVICES	8	10	10	90	96

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

PRECIPITATION (Inches)	2.61	1.98	0.60	15.09	9.92
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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>
WATER MAIN BREAKS	0	0	0	20	19
SERVICE LINE BREAKS	0	2	2	20	5
SEWER MAIN STOPPAGES	1	0	2	12	10

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,872	19,865	19,781
COMMERCIAL (WATER & SEWER)	1,336	1,684	1,680
OUTSIDE CITY (WATER RES)	495	495	495
OUTSIDE CITY (WATER-COMM)	134	135	126
IRRIGATION ONLY	229	227	244
TOTAL NUMBER OF ACCOUNTS	22,066	22,406	22,326

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
JUNE 2022**

	<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>
TOTAL GALLONS PURCHASED	487,321,141	231,602,433	631,984,867	3,296,231,905	3,580,827,135
NEW SERVICES	14	8	5	104	107

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

PRECIPITATION (Inches)	0.21	2.61	1.97	15.30	10.22
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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>
WATER MAIN BREAKS	1	0	1	21	21
SERVICE LINE BREAKS	1	0	2	21	7
SEWER MAIN STOPPAGES	0	1	1	12	10

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,894	19,872	19,757
COMMERCIAL (WATER & SEWER)	1,687	1,336	1,689
OUTSIDE CITY (WATER RES)	493	495	496
OUTSIDE CITY (WATER-COMM)	136	134	129
IRRIGATION ONLY	258	229	251
TOTAL NUMBER OF ACCOUNTS	22,468	22,066	22,322

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
JULY 2022**

	<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>
TOTAL GALLONS PURCHASED	641,145,466	487,321,141	571,684,899	641,145,466	571,684,899
NEW SERVICES	10	14	17	10	17

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

PRECIPITATION (Inches)	0.31	0.21	1.83	0.31	1.83
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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>
WATER MAIN BREAKS	2	1	1	2	1
SERVICE LINE BREAKS	2	1	3	2	3
SEWER MAIN STOPPAGES	1	0	2	1	2

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,887	19,894	19,797
COMMERCIAL (WATER & SEWER)	1,686	1,687	1,680
OUTSIDE CITY (WATER RES)	493	493	494
OUTSIDE CITY (WATER-COMM)	136	136	130
IRRIGATION ONLY	265	258	253
TOTAL NUMBER OF ACCOUNTS	22,467	22,468	22,354

August 18, 2022

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 and Sewer Service with Meador Environmental, LLC.

Meeting Type & Date

CPU Advisory Board Meeting
August 24, 2022

Action Type

Approval

Recommendation

That the CPU Advisory Board consider a Contract for Outside-City Water and Sewer Service with Meador Environmental, LLC.

Summary

This contract provides Outside-City water and sewer service for Lot 17 and 18 of the Air-Rail Industrial Park. This parcel of land is located between Casper and the Natrona County Airport north of US 20/26 in the Air-Rail Industrial Park. The City owns, operates, and maintains the water and sewer mains 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 AND SEWER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2022, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Meador Environmental, LLC., 598 Big Meadow Road, Austin, Texas 78737-4661; 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 Lot 17 and 18 of the Air-Rail Industrial Park Addition, being located in the SE1/4SE1/4 Section 29 and the E1/2NE1/4 Section 34, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 2199 Pyrite Road, Casper, Wyoming 82604, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to upsize the current water connection serving Lot 17, obtain sewer service for Lot 17, and obtain water and sewer service from the City for Lot 18 as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 8-inch City owned water main located in Pyrite Road and a 15-inch City owned sewer main located adjacent to the property; and,
- D. A sanitary sewer main owned and operated by the City is within three hundred feet (300’) of the property; and,
- E. Owner and City have agreed to such outside-city water and sewer 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 and one (1) sewer service connection and meter for Lot 17 and one (1) water and one (1) sewer service connection and meter for Lot 18 as shown on Exhibit “A”, attached hereto and made a part of this agreement. No other properties may be served from these connections.
 - c. The City will install water or sewer service taps to connect to the existing water and sewer mains at the request of the Owners, in accordance with the then-prevailing costs and procedures, and in accordance with the then-existing City standards and specifications.

- d. The Owner shall be responsible for obtaining easements from other property owners for their water and/or sewer service lines as needed at its sole cost and expense.
- e. The Owner shall install one, ¾-inch or 1-inch water service line from each of the buildings to be served to the curb box located at the property line at the Owner's sole cost and expense.
- f. The existing water service for Lot 17 must be abandoned at the Owners sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water and sewer system construction. All water and sewer system construction must meet City requirements. Before connection of the services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service lines 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. The Owner will pay to the City the then-current outside-City system investment charge for each connection to be served with water and sewer. 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 and sewer service provided by the City.
- c. The charge for water and sewer 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 and sewer 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 and sewer 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 a 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 date of this Agreement to complete the water and sewer service line construction and necessary improvements as set forth herein. 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 (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 Pyrite Road 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
James E. Meador
Meador Environmental, LLC.
598 Big Meadow Road
Austin, Texas 78737-4661

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

Ray Pacheco
Mayor

WITNESS:

OWNER:

James E. Meador

The undersigned mortgagee for James E. Meador hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____

[illegible]

This instrument was acknowledged before me this _____ day of _____, 2022,
by James E. Meador.

(seal)

NOTARY PUBLIC

My commission expires: _____

[illegible]

This instrument was acknowledged before me this _____ day of _____, 2022, by _____ as the _____ of _____ the Mortgagee.

(seal)

NOTARY PUBLIC

My commission expires: _____

[illegible]

This instrument was acknowledged before me this ____ day of _____, 2022,
by Ray Pacheco as Mayor of City of Casper, Wyoming, a Wyoming municipal corporation.

(seal)

