

INFORMATION PACKET

Friday, October 14, 2022



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum	2
FY23 Optional Sales Tax Report October.....	7
FY23 Sales Tax Chart October.....	8
Lennox & Burlington Right-of-Way Cleanup.....	9

AGENCIES, BOARDS AND COMMITTEES DOCUMENTS & INFORMATION

ARAJPB Minutes 09.14.22	16
Arc of Natrona County Bi-annual report 07.07.22.....	19
Central WY Regional Water System JPB packet 10.18.22.....	36
Downtown Development Authority Packet 10.12.22.....	76

INVITATIONS, NEWSLETTERS & OTHER INFORMATION

ART321 Strategic Plan 2022-2024.....	91
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C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

October 18, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Mental Health Update					
Pre-Meeting: Judge's Quarterly Update					
EPH Non-Discrimination Ordinance					C
Public Hearing: Alarm Licenses Ordinance		N			
3rd Reading: North Platte River Park No. 2 Subdivision			N		
A resolution authorizing a contract between the City of Casper KLJ Engineering, Inc. for the Evansville Texas Street Extension Study				C	
A resolution authorizing a contract between the City of Casper and Felsburg, Holt, & Ullevig for the Casper Area Impact Fee Study				C	
Authorizing the Release of Various Local Assessment District Liens Regarding Coates Road Local Assessment District 158.				C	
Authorizing a Contract for Professional Services with WLC Engineering, Surveying, and Planning, Inc., in the amount of \$370,098.00, for the Westridge Addition Improvements, Project No. 21-065.				C	
Ratifying and Approving a Lease Agreement between the City of Casper, Wyoming, a Wyoming Municipal Corporation and the Charles E. Piersall, Chapter of the Izaak Walton League of America.				C	
Transition to a ServiceFee Model for Utility Merchant Processing Accounts with DrivePayments				C	
Authorizing the Purchase of Three (3) New Golf Course Green Mowers in the Total Amount of \$167,982.00, Before Trade-In, for Use by the Casper Municipal Golf Course of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Purchase of One (1) New One-Ton 4x4 Pickup with Snow Plow, Dump Bed, and Accessories in the Total Amount of \$88,189.00, Before Trade-In, for Use by the Weed and Pest Division of the Parks, Recreation, and Public Facilities Department.					C
Authorizing the Purchase of One (1) New 3000 Ton Per Hour Loader Mounted Snow Blower in the Total Amount of \$239,850.00, Before Trade-In, for Use by the Streets and Traffic Division of the Public Services Department.					C
Executive Session: Personnel & Litigation					

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
Council Goals Update	Information Only	6:20	45 min
Transit Stops and Signage Update	Information Only	5:50	30 min

The Grid

A working draft of Council Meeting Agendas

October 25, 2022 (continued) Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
North Platte Subdivision Master Plan	Direction Requested	5:20	30 min
Station #1 Design	Direction Requested	7:05	60 min
One Cent Community Projects Process	Direction Requested	4:35	45 min
Agenda Review		8:05	20 min
Legislative Review		8:25	20 min
Council Around the Table		8:45	20 min
Approximate Ending Time:			9:05

November 1, 2022 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Budget Calendar					
Pre-Meeting: Meth Conference Committee					
Approval of 10/4 Minutes					C
Approval of 10/4 Executive Session Minutes					C
Approval of 10/18 Minutes					C
Public Hearing: Non-Discrimination Ordinance	C				
Public Hearing: Consideration of a Resolution certifying Annexation Compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of 2.0 Acres described as Tract 8, Dowler No 2 Subdivision complies with W.S. §15-1-402.		N			
3rd Reading: Consideration of an Annexation of 2.0-Acres described as Tract 8, Dowler No. 2 Subdivision (3025 Paradise Drive), Establishing the Zoning of Said Parcel as C-2 (General Business), and Rezoning 8.2-acres Described as the Paradise Acres Addition (3041 Paradise Drive) as C-2 (General Business)			N		
2nd Reading: Alarm Licenses			N		
Natrona County School District Driver Training Facility Lease					
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	
Authorizing a Contract for Professional Services with Civil Engineering Professionals, Inc. in the amount of \$12,400 per year for three years, for a total amount of \$37,200, for ongoing water system updates and modeling for the City of Casper, Project No. 19-013.				C	

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
Drug Court Update	Information Only	4:35	20 min
Ice Arena Subsidy & Expansion	Direction Requested	4:55	30 min
Fire Station Safe Zones and Cameras	Direction Requested	5:25	30 min
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

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
Public Hearing: Non Discrimination		N			
3rd Reading: Alarm Licenses			N		
Resolution on Service Fees Police Response to Alarms				C	
Resolution on LWCF Grant - Parks				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
Council Leadership Process	Direction Requested	4:35	10 min
Golf Subsidy	Direction Requested	4:45	30 min
One Way to Two Way Street Conversion	Direction Requested	5:15	30 min
Agenda Review		5:45	20 min
Legislative Review		6:05	20 min
Council Around the Table		6:25	20 min
Approximate Ending Time:			6:45

The Grid

A working draft of Council Meeting Agendas

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
2nd Reading: Non-Discrimination Ordinance			N		

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
Recreation/Sports Subsidy	Direction Requested	4:35	30 min
Council Leadership Straw Poll		5:05	10 min
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
3rd Reading: Non-Discrimination Ordinance			N		

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
Ford Wyoming Center Subsidy (tentative)		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			
Code Enforcement - Municipal Code?			
Class and Compensation Study Follow-up			After January 2023
Parking Garage Lease			Summer 2024
Detox Funding Discussion			
LGBTQ Advisory Committee Update			
Budget Amendment #2 Discussion			
Livability/Marketing Follow-up			
Special Event Permitting Process			

Staff Items:

Unsafe Structure Ordinance Follow-up			
City Inspectors Authority/Oversight of Licensed Contractors			
Recreation Refunds			
Sign Code Revision			
Speed Limit Ordinance Review			
Part 2 Ford Wyoming Center			
SRO Contract			
Sponsorships and Naming Rights (Tentative)			
Poplar St. and CY St. Intersection			
Quarterly Judge's Update			Recurs Quarterly
Enterprise Proforma Review			
Rocky Mountain Power Update			

Potential Topics-- Council Thumbs to be Added:

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Future Regular Council Meeting Items:

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Retreat Items:

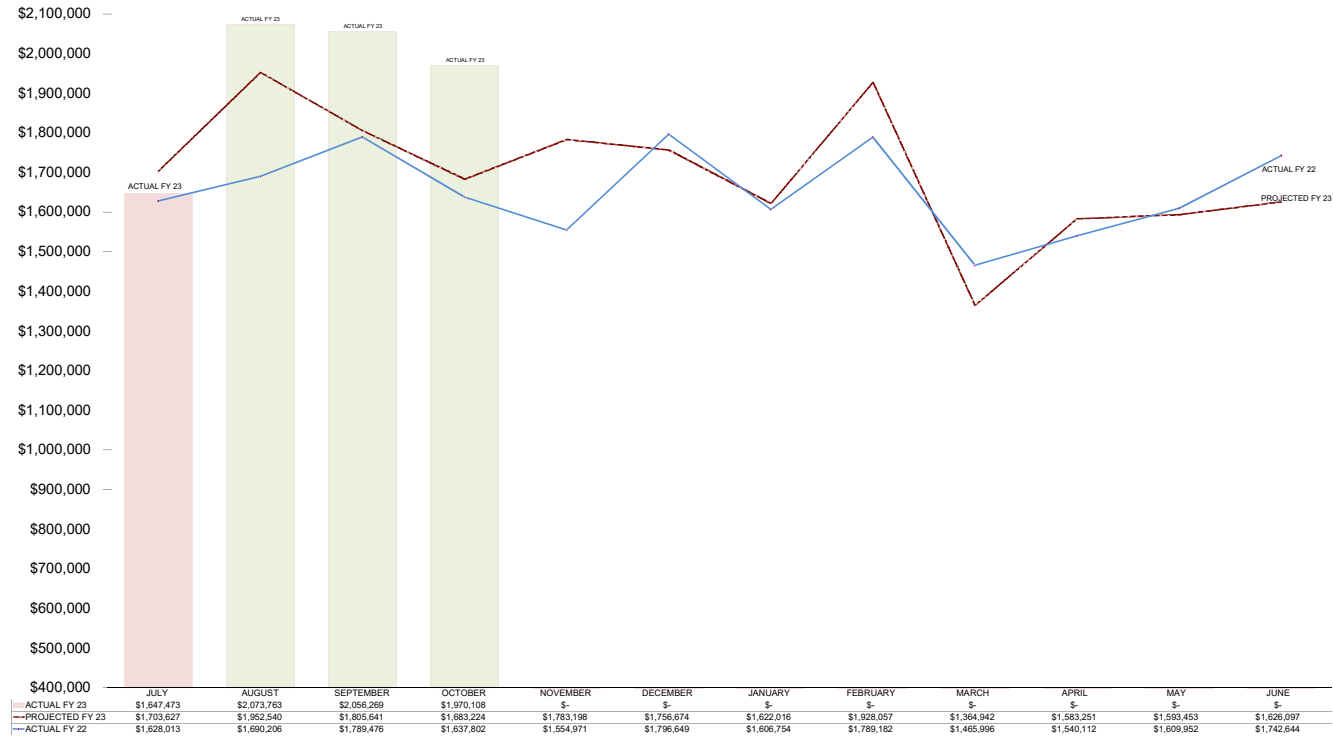
Economic Development and City Building Strategy

City of Casper
Optional 1% and State Shared Sales Tax Receipts
33.36

Below is the Optional Sales Tax report for FY23. We are currently and 33.36% of the budget year.
General Fund is up 2.95% from projected year to date which is at 37.97% of budget.
1%16 is up 3.46% from projected year to date which is at 38.48% of budget.

State Shared Sales Tax					
	Date	Amount	Amount		Percent of
	Received	Received	Budgeted	Actual-Budget	Annual Budget
FY 2023 General Fund	7/7/2022	\$ 1,647,473	\$ 1,703,627	\$ (56,154)	8.07%
	8/4/2022	2,073,763	1,952,540	121,223	18.24%
	9/8/2022	2,056,269	1,805,641	250,629	28.32%
	10/6/2022	1,970,108	1,683,224	286,884	37.97%
			1,783,198		
			1,756,674		
			1,622,016		
			1,928,057		
			1,364,942		
			1,583,251		
			1,593,453		
			1,626,097		
	Total FY 2023	\$ 7,747,614	\$ 20,402,721	\$ 602,581	

Sales Tax FY 2023 Versus Projection and Prior Year



	ACTUAL FY 22	PROJECTED FY 23	ACTUAL FY 23
YTD TOTAL	\$ 6,745,498	\$ 7,145,033	\$ 7,747,614
YTD VARIANCE			\$ 602,581
			% Difference
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-SAME MONTH			17.04%
CHANGE FROM FY23 PROJECTED TO FY23 ACTUAL-YEAR TO DATE			8.43%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-SAME MONTH			20.29%
CHANGE FROM FY22 ACTUAL TO FY23 ACTUAL-YEAR TO DATE			14.86%
			In Dollars
			\$286,884
			\$602,581
			\$332,306
			\$1,002,116

From: Liz Becher <lbecher@casperwy.gov>
Sent: Wednesday, October 12, 2022 11:15 AM
To: Carter Napier <cnapier@casperwy.gov>; Renee Jordan-Smith
<rjordansmith@casperwy.gov>
Subject: For the Info Packet: Clean-up at Lennox and Burlington

The cleanup has taken place, all items have been removed from the City right-of-way. The Traffic Section in the Streets Division will be placing signs today identifying that this is City property and no dumping is allowed. Attached are before and after photos from yesterday.



10-11-2022 09:36 AM



10-11-2022 09:36 AM



10-11-2022 09:36 AM



10-11-2022 10:17 AM



10-11-2022 02:25 PM



10-11-2022 02:26 PM



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

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

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD

MEETING MINUTES

6:00 p.m. Wednesday, September 14, 2022
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604
and by teleconference

Present: Rob Hurless, Larry Madsen, Terry Lane, Jeff Goetz, (Peter Nicolaysen and Amy Freye via Zoom)

Excused Absence: Jim DeGolia, Jai-Ayla Sutherland, and John Lee

Others Present: Executive Director Renee Hahn

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

1. Minutes from August 10, 2022

A motion was made by Mr. Goetz and seconded by Mr. Madsen to approve the Minutes of the August 10, 2022 Meeting. There being no further discussion, the Board proceeded to vote. The motion carried with voting members in attendance to accept the Minutes as presented. (Copy of Minutes on file.)

2. Approval of September 14, 2022 Treasurer's Report

Details of investment accounts, the checking account and the various vouchers listed on the Treasurer's Report as of September 14, 2022 were presented by Mr. Madsen.

A motion was made by Mr. Lane and seconded by Mr. Goetz to approve the Treasurer's Report of September 14, 2022, containing the financial report of the investment funds, checking account and interest accrued, as well as the authorization for payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting to accept the report. Mr. Madsen then explained the investments.

The August 2022 monthly financial statement draft by Lenhart Mason was presented by Mr. Madsen. He inquired if any of the Board had questions. No questions were asked.

- **Investment/Financial Committee**

Mr. Madsen discussed that the next security will be maturing in November and will be reinvested at that time. Mr. Madsen explained the City of Casper's fee schedule and it is

currently being reviewed. Mr. Goetz asked what the city did for the fee. Mr. Madsen explained the management of the account was through the city with a MOU and with FIB. He informed Mr. Goetz that was a very fair question and he is in the process of reviewing the facts.

3. Committee Reports

- **Architectural Review**

No Report.

- **PRC**

No Report.

- **ARAJPB Development**

Mr. Lane reviewed the information on the September Status Report informing the Board that Jacobs Engineering had been contacted about becoming ARAJPB's Brownfield Specialist. This contact was made through Mr. Joe Sontchi of BP.

- **Three Crowns**

Mr. Goetz shared that Three Crowns is reviewing all the different solutions to lessen the geese population on the course.

- **Executive Committee**

Mr. Hurless explained that discussions on whether or not ARAJPB should create their own website and/or add information about available property for sale on Three Crowns website are now being discussed. In addition, a draft of the Executive Director's Job Description has been distributed to the Executive Committee to review. Mr. Hurless asked Ms. Hahn to review the upcoming meetings and office closures.

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

Mr. Nicolaysen had no report. Ms. Hahn asked him if the city was donating land for the County Health Building. Mr. Nicolaysen shared that he is a Representative on the County Health Board and at this time he had no information to share.

5. Other

Ms. Hahn informed the Board that the audit had been completed last week and there were no concerns.

6. Future Meetings/Agenda

- Regular Board meeting – October 12th, 6:00 pm at 2435 King Blvd., Big Horn Conference Room, or via teleconference.
- Three Crowns Committee Meeting – October 20th, 7:30 am, 2435 King Blvd., Big Horn Conference Room.

Office Closures:

November 11, 2022 – Veteran's Day

7. Public Comment

There was no public comment.

8. Good of the Order

Mr. Hurless congratulated Mr. Nicolaysen on his success in the Primary Election.

9. Adjournment

There being no further action by the Board, a motion was made by Mr. Lane and seconded by Mr. Madsen to adjourn the meeting at 6:31 p.m. The motion carried with all members in attendance voting aye.