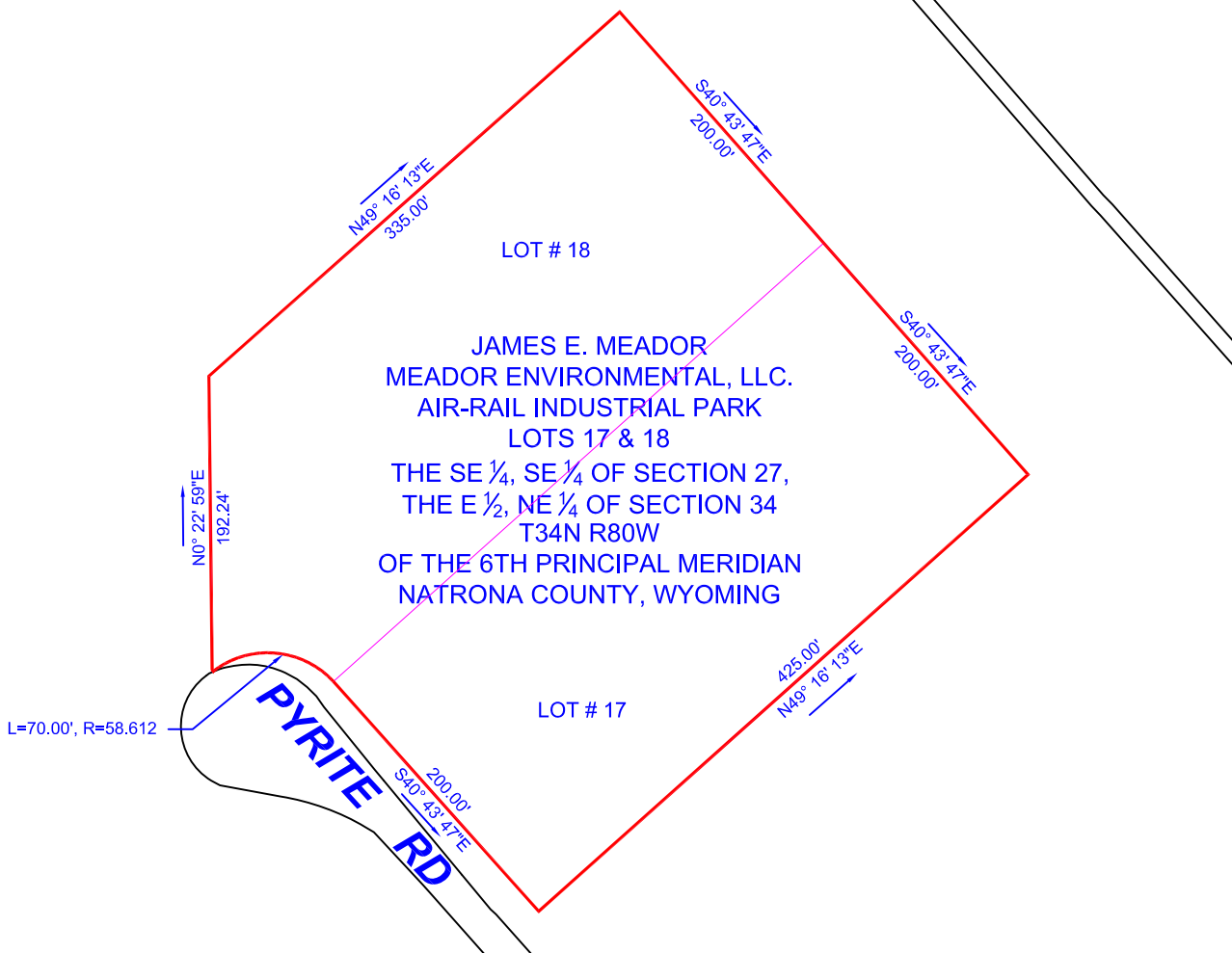
NOTARY PUBLIC

My commission expires:



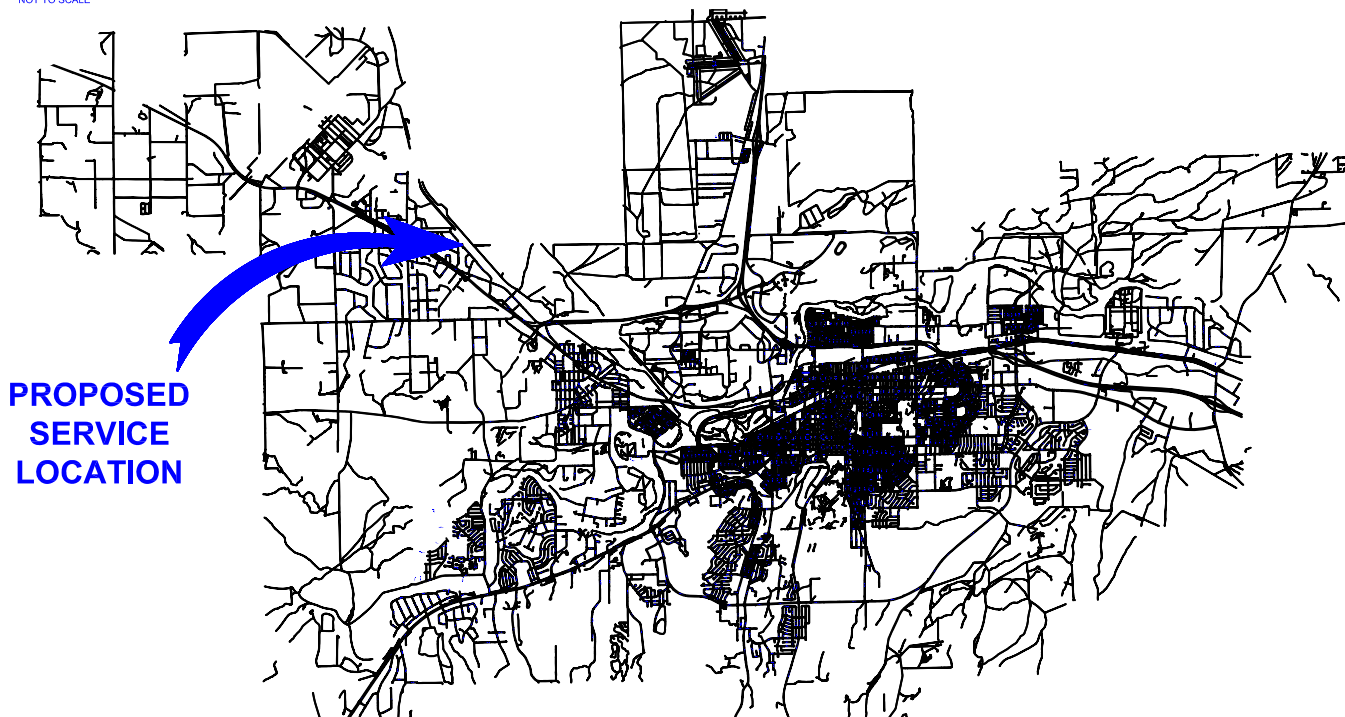
VICINITY MAP
NOT TO SCALE

LOCATION MAP EXHIBIT "A"



VICINITY MAP
NOT TO SCALE

VICINITY MAP



APPROVALS

APPROVED: Board of County Commissioners of Natrona County, Wyoming by Resolution duly passed on the 24th day of July, 1981.
Attest: _____ My Term of Office Expires January 3, 1983
COUNTY CLERK
INSPECTED AND APPROVED on the 11th day of September, 1981.
INSPECTED AND APPROVED on the 15th day of July, 1981.
INSPECTED AND APPROVED on the 2nd day of July, 1981.
Filed for Record in the Office of the County Clerk of Natrona County, Wyoming on this 22nd day of September, 1981.

Chairman of the Board
County Planner
County Engineer
County Health Officer
County Clerk
My Term of Office Expires January 3, 1983

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
COUNTY OF NATRONA)
I, Maynard Johnson of Casper, Wyoming hereby certify that this Plat was prepared from notes taken during actual surveys made by me and others under my direct supervision and for whose work I stand personally responsible, during the period of November, 1978 to May, 1981 and that such Plat correctly and accurately represents said surveys of "AIR-RAIL INDUSTRIAL PARK", as set forth by the Certificate of Dedication hereon; the perimeter control points of said Subdivision are well and accurately monumented, all lot corners shall be marked upon the request of the owners; all dimensions are expressed in feet and decimals thereof and courses referred to the Principal Meridian; all being true and correct to the best of my knowledge and belief.
Wyoming Registration No. 510 Land Surveyor
Subscribed in my presence and before me by Maynard Johnson on this 2nd day of June, 1981.
My commission expires June 22, 1984

GENERAL REMARKS

- The "Declaration of Covenants, Conditions and Restrictions" are a condition of this Platting.
- The County of Natrona assumes no responsibility for construction or maintenance of roads or streets by virtue of this Platting and Dedication.
- No public sewer or sewage disposal system is provided by the developer.
- Public water supply and distribution system is provided by the developer.
- In addition to the easements specially set forth by the Plat, additional utility easements are reserved on and along ten (10) feet on either side of all interior utility lines and roadways for purposes of construction, maintenance and operation of all utility lines, ditches and conduits as required.



LEGEND:
Brass Cap Corner
Original Corner
Local Corner
5/8" x 16" Rebar
W.L.C. & J. Brass Cap or Aluminum Cap Set
Subdivision Boundary
Easement

Plot Closure Ratio in excess of 1:10,000

Survey & Plat By
WORTHINGTON, LENHART, CARPENTER & JOHNSON, INC.
632 South David Street, Casper, Wyoming
W.O. No. 5502 Date: 5-21-81

T. 34 N., R. 80 W.

27 26
34 35

NO.	DELTA	RADIUS	LENGTH	TANGENT	CHORD
1	90°00'00"	20.00	31.42	20.00	28.31
2	90°06'18"	20.00	31.45	20.04	28.31
3	62°10'20"	200.00	217.02	120.58	206.53
4	62°10'20"	260.00	282.13	156.76	268.49
5	68°15'33"	260.00	309.75	176.23	291.76
6	68°15'33"	200.00	238.27	135.96	224.43
7	50°46'04"	260.00	230.38	123.37	222.91
8	40°46'04"	200.00	172.21	94.90	171.47
9	29°01'37"	360.00	162.38	93.19	180.44
10	29°01'37"	300.00	151.99	77.66	150.37
11	230°46'04"	60.00	241.66		
12	50°46'04"	103.25	91.48	48.99	88.52

"AIR-RAIL INDUSTRIAL PARK"

A SUBDIVISION OF PORTIONS OF THE SE1/4 SE1/4, SECTION 27 AND THE E1/2 NE1/4 AND NE1/4 SE1/4, SECTION 34 AND THE W1/2 NW1/4, SE1/4 NW1/4 AND NE1/4 SW1/4, SECTION 35 TOWNSHIP 34 NORTH, RANGE 80 WEST SIXTH PRINCIPAL MERIDIAN NATRONA COUNTY, WYOMING

SCALE: 1" = 100'
SHEET 1 OF 2

CERTIFICATE OF DEDICATION

BARNARD AND LOWHAM MANAGEMENT COMPANY, a Partnership;

Hereby certify that they are the owners and proprietors of the foregoing subdivision located in and being portions of the SE1/4 SE1/4, Section 27, the E1/2 NE1/4 and NE1/4 SE1/4, Section 34 and the W1/2 NW1/4, SE1/4 NW1/4 and NE1/4 SW1/4, Section 35, Township 34 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described in three (3) Parcels by metes and bounds as follows, to wit:

PARCEL 1: (Lots 1 - 48 and Lot 55)

Beginning at a point in the southerly line of the Parcel being described and also the southeasterly corner of said W1/2 NW1/4, Section 35, said point also being identified as the W1/6 C-C corner of said Section 35; thence along the southerly line of said Parcel and W1/2 NW1/4, Section 35, S. 89°32'05"W, 586.81 feet to a point in and an intersection with the northeasterly right-of-way line of Redman Road, a County Road (formerly West Yellowstone Highway); thence along the northeasterly right-of-way line of said Redman Road and the southwesterly line of said Parcel, N. 68°33'27"W, 99.20 feet to an angle point therein; thence, N. 68°27'09"W, 1398.20 feet to an angle point; thence, N. 69°45'24"W, 632.01 feet to a point of curve in said right-of-way line; thence along the arc of a true curve to the right, having a radius of 1392.40 feet and through a central angle of 3°41'05" and the chord thereof which bears, N. 68°02'23"W, 89.53 feet, northwesterly, 89.55 feet to an intersection with and a point in the westerly line of the E1/2 NE1/4 of said Section 34, which point also marks the southwesterly corner of said Parcel and the southeasterly corner of a Subdivision identified as "Westgate Park II", Natrona County, Wyoming; thence along the westerly line of said Parcel and E1/2 NE1/4, Section 34 and also the easterly line of said "Westgate Park II", N. 1°29'51"W, 1833.30 feet to a point and northwest corner of said E1/2 NE1/4, Section 34; thence continuing along the westerly line of said Parcel and the SE1/4 SE1/4, Section 27 and also the easterly line of said "Westgate Park II", N. 0°22'59"E, 664.78 feet to a point in and an intersection with the southwesterly right-of-way line of the Chicago and Northwestern Transportation Company, said point marking the northwesterly corner of the Parcel being described; thence along the northeasterly line of said Parcel and the southwesterly right-of-way line of said Transportation Company and parallel to the centerline of said Transportation Company Mainline Track as measured 100.00 feet southwesterly and perpendicularly therefrom, S. 40°43'47"E, 150.00 feet to a point; thence into said right-of-way, N. 49°16'13"E, 70.00 feet to a point; thence continuing along the northeasterly line of said Parcel and parallel to the centerline of said Mainline Track as measured 30.00 feet southwesterly and perpendicularly therefrom, S. 40°43'47"E, 4242.33 feet to a point of curve; thence along the arc of a true curve to the left, having a radius of 2894.93 feet and through a central angle of 3°07'14" and the chord thereof which bears, S. 42°17'24"E, 157.65 feet, southeasterly, 157.67 feet to a point; thence radially to said curve, S. 46°08'59"W, 70.00 feet to a point; thence continuing along the northeasterly line of said Parcel and southwesterly line of said right-of-way and parallel to the centerline of said Mainline Track as measured 100.00 feet, radially and southwesterly therefrom and along the arc of a true curve to the left, having a radius of 2864.33 feet and through a central angle of 9°37'49" and the chord thereof which bears, S. 48°39'56"E, 497.75 feet, southeasterly, 498.35 feet to a point of tangency; thence, S. 53°28'50"E, 86.34 feet to a point and most easterly corner of the Parcel being described; thence leaving said right-of-way line, S. 47°39'W, 140.07 feet to a point in the northeasterly line of Yellowstone Highway, partially vacated Yellowstone Addition, a Subdivision of parts of said Section 35; thence along the northeasterly line of said Yellowstone Highway, N. 42°13'W, 19.30 feet to a point of curve; thence along the arc of a true curve to the left, having a radius of 1286.30 feet and through a central angle of 27°03'46" and the chord thereof which bears, N. 56°10'W, 601.93 feet, northwesterly, 607.56 feet to the end of said curve; in accordance with recovered monumenting, said point not being a true point of tangency, thence continuing along said Highway, N. 62°47'W, 117.78 feet to a point in and an intersection with the westerly line of said NE1/4 SW1/4, Section 35; thence along the westerly line of said Parcel and NE1/4 SW1/4, Section 35, N. 0°21'E, 223.12 feet to the Point of Beginning and containing 96.858 acres, more or less.