10-12-22

Date

Larry Madsen

Board Officer

10/12/22

Date

W. Lane

Presiding Officer



FY 2020 General Agency Funding Biannual Report

Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: The Arc of Natrona County Program: Adult Day Services and Inclusion

Contact Person: Bethany Young Phone Number: 307-577-4913 Date: 7/7/22

Email address: bethany@arcofnatronacounty.org

Please Select One: 1st Reporting Period _____ 2nd Reporting Period X
 July 1 – December 31 January 1 – June 30
 Due on January 10 Due on July 10

1. Mission

Our mission statement was updated-

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

2. Financial Information

Financial reports are attached. The Profit and Loss shows our total income from all services. Because we provide multiple services for each person(s) served we are unable to class it to Adult Day and Inclusion separately, so all income from services are entered as Respite. The attached Profit and Loss by Class shows the correct expenses for each of those programs.

3. Program Significance

a. The Arc of Natrona County serves:

- 37 individuals with documented disabilities, including: 12 children and 22 adults, ranging from 5- 74 years of age.
- 15 females and 22 males.
- Individuals with a wide range of needs, including but not limited to: Autism Spectrum Disorders, Mental Retardation, seizure disorders, unique medical needs, and behavioral needs.

b. Funding from 1% #16 impacted our population because it allowed our individuals access to the same activities as neurotypical individuals. Due to having disabilities, not all of our individuals all have access to a personal income, therefore they are not always able to participate in what our community has to offer. Thanks to this funding they have been able to truly be a part of our Casper community and have been able to work on many skills that

have helped our individuals learn how to appropriately function in the community. This funding has also continued to make our program possible by being able to pay our Adult Day Coordinator a competitive salary wage. Moving our Adult Day Coordinator up has pushed her to expand her knowledge to help grow our program by offering new ideas and activities to support our individual's growth.

- c. Numbers have slowly started picking up since Covid started in 2020. Our Adult Day program has increased in individuals and we billed 1,120 more hours in our Adult Day program compared to our last report.

4. Results

- a. From January 1, 2022- June 30, 2022 we were able to send our individuals on 246 community activities, 166 of those which were funded with this grant. That means that 67% of our community activities were covered by grant monies, and the remainder of those activities were free. 100% of our individuals served were able to participate in 100% of the activities of their choice due to grant funding. Before this funding was available, we had individuals who could only afford to do about 50% of the planned activities. Now they are given the same opportunity as their peers, for the same community interactions. This also covered 35% of our Adult Day Coordinator's salary (over the last 6 months), to run our Adult Day program. By moving this person, who is very invested in The Arc and our individuals, into an administrative position this ensured our program ran smoothly and effectively.
- b. These results were measured by tracking how many community activities our individuals participated in, and what activities cost money and which ones did not. Our Adult Day Coordinator's salary was tracked by what her salary is and how much these funds helped pay that salary after community activities were paid for.
- c. After COVID-19 settled down some I think everyone was ready to get back into a routine so this helped negative behaviors, along with frequent access to getting out into the community. These behaviors are all documented and tracked on Incident Reports and those reports continue to decrease each quarter. We even have had an individual who was taken off all of his behavior-modifying medications! We are seeing socialization skills and independent living skills improving. With this funding we are able to offer horseback riding therapy (free of charge) to all adults (year-round) and children (in the summer) that we serve, on a weekly basis. Equine therapy has many benefits and one we see most helpful is that it alleviates stress and anxiety in our individuals with Autism Spectrum Disorders.

5. Program Results/Impacts

- a. From January 1, 2022- June 30, 2022 we provided 4,641.25 hours of billable services between our programs in house. Adult Day provided 3,958 of those hours while our Inclusion program provided the remaining 683.25 hours. Our Adult Day program runs Monday-Friday 8 am- 5pm and individuals receive those services however they wish, so the amount of services provided varies from person to person. Our Inclusion program is only for school-aged children/teens and runs after school, during days off of school, and in the summer time after summer school hours.

- b. Our individuals served became better from our services because of all of the opportunities they are provided to be in the community. While in the community our individuals have been working on life skills, and also learning more how to be integrated into our community. We are still hoping to get back to more volunteer opportunities soon. Our adults have really enjoyed more age-appropriate activities like playing pool, trivia, and darts at local bars/establishments in town. We have seen an increase in comfortability levels and confidence to interact within the community and with other people they encounter, whom they don't already know.
- c. This past year's data shows a pretty steady routine of community exposure for our people served. This is not only impacting our targeted population but I feel these opportunities are also increasing the awareness of our community and teaching others how to interact with people with disabilities. Our hope is that we can continue to bring awareness to all people that our individuals encounter throughout Casper.

6. Results Analysis

- a. We are always working on seeking out new activities and opportunities within our community. As our program grows, we are looking forward to input of activity ideas from our new people served.

7. Population Served

Overall, The Arc serves 37 people in our services combined. For our Adult Day program and our Inclusion program, which are both receiving this funding, we are currently serving 18 individuals; 12 adults and 6 children. We requested funding for community activities for both of these programs so anyone who is receiving our services in these programs receives this funding to participate in what our community has to offer.

The Arc of Natrona County

Profit & Loss

January through June 2022

	Jan - Jun 22
Ordinary Income/Expense	
Income	
4110.0 · United Way Allocation	2,375.01
4290.0 · Grants	8,322.69
4310.0 · Contributions	21,733.50
4320.0 · White Memorial	3,350.00
4410.0 · State of WY-Medicaid (Waiver)	213,733.90
4610.0 · Membership Fees	20.00
4720.0 · Respite Fees	18,816.26
4810.0 · Interest Income	16.15
4990.0 · Miscellaneous Income	161.00
Total Income	268,528.51
Cost of Goods Sold	
5210.0 · Payroll Expense	179,024.39
5220.0 · Executive Director Salary	30,750.12
5620.0 · Payroll Taxes-941	16,145.22
5630.0 · Payroll Taxes-Wk Comp/SUTA	3,988.86
5720.0 · Pension Expense	4,506.95
5790.0 · Insurance-Health	110.23
Total COGS	234,525.77
Gross Profit	34,002.74
Expense	
5560.1 · Payroll	1,274.16
6110.0 · Accounting	13,999.99
6120.0 · Activity Fees	1,717.20
6140.0 · Advertising	4,099.94
6150.0 · Affiliation Fees	2,160.00
6170.0 · Bank Service Charges	146.15
6310.0 · Dues & Subscriptions	362.99
6430.0 · Interest Expense	1,658.69
6440.0 · Internet Fees	445.65
6460.0 · Maintenance & Repairs	2,950.84
6470.0 · Meals	758.33
6520.0 · Mileage	3,050.03
6530.0 · Miscellaneous Expense	9,840.88
6660.0 · Postage	334.00
6760.0 · Supplies	1,724.22
6830.0 · Telephone	1,056.79
6910.0 · Utilities	4,134.44
Total Expense	49,714.30
Net Ordinary Income	(15,711.56)
Net Income	(15,711.56)

4:57 PM

07/07/22

Accrual Basis

The Arc of Natrona County
Transaction Detail By Account
January through June 2022

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount
4290.0 · Grants								
Deposit	02/15/2022	1415...	City of Casper ...	One Cent ...	05 Day ...		1040.0 · Hil...	2,916.69
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	01 Ad...		1040.0 · Hil...	486.54
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	03 Camp		1040.0 · Hil...	108.12
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	04 Cas...		1040.0 · Hil...	108.12
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	05 Day ...		1040.0 · Hil...	1,459.62
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	07 Incl...		1040.0 · Hil...	432.48
Deposit	03/02/2022	40808	Wyoming Com...	Distributio...	08 Res...		1040.0 · Hil...	2,811.12
Total 4290.0 · Grants								8,322.69
TOTAL								8,322.69

The Arc of Natrona County
Profit & Loss by Class
 January through June 2022

	05 Day Habilitation	07 Inclusion	TOTAL
Ordinary Income/Expense			
Income			
4110.0 · United Way Allocation	641.28	189.99	831.27
4290.0 · Grants	4,376.31	432.48	4,808.79
4310.0 · Contributions	5,667.10	4,760.70	10,427.80
4720.0 · Respite Fees	10,647.38	8,168.88	18,816.26
4990.0 · Miscellaneous Income	160.94	0.00	160.94
Total Income	21,493.01	13,552.05	35,045.06
Cost of Goods Sold			
5210.0 · Payroll Expense	51,216.77	3,045.76	54,262.53
5620.0 · Payroll Taxes-941	3,918.10	232.99	4,151.09
5630.0 · Payroll Taxes-Wk Comp/SUTA	968.00	57.58	1,025.58
Total COGS	56,102.87	3,336.33	59,439.20
Gross Profit	(34,609.86)	10,215.72	(24,394.14)
Expense			
5560.1 · Payroll	0.00	0.00	0.00
6120.0 · Activity Fees	1,236.35	480.85	1,717.20
6140.0 · Advertising	1,500.00	500.00	2,000.00
6310.0 · Dues & Subscriptions	13.13	0.00	13.13
6460.0 · Maintenance & Repairs	664.62	527.64	1,192.26
6470.0 · Meals	79.37	0.00	79.37
6520.0 · Mileage	2,866.07	0.00	2,866.07
6530.0 · Miscellaneous Expense	1,351.59	950.42	2,302.01
6760.0 · Supplies	443.24	533.26	976.50
6910.0 · Utilities	1,378.16	1,378.12	2,756.28
Total Expense	9,532.53	4,370.29	13,902.82
Net Ordinary Income	(44,142.39)	5,845.43	(38,296.96)
Net Income	(44,142.39)	5,845.43	(38,296.96)

Jan - June 2022 = AD Activities - Free = 62
 \$ = 148
 210

Inclusion - Free = 18
 \$ = 18
 + 36 community activities
 total = 246

January 2022

3 rd AM- Visit Werner Wildlife Museum PM- Pool at Beacon	4 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	5 th AM- Visit Bishop House PM- Walk at Sunrise	6 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch!	7 th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
10 th AM- Walk at Eastridge Mall PM- Arcade at Gaslight	11 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	12 th AM- Ice Skate at David Street Station PM- Drinks at Metro & Individual Meetings	13 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch!	14 th AM- DisABILITIES program at Library PM- Individuals Choose a Movie at Arc
17 th AM- Visit Three Trails PM- Pool at Yellowstone Garage	18 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	19 th AM- Make Hot Chocolate & Sled at Fun Valley Park PM- Walk at Sunrise	20 th ALL DAY- Swim at Aquatic Center! Bring a cold lunch!	21 st AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
24 th AM- Pool or Darts at Moonlight PM- Walk at Eastridge Mall	25 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	26 th AM- Visit the Science Zone PM- Pottery By You	23 rd ALL DAY- Swim at Aquatic Center! Bring a cold lunch!	28 th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
31 st AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office	 			

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar.

\$2,344.09 spent on activities!

\$3,489.29 - AD coordinator's salary


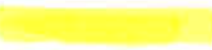
23 \$
 11 Free
 34 total

67% of activities in community cost \$

February 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1 st National Freedom Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	2 nd Groundhog Day AM- Horseback Riding at Reach 4A Star PM- Pool at Yellowstone Garage	3 rd Feed the Birds Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	4 th Create a Vacuum Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
7 th Send a Card to a Friend Day AM- Walk at Sunrise PM- Arcade at Gaslight	8 th AM- Swim at Aquatic Center PM- Movie at Theatre	9 th National Pizza Day AM- Horseback Riding at Reach 4A Star PM- Drinks at Metro & Individual Meetings	10 th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	11 th White T-Shirt Day AM- DisABILITIES Program at Library PM- Visit Veterans Museum
14 th Valentine's Day AM- Visit Three Trails PM- Valentine's Party at YMCA	15 th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	16 th AM- Horseback Riding at Reach 4A Star PM- Make Hot Chocolate & Sled at Fun Valley Park	17 th Random Acts of Kindness Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	18 th National Battery Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc
21 st President's Day AM- Pool or Darts at Moonlight PM- Walk Eastridge Mall	22 nd Be Humble Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	23 rd Tennis Day AM- Horseback Riding at Reach 4A Star PM- Pottery By You	24 th National Tortilla Chip Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	25 th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc
28 th Floral Design Day AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office				

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

25  \$
 9  Free
 34

March 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1st World Compliment Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	2nd Old Stuff Day AM- Horseback Riding at Reach 4A Star PM- Make Hot Chocolate & Sled at Fun Valley Park	3rd National Anthem Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	4th Employee Appreciation Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
7th National Cereal Day AM- Walk Sunrise PM- Arcade at Gaslight	8th AM- Visit Werner Wildlife Museum PM- Movie at Mesa Movie Theatre	9th AM- Horseback Riding at Reach 4A Star PM- Drinks at Metro & Individual Meetings	10th Middle Name Pride Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	11th Johnny Appleseed Day AM- DisABILITIES Program at Library PM- Visit Veterans Museum
14th National Pi Day AM- Visit Three Trails PM- Walk Eastridge Mall	15th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	16th Giant Panda Bear Day AM- Horseback Riding at Reach 4A Star PM- Potter By You	17th St. Patrick's Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	18th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc
21st World Poetry Day AM- Pool or Darts at Moonlight PM- Walk Sunrise	22nd World Agriculture Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	23rd National Puppy Day AM- Horseback Riding at Reach 4A Star PM- Pool at Yellowstone Garage	24th AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	25th Waffle Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose A Movie at Arc
28th AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office	29th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	30th National Doctor's Day AM- Horseback Riding at Reach 4A Star PM- DIY Art	31st National Crayon Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

28  \$11
 10  Free
 38

April 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				
4th World Rat Day AM- Visit Werner Wildlife Museum PM- Arcade at Gaslight	5th National Dandelion Day AM- Golf at Driving Range PM- Movie at Mesa Movie Theatre	6th National Walking Day AM- Horseback Riding at Reach 4A Star PM- Walk at Sunrise	7th No Housework Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	1st April Fools Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
11th National Pet Day AM- Visit Three Trails PM- Walk Eastridge Mall	12th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	13th Scrabble Day AM- Horseback Riding at Reach 4A Star PM- Pottery by You	14th Moment of Laughter Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	8th Zoo Lovers Day AM- Drinks at Metro & Individual Meetings PM- Shop at Goodwill
18th Stress Awareness Day AM- Pool or Darts at Moonlight PM- Walk Sunrise	19th National Hanging Out Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	20th Look a Like Day AM- Horseback Riding at Reach 4A Star PM- Play Tennis at Washington Park	21st High Five Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	15th World Art Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
25th World Penguin Day AM- Visit Tate Museum PM- Trivia or Individuals Choice at Office	26th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	27th Tell a Story Day AM- Horseback Riding at Reach 4A Star PM- DIY Art	28th Poetry Reading Day AM- YMCA- Individuals Choice of Activity PM- Bowling at El-Marko	22nd Earth Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
				29th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

25
 9
 34

\$ Free




May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2nd Brothers & Sisters Day AM- Visit Tate Museum PM- Pool at The Fort	3rd Teachers Day ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	4th Bird Day AM- Horseback Riding at Reach 4A Star PM- YMCA or Mathew Campfield Park	5th Cinco De Mayo AM- Visit Outdoor Expo at Ford Center PM- Bowling at El-Marko	6th No Diet Day AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
9th Lost Sock Day AM- Golf at Driving Range PM- Pool at Beacon	10th Clean Your Room Day AM- NIC Art Class PM- Movie at Mesa Movie Theatre	11th Receptionist Day AM- Horseback Riding at Reach 4A Star PM- Walk at Falls	12th Nurses Day AM- YMCA or Walk Morad Trail PM- Bowling at El-Marko	13th Frog Jumping Day AM- Drinks at Metro & Individual Meetings PM- Shop for Sports Gear at Thrift Store
16th Sea Monkey Day AM- Visit Three Trails PM- Walk Eastridge Mall	17th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	18th Visit Relatives Day AM- Horseback Riding at Reach 4A Star PM- DIY Art	19th AM- YMCA or Conwell Park PM- Bowling at El-Marko	20th AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
23rd Lucky Penny Day AM- Pool or Darts at Moonlight PM- Walk Sunrise	24th ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!	25th AM- Horseback Riding at Reach 4A Star PM- Golf at Driving Range	26th National Wine Day AM- YMCA or Walk North Casper Trail PM- Bowling at El-Marko	27th Don't Fry Friday AM- Drinks at Metro & Individual Meetings PM- Individuals Choose a Movie at Arc
30th Memorial Day AM- Visit Three Trails PM- Trivia or Individuals Choice at Office	31st ALL DAY- Swim at Aquatic Center! Please Bring a Cold Lunch!			