PARCEL 2: (Lots 50 - 54)

Beginning at the one-quarter (1/4) corner common to said Sections 34 and 35 and also an angle point in the southerly line of the Parcel being described; thence along the line common to said Sections 34 and 35, S. 0°57'55"W, 435.77 feet to the most southerly corner of said Parcel and an intersection with the northeasterly right-of-way line of U.S. Highway Nos. 20 and 26; thence along the southerly line of said Parcel and said right-of-way line, N. 5°32'10"W, 180.22 feet to an angle point identified as Highway Station 226+16.80; thence continuing along said right-of-way line and the southwesterly line of said Parcel, N. 47°25'W, 687.70 feet to a point of tangency identified as Highway P.T. Station 219+22.10 BA. and 219+22.10 AB; thence along the arc of a true curve to the left, having a radius of 11,584.20 feet and through a central angle of 1°32'18" and the chord thereof which bears, N. 48°47'46"W, 310.94, northwesterly, 311.00 feet to a point and most westerly corner of said Parcel and also identified as Highway Station 216+14.46; thence along the northwesterly line of said Parcel and the southeasterly line of a 90 feet wide access way, N. 40°29'05"E, 186.59 feet to a point; thence, S. 68°39'E, 45.80 feet to a point; thence, N. 20°21'E, 100.00 feet to a point and intersection with the southwesterly right-of-way line of 80 feet wide Redman Road; thence along the northeasterly line of said Parcel and said right-of-way line, S. 68°26'13"E, 1296.71 feet to the most easterly corner of said Parcel and an intersection with the southerly line of said SW1/4 NW1/4, Section 35; thence along the southerly line of said Parcel and SW1/4 NW1/4, Section 35, S. 89°32'05"W, 483.61 feet to the Point of Beginning and containing 9.377 acres, more or less.

PARCEL 3: (Lot 49)

Commencing at the most westerly corner of Parcel 2 as previously described hereon and also identified as Highway Station 216+14.46; thence, N. 49°22'W, 90.00 feet to the most southerly corner of the Parcel being described and a point in the curved northeasterly right-of-way line of U.S. Highway Nos. 20 and 26, said point also being the true Point of Beginning;

Thence from said Point of Beginning and along the southwesterly line of said Parcel, said right-of-way line and the arc of a true curve to the left, having a radius of 11,584.20 feet and through a central angle of 2°21'36" and the chord thereof which bears, N. 50°50'W, 477.09 feet, northwesterly, 477.12 feet to the most westerly corner of said Parcel and an intersection with the southwesterly right-of-way line of 80 feet wide Redman Road; thence along the northeasterly line of said Parcel and the southwesterly line of said Redman Road, S. 68°39'E, 405.07 feet to a point of curve; thence along the arc of a true curve to the right, having a radius of 72.00 feet and through a central angle of 110°16" and the chord thereof which bears, S. 14°31'E, 118.15 feet, southerly, 138.57 feet to a point of tangency in the northwesterly line of a 90 feet wide access way; thence along the southwesterly line of said Parcel and the northwesterly line of said access way, S. 40°37'W, 60.70 feet to the Point of Beginning and containing 0.842 acres, more or less.

The total acreage of said Parcels is 107.077 acres, more or less.

The subdivision of the foregoing described lands as appears on this Plat is with the free consent and in accordance with the desires of the undersigned owners and proprietors; the name of said subdivision shall be "AIR-RAIL INDUSTRIAL PARK", a Subdivision in Natrona County, Wyoming; said Barnard and Lowham Management Company in the recording of this Plat of "AIR-RAIL INDUSTRIAL PARK", has designated areas and strips as Roads and Easements; said Roads identified as "Talc", "Gypsum" and "Pyrite" are hereby dedicated to the use of the Public provided however the "AIR-RAIL INDUSTRIAL PARK OWNERS ASSOCIATION, INC." shall maintain and repair the same. The 60 feet wide roadway easement located upon Lot 11 is dedicated to public use as it may be extended across to the adjoining lands to the northeast of this Subdivision and thereafter to be maintained by the owners of said adjoining lands and users other than owners of lots in this Subdivision. All strips identified as Easements and shown by said Plat are reserved for purposes of construction, operation and maintenance of utility lines, cables, conduits and ditches essential to owner use of said lots, all in accordance with the "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS" covering the subdivided lands and Recorded in Natrona County Records in Book _____ at Page _____ on the _____ day of _____, 1981.

BARNARD AND LOWHAM MANAGEMENT COMPANY
a Partnership
145 S. Durbin
Casper, Wyoming

W. N. Barnard
W. N. BARNARD, PARTNER

Paul Lowham
PAUL LOWHAM, PARTNER

ACKNOWLEDGEMENTS

STATE OF WYOMING)
COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me by W. N. Barnard and Paul Lowham, Partners on this 2nd day of June, 1981.
Witness my hand and notarial seal.

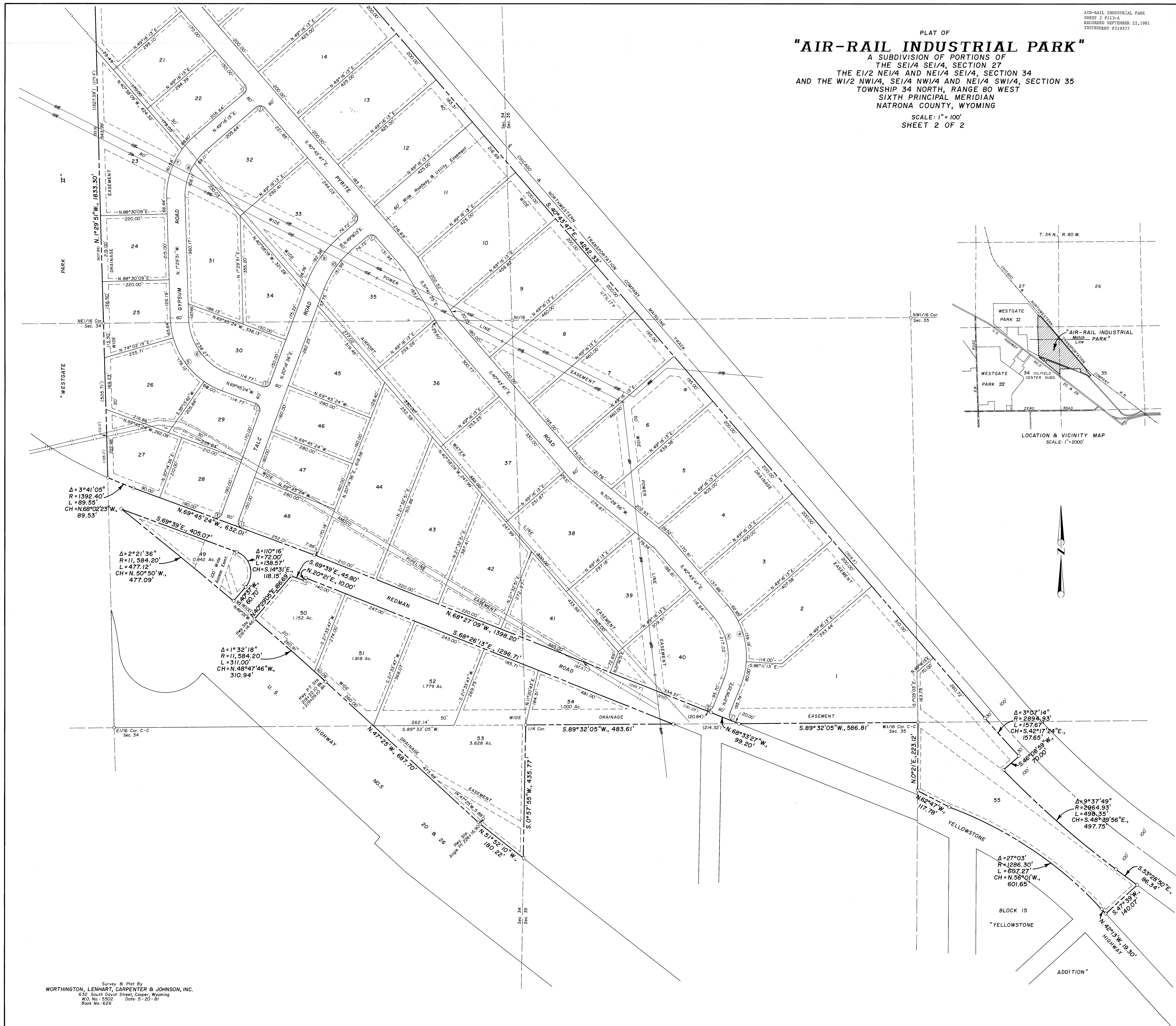
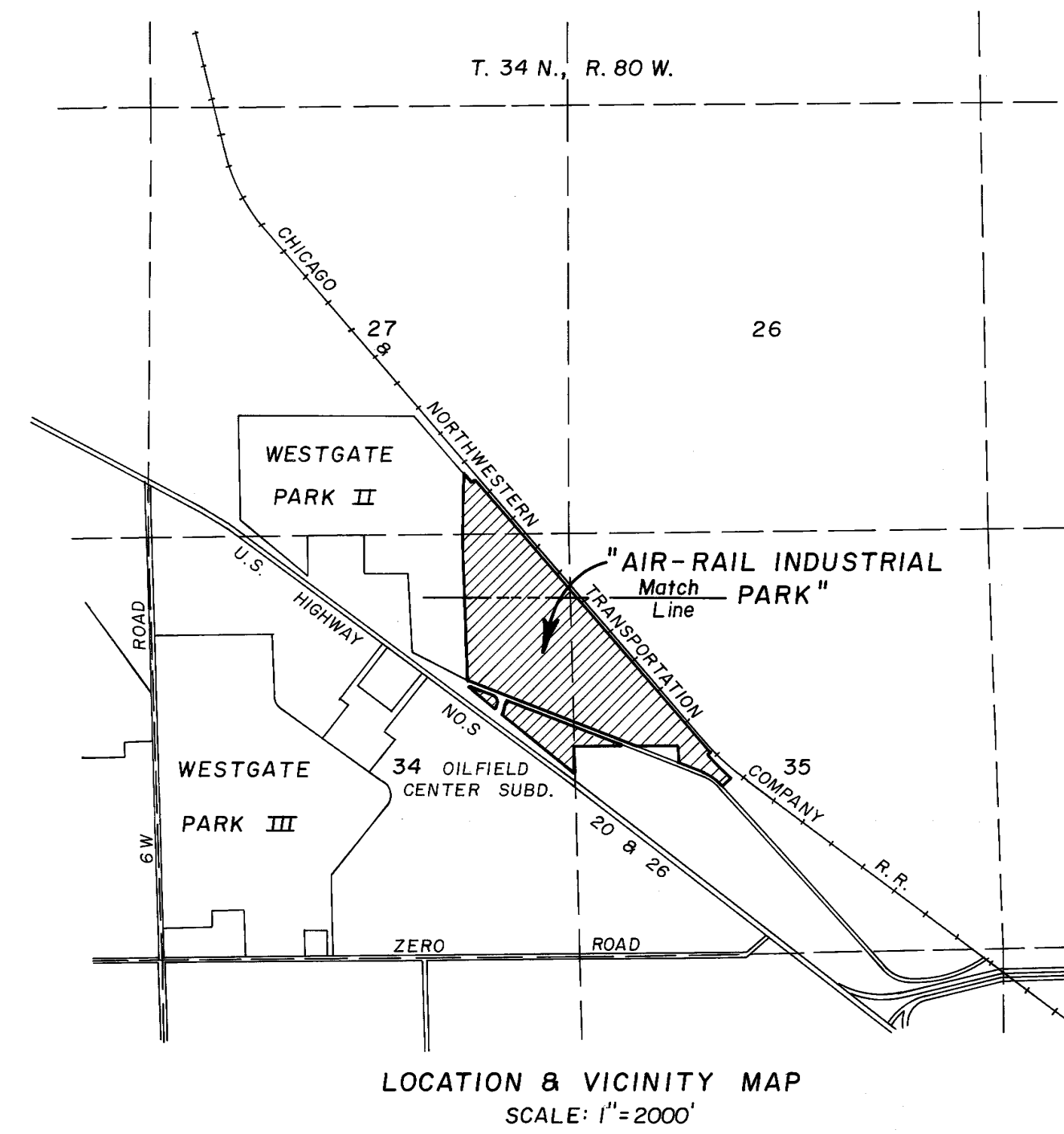
My commission expires June 22, 1984
Notary Public

Notary Public

"AIR-RAIL INDUSTRIAL PARK"

A SUBDIVISION OF PORTIONS OF
THE SE1/4 SE1/4, SECTION 27
THE E1/2 NE1/4 AND NE1/4 SE1/4, SECTION 34
AND THE W1/2 NW1/4, SE1/4 NW1/4 AND NE1/4 SW1/4, SECTION 35
TOWNSHIP 34 NORTH, RANGE 80 WEST
SIXTH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING


SCALE: 1" = 100'
SHEET 2 OF 2



Survey & Plat By
WORTHINGTON, LENHART, CARPENTER & JOHNSON, INC.
632 South David Street, Casper, Wyoming
W.O. No. 5502 Date: 5-20-81
Book No. 626

August 17, 2022

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: Submission of Several ARPA Fund Grant Applications to the Wyoming
Office of State Lands and Investments (OSLI).