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

28  \$
 8  Free
 36

June 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		1 st Dare Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko	2 nd Rocky Road Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About disABILITY Identity with WIL	3 rd Bicycle Day AM- Drinks at Cascade Coffee & Individual Meeting PM- Individuals Choose a Movie at Arc
6 th Yo-Yo Day AM- Walk at Paradise Valley Trail PM- Golf at Driving Range	7 th VCR Day AM- Fish at Yesness Pond PM- Movie at Mesa Movie Theatre	8 th Best Friends Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko	9 th Donald Duck Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Peer Support with WIL	10 th Iced Tea Day AM- Drinks at Crooked Creek & Individual Meeting at Mathew Campfield Park PM- Magnetic Bookmarks at Library
13 th Sewing Machine Day AM- Play Volleyball at North Casper Park PM- Walk the Falls	14 th Flag Day ALL DAY- Swim at Mike Sedar Pool! Please Bring a Cold Lunch & Plenty of Water!	15 th Nature Photography Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko	16 th Waterfall Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Self Advocacy with WIL	17 th Take a Road Trip Day AM- Drinks at Blue Ridge Coffee & Individual Meeting PM- Individuals Choose a Movie at Arc
20 th Bald Eagle Day AM- Golf at Driving Range PM- Walk Crossroads Trail	21 st Yoga Day ALL DAY- Swim or Fish at Alcova or Pathfinder! Please Bring a Cold Lunch & Plenty of Water!	22 nd Rainforest Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko	23 rd Pink Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Self Care with WIL	24 th Swim a Lap Day AM- Drinks at Buckin' Brew & Individual Meeting at City Park PM- Individuals Choose a Movie at Arc
27 th Sun Glasses Day AM- Walk Zonta Trail PM- Take & Make Kit at Library	28 th ALL DAY- Swim at Paradise Valley Pool! Please Bring a Cold Lunch!	29 th Mud Day AM- Horseback Riding at Reach 4A Star PM- Bowling at El-Marko	30 th Handshake Day AM- Cent\$ible Nutrition at 10:30am PM- Zoom Call to Learn About Housing with WIL	

Note: Everything is subject to change due to everyone's choice of activity, what the individuals choose may not be on the calendar!

19
15
34

\$ Free

March

2022

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1

2

3

4

5

6

7

8

9

10

11

12

13

Ben in early
~~Ben~~

15

16

17

18

19

20

(close)
Jamey 2nd

21

Ben close
Shian
Jamey 2nd

22

Shianne

23

Shianne

24

Troy close
Troy 2nd

26

7:45 Jacob-Pravder will pick up (Josh)
8am Davenport
9am James
9am Asya
10am Diamond

Taste Museum
Pottery By You

8am Davenport
9am James
8:30-3 Jacob
10am Diamond

All Day Swim



7:45 Jacob
8am Davenport
9am James
10am Diamond

YMCA
or river/walk
Smoothies at
metro

8am Davenport
9am James
9am Asya
8:30-3 Jacob

3 trails or river
walk
Bowling

7:45 - Jacob
8am Davenport
9am James

Crossroads
Park walk
or

Movie in Afternoon

4

4
8 total



Free

June 2022

- Inclusion

Monday	Tuesday	Wednesday	Thursday	Friday
		1 st	2 nd	3 rd
6 th	7 th	8 th AM- River walk by Baseball fields PM- Fort Caspar Museum	9 th AM- Three trails Museum PM- Slushies from Sugar and ice and Hyland Park	10 th AM- Basketball at Evansville Park PM- Reach for a Star. Horseback riding
13 th AM- Bowling at El-Marko PM- Kickball at Washington Park	14 th Swim at Mike Cedar Pool Bring a cold lunch and drink!	15 th AM- Hit golf balls at the Driving Range PM- Picnic and walk Amaco Park. Bring a cold lunch	16 th AM- Fishing at Yesness pond. Bring a cold lunch PM- Slushies from Sugar and Ice and Washington Park	17 th AM- Geo-Catching at Crossroads Park PM- Reach for a star Horseback riding
20 th AM- ESY PM- Bowling at El-Marko	21 st AM- ESY PM- Miniature Golf at Old town	22 nd AM- ESY PM- Geo-Catching at Ability Park	23 rd AM- ESY PM- Slushies from Sugar and Ice and Sage Park	24 th AM- ESY Pm- Reach for a Star, Horseback riding
27 th AM- ESY PM- Bowling at El-Marko	28 th AM- ESY PM- Walk at Ability Park	29 th AM- ESY PM- Scavenger Hunt at Amaco Park	30 th AM- ESY PM- Slushies from Sugar and Ice and Hyland Park	

14 ——— \$
14 ——— Free
28

The ARC of Natrona County

HCFA REPORT (child and adult)

January 2022

First DOS

Last DOS

POS

Procedure

Line Charge

Units

BATES	KAREN CM	1/17/2022	05/24/2022	W	2022	\$334.87	5.00
06-00246655	520-17-2244					TOTAL	\$1,674.35
BINTNER	JOHN R.	3/14/2022	06/21/2022	W	5100	\$3.52	830.00
06-00381245	520-35-2829					TOTAL	\$2,921.60
BIRD	CONOR CM	1/25/2022	05/10/2022	W	2022	\$334.87	5.00
06-00466555	603-15-7799					TOTAL	\$1,674.35
BRICKER	KIMBERLY	1/1/2022	06/30/2022	W	1019	\$7.22	2896.00
06-00161270	462-69-3401					TOTAL	\$20,909.12
BRYAN	JOSEPHINE	1/14/2022	02/09/2022	W	5135	\$7.45	40.00
06-00022036	520-39-1566					TOTAL	\$298.00
CHAMBERS	CHRISTOPHER	6/24/2022	06/29/2022	W	5135	\$7.45	23.00
06-00481354	485-33-2312					TOTAL	\$171.35
CHAPPELL	PAUL	1/11/2022	01/26/2022	W	1005	\$7.35	26.00
CHAPPELL	PAUL	1/26/2022	02/04/2022	W	5130	\$6.49	20.00
06-00514409	520-55-0792					TOTAL	\$320.90
Coursen	Austin	6/1/2022	06/30/2022	W	5100	\$2.53	534.00
Coursen	Austin	6/30/2022	06/30/2022	W	5135	\$7.45	9.00
06-00377282	520-43-1799					TOTAL	\$1,418.07
CUSHMAN	KARA CM	1/18/2022	05/22/2022	W	2022	\$334.87	5.00
06-00249361	523-87-9973					TOTAL	\$1,674.35
DANIELS	DAVENA	1/5/2022	05/25/2022	W	1005	\$7.35	1013.00
DANIELS	DAVENA	3/20/2022	06/21/2022	W	2027	\$3.83	562.00
06-00462402	520-51-0741					TOTAL	\$9,598.01
GOMEZ	XAVIER	1/7/2022	06/10/2022	W	1005	\$7.35	445.00
GOMEZ	XAVIER	1/1/2022	06/30/2022	W	1019	\$7.22	2906.00
06-00449708	520-47-7632					TOTAL	\$24,252.07
HARSHA	LISA M. CM	1/18/2022	05/18/2022	W	2022	\$334.87	5.00
06-00255494	520-35-2258					TOTAL	\$1,674.35
HEAPS	HESTON	2/1/2022	06/30/2022	W	1019	\$7.22	1332.00
06-00078691	520-59-7584					TOTAL	\$9,617.04
Holt	David	1/6/2022	02/03/2022	W	5135	\$7.45	20.00
06-60048460	653-05-5044					TOTAL	\$149.00
HULL	TORAH	1/1/2022	06/30/2022	W	1019	\$7.22	2665.00
06-00546870	512-27-4494					TOTAL	\$19,241.30
JACOBS	NATALIE	2/7/2022	06/24/2022	W	5100	\$3.52	722.00
06-60045604	520-41-5236					TOTAL	\$2,541.44
Jaworski	Audrev	1/2/2022	06/30/2022	W	2027	\$3.83	438.00
06-00587382	520-49-7292					TOTAL	\$1,677.54
KALINOWSKI	NATHAN	6/8/2022	06/30/2022	W	2027	\$3.58	260.00
06-00635425	520-59-7166					TOTAL	\$930.80
KENNEDY	KADEN	1/4/2022	06/30/2022	W	5108	\$6.06	1715.00

January 2022		First DOS	Last DOS	POS	Procedure	Line Charge	Units
06-00377917	520-41-4196					TOTAL	\$10,392.90
KUHN	DILLION	1/2/2022	06/29/2022	W	5135	\$7.45	910.00
06-00343753	520-39-3074					TOTAL	\$6,779.50
McCOY	JOSHUA	1/28/2022	02/14/2022	W	1005	\$7.35	102.00
McCOY	JOSHUA	1/28/2022	01/29/2022	W	5135	\$7.45	44.00
06-00487856	520-45-8755					TOTAL	\$1,077.50
MOORER	ASYA	4/26/2022	06/30/2022	W	5100	\$3.52	164.00
MOORER	ASYA	2/11/2022	02/15/2022	W	5135	\$7.45	8.00
06-00601364	416-53-7365					TOTAL	\$636.88
NORCROSS	ANDREW	1/25/2022	05/26/2022	W	2022	\$334.87	5.00
06-00282959	520-35-5636					TOTAL	\$1,674.35
PASLEY	JAMES	1/6/2022	06/30/2022	W	2027	\$3.83	435.00
06-00480974	520-51-1950					TOTAL	\$1,666.05
Pinkerton	Cameron	1/7/2022	01/18/2022	W	5151	\$264.67	4.00
06-00100094	764-01-4710					TOTAL	\$1,058.68
PINKERTON	TRACEE	1/31/2022	02/14/2022	W	5151	\$264.67	11.00
06-00074130	385-19-2631					TOTAL	\$2,911.37
RALPH	JOSEPH	1/4/2022	06/27/2022	W	1005	\$7.35	2650.00
RALPH	JOSEPH	1/3/2022	06/30/2022	W	5100	\$3.52	4052.00
RALPH	JOSEPH	1/5/2022	06/27/2022	W	5135	\$7.45	517.00
06-00356977	520-23-4056					TOTAL	\$37,592.19
REYES	ANGEL	1/19/2022	05/31/2022	W	1016	\$20.93	11.00
06-00294360	520-37-2365					TOTAL	\$230.23
Rodriguez	Jacob	1/4/2022	06/30/2022	W	2027	\$3.58	632.00
06-00554126	520-59-2542					TOTAL	\$2,262.56
SCHMITT	MARGARET	1/4/2022	06/27/2022	W	5100	\$3.52	1171.00
SCHMITT	MARGARET	4/16/2022	06/13/2022	W	5151	\$264.67	13.00
06-00089172	520-54-2397					TOTAL	\$7,562.63
SWEENEY	NOAH	1/1/2022	06/29/2022	W	1005	\$7.35	1416.00
SWEENEY	NOAH	1/4/2022	06/30/2022	W	5100	\$3.52	551.00
06-00277543	520-35-3310					TOTAL	\$12,347.12
THEIL	RICHARD	1/18/2022	05/18/2022	W	2022	\$334.87	5.00
06-00359091	577-06-0486					TOTAL	\$1,674.35
WAUGH	SONYA	2/7/2022	06/30/2022	W	5100	\$3.52	2172.00
06-00325948	520-39-1313					TOTAL	\$7,645.44
WEIGANT	DIAMOND	1/3/2022	06/28/2022	W	2027	\$3.83	366.00
06-00475997	520-51-6654					TOTAL	\$1,401.78
WEINER	EMILY	1/3/2022	06/27/2022	W	5108	\$6.06	1494.00
06-00347507	648-09-2648					TOTAL	\$9,053.64
Weiss	Markie	6/9/2022	06/30/2022	W	1005	\$7.35	29.00
Weiss	Markie	6/4/2022	06/30/2022	W	2027	\$3.58	250.00
06-80069977	845-27-4590					TOTAL	\$1,108.15
WILSON	STEVEN CRAIG	1/4/2022	06/30/2022	W	2021	\$8.93	1403.00

January 2022

		First DOS	Last DOS	POS	Procedure	Line Charge	Units
WILSON	STEVEN CRAIG	1/4/2022	06/30/2022	W	5135	\$7.45	1024.00
06-00423640	520-21-3069						
TOTAL						\$20,157.59	

Females = 15
Males = ~~21~~ 22 + = ~~36~~ 37 total

- Adults = 25
- kids = 12

CM = Case management = 7

Inclusion - $2,733 \text{ u} \div 4 = 683.25 \text{ hrs}$

Adult Day - $15,832 \text{ u} \div 4 = 3,958 \text{ hrs}$

- 12 Adults in AD.
- 6 children in Inclusion

total = 4,641.25
hrs
in-house



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

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

**Board
Members:**

H. H. King, Jr.,
Chairman

Paul Bertoglio,
Vice-Chairman

Ken Waters,
Secretary

Steve Cathey,
Treasurer

Bruce Knell

Amber Pollock

Dan Sabrosky

Jai-Ayla
Sutherland

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

October 18, 2022

11:30 a.m.

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

1. Announcements
2. Approve Minutes – September 20, 2022 Meeting *
3. Approve Vouchers – October 2022 *
4. Approve Financial Report – September 2022 *
 - a) Discuss WyoStar Accounts
5. Operations Update
6. Public Comment
7. Old Business
 - a) Ratification of All Actions Taken at September 20, 2022 Regular Meeting *
 - b) Other
8. New Business
 - a) Discuss Potential Wardwell Reorganization
 - b) Consider Agreement with Sheet Metal Specialties, Inc. for the WTP HVAC Chiller Replacement Project No. 20-030 in the Amount of \$494,880 *
 - i) Consider FY23 Budget Transfer No. 2023-01 in the amount of \$112,865 *
 - c) Other
9. Chairman's Report

Next Meeting: Regular JPB Meeting – November 15, 2022

****Indicates Attachment***



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

MEETING PROCEEDINGS

September 20, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 20, 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 Cathey, and Board Members Knell, Pollock, Sabrosky, and Sutherland.

City of Casper – Cathey, Knell, Pollock, 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

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 11:33 a.m.

1. In Announcements, Mr. Martin stated that due to Treasurer Freel moving out of his Ward, he is no longer on City Council or the Board. Mr. Martin introduced Ms. Amber Pollock to the Board Members and stated that she has been assigned by City Council to

replace Mr. Freel for the rest of his term.