Meeting Type & Date

CPU Advisory Board Meeting
August 24, 2022

Action Type

None

Recommendation

Information Only

Summary

During the 2022 Legislative Session, the OSLI received an appropriation of \$50,000,000 for ARPA Eligible Water & Sewer Projects. These funds are for the allocation of competitive grant funding to cities, counties, special districts, and tribal governments for eligible water and wastewater projects. The deadline for submitting applications for the Water and Sewer ARPA Grant Program was August 12, 2022. Highlights of the program include:

- The maximum grant for any single project will be \$7.5 M.
- All grant awards shall be contingent upon a match of funds in a ratio of no more than eighty-five cents (\$0.85) of grant funds to no less than fifteen cents (\$0.15) from matching funds provided by the project sponsor.
- All match funds shall be committed prior to OSLI approving a grant.
- Loans from the OSLI, including Capital Construction loans and State Revolving Fund loans, may only be used as match funding for the purposes of this program if the loan has been previously awarded and there is an executed loan agreement.

The OSLI Board will consider projects based on whether the project is an eligible expenditure under applicable State and Federal law, whether the project will inure to the benefit of the citizens of the state, and whether the project represents a prudent use of the fund. Several scoring criteria will be used to determine successful projects. Criteria include:

- Projects already designed or in construction will receive a higher score.
- Higher match amounts from the applicant will receive a higher score.

- Match funding from the applicant's enterprise account will receive a higher score than match funding provided from loans.
- Projects included on the 2022 Intended Use Plan (IUP) will receive a higher score.
- Populations of less than 10,000 will receive higher scores.
- Communities that demonstrate revenue loss due to Covid will receive higher scores.
- Applicants that can demonstrate increased project costs due to Covid will receive higher scores.
- Projects serving areas of lower average median household income compared to the state average will receive a higher score.
- Projects that eliminate a noncompliance issue will receive a higher score.
- Projects promoting regionalization will receive a higher score.
- Projects with funding plans in place will receive a higher score

Staff submitted six applications totaling \$14.4 M:

1. WWTP Secondary Rehabilitation Project - \$3 M
2. WWTP MCC Project - \$3 M
3. 1st and Poplar Street Utility Relocation Project - \$4 M
4. Poplar Street CY to Collins Utility Replacement Project - \$1.2 M
5. WWTP Secondary Concrete Rehabilitation Project - \$1.2 M
6. Poplar Street Water Main Replacement Project - \$2 M

Financial Considerations

There is no application submittal cost. Match funding will be from the WWTP Fund, Sewer Fund, and the Water Fund. Match funding may include water and sewer One Cent funding and/or current fund reserves.

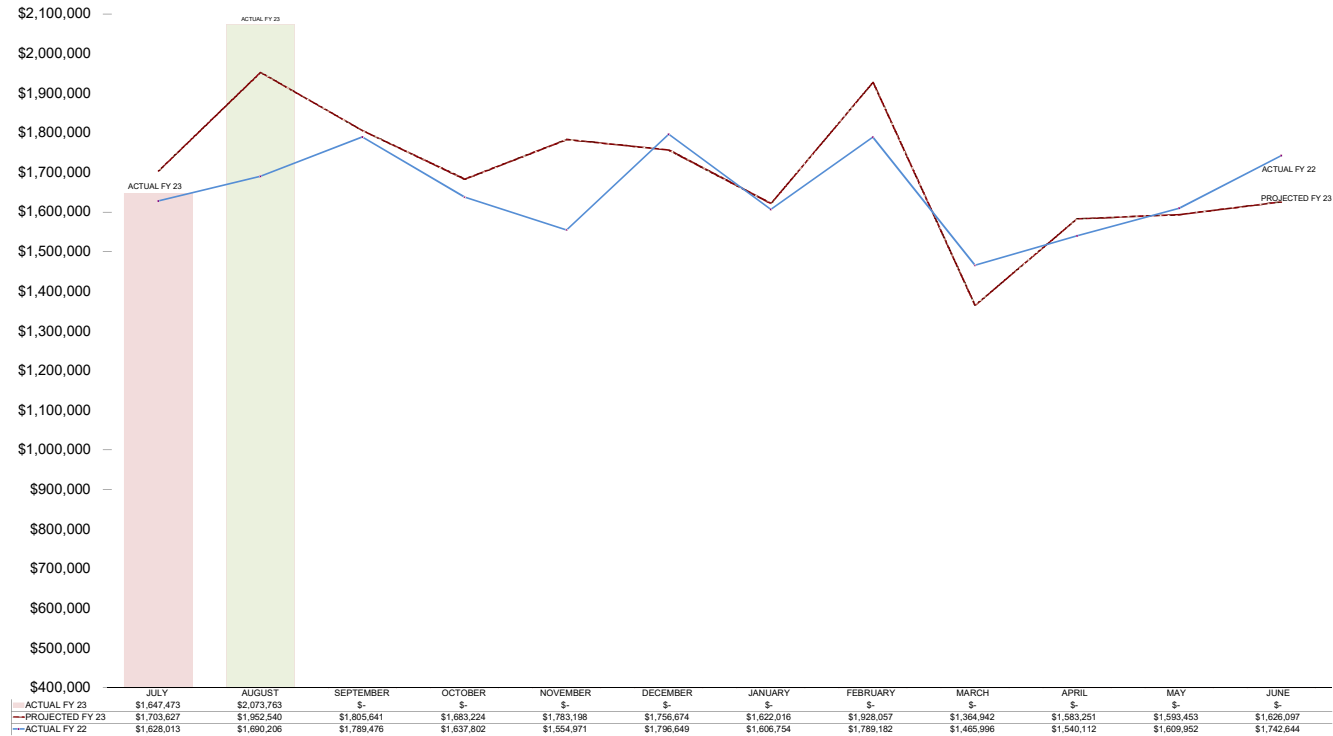
Oversight/Project Responsibility

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

Attachments

NA

Sales Tax FY 2023 Versus Projection and Prior Year



	ACTUAL FY 22	PROJECTED FY 23	ACTUAL FY 23
YTD TOTAL	\$ 3,318,219	\$ 3,658,168	\$ 3,721,236
YTD VARIANCE			\$ 65,069
			% Difference
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH			6.21%
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE			1.78%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH			22.69%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE			12.15%
			In Dollars
			\$121,223
			\$65,069
			\$383,557
			\$403,017

**Additional
Information
B**

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

MEETING PROCEEDINGS

July 19, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, July 19, 2022 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, Treasurer Freel, and Board Members Sabrosky, and Sutherland. Board Members Cathey and Knell were absent.