- a) Mr. Martin stated that as Mr. Freel was Board Treasurer, the position will need to be refilled.

Chairman King called for nominations for Treasurer. A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. Motion put and carried.

As of the meeting on this date, the Board Officers are as follows:

Chairman – H.H. King, Jr.
Vice-Chairman – Paul Bertoglio
Secretary – Kenneth Waters
Treasurer – Steve Cathey

2. Chairman King asked for a motion to approve the minutes from the August 16, 2022 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

Chairman King asked for a motion to approve the minutes from the August 16, 2022 Executive Session. A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8508 for Advanced Pump & Equipment, Inc. in the amount of \$9,295.75 for a Deposit for Replacement Dewatering Pump was added to the listing. Mr. Martin stated that the Dewatering Pump failed and was replaced by the spare pump in inventory. Mr. Martin stated that this particular pump station only has one pump, so a spare pump is kept in inventory in case of failure. Mr. Martin stated that a new pump has been ordered to replace the pump in inventory.

Mr. Martin stated that voucher 8503 for Dave Loden Construction, Inc. is for the Roof Replacement Project. Mr. Martin stated that work was started with materials they had in stock, and they are waiting for the rest of the materials to arrive, which won't be until October or November. Mr. Martin stated that this voucher in the amount of \$17,100 is for work that has been completed; voucher 8504 for Skogen, Cometto & Associates is for the FY22 Audit in process in the amount of \$3,500; voucher 8506 is for WLC Engineering to Survey and Prepare Exhibits for the BLM Right-of-Way application for the Pioneer Tank in the amount of \$4,682.82, Mr. Martin stated that this will be discussed later in the meeting; and voucher 8507 is for Hach Company for Lab Equipment in the amount of \$2,701.45. Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the September 2022 vouchers. A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the September 2022 voucher listing to include voucher numbers 8498 through 8508 in the amount of \$573,514.29. 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 August 2022 was 683 MG, which is 78 MG more than the five-year average. Mr. Martin stated that year to date production is 1.3 BG, which is 115 MG more than the five year average. Mr. Martin stated that July and August were both good water sales months.

Board Member Knell asked if this was due to the warmer weather. Mr. Martin stated that was correct. Mr. Martin stated that lower production last year was due to the water conservation reductions that were in place due to chemical supply issues.

Mr. Martin asked the Board to reference the monthly compilation. Mr. Martin stated that Interest Earned is (\$8,629). Mr. Martin stated that his understanding is this decrease is due to other entities invested in the Wyo-Star accounts withdrawing funds for capital projects. Mr. Martin stated that Wyo-Star had to sell off some bonds, so everyone took a hit on their interest earnings. Mr. Martin stated that Ms. Johnson, City Finance Director, anticipates that the interest earned will be gained back in the upcoming months and be better off before investing in Wyo-Star.

Mr. Martin stated that Water Utility Charges for FY23 is \$3,094,404, which is approximately \$632,000 more than last year. Mr. Martin stated that last year there was water conservation efforts due to the inability to get chemicals to treat the water. Mr. Martin stated that the increase is due to the rate increase and the above average water sales.

Mr. Martin stated that a couple of items will look a bit different on the Financial Report as Finance is changing things up to make the Comparative Income Statement more accurate. Mr. Martin stated that Reimbursable Contract Expense for FY23 includes the Operations Reimbursement for August. Mr. Martin stated that for some reason, previous years did not include the current Operations Reimbursement.

Mr. Martin stated that the Principal and Interest line items will be different as it will show the total expense when it is processed, instead of being accrued monthly. Mr. Martin stated that the Insurance/Bonds line item will be the same.

Mr. Martin stated that line item Improvements Other Than Bldgs has only had small equipment expenses charged to it so far this fiscal year.

Board Member Knell stated that he is concerned about the Wyo-Star accounts. He stated that when the Wyo-Star investments were presented, he didn't recall that funds would be lost when entities withdraw their funds. Board Member Knell stated that is pretty risky and wondered if the Board should readdress this at some point.

Mr. Martin stated that is a valid point. Mr. Martin stated that the Board is pretty early in

the Wyo-Star investing, and maybe should wait it out a bit to see how it goes through this fiscal year and make a decision then.

Board Member Knell stated that he agrees that it should be played out, but thinks this should be on the Board's radar and should keep a close watch on it.

Chairman King stated that his town has been on Wyo-Star for year and hasn't lost any significant money yet.

Board Member Knell asked Mr. Martin to tag this item to keep on the radar for discussion at future meetings.

Chairman King stated that was a good thought.

Mr. Martin stated that he will keep this on the Board's radar.

Treasurer Cathey stated that Ms. Johnson could come to a meeting to speak to the Board on this issue.

Board Member Sabrosky stated that Wardwell has opened Wyo-Star accounts, but has not made a large deposit yet, and he is now having concerns.

Board Member Knell stated that the City is investing in Wyo-Star at the recommendation of the City Chief Financial Officer, which is Ms. Johnson, who made the presentation to the Board. Board Member Knell stated that he will be making inquiries to see how the City is doing with this. Board Member Knell stated that as long as this stays on the Board's radar they can revisit it in three months.

Chairman King asked for a motion to approve the August 2022 Financial Report as presented. A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the August 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 steady, but is slowing down. Mr. Edwards stated that the WTP is currently averaging 12 MGD and the surface water plant is being operated intermittently as needed.

Mr. Edwards stated that twenty-seven of the twenty-nine wells are in operation. Mr. Edwards stated that with the river level dropping, some of the wells are being pinched back just to maintain adequate well levels.

Mr. Edwards stated that Maintenance staff repaired a leak on the Groundwater Contactor in the Ozone room.

Mr. Edwards stated that staff repaired Filter 6 flow meter.

Mr. Edwards stated that the backwash turbidimeter was repaired.

Mr. Edwards stated that the South Chem turbidimeter flushing line was replumbed.

Mr. Edwards stated that the float wiring was repaired on the Decant Pump Station.

Mr. Edwards stated that the exhaust fan in Casper 21 was repaired.

Mr. Edwards stated that the Groundwater High Service chlorine analyzer was replumbed.

Mr. Edwards stated that the turbidimeter was repaired on Casper 14.

Mr. Edwards stated that the turbidimeter controller was replaced on Surface Water.

Mr. Edwards stated that tree and brush clearing was done at the Casper well houses.

Mr. Edwards stated that Rocky Mountain Air installed a radio read meter on the Oxygen Tanks in order to provide telemetry for reordering purposes, which seems to be working well.

Mr. Edwards stated that HOA assisted with some SCADA issues at the WTP as well as issues at the boosters and tanks.

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

Mr. Anderson stated that staff has been working on the Sandy Lake Booster by-pass line. Mr. Anderson stated that there was a leak on the line approximately a month and a half ago. Mr. Anderson stated that the whole booster by-pass line will be replaced. Mr. Anderson stated that staff is waiting on parts to be completed at the machine shop.

Mr. Anderson stated that the roads at Airport Booster and Pioneer Tank were graded as they were getting washed out.

Mr. Anderson stated that staff has been working on valve boxes and installing bollards on the Sandy Lake waterline. Mr. Anderson stated that valve boxes keep getting hit by the graders.

Mr. Anderson stated that chlorine residuals are still looking good, but he expects nitrification to show up in the next month or two.

6. There was no Public Comment.

7. In Old Business:

a. There was no Old Business.

b. In Other Old Business, Board Member Knell thanked the Board for their patience

while he has been healing from his airplane wreck. Board Member Knell stated that he should not be missing any more meetings.

8. In New Business:

- a. Mr. Martin stated that the Board entered into an agreement with West Plains Engineering, Inc. for design services for the WTP HVAC Chiller Replacement Project. Mr. Martin stated that once the design was completed the project was put out to bid. Mr. Martin stated that bids came in higher than what was budgeted. Mr. Martin stated that only one bid was received, and it was rejected by the Board. Mr. Martin stated that funds were added to the FY23 budget for this project to account for the shortcoming. Mr. Martin stated that the project will be going back out to bid in FY23.

Mr. Martin stated that Amendment No. 2 with West Plains Engineering in the amount of \$1,500 is for additional services for putting the project back out to bid. Mr. Martin stated that this includes answering questions from contractors, pre-bid meeting, and reviewing bids and making recommendations.

Mr. Martin stated that with the addition of \$1,500 in Amendment No. 2, it brings the total contract amount to \$23,050. Mr. Martin recommended approval of Amendment No. 2.

Chairman King asked for a motion to approve Amendment No. 2 with West Plains Engineering. A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve Amendment No. 2 with West Plains Engineering for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$1,500.

Vice-Chairman Bertoglio asked if there were any changes in design, or if they are sending out the bid documents. Mr. Martin stated that there were no changes to the design of the project.

Board Member Sabrosky asked if the advertising expense was included as it could be expensive. Mr. Martin state that advertising is not included, it just covers the pre-bid meeting, answering questions from bidders, opening bids, etc.

Board Member Knell asked if it is known how much the first bid was over budget. Mr. Martin stated that \$180,000 was budgeted, and the bid came in just over \$400,000.

Board Member Knell asked where the Board is going to come up with an additional \$200,000 when the price of materials hasn't changed. Mr. Martin stated that additional funds were added in the FY23 budget, and hopefully bidding will be a little more favorable this time around.

Motion put and carried.

- b. Mr. Martin stated that the Pioneer Water Storage Tank and facilities are located on BLM property. Mr. Martin stated that there is a right-of-way grant/temporary use permit that has been in place for 30 years but has expired. Mr. Martin stated that the renewal of the right-of-way grant/temporary use permit would be good for 30 years. Mr. Martin showed the map of the site to the Board.

Mr. Martin stated that the temporary use permit includes a fee that is based on fair market value. Mr. Martin stated that the fee is currently \$500 annually.

Mr. Martin stated that once the renewal right-of-way grant/temporary use permit is in place, staff will research to make sure all easements are in place for this waterline. Mr. Martin stated the WLC Engineering did the surveying for this right-of-way grant/temporary use permit.

Mr. Martin recommended approval of the right-of-way grant/temporary use permit.

Chairman King asked if the fee is \$500 per year. Mr. Martin stated that is correct.

Board Member Knell asked if Mr. Martin anticipated any issues with the easement on the private property. Mr. Martin stated that he did not think there would be any issues with the easements on the private property but staff will be verifying that easements are in place for the private property as well.

A motion was made by Board Member Knell and seconded by Secretary Waters to approve the Chairman signing the BLM Right-of-Way Grant/Temporary Use Permit for the Pioneer Water Storage Tank and facilities. Motion put and carried.

- c. Mr. Martin stated that FY23 Budget Amendment No. 1 is for projects that were budgeted but not completed in FY22, and encumbrances for products and services that have not been received as of June 20, 2022. Mr. Martin stated that the spending authority has elapsed for these FY22 funds, and the budget amendment will reauthorize spending authority in FY23. Mr. Martin stated that the amount of the budget amendment is \$1,034,108.67.

Mr. Martin stated that the following items are included in the budget amendment:

FY22 Roof Replacement -	\$120,885
Land Purchase -	\$ 70,000
Chiller Replacement -	\$156,584.80 – additional funds allocated in FY23
Well Rehabilitation -	\$351,492.53 – additional funds allocated in FY23
Service Truck -	\$ 86,981 – Truck is on order

Several smaller pieces of equipment and materials are also on order.

Mr. Martin stated that Budget Amendment No. 1 will bring the total of the FY23 budget to \$9,584,056. Mr. Martin recommended approval of FY23 Budget Amendment No. 1.

Board Member Knell asked how much more funds will be needed to supplement the carry-over projects considering the inflationary period that has elapsed. Mr. Martin stated that he is hopeful that the funds allocated in FY23 will cover the cost of the projects.

A motion was made Board Member Knell and seconded by Treasurer Cathey to approve FY23 Budget Amendment No. 1 in the amount of \$1,034,109.

Board Member Sutherland asked if this budget amendment total is comparable to previous years. Mr. Martin stated that he believes it is comparable to last year, but there are a couple of high dollar projects on this budget amendment.

Motion put and carried.

- d. There was no Other New Business.
- 9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on October 18, 2022.

A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn the meeting at 12:03 p.m. Motion put and carried.

Chairman

Secretary

UNAPPROVED VOUCHER LISTING
October 12, 2022

VOUCHER NO.	VENDOR	DESCRIPTION	AMOUNT
8509	HUB International Mountain States Limited	Property Insurance – Boiler & Machinery Premium 2022-2023	\$106,874.00
8510	Casper Star Tribune	Capital Expense – Advertisement for Bid – WTP HVAC Chiller Replacement Project No. 20-030	\$653.36
8511	City of Casper	Loan Payment	\$127,960.40
8512	City of Casper	Operations Reimbursement – September 2022	\$641,031.23
8513	Hach Company	Capital Expense – Turbidimeters	\$22,363.04
8514	AUMA Actuators, Inc.	Capital Expense – Surface Water High Service Valve Actuator Replacement	\$13,285.37
8515	Skogen, Cometto & Associates, P.C.	FY2022 Audit Fieldwork in Process	\$11,500.00
8516	Williams, Porter, Day & Neville, P.C.	Legal Expense – Sept22 – C. Chapin	\$612.50
8517	Hach Company	Capital Expense – Turbidimeter Output Sensors	\$5,967.96
		Total	\$930,247.86



City of Casper
200 North David Street
Casper, WY 82601

8512

General Billing

For questions regarding this invoice, please contact us at (307) 235-8235 or email FinanceCustomerService@CasperWY.Gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
CENTRAL WYO. REGIONAL WATER SYS....	09/30/2022	3406	\$0.00	10/30/2022	\$641,031.23
PAST DUE AMOUNT				ACCOUNT BALANCE	
\$0.00				\$768,991.63	

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$641031.230000	EACH	\$641,031.23	\$0.00	\$0.00	\$641,031.23
Invoice Total:						\$641,031.23	

September 2022 WTP Operations Reimbursement

September 2022 Total Reimbursement Invoice		
9010.00	Wages & Salaries Dir Labor - O&M	\$124,675.41
9020.00	Chemical Charge - O&M	\$377,819.13
9030.00	Utilities - O&M	\$107,419.56
9040.00	Supplies - O&M	\$17,243.17
9060.00	Training - O&M	\$60.00
9070.00	Major Maint, Repair, Replc - O&M	\$2,175.00
9080.00	Testing & Lab Services - O&M	\$5,818.96
9090.00	Other Reimbursable Costs - O&M	\$5,820.00
300-6257 - Ops Reimb		\$641,031.23

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 North David Street
Casper, WY 82601

General Billing

Remit Portion

Invoice Date	09/30/2022
Invoice Number	3406
Customer Number	2784
Amount Paid	\$641,031.23
Due Date	10/30/2022
Invoice Total Due	\$641,031.23