City of Casper – Freel, Sutherland, Andrew Beamer, Bruce Martin, Tom Edwards, Mark Anderson, Janette Brown

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Sabrosky, Venus Childress

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates –

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.

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

1. In Announcements, Mr. Martin stated that Mr. Mark Anderson was recently promoted to Water Distribution Manager, taking the place of Mr. Conner. Mr. Martin stated that Mr. Anderson will be attending the Board meetings to give the Distribution update.

2. Chairman King asked for a motion to approve the minutes from the June 21, 2022 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the June 21, 2022 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that there are two June Operations Reimbursement vouchers on the listing. Mr. Martin stated that with it being the end of the fiscal year, the second voucher helps wrap up FY22. Mr. Martin stated that there will be another June Operations Reimbursement voucher at the August meeting to finalize June.

Mr. Martin stated that voucher 8478 for Hach Company is for turbidimeters; voucher 8479 for Pope Construction is for the Hoistway Project; and voucher 8485 for Russell Industries, Inc. is for Casper Well #12 pump parts. Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the July 2022 vouchers. A motion was made by Secretary Waters and seconded by Board Member Sabrosky to approve the July 2022 voucher listing to include voucher numbers 8476 through 8485 in the amount of \$601,595.74. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for June 2022 was 529 MG, which is 5 MG more than the five-year average. Mr. Martin stated that the year to date production total is 3.6 BG, which is 112 MG less than the five-year average. Mr. Martin stated that this is due to the water conservation efforts that took place last summer due to the chemical shortage.

Mr. Martin stated that year to date FY22 Water Sales is \$7,656,471.

Mr. Martin stated that with June being the end of the fiscal year, there is no monthly compilation from Finance. Mr. Martin stated that once all the June expenses are accounted for, they will be included in the annual audit which will be presented to the Board in November or December.

Chairman King asked for a motion to approve the June 2022 Financial Report as presented. A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve the June 2022 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that the WTP is producing approximately 23 MGD. Mr. Edwards stated that the Surface Water Plant is producing 13.5 MGD, and the wells are producing 9.5 MGD. Mr. Edwards stated that 27 of the 29 wells are running. Mr. Edwards stated that Casper 12 pump is being rebuilt, with an estimated return the end of July. Mr. Edwards stated that Casper 15 is having turbidimeter issues so is offline and work on it is being completed.

Mr. Edwards stated that two new Operators have been hired and both are currently in training.

Mr. Edwards stated that Maintenance staff completed some brush and weed clearing in the well fields.

Mr. Edwards stated that staff welded the card reader at the front gate and also welded some hinges on the bar screen access hatches in Raw Water.

Mr. Edwards stated that the turbidimeter was replaced in Morad 6.

Mr. Edwards stated that broken piping on the Actiflo sump pumps was repaired.

Mr. Edwards stated that there was an electrical issue on the Dewatering Pump Station. Mr. Edwards stated that there was undersized breakers that were replaced by Modern Electric and they also pulled some new wiring.

Mr. Edwards stated that last week Xylem Wedeco was on site to fix programming on an ozone generator. Mr. Edwards stated that a couple of weeks ago communication was lost on the Ozone system. Mr. Edwards stated that during restart, functionality was lost and staff was unable to run things in automatic. Mr. Edwards stated that staff has been running the Ozone system in manual since then. Mr. Edwards stated that Xylem Wedeco was able to reprogram the generators and they are back in automatic.

Treasurer Freel arrived at 11:42 a.m.

Chairman King asked how the piping in Actiflo was broke. Mr. Edwards stated that the pipe broke due to age and deterioration. Mr. Edwards stated that the piping is used in the sand pump area and is subjected to corrosive water.

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

Mr. Anderson stated that staff repaired a couple of soft spots in the Actiflo drying bed lagoon. Mr. Anderson stated that once that was completed, staff cleaned out the east Actiflo lagoon, so the lagoons should be good to go for the rest of the summer.

Mr. Anderson stated that staff mowed and sprayed the weeds at the tank and booster sites.

Mr. Anderson stated that the Airport Booster roof vent was repaired.

Mr. Anderson stated that staff assisted the Midwest/Edgerton operators in fixing the ARV at the Salt Creek Booster.

Mr. Anderson stated that the fire hydrant at the intersection of Robertson Road and Poison Spider Road was abandoned. Mr. Anderson stated that this fire hydrant has been hit and broken multiple times. Mr. Anderson stated that there are two other fire hydrants

in that area.

Mr. Anderson stated that Meter Services is working on completing the wholesale water master meter efficiency testing. Mr. Anderson stated that they have two meters left to test, Lakeview and 33 Mile meters.

Mr. Anderson stated that residuals in the system are good; there has not been any sign of nitrification taking place, but he expects to see it soon with the hot weather.

Chairman King asked how the new Airport Tank is working. Mr. Anderson stated that the tank is running well.

6. There was no Public Comment.

7. In Old Business:

a. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that during the last Legislation session, \$50 M was appropriated for ARPA Grant Funding for projects throughout the State. Mr. Martin stated that the first round of applications has been opened and applications will be received until August 12th. Mr. Martin stated that ARPA funding will go up to a \$7.5 M grant with 85% grant funds and 15% matching funds from the applicant.

Mr. Martin stated that Resolution No. 22-03 is for authorization to submit an ARPA Grant application for the Well Rehabilitation Project in the amount of \$1,500,000. Mr. Martin stated that the funds that were budgeted in the FY23 Budget will be used as the matching funds. Mr. Martin stated that the budgeted funds were for the rehabilitation of Caisson No. 2, but depending on how much funds are received, the plan is to rehabilitate all three Caissons, and if there are any leftover funds available, a vertical well. Mr. Martin stated that this is a good opportunity to leverage some additional funds with the funds that are already budgeted for the Well Rehabilitation Project.

A motion was made by Secretary Waters and seconded by Treasurer Freel to approve Resolution No. 22-03 authorizing submission of an application to the Wyoming State Loan and Investment Board for a grant through the Water and Sewer ARPA Grant Funding Program for the Central Wyoming Regional Water System Well Rehabilitation Project in the amount of \$1,500,000. Motion put and carried.

b. Mr. Martin stated that Resolution No. 22-04 is for authorization to submit an ARPA Grant application for the 42-inch Ground Water Pipe Replacement Project in the amount of \$250,000. Mr. Martin stated that this is for the same grant funding as the previous resolution.