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

000001&2023000003406600641031232

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ALSCO	Laundry/Towel	08/31/2022	LCAS1498706	137.77	Professional Laundry Services
AQUA SMART, INC.	Chemicals	08/31/2022	21190512	135,600.00	SeaQuest - Dry - Aqua Smart -
AT & T CORP	Communication	09/26/2022	287311040412X092022	40.04	Acct #287311040412
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/16/2022	77997-0	87.79	Laundry Detergent, Dryer Sheet
ATLAS OFFICE PRODUCT	General Supplies & Materials	09/16/2022	78004-0	4.08	Large & Medium Binder Clips -
Bargreen Wyoming	General Supplies & Materials	09/16/2022	010566953	6.79	Bigger Ice Scoop for Ice Machine
BLACK HILLS ENERGY	Natural Gas	08/31/2022	RIN0031136	1,152.81	Acct #7513 1659 94
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI267436	13,769.90	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI267438	14,047.20	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI267435	13,628.30	Ferric Chloride - Brenntag
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI267437	13,852.50	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI270176	17,700.90	Ammonium Hydroxide
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI268918	16,482.00	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI268595	16,233.60	Ferric Chloride - Brenntag - C
BRENNTAG PACIFIC, IN	Chemicals	08/31/2022	BPI271674	15,992.60	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	09/12/2022	BPI272741	16,330.70	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	09/14/2022	BPI273635	16,668.80	Ferric Chloride
BRENNTAG PACIFIC, IN	Chemicals	09/14/2022	BPI275082	16,213.40	Ferric Chloride
CARUS CORPORATION	Chemicals	09/29/2022	SLS 10103499	3,159.00	Chemicals - Poly-500-55
CASPER STAR-TRIBUNE,	Advertising	08/31/2022	82271	49.86	Notice - Central Wyo Regional
CENTURYLINK	Communication	09/12/2022	69246	21.41	Acct #P-307-111-9950 456M
CITY OF CASPER	Refuse	09/12/2022	653092	84.00	Refuse Charges
CITY OF CASPER	Sewer	09/12/2022	653092	28.63	Sewer Charges
COASTAL CHEMICAL CO	Gas/Fuel	08/31/2022	0125010	136.34	Unleaded fuel
COASTAL CHEMICAL CO	Gas/Fuel	09/14/2022	0125056	101.98	Unleaded fuel
Computer Professionals Unlimited, Inc.	Technology Supplies	09/09/2022	INV121852	79.99	Webcam - Technology Supplies
CRUM ELECTRIC SUPPLY	General Supplies & Materials	09/15/2022	2397574-00	265.70	Actiflo Project Parts - Machin
CRUM ELECTRIC SUPPLY	General Supplies & Materials	09/16/2022	239857500	15.05	Lightbulbs for Wardwell Tank
CRUM ELECTRIC SUPPLY	General Supplies & Materials	09/20/2022	239881500	60.20	Lights for Wardwell Tank Booster
Cunningham Electric	Maint/Repair (Non Contract)	09/14/2022	22-0296	2,175.00	Installation of Dryer & Ice Machine
Dana Kepner	General Supplies & Materials	09/06/2022	2235111400	1,285.42	12" Sleeves Salt Creek Fire Hydrants
Dana Kepner	General Supplies & Materials	09/14/2022	223527600	76.00	3" 300# Full Face Red Rubber - SL Bst
Dominos	General Supplies & Materials	09/22/2022	RIN0031152	79.44	Lunch for JPB Meeting - Office Supplies
DPC INDUSTRIES, INC.	Chemicals	08/31/2022	737003601-22	11,501.09	Sodium Hypochlorite - DPC Indu
DPC INDUSTRIES, INC.	Chemicals	08/31/2022	737003488-22	11,397.31	Sodium Hypochlorite - DPC - Ch
DPC INDUSTRIES, INC.	Chemicals	08/31/2022	737003932-22	11,487.64	Sodium Hypochlorite
DPC INDUSTRIES, INC.	Chemicals	08/31/2022	737003745-22	11,565.19	Sodium Hypochlorite - DPC Indu
DPC INDUSTRIES, INC.	Chemicals	09/22/2022	737004066-22	11,297.33	Sodium Hypochlorite
Dwyer Instruments, Inc.	General Supplies & Materials	09/08/2022	05299460	1,524.98	Level Sensors - Well Supplies
EMPLOYEE REIMBURSEMENT	Travel/Training	09/29/2022	RIN0031162	60.00	Notary Public Application Reimbursement

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
ENERGY LABRATORIES I	Testing	08/31/2022	499640	371.00	Metals/Mercury/Organics/SDWA/N
ENERGY LABRATORIES I	Testing	08/31/2022	499641	270.00	Anions/Metals/Mercury/Cyanide/
ENERGY LABRATORIES I	Testing	09/12/2022	500833	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	09/12/2022	500834	52.00	Bacteria, Public Water Supply
ENERGY LABRATORIES I	Testing	09/14/2022	503421	52.00	TSS Outfall #2
ENERGY LABRATORIES I	Testing	09/14/2022	503157	96.00	Carbon, Total Organic testing
ENERGY LABRATORIES I	Testing	09/14/2022	503651	306.00	Aerobic Endospores testing
ENERGY LABRATORIES I	Testing	09/22/2022	503935	67.00	Carbon, Total Organic testing
Eurofins Environment Testing America	Testing	09/06/2022	3800003448	200.00	Bromate Testing
FERGUSON ENTERPRISES	General Supplies & Materials	08/29/2022	CC907260	173.03	Well Turbid Line Materials - W
FERGUSON ENTERPRISES	General Supplies & Materials	09/01/2022	CC902985	525.67	Turbidity Manifolds - Machiner
FERGUSON ENTERPRISES	General Supplies & Materials	09/21/2022	CC928593	250.83	Turbidity Manifolds - Machinery
FERGUSON ENTERPRISES	General Supplies & Materials	09/14/2022	0823113	265.84	NRS Gate Valve Sandy Lakes Booster
GOBLE SAMPSON ASSOC.	General Supplies & Materials	09/14/2022	SI211272	471.42	Pump & lubricant supplies
GRAINGER, INC.	General Supplies & Materials	09/14/2022	9443967485	206.14	Light bulbs
GRAINGER, INC.	General Supplies & Materials	09/14/2022	9443967493	332.09	Plastic sheet
GRAINGER, INC.	General Supplies & Materials	09/14/2022	9450855128	1,757.70	Heater & thermostat
GRAINGER, INC.	General Supplies & Materials	09/22/2022	9456239053	1,202.31	Sewage ejector pump
GRAINGER, INC.	General Supplies & Materials	09/29/2022	9460196430	619.25	HVAC filters
GRAINGER, INC.	General Supplies & Materials	09/29/2022	9461566672	1,400.85	Ejector pump
HACH CO., CORP.	Lab Supplies	09/12/2022	13193625	3,301.00	Chlorine Analyzer - Machinery
HACH CO., CORP.	Lab Supplies	09/13/2022	13231736	214.08	Sample Cell Lab Kit - Lab Supp
HACH CO., CORP.	Lab Supplies	09/26/2022	13259545	330.98	Ammonia Monochloramine
HACH CO., CORP.	Lab Supplies	09/29/2022	13268171	110.22	Chlorine
HACH CO., CORP.	Lab Supplies	09/29/2022	13266270	142.68	Ammonia/Monochloramine
HACH CO., CORP.	Maintenance Agreements	08/31/2022	13185775	5,320.00	Chloramine Analyzer Maintenance
HARDWARE PARTNERS LL	General Supplies & Materials	09/15/2022	A66438-1	55.98	Tool Room Supplies - Small Tool
HARDWARE PARTNERS LL	General Supplies & Materials	09/21/2022	A68065-1	33.97	Nipples for Well Field Manifold
Home Depot	General Supplies & Materials	09/01/2022	60015177571083035	36.42	Window Film - Office Supplies
Home Depot	General Supplies & Materials	09/06/2022	60015186002	129.00	Hose Reel for Actiflo - Machin
Home Depot	General Supplies & Materials	09/06/2022	WP44793957	59.64	30% Vinegar - Other Materials
Home Depot	General Supplies & Materials	09/06/2022	60011494020	34.69	Window Film - Purchase Without Tax
Home Depot	General Supplies & Materials	09/06/2022	60010001494012	(36.42)	Credit Due to Being Charged Tax
Home Depot	General Supplies & Materials	09/13/2022	RIN0031141	(2.45)	Tax Credit for Previous Order
Home Depot	General Supplies & Materials	09/16/2022	600151120403708	16.98	Dryer Vent Kit for Clothes Dryer
INTUIT, INC. - QAQC Lab Inc.	General Supplies & Materials	09/08/2022	10110	1,362.98	Slot Sampler - Lab Supplies
KASH CORPORATION	General Supplies & Materials	09/12/2022	07292002	2,581.98	Washer & Dryer
Keenan Supply	General Supplies & Materials	09/06/2022	S018152160.002	103.22	300 CS RF Blind FLNG Sandy Lake
LONG BUILDING TECHNO	Maintenance Agreements	09/12/2022	SRVCE0131447	500.00	Thermostat replacement / downl
Menards	General Supplies & Materials	09/20/2022	51051062893	150.93	Well Field Parts, Shelf for Laundry Room

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
MPI WAREHOUSE SPECIA	General Supplies & Materials	09/20/2022	192452-00	55.13	Gauges for Wells - Well Supplies
NAPA AUTO PARTS CORP	General Supplies & Materials	09/08/2022	893258	108.99	Laser Tachometer - Small Tools
NORCO, INC.	General Supplies & Materials	09/12/2022	35817215	74.82	Dust masks / safety supplies
Northwest Contractors Supply Inc.	General Supplies & Materials	09/21/2022	1560913	8.02	Cutter Bit - Small Tools & Supplies
Northwest Contractors Supply Inc.	General Supplies & Materials	09/02/2022	1559593	55.41	SANDY LAKES BYPASS LINE BOOSTERS
Northwest Contractors Supply Inc.	General Supplies & Materials	09/06/2022	1560056	5.74	Rubber Gasket 2020033-6101 Sandy Lake
Pacific Steel & Recycling	General Supplies & Materials	09/09/2022	983611	86.78	72" SCH40 X 21' Sandy Lakes Booster
Payroll	Personnel	9/1/2022		42,089.85	9/1/2022 Payroll
Payroll	Personnel	9/15/2022		45,571.69	9/15/2022 Payroll
Payroll	Personnel	9/29/2022		37,013.87	9/29/2022 Payroll
Petco	General Supplies & Materials	09/06/2022	65050028221220220902	129.98	Submersible Pumps for Actiflo
PRINTWORKS	Postage/Printing	09/22/2022	12151	35.95	Printing service - business cards
Rocky Mountain	Chemicals	09/14/2022	30389560	3,386.50	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	09/14/2022	30390926	3,958.01	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	09/14/2022	30390922	3,481.01	Bulk Oxygen - Chemicals
Rocky Mountain	Chemicals	09/14/2022	30391369	66.15	Bulk Oxygen - Telemetry Web Site Charge
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031128	351.11	Acct #60931133-017 7
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031129	4,701.61	Acct #60931133-018 5
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031122	1,462.31	Acct #60931133-011 0
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031123	1,203.45	Acct #60931133-012 8
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031124	718.05	Acct #60931133-013 6
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031118	382.96	Acct #60931133-005 2
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031117	26.18	Acct #60931133-004 5
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031119	563.57	Acct #60931133-006 0
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031115	631.11	Acct #60931133-002 9
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN00311221	4,100.04	Acct #60931133-010 2
ROCKY MOUNTAIN POWER	Electricity	09/14/2022	RIN0031146	81,318.83	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031127	1,715.94	Acct #60931133-016 9
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031130	24.42	Acct #60931133-019 3
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031132	24.74	Acct #60931133-024 3
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031131	24.56	Acct #60931133-021 9
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031126	41.95	Acct #60931133-015 1
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031134	59.27	Acct #60931133-026 8
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031120	1,367.58	Acct #60931133-008 6
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031125	26.13	Acct #60931133-014 4
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031114	25.41	Acct #60931133-001 1
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031116	2,509.73	Acct #60931133-003 7
ROCKY MOUNTAIN POWER	Electricity	08/31/2022	RIN0031133	2,841.49	Acct #60931133-025 0
ROCKY MOUNTAIN POWER	Electricity	09/14/2022	RIN0031146	1,894.89	Acct #60931133-009 4
ROCKY MOUNTAIN POWER	Electricity	09/14/2022	RIN0031148	25.56	Acct #60931133-022 7

City of Casper Wyoming
Expenditure Reimbursement Request
September 30, 2022

Vendor	Account Name	Date	Invoice Number	Invoice Amount	Purchased
Sutherlands	General Supplies & Materials	09/09/2022	2219100729922491050	50.97	Pressure Sprayer & Spider Kill
Tractor Supply Co	General Supplies & Materials	09/01/2022	453702	454.98	Chemical Tote & A Rake - Small
U.S. Converters LLC	General Supplies & Materials	09/20/2022	70572	97.63	Converters & Adapters -Machine
Verizon	Communication	09/15/2022	9914815763	51.78	WTP Operator Cell Phone
Walmart	General Supplies & Materials	09/21/2022	104200314	33.94	Food for JPB Meeting, Sticky Notes
WARDWELL WATER & SEW	General Supplies & Materials	08/31/2022	RIN0031110	157.03	Monthly water charge
XEROX CORPORATION	General Supplies & Materials	09/14/2022	017030940	244.36	Copier usage
Total				<u><u>\$641,031.23</u></u>	