Mr. Martin stated that there is certain criteria that the State Loan and Investment Board will be using to determine which projects get funded with the ARPA Grant funds. Mr. Martin stated that some of the requirements are: size of community, anything under 10,000 will receive more points than the larger communities; how much of the matching funds are being provided, the larger the match funds, the higher the score; if the match funds come from an Enterprise Fund, it gets a higher score than if an SRF loan is used.

Mr. Martin stated that an application will not be submitted for an ARPA Grant for the UV Disinfection Project at this time. Mr. Martin stated that if an SRF loan is being used for the matching funds, it must already be in place with an executed agreement, which the Board does not have for this project as of yet. Mr. Martin stated that he anticipates future rounds of applications for grant funding. Mr. Martin recommended that the Board go forth with the SRF loan application for the UV Project and have that in place for a future round of grant applications.

Mr. Martin stated that the 42-inch Ground Water Pipe Replacement Project application will be for \$250,000. Mr. Martin stated that this project has already been designed by in-house engineers and is in the budget for FY23. Mr. Martin stated that this project is for the yard piping after the Ozone Degas tower which is severely corroded where some of the chemicals are injected into the pipe. Mr. Martin stated that much like the previous project, since funds are already budgeted, staff decided this project would be a good candidate to submit for grant funding, and if successful, use the budgeted funds as the match.

Board Member Sabrosky asked how long it will take for a decision to be made on the grant funding. Mr. Martin stated that the only information right now is that it will be decided at an upcoming meeting. Mr. Martin stated that they meet quite often during the year, and he anticipates they will have special meetings depending on the number of grant applications that are received. Mr. Martin stated that from what he understands, it will be a fairly quick process.

Chairman King stated that he believes there will be special meetings for approving grant applications as they want to get the funds out there. Chairman King stated that \$50 M sounds like a lot of money, but it gets eaten up pretty quickly. Mr. Martin stated that the funding has to be allocated by October 2024 and projects have to be completed by October 2026, so there is a pretty tight timeline.

Board Member Sutherland asked if the applications for these two RWS projects are being submitted for the 15% match. Mr. Martin stated that is correct.

A motion was made by Secretary Waters and seconded by Board Member Sutherland to approve Resolution No. 22-04 authorizing submission of an application to the Wyoming State Loan and Investment Board for a grant through the Water and Sewer ARPA Grant Funding Program for the Central Wyoming Regional Water System 42-inch Ground Water Pipe Replacement Project in the amount of \$250,000. Motion put and carried.

- c. Mr. Martin stated that Resolution No. 22-05 is for authorization to submit an ARPA Grant application for the Filter Valve Replacement Project in the amount of \$500,000.

Mr. Martin stated that this application is for the same grant funding. Mr. Martin stated that there is not funding in the FY23 budget for the Filter Valve Replacement Project. Mr. Martin stated that he and Mr. Edwards discussed the FY23 capital projects and there is \$80,000 in the budget for rehabilitating one of the filters by replacing filter media and coating inside the filter. Mr. Martin stated that they feel replacing the filter valves is a higher priority, so the funds allocated for the Filter Improvements Project could be used as the matching funds for the grant for the Filter Valve Replacement Project.

A motion was made by Secretary Waters and seconded by Vice-Chairman Bertoglio to approve Resolution No. 22-05 authorizing submission of an application to the Wyoming State Loan and Investment Board for a grant through the Water and Sewer ARPA Grant Funding Program for the Central Wyoming Regional Water System Filter Valve Replacement Project in the amount of \$500,000. Motion put and carried.

- d. Mr. Martin stated that this is the time of year that the Board is asked to carry-over funding that was allocated for FY22 Capital Projects that did not get completed. Mr. Martin stated that this would move the funds into FY23 and give the authorization to spend those funds.

Mr. Martin stated that the first project requested to carry-over is for the Chiller Replacement. Mr. Martin stated that the project was put out for bid in FY22, but bids came in substantially higher than anticipated. Mr. Martin stated that funds were added to the FY23 Capital Budget for this project. Mr. Martin stated that the funds from FY22 will be added to the FY23 budgeted funds and the project will be put back out for bid. Mr. Martin stated that the amount being carried over from FY22 to FY23 for the Chiller Replacement Project is \$156,584.80.

Mr. Martin stated that the second project requested to carry-over is for the Land Purchase in the amount of \$70,000. Mr. Martin stated that this is for the 8-acre Murphy parcel that is currently being worked on to get under contract. Mr. Martin stated that it is anticipated for this purchase to take place in early FY23.

Mr. Martin stated that the final project requested to carry-over is for the Well Rehabilitation. Mr. Martin stated that it was just discussed to use some of these funds for the ARPA Grant match. Mr. Martin stated that \$384,096.64 is requested to be carried-over from FY22 to FY23. Mr. Martin stated that there is also additional funds for the Well Rehabilitation Project budgeted in the FY23 Capital budget.

Mr. Martin stated that the total for the FY22 Capital Budget carry-over request is \$610,681.44.

A motion was made by Vice-Chairman Bertoglio and seconded by Treasurer Freel to approve FY2022 Capital Budget Projects carry-over to the FY2023 Capital Budget in the amount of \$610,681.44. Motion put and carried.


e. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on August 16, 2022.

Chairman King asked Mr. Chapin how things are going with the issue with the City of Mills. Mr. Chapin stated that the hearing for summary judgement is next Friday. Chairman King asked who the Judge is that will be hearing the case. Mr. Chapin stated that it is Judge Forgey.

A motion was made by Board Member Sabrosky and seconded by Secretary Waters to adjourn the meeting at 12:00 p.m. Motion put and carried.


Chairman


Secretary

WE CAN'T WAIT TO SEE YOU!



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

Dear Friend of the Club,

Thank you for reserving your seat at the 24th Annual Awards & Recognition Breakfast at the Ford Wyoming Center on Wednesday, September 14. Enclosed are your tickets for the breakfast. These serve as an event reminder and do not need to be presented at the door to enter.

A few things to keep in mind:

- Doors open at 6:15 a.m.
- Breakfast is served at 6:30 a.m.
- Program begins at 7 a.m.



We can't wait to see you and celebrate the unstoppable mission of the Boys & Girls Clubs of Central Wyoming!

For the kids,

A handwritten signature in blue ink, likely belonging to Ashley Bright.

Ashley Bright, CEO, Boys & Girls Clubs of Central Wyoming

1701 E K Street | Casper, Wyoming 82601 | 307.235.4079



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

JOIN US IN COUNCIL CHAMBERS FOR



**CITY OF CASPER
COMMUNITY DEVELOPMENT DEPARTMENT**

Coffee Talk

Thursday, Sept. 1st, 2022 7:00 am

WESTERN GATEWAY CORRIDOR STUDY

By Consultants: HDR Engineering and CEPI



**AND
ONE-CENT PROJECT PRESENTATION**

By City Manager Carter Napier



We are providing Coffee and Donuts

RSVP - by Aug. 29th

235-8241 or planning@casperwy.gov