Central Wyoming Regional Water System

Gallons Produced
Rates Billed

Fiscal Year 2022-2023

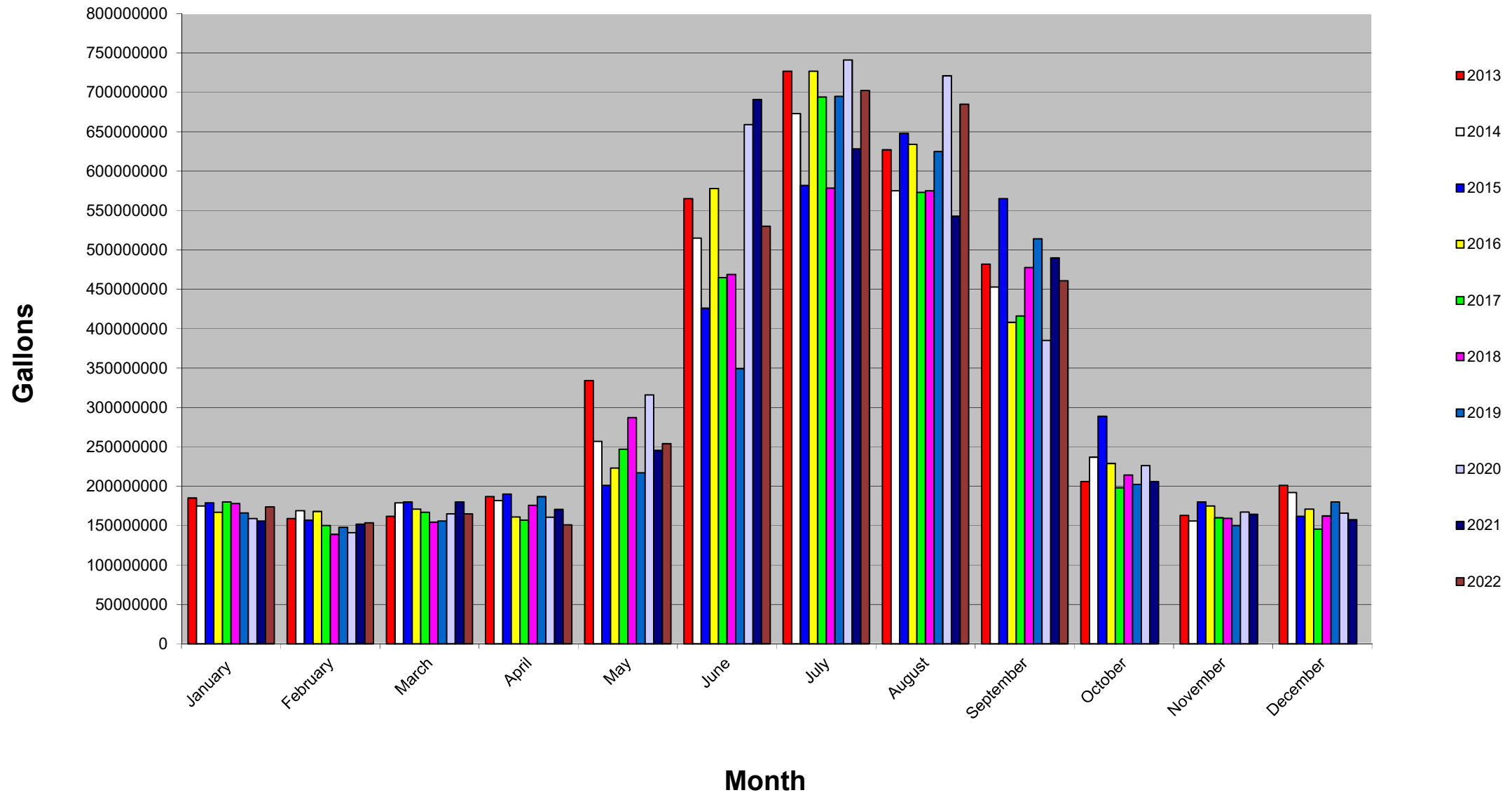
Entity	Gallons of Water Produced				Water Rates Billed			
	9/30/2022	8/31/2022	7/31/2022	Year-to-Date	9/30/2022	8/31/2022	7/31/2022	Year-to-Date
Salt Creek JPB	4,096,345.918	6,821,910.204	5,955,148.980	16,873,405.102	\$ 9,175.81	\$ 15,281.08	\$ 13,339.53	\$ 37,796.43
Wardwell W&S	23,651,868.367	33,714,787.755	36,193,058.163	93,559,714.286	\$ 52,980.19	\$ 75,521.12	\$ 81,072.45	\$ 209,573.76
Pioneer	7,008,932.653	9,597,740.816	9,422,562.245	26,029,235.714	\$ 15,700.01	\$ 21,498.94	\$ 21,106.54	\$ 58,305.49
Poison Spider	905,357.143	1,184,897.959	1,000,051.020	3,090,306.122	\$ 2,028.00	\$ 2,654.17	\$ 2,240.11	\$ 6,922.29
33 Mile Road	1,068,877.551	1,452,653.061	1,634,336.735	4,155,867.347	\$ 2,394.29	\$ 3,253.94	\$ 3,660.91	\$ 9,309.14
Sandy Lake	1,474,555.102	2,158,682.653	2,492,817.347	6,126,055.102	\$ 3,303.00	\$ 4,835.45	\$ 5,583.91	\$ 13,722.36
Lakeview	748,975.510	944,275.510	896,511.224	2,589,762.245	\$ 1,677.71	\$ 2,115.18	\$ 2,008.19	\$ 5,801.07
Mile-Hi	384,102.041	701,720.408	695,316.327	1,781,138.776	\$ 860.39	\$ 1,571.85	\$ 1,557.51	\$ 3,989.75
City of Casper	419,591,528.714	626,263,221.633	641,145,465.959	1,687,000,216.306	\$ 939,885.02	\$ 1,402,829.62	\$ 1,436,165.84	\$ 3,778,880.48
Regional Water	(115,000.000)	(137,638.000)	(707,182.000)	(959,820.000)	\$ (257.60)	\$ (308.31)	\$ (1,584.09)	\$ (2,150.00)
TOTAL	458,815,543.000	682,702,252.000	698,728,086.000	1,840,245,881.000	\$1,027,746.82	\$1,529,253.04	\$1,565,150.91	\$4,122,150.77

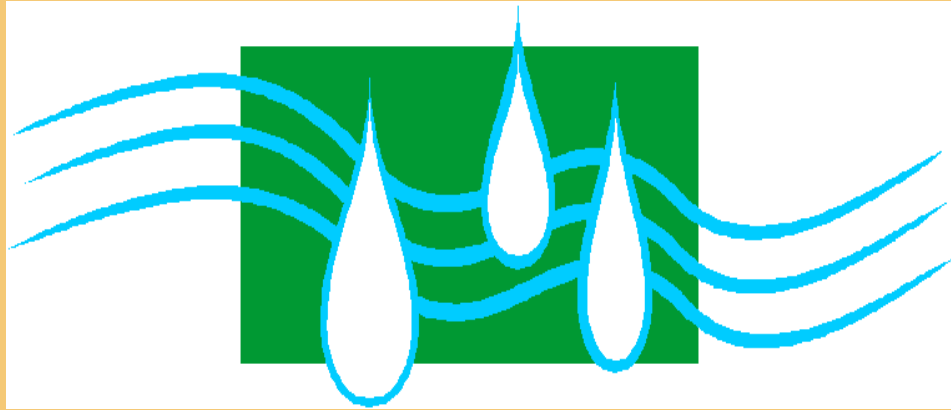
TOTAL PRIOR YEAR (FY2022) GALLONS PRODUCED: 3,594,587,486.000

TOTAL PRIOR YEAR (FY2022) BILLING: \$ 7,656,471.34

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

WTP PRODUCTION





Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

September 30, 2022

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2023 Period 3 (as of September 30, 2022)

Account Number	Description	Account Balance
Consolidated Funds		
Assets	Total Assets	54,104,011
1000	Cash	3,155,771
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	1,040,083
1400	Inventory	598,327
1521	WYO Star Investment - Allocation	1,990,238
1522	WYO Star 2 Investment - Allocation	3,333,163
1600	Prepaid Expense	24,163
1710	Land	580,874
1720	Buildings	47,485,671
1725	Accumulated Depreciation - Bld	(37,831,005)
1730	Improvements Other Than Bldgs	44,467,210
1735	AD Improve. Non Bldg	(12,462,708)
1740	Machinery & Equip - Light	1,361,609
1745	AD Machinery & Equip. - Light	(947,070)
1780	Construction In Progress	307,685
Liabilities	Total Liabilities	(11,319,718)
2010	Vouchers/Account Payable	(641,031)
2020	Retainage Payable	(900)
2030	Accrued Wages Payable	(30,772)
2040	Leaves Payable	(43,847)
2070	Interest Payable	(109,018)
2080	Notes Payable - Current	(1,987,580)
2510	Notes/Loans Payable - Non Cur	(8,506,569)
Fund Balance	Total Fund Balance	(42,784,292)
3000	Net Investment in Capital Assets	(32,468,117)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(9,316,175)
Total Liabilities + Fund Balance		(54,104,011)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

Three Months YTD as of September 30, 2022

	2021	2022	2023
Revenue	\$3,804,121	\$3,595,681	\$4,176,423
4501 - Interest Earned	\$1,175	\$447	\$6,046
4505 - Misc. Revenue	\$64	(\$3)	\$0
4601 - Water Utility Charges	\$3,725,877	\$3,502,273	\$4,122,151
4650 - System Development Charges	\$77,006	\$92,964	\$48,226
Expense	\$1,356,200	\$1,346,724	\$1,780,749
6212 - Legal Services	\$403	\$3,673	\$2,070
6213 - Investment Services	\$119	\$79	\$31
6214 - Consulting Services	\$145	\$249	\$4,763
6215 - Acctg/Audit Services	\$0	\$211	\$3,500
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	\$724,464	\$363,161	\$1,272,061
6303 - Buildings	\$0	\$9,906	\$18,000
6305 - Improvements Other Than Bldgs	\$46,341	\$388,769	\$88,261
6307 - Intangibles	\$0	\$0	\$0
6311 - Light Equipment	\$2,850	\$1,253	\$0
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6321 - Technology - Replacement	\$3,123	\$0	\$0
6501 - Principal	\$474,680	\$496,099	\$381,041
6510 - Interest	\$80,963	\$59,544	\$11,023
6780 - Insurance/Bonds	\$23,112	\$23,780	\$0
Net Income:	\$2,447,922	\$2,248,957	\$2,395,674

BUDGET COMPARISON
As of September 30, 2022
25.00% OF YEAR EXPIRED

CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4501	Interest Earned	(70,000)	-	(70,000)	(6,046)	-	(63,954)	8.64%
4505	Misc. Revenue	(100)	-	(100)	-	-	(100)	0.00%
4601	Water Utility Charges	(8,240,740)	-	(8,240,740)	(4,122,151)	-	(4,118,589)	50.02%
4650	System Development Charges	(245,000)	-	(245,000)	(48,226)	-	(196,774)	19.68%
	TOTAL REVENUES	(8,555,840)	-	(8,555,840)	(4,176,423)	-	(4,379,417)	48.81%

		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	30,000	-	30,000	2,070	-	27,930	6.90%
6213	Investment Services	1,500	-	1,500	31	-	1,469	2.07%
6214	Consulting Services	15,000	-	15,000	4,763	-	10,237	31.75%
6215	Acctg/Audit Services	32,000	-	32,000	3,500	-	28,500	10.94%
6255	Other Contractual	3,000	-	3,000	0	-	3,000	0.00%
6257	Reimbursable Contract Exp.	3,830,789	-	3,830,789	1,272,061	-	2,558,728	33.21%
6303	Buildings - New	0	70,000	194,551	18,000	109,550	67,001	65.56%
6305	Improvements Other Than Bldgs	1,972,000	739,416	2,711,416	88,261	414,350	2,208,806	18.54%
6307	Intangibles - New	0	-	13,161	0	13,161	0	100.00%
6312	Light Equipment - Replacement	0	86,981	86,981	0	86,981	-	100.00%
6501	Principal	2,244,084	-	2,244,084	381,041	-	1,863,043	16.98%
6510	Interest	307,574	-	307,574	11,023	-	296,551	3.58%
6720	Travel/Training	2,000	-	2,000	0	-	2,000	0.00%
6780	Insurance/Bonds	112,000	-	112,000	0	-	112,000	0.00%
	TOTAL EXPENDITURES	\$ 8,549,947	\$ 896,397	\$ 9,584,056	1,780,749	\$ 624,041	\$ 7,179,266	25.09%

TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ 5,893	\$ (896,397)	\$ (1,028,216)	2,395,674	\$ (624,041)	\$ (2,799,848)
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October 18, 2022

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

FROM: Andrew Beamer, P.E., Public Services Director
Bruce Martin, Public Utilities Manager
Janette Brown, Administrative Assistant III

SUBJECT: Ratification of Motions made at Central Wyoming Regional Water System Joint Powers Board Regular Meeting held on September 20, 2022

Meeting Type & Date

CWRWS JPB Regular Meeting
October 18, 2022

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) ratify all motions made by the Board at their Regular meeting held on September 20, 2022.

Summary

On Tuesday, September 6, 2022, the advertisement for the Central Wyoming Regional Water System Joint Powers Board Regular Meeting scheduled for September 20, 2022 was submitted to the Casper Star Tribune for publication on September 18, 2022. On Tuesday, September 13, 2022, confirmation was received from the Casper Star Tribune that Legal No. 82847 for the meeting notice was scheduled to publish as requested.

The meeting date was also listed on the front page of the RWS website, www.wyowater.com, on August 17, 2022. Additionally, the meeting date was listed in the advertisement for FY2023 Budget Amendment No. 1 that was published on September 16, 2022 in the Casper Star Tribune.

On Monday, September 19, 2022, the newspaper from Sunday, September 18, 2022 was reviewed to confirm the meeting notice was published. The meeting notice was not published in the newspaper, nor was it listed on the Casper Star Tribune website. An email was immediately sent to the Casper Star Tribune, but an answer was not received until September 20, 2022, the day of the Board meeting.

Staff contacted Mr. Chapin for his opinion on whether or not the RWS meeting should be postponed, or continue as planned. Mr. Chapin's opinion was that the meeting notice requirement was met, but that a ratification of all motions made at the meeting should be done at the October 18, 2022 meeting.

Financial Consideration

None

**Agenda Item
7 a**

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Janette Brown, Administrative Assistant III

Attachments

Email from Casper Star Tribune

September 20, 2022 Motion Listing

Janette Brown

From: Shawn Killinger <Shawn.Killinger@Trib.Com> on behalf of CAS Legals <Cas-legals@trib.com>
Sent: Tuesday, September 20, 2022 2:41 PM
To: Janette Brown
Subject: RE: Legal Ad - RWS Meeting Notice

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

Janette,

I was out of the office yesterday, I apologize. I got a notice from accounting yesterday that this notice did not publish. No one seems to have an explanation as to why. Again I'm so sorry. Sami did the affidavit so you will probably get one in the mail. She did not get the notice from accounting so she was not aware that it didn't publish. Please disregard the affidavit as well as the invoice if you happen to receive one.

**Shawn Killinger, Office Manager
and Legal Advertising Consultant for the Casper Star Tribune,
the Rapid City Journal and the Chadron Record**

307.266.0554

cas-legals@trib.com

legals@rapidcityjournal.com

legals.chadron@lee.net



100 N. Ash St., Casper, WY 82601

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From: Janette Brown [mailto:jbrown@casperwy.gov]
Sent: Monday, September 19, 2022 12:37 PM
To: CAS Legals
Subject: RE: Legal Ad - RWS Meeting Notice

This Message Is From an External Sender

This message came from outside your organization.

Shawn –

I'm not finding this ad in the newspaper or online. Would you please check to make sure it was published?

Thanks,

Janette Brown
Administrative Assistant III
City of Casper Public Utilities

200 North David Street, Room 205
Casper, WY 82601
307.235.8213
Fax: 307.235.7548
jbrown@casperwy.gov



From: Shawn Killinger <Shawn.Killinger@Trib.Com> **On Behalf Of** CAS Legals
Sent: Tuesday, September 13, 2022 7:38 PM
To: Janette Brown <jbrown@casperwy.gov>
Subject: RE: Legal Ad - RWS Meeting Notice

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

Janette

This meeting notice is scheduled to publish as requested, Sept. 18, 2022
Legal No: 82847
Cost: \$49.86

Approval of the notice is subject to Publisher's approval of credit and content.

An affidavit of publication will be mailed to you from our Casper Office after the last day of publication of your legal notice. You will receive an invoice and or statement at the beginning of each month from our accounting department for your legal notice.

Thank you

**Shawn Killinger, Office Manager
and Legal Advertising Consultant for the Casper Star Tribune,
the Rapid City Journal and the Chadron Record**

307.266.0554
cas-legals@trib.com
legals@rapidcityjournal.com
legals.chadron@lee.net



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From: Janette Brown [<mailto:jbrown@casperwy.gov>]
Sent: Tuesday, September 6, 2022 8:08 AM
To: CAS Legals
Cc: Bruce Martin
Subject: Legal Ad - RWS Meeting Notice

This Message Is From an External Sender

This message came from outside your organization.

Please place the following advertisement in Legal Notices for Sunday, Sept. 18, 2022:

The Central Wyoming Regional Water System Joint Powers Board will hold their regularly scheduled meeting on Tuesday, Sept. 20, 2022 at 11:30 a.m. in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Blvd., Casper, WY 82604. This meeting is open to the public and social distancing will be practiced with face coverings required when in close proximity to others.

Please email a confirmation of the ad back to me. **Please bill the Central Wyoming Regional Water System for this ad.**

Please contact me should you have any questions on this ad request.

Thanks,

Janelle Brown
Administrative Assistant III
City of Casper Public Utilities
200 North David Street, Room 205
Casper, WY 82601
307.235.8213
Fax: 307.235.7548
jbrown@casperwy.gov



All City of Casper e-mails and attachments, except those defined as attorney/client communications or confidential/privileged information, may qualify as public records under the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, and are subject to public disclosure pursuant to this Act.

Central Wyoming Regional Water System
Joint Powers Board

Motion Listing of the September 20, 2022 Regular Meeting

- A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. Motion put and carried.
- A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.
- A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.
- A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the September 2022 voucher listing to include voucher numbers 8498 through 8508 in the amount of \$573,514.29. Motion put and carried.
- A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the August 2022 Financial Report as presented. Motion put and carried.
- A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve Amendment No. 2 with West Plains Engineering for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$1,500. Motion put and carried.
- A motion was made by Board Member Knell and seconded by Secretary Waters to approve the Chairman signing the BLM Right-of-Way Grant/Temporary Use Permit for the Pioneer Water Storage Tank and facilities. Motion put and carried.
- A motion was made Board Member Knell and seconded by Treasurer Cathey to approve FY23 Budget Amendment No. 1 in the amount of \$1,034,109. Motion put and carried.
- A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn the meeting at 12:03 p.m. Motion put and carried.

October 18, 2022

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

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

SUBJECT: Authorizing an Agreement with Sheet Metal Specialties, Inc., in the amount of \$494,880 for the WTP HVAC Chiller Replacement Project No. 20-030.

Meeting Type & Date

CWRWS Joint Powers Board Meeting
October 18, 2022

Recommendation

That the Central Wyoming Regional Water System Joint Powers Board (Board) authorize an Agreement with Sheet Metal Specialties, Inc., for the WTP HVAC Chiller Replacement, Project No. 20-030, in the amount of \$494,880. Furthermore, it is recommended that the Board authorize a construction contingency account in the amount of \$55,120, for a total project amount of \$550,000.

Summary

On Wednesday, September 28, 2022, one (1) bid was received from contractors to remove and replace the chiller at the Water Treatment Plant. The bid received for this work is as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Sheet Metal Specialties, Inc.	Casper, WY	\$494,880

The project includes the removal and replacement of the chiller and related appurtenances to include piping, condensing units, pumps, etc. and the removal and replacement of the Building Management System (BMS) panel. Work is scheduled to be completed by June 30, 2023. The estimate prepared by West Plains Engineering was \$534,500.

Financial Considerations

Funding for this project is included in the RWS Improvements Other Than Buildings.

Oversight/Project Responsibility

Michael Heinrich, P.E., West Plains Engineering
Andrew Colling, Engineering Technician, Public Services

Attachments

Agreement

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the Central Wyoming Regional Water System Joint Powers Board, a Wyoming joint powers board, 1500 SW Wyoming Boulevard, Casper, Wyoming, 82604, hereinafter referred to as the "Owner, and Sheet Metal Specialties, Inc., 1220 East Yellowstone Highway, Casper, Wyoming 82601, hereinafter referred to as the "Contractor."

WHEREAS, the Central Wyoming Regional Water System Joint Powers Board desires to replace the HVAC Chiller and BMS at the Regional Water Treatment Plant and,

WHEREAS, Sheet Metal Specialties, Inc., is able and willing to provide those services specified as the WTP HVAC Chiller Replacement Project No. 20-030.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the WTP HVAC Chiller Replacement Project No. 20-030, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by West Plains Engineering, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by June 30, 2023, and completed and ready for final payment in accordance with Paragraph 14.13 of the General Conditions by July 15, 2023.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay

Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

Owner shall pay Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the contract price of Four Hundred Ninety-Four Thousand Eight Hundred Eighty Dollars (\$494,880). See Exhibit "A" - Bid Form.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

- 5.1 Progress Payments. Owner shall make progress payments on the basis of Contractor's Applications for Payment as recommended by Engineer, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
 - 5.1.1 Progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
 - 5.1.2 Should amounts owed by the Contractor to the Owner for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the Owner's general credit policy, those amounts may be deducted from the payment being made by the Owner to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the Central Wyoming Regional Water System Joint Powers Board. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding \$50,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-5, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.

- 8.3 Exhibit "A" - Bid Form (Pages BF-1 through BF-4) and Bid Schedule (BS-1).
- 8.4 Addenda No. (1).
- 8.5 Performance and Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.8 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.9 General Requirements, consisting of seven (7) sections.
- 8.10 Special Provisions consisting of thirty-two (32) sections.
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Contract Drawings, with each sheet bearing the following general title:

WTP HVAC Chiller Replacement Project No. 20-030

- 8.15 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.
- 8.17 Notice of Substantial Completion.

ARTICLE 9. GOVERNMENTAL CLAIMS ACT

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

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this _____ day of _____, 2022.

APPROVED AS TO FORM:

CONTRACTOR:

ATTEST:

Sheet Metal Specialties, Inc.

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

CENTRAL WYOMING REGIONAL
WATER SYSTEM JOINT POWERS
BOARD (CWRWS JPB)
A Wyoming Joint Powers Board

By: _____

By: _____

Kenneth L. Waters

H.H. King, Jr.

Title: Secretary

Title: Chairman, CWRWS

EXHIBIT "A"
STANDARD
BID FORM
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION: **Central Wyoming Regional Water System
Joint Powers Board
WTP HVAC Chiller Replacement
Project No. 20-030**

THIS BID SUBMITTED TO: Central Wyoming Regional Water System
Joint Powers Board
1500 SW Wyoming Boulevard
Casper, Wyoming 82604

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Central Wyoming Regional Water System Joint Powers Board in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by June 30, 2023, and completed and ready for final payment not later than July 15, 2023, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the Central Wyoming Regional Water System Joint Powers Board's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):
Addendum No. #1 Dated 9/22/2022
Addendum No. Dated
 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

- C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the Central Wyoming Regional Water System Joint Powers Board.
5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:
- TOTAL BASE BID, IN NUMERALS: \$ 494,880.00
- TOTAL BASE BID, IN WORDS: Four Hundred Ninety-Four Thousand Eight Hundred Eighty DOLLARS.
6. Bidder agrees that the work for the Central Wyoming Regional Water System Joint Powers Board will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the Central Wyoming Regional Water System Joint Powers Board.)
 - B. Itemized Bid Schedule.
 - C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.
9. Communications concerning this Bid shall be addressed to:
- Address of Bidder: Sheet Metal Specialties, Inc.
1220 E Yellowstone Hwy
Casper, WY 82601

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on _____ September 28 _____, 2022.

Bidder is bidding as a _____ Resident _____ (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ N/A _____ (seal)
(Individual's Name)

doing business as: _____ N/A _____

Business Address: _____ N/A _____
_____ N/A _____
_____ N/A _____

Phone Number: _____ N/A _____

A PARTNERSHIP

By: _____ N/A _____ (seal)
(Firm's Name)

_____ N/A _____
(General Partner)

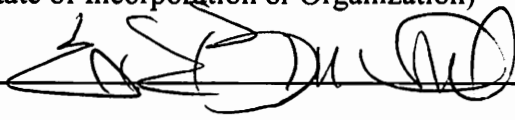
Business Address: _____ N/A _____
_____ N/A _____
_____ N/A _____

Phone Number: _____ N/A _____

A CORPORATION OR LIMITED LIABILITY COMPANY

By: Sheet Metal Specialties, Inc. (seal)
(Corporation's or Limited Liability Company's Name)

Wyoming
(State of Incorporation or Organization)

By: Erick Berdahl  (seal)

President (Title)

(Seal)

Attest: 

Business Address: Sheet Metal Specialties, Inc.
1220 E Yellowstone Hwy
Casper, WY 82601

Phone Number: 307-472-4305

A JOINT VENTURE

By: N/A (seal)
(Name)

N/A
(Address)

By: N/A (seal)
(Name)

N/A
(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

BID SCHEDULE
WTP HVAC Chiller Replacement
Project No. 20-030

Bid Date: September 28, 2022

COMPANY NAME: Sheet Metal Specialties, Inc.

ADDRESS: 1220 E Yellowstone Hwy, Casper, WY 82601

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum

ITEM	BASE BID SCHEDULE			
NO.	DESCRIPTION	UNIT	QUANTITY	TOTAL COST
1	Remove and Replace Chiller	LS	1	\$458,380.00
2	Remove and Replace BMS	LS	1	\$36,500.00
	TOTAL BASE BID (ADDITION OF ITEMS 1 THORUGH 2)			\$494,880.00

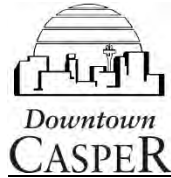
RWS FY23 Budget Reallocation No. 2023-01 Backup

Project - 3000021007: Chiller Replacement

TOTALS	INVOICES	CONTRACTS	PURCHASE ORDERS	EMPLOYEE COST	GENERAL JOURNALS
Project Segment/String Totals			Expense Type Totals		
	Year to Date	Life to Date		Year to Date	Life to Date
Original Budget	\$285,000.00	\$465,000.00	EQUIP	\$0.00	EQUIP \$650.20
Net Transfers	\$156,585.00	\$325,635.00	PROF	\$0.00	PROF \$17,100.00
Revised Budget	\$441,585.00	\$790,635.00			
Actuals Paid	\$0.00	\$17,750.20			
Pending Invoices	\$0.00	\$0.00			
Encumbrances	\$4,450.00	\$4,450.00			
Requisitions	\$0.00	\$0.00			
Available Budget	\$437,135.00	\$768,434.80			

Project - 3000023010: FY23 Roof Replacements

TOTALS	INVOICES	CONTRACTS	PURCHASE ORDERS	EMPLOYEE COST	GENERAL JOURNALS
Project Segment/String Totals			Expense Type Totals		
	Year to Date	Life to Date		Year to Date	Life to Date
Original Budget	\$300,000.00	\$300,000.00	PROF	\$0.00	PROF \$0.00
Net Transfers	\$0.00	\$0.00			
Revised Budget	\$300,000.00	\$300,000.00			
Actuals Paid	\$0.00	\$0.00			
Pending Invoices	\$0.00	\$0.00			
Encumbrances	\$0.00	\$0.00			
Requisitions	\$0.00	\$0.00			
Available Budget	\$300,000.00	\$300,000.00			



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, October 12, 2022
11:30AM – 12:30PM
AGENDA

- | | | |
|-------|--|----------------------|
| I. | Establish Quorum and Call Meeting to Order | T. Schenk |
| II. | Public Comments | |
| III. | City Report | K. Gamroth |
| IV. | Approval of Minutes
September 2022 Board Minutes | T. Schenk |
| V. | Financials (DDA & David Street Station)
A) Sept 2022 Reports
B) October 2022 Payments
C) Motion to Approve Financials | N.Grooms
N.Grooms |
| VI. | Director's Report
-Survey of stakeholders
-Deb—homelessness mtg update | K.Hawley |
| VII. | Committee Reports | |
| VIII. | Executive Session (if needed) | |
| VIX. | Action Items | |
| X. | Adjourn | |

Next Meeting November 9, 2022

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

Downtown Development Authority
Board Meeting Minutes
September 14, 2022
11:30 a.m.

I. Call Meeting to Order

Present: Tim Schenk, Shawn Houck, Greg Dixon, Deb Clark, Critter Murray, Kyle Gamroth

Staff: Kevin Hawley, Brooke Montgomery, Brea Price

Guests: Brendan LaChance, Liz Becher

Excused: Tony Hager, Nicholas Grooms, Kerstin Ellis, Ryan McIntyre, Will Reese

II. Public Comments:

III. City Report:

- Kyle Gamroth
 - Open container season is over, need a permit to do so until next season.
 - Homeless conversation is ongoing- interim committee discussing housing and homelessness.
 - A downtown property owner is interested in purchasing another property and intends to create a bottling club. Asking for the board's opinion on that.
- Liz Becher
 - For Midwest Avenue Phase 3, the city does have funding secured through a WYDOT MPO fund. Will be going out to bid this fall. Construction would begin next spring around April.
 - On October 11th work session, city staff is bringing forward conversation of shipping containers. There have been requests to repurpose those and will discuss if this is something the city will want to do. Tiny homes for residential and are excess storage for commercial. Will be asking council for direction to get this into code.
 - Currently there is not an ordinance for fencing around demolition sites. The city is coming forward to council to ask for requirements to have security fencing around these sites.
 - Had an opening for planning commission, currently looking into to filling that spot.

IV. Approval of August Board Meeting Minutes

Motion, Second, Passed (Deb Clark, Greg Dixon) (All Approved)

V. Financials— Nicholas Grooms

- Kevin – Nothing out of the ordinary operational costs. Board requested budget tracking to be adjusted to be easier for review.

Approval of August DDA & DSS Financial Reports

Motion, Second, Passed (Kyle Gamroth, Critter Murray) (All Approved)

VI. Director's Report - Kevin Hawley

- We are currently in the running for the Levitt AMP Grant Award and are in the top 36 communities for the voting phase. If we are in the top 20 after the voting phase, we will move forward for our proposal to be reviewed by the judge's panel.
- Having some conversations with some other downtown property owners to learn more about the homeless situation.
- Looking into an annual survey for stakeholders in downtown to learn more about their concerns.
 - Moving forward with a sub-committee to go over survey.
- Interested in moving forward with the board to continue with the growth and development of downtown through different projects.

VII. Committee Reports –

- A.) Executive Committee** – Tim Schenk
- B.) MARCOM Committee** – Shawn Houck
- C.) David Street Station** – Brooke Montgomery
- D.) Finance Committee** – Nicholas Grooms
- E.) Infrastructure** – Tim Schenk
- F.) Governance** – Will Reese

Comments: NA

Motion to adjourn at approximately 12:45 PM

Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)

Action Items:

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

Casper Downtown Development Authority

Balance Sheet

As of September 30, 2022

DDA- Balance

Sep 30, 22

ASSETS

Current Assets

Checking/Savings

CHECKING

25,388.08

NOW Acct

187,833.61

Total Checking/Savings

213,221.69

Total Current Assets

213,221.69

TOTAL ASSETS

213,221.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities

580.47

Total Other Current Liabilities

580.47

Total Current Liabilities

580.47

Total Liabilities

580.47

Equity

Opening Bal Equity

382,324.44

Unrestricted Net Assets

-148,671.97

Net Income

-21,011.25

Total Equity

212,641.22

TOTAL LIABILITIES & EQUITY

213,221.69

Casper Downtown Development Authority

Profit & Loss

September 2022

	DDA - PL	Sep 22
Ordinary Income/Expense		
Income		
ACCT. INTEREST		16.36
Total Income		16.36
Expense		
MARKETING-COMMUNICATIONS		
PR - Director		66.78
Total MARKETING-COMMUNICATIONS		66.78
OPERATIONS		
Music Service		55.00
Office Rent		
Utilities		139.89
Office Rent - Other		2,650.00
Total Office Rent		2,789.89
Total OPERATIONS		2,844.89
Total Expense		2,911.67
Net Ordinary Income		-2,895.31
Net Income		-2,895.31

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through September 2022

DDA- Tracking

	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Donation - Adopt A Planter	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	31.09	25.00	6.09	124.36%
ASSESSMENTS	3,721.44	150,000.00	-146,278.56	2.48%
Total Income	<u>5,752.53</u>	<u>152,025.00</u>	<u>-146,272.47</u>	<u>3.78%</u>
Expense				
ADMINISTRATIVE				
Payroll Expense	0.00	75,000.00	-75,000.00	0.0%
Payroll Bonuses	0.00	10,000.00	-10,000.00	0.0%
Social Security	0.00	7,500.00	-7,500.00	0.0%
Cell Phone Reimbursement	0.00	900.00	-900.00	0.0%
Total ADMINISTRATIVE	<u>0.00</u>	<u>93,400.00</u>	<u>-93,400.00</u>	<u>0.0%</u>
MARKETING-COMMUNICATIONS				
Media Expenditures	0.00	4,000.00	-4,000.00	0.0%
Other Projects	0.00	1,000.00	-1,000.00	0.0%
PR - Director	66.78	1,500.00	-1,433.22	4.45%
Recognition Awards	0.00	500.00	-500.00	0.0%
Sponsorships/PR	0.00	6,000.00	-6,000.00	0.0%
Strategic Plan	0.00	1,500.00	-1,500.00	0.0%
MARKETING-COMMUNICATIONS	<u>143.08</u>	<u>0.00</u>	<u>143.08</u>	<u>100.0%</u>
Total MARKETING-COMMUNICAT	<u>209.86</u>	<u>14,500.00</u>	<u>-14,290.14</u>	<u>1.45%</u>
OPERATIONS				
Employee Development	0.00	1,500.00	-1,500.00	0.0%
Repairs/Maintenance	201.50	0.00	201.50	100.0%
Board Mtg. Expense	0.00	500.00	-500.00	0.0%
Conference Registration	0.00	1,500.00	-1,500.00	0.0%
Copier Maintenance Plan	0.00	2,500.00	-2,500.00	0.0%
Dues/Subscriptions	0.00	1,600.00	-1,600.00	0.0%
Planters	15,453.51	20,000.00	-4,546.49	77.27%
Graffiti	0.00	500.00	-500.00	0.0%
Insurance/Bonding	2,033.00	3,000.00	-967.00	67.77%
Office Automation	0.00	1,000.00	-1,000.00	0.0%
Music Service	220.00	660.00	-440.00	33.33%
Office Equipment	159.91	1,500.00	-1,340.09	10.66%
Office Rent				
Utilities	419.67	0.00	419.67	100.0%
Office Rent - Other	7,950.00	31,800.00	-23,850.00	25.0%
Total Office Rent	<u>8,369.67</u>	<u>31,800.00</u>	<u>-23,430.33</u>	<u>26.32%</u>
Office Supplies	0.00	1,500.00	-1,500.00	0.0%
Pigeon Control	0.00	4,000.00	-4,000.00	0.0%
Postage	0.00	200.00	-200.00	0.0%
Travel	116.33	2,500.00	-2,383.67	4.65%
Total OPERATIONS	<u>26,553.92</u>	<u>74,260.00</u>	<u>-47,706.08</u>	<u>35.76%</u>

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through September 2022

DDA- Tracking

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Total Expense	26,763.78	182,160.00	-155,396.22	14.69%
Net Ordinary Income	-21,011.25	-30,135.00	9,123.75	69.72%
Other Income/Expense				
Other Income				
DSS Fund Transfer	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Bank Service Charge	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-21,011.25	-30,135.00	9,123.75	69.72%

Casper Downtown Development Authority
Transaction Detail by Account
September 2022

DDA-Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	09/12/2022	6156	CAV - Front Range		-55.00	-55.00
Bill Pmt -Check	09/12/2022	6157	Charter Communications	#0976435090122	-139.89	-194.89
Bill Pmt -Check	09/12/2022	6158	FIB - MASTERCARD	#1405	-66.78	-261.67
Bill Pmt -Check	09/12/2022	6159	Walsh Property Management	#21	-2,650.00	-2,911.67
Deposit	09/30/2022			Interest	0.92	-2,910.75
Total CHECKING					-2,910.75	-2,910.75
NOW Acct						
Deposit	09/30/2022			Interest	15.44	15.44
Total NOW Acct					15.44	15.44
TOTAL					-2,895.31	-2,895.31

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Bill Pmt -Check	10/11/2022	6160	CAV - Front Range		-55.00	-55.00
Bill Pmt -Check	10/11/2022	6161	Charles Walsh		-2,650.00	-2,705.00
Bill Pmt -Check	10/11/2022	6162	Charter Communications		-139.89	-2,844.89
Deposit	10/31/2022			Interest	1.13	-2,843.76
Total CHECKING					-2,843.76	-2,843.76
TOTAL					-2,843.76	-2,843.76

Downtown Development Authority Balance Sheet

As of September 30, 2022

DSS - Balance
Sep 30, 22

ASSETS

Current Assets

Checking/Savings

Plaza Checking 129,829.87

Special Events 33,748.00

Total Checking/Savings 163,577.87

Accounts Receivable

Accounts Receivable 33,227.50

Total Accounts Receivable 33,227.50

Other Current Assets

Payroll Asset -47,500.00

Total Other Current Assets -47,500.00

Total Current Assets 149,305.37

TOTAL ASSETS 149,305.37

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable -12,971.59

Total Accounts Payable -12,971.59

Other Current Liabilities

Payroll Liabilities 2,724.78

Total Other Current Liabilities 2,724.78

Total Current Liabilities -10,246.81

Total Liabilities -10,246.81

Equity

Unrestricted Net Assets 236,651.83

Net Income -77,099.65

Total Equity 159,552.18

TOTAL LIABILITIES & EQUITY 149,305.37

Downtown Development Authority

Profit & Loss

September 2022

	DSS-P&L	Sep 22
Ordinary Income/Expense		
Income		
ACCT. INTEREST		15.79
Other Types of Income		
Miscellaneous Revenue		200.00
Total Other Types of Income		200.00
Program Income		
Beverage Sales		2,204.29
Event Sponsorship		30,000.00
Facility Rental		993.64
Friends of Station		1,545.00
Membership Dues		100.00
Partners In Progress		500.00
Total Program Income		35,342.93
Total Income		35,558.72
Gross Profit		35,558.72
Expense		
Contract Services		1,550.00
Facilities and Equipment		
Building Repairs/Maint		14,441.54
Equip Rental and Maintenance		900.13
Landscaping, Repairs/Maint.		729.95
Rent, Parking, Utilities		
DSS		127.97
Rent, Parking, Utilities - Other		3,140.46
Total Rent, Parking, Utilities		3,268.43
Total Facilities and Equipment		19,340.05
Marketing		
Advertising/Media		182.88
Fundraising Expense		224.89
Website		60.51
Total Marketing		468.28
Operations		
Books, Subscriptions, Reference		9.99
Event Expense		
A/V		6,000.00
Bands		250.00
Entertainment/Rentals		700.00
Event Supplies		1,896.70
Security		1,225.00
Event Expense - Other		2,238.48
Total Event Expense		12,310.18
Office Automation		10.99
Overnight Security		2,875.00
Service Charge		292.32
Supplies		269.86
Total Operations		15,768.34
Payroll Expenses		18,765.76
Total Expense		55,892.43
Net Ordinary Income		-20,333.71
Net Income		-20,333.71

Downtown Development Authority
Profit & Loss Budget vs. Actual
July through September 2022

DSS-Tracking				
	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCT. INTEREST	33.82	0.00	33.82	100.0%
Direct Public Support				
Operational Grants	0.00	120,000.00	-120,000.00	0.0%
Total Direct Public Support	0.00	120,000.00	-120,000.00	0.0%
Investments				
Endowment	0.00	32,000.00	-32,000.00	0.0%
Total Investments	0.00	32,000.00	-32,000.00	0.0%
Other Types of Income				
Miscellaneous Revenue	600.00	0.00	600.00	100.0%
Other Types of Income - Other	499.63	25,000.00	-24,500.37	2.0%
Total Other Types of Income	1,099.63	25,000.00	-23,900.37	4.4%
Program Income				
Beverage Sales	29,194.29	40,000.00	-10,805.71	72.99%
Disney Raffle	103.00			
Event Sponsorship	71,652.50	125,000.00	-53,347.50	57.32%
Facility Rental	15,998.64	35,000.00	-19,001.36	45.71%
Friends of Station				
Treediton	0.00	0.00	0.00	0.0%
Friends of Station - Other	46,745.00	30,000.00	16,745.00	155.82%
Total Friends of Station	46,745.00	30,000.00	16,745.00	155.82%
Ice Skating Fees	0.00	45,000.00	-45,000.00	0.0%
Membership Dues	100.00			
Partners In Progress	1,500.00	115,000.00	-113,500.00	1.3%
Support the Station				
Poinsettia sales	0.00	0.00	0.00	0.0%
Support the Station - Other	8,126.00	0.00	8,126.00	100.0%
Total Support the Station	8,126.00	0.00	8,126.00	100.0%
Vendor Fees	4,692.57	0.00	4,692.57	100.0%
Program Income - Other	3,618.00	0.00	3,618.00	100.0%
Total Program Income	181,730.00	390,000.00	-208,270.00	46.6%
Total Income	182,863.45	567,000.00	-384,136.55	32.25%
Gross Profit	182,863.45	567,000.00	-384,136.55	32.25%
Expense				
Contract Services				
Accounting Fees	0.00	7,500.00	-7,500.00	0.0%
Construction Expense	0.00	0.00	0.00	0.0%
Contract Services - Other	4,600.00	0.00	4,600.00	100.0%
Total Contract Services	4,600.00	7,500.00	-2,900.00	61.33%
Facilities and Equipment				
Building Repairs/Maint	40,518.46	0.00	40,518.46	100.0%
Chiller Rental	0.00	40,000.00	-40,000.00	0.0%
Equip Rental and Maintenance	1,062.16	0.00	1,062.16	100.0%
FF&E	836.37	30,000.00	-29,163.63	2.79%
Landscaping, Repairs/Maint.	1,644.28	40,000.00	-38,355.72	4.11%
Liability Insurance	0.00	20,000.00	-20,000.00	0.0%
Rent, Parking, Utilities				
DSS	383.91	0.00	383.91	100.0%

Downtown Development Authority
Profit & Loss Budget vs. Actual
July through September 2022

DSS-Tracking				
	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Rent, Parking, Utilities - Other	7,730.48	34,000.00	-26,269.52	22.74%
Total Rent, Parking, Utilities	8,114.39	34,000.00	-25,885.61	23.87%
Storage - Rental	0.00	7,000.00	-7,000.00	0.0%
Facilities and Equipment - Other	85.00	0.00	85.00	100.0%
Total Facilities and Equipment	52,260.66	171,000.00	-118,739.34	30.56%
Marketing				
Advertising/Media	3,060.00	8,000.00	-4,940.00	38.25%
Fundraising Expense	2,436.54	3,500.00	-1,063.46	69.62%
Website	132.39	1,000.00	-867.61	13.24%
Marketing - Other	189.38	0.00	189.38	100.0%
Total Marketing	5,818.31	12,500.00	-6,681.69	46.55%
Operations				
Bank Fees	0.00	0.00	0.00	0.0%
Books, Subscriptions, Reference	792.93	0.00	792.93	100.0%
Equip/Supplies	0.00	0.00	0.00	0.0%
Event Expense				
A/V	26,225.00	20,000.00	6,225.00	131.13%
Bands	34,967.42	0.00	34,967.42	100.0%
Entertainment/Rentals	9,300.00	75,000.00	-65,700.00	12.4%
Event Supplies	6,713.37	30,000.00	-23,286.63	22.38%
Insurance	12,948.72	0.00	12,948.72	100.0%
Janitorial	0.00	10,000.00	-10,000.00	0.0%
Security	7,593.50	10,000.00	-2,406.50	75.94%
Event Expense - Other	20,103.15	0.00	20,103.15	100.0%
Total Event Expense	117,851.16	145,000.00	-27,148.84	81.28%
Office Automation	10.99	5,000.00	-4,989.01	0.22%
Overnight Security	8,050.00	21,000.00	-12,950.00	38.33%
Postage, Mailing Service	60.00	1,000.00	-940.00	6.0%
Printing and Copying	308.00			
Service Charge	737.97	0.00	737.97	100.0%
Software/Subscriptions	0.00	6,000.00	-6,000.00	0.0%
Supplies	2,769.66	0.00	2,769.66	100.0%
TIPS Training	75.00	0.00	75.00	100.0%
Utilities	0.00	0.00	0.00	0.0%
Operations - Other	0.00	0.00	0.00	0.0%
Total Operations	130,655.71	178,000.00	-47,344.29	73.4%
Payroll Expenses				
Incentives	0.00	5,500.00	-5,500.00	0.0%
Payroll Liabilities	0.00	18,500.00	-18,500.00	0.0%
Payroll Expenses - Other	66,628.42	206,000.00	-139,371.58	32.34%
Total Payroll Expenses	66,628.42	230,000.00	-163,371.58	28.97%
Total Expense	259,963.10	599,000.00	-339,036.90	43.4%
Net Ordinary Income	-77,099.65	-32,000.00	-45,099.65	240.94%
Net Income	<u>-77,099.65</u>	<u>-32,000.00</u>	<u>-45,099.65</u>	<u>240.94%</u>

Downtown Development Authority
Transaction Detail by Account
September 2022

DSS- Sept Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Deposit	09/01/2022			Deposit	496.82	496.82
Deposit	09/04/2022			Deposit	71.62	568.44
Deposit	09/04/2022			Deposit	754.67	1,323.11
Liability Check	09/06/2022		United States Treasury	83-0286881	-613.76	709.35
Liability Check	09/06/2022		United States Treasury	83-0286881	-1,573.28	-863.93
Bill Pmt -Check	09/07/2022	2651	Steven James Phillips	#11	-5,477.50	-6,341.43
Paycheck	09/08/2022		Jaclyn A Landess		-1,898.93	-8,240.36
Deposit	09/08/2022			Deposit	1,500.00	-6,740.36
Paycheck	09/09/2022		Angelica M Parmely		-195.31	-6,935.67
Paycheck	09/09/2022		Chloe Nelson		-218.86	-7,154.53
Paycheck	09/09/2022		Eli R Realing		-62.65	-7,217.18
Paycheck	09/09/2022		John F Lubner		-465.67	-7,682.85
Paycheck	09/09/2022		Kade R Taheri		-138.53	-7,821.38
Bill Pmt -Check	09/12/2022	2652	Airbound	DSS FallFest train	-2,015.00	-9,836.38
Bill Pmt -Check	09/12/2022	2653	Alliance Electric	#11732	-463.28	-10,299.66
Bill Pmt -Check	09/12/2022	2654	AMBI Mail & Marketing	#22-08-539	-79.50	-10,379.16
Bill Pmt -Check	09/12/2022	2655	Brent Phillips	#2220	-6,000.00	-16,379.16
Bill Pmt -Check	09/12/2022	2656	Charter Communications	#8313 30 031 1113376	-127.97	-16,507.13
Bill Pmt -Check	09/12/2022	2657	City of Casper - Water Services	#653567	-107.56	-16,614.69
Bill Pmt -Check	09/12/2022	2658	Cowdin Cleaning	9.1.22	-1,550.00	-18,164.69
Bill Pmt -Check	09/12/2022	2659	GW Mechanical	SV-7532	-795.00	-18,959.69
Bill Pmt -Check	09/12/2022	2660	Hawkins Inc	#6275905	-269.86	-19,229.55
Bill Pmt -Check	09/12/2022	2661	Kody Pivik	#115	-300.00	-19,529.55
Bill Pmt -Check	09/12/2022	2662	Los Angelitas Unidas Y Los Rayos del Sol	FiestaWYO	-250.00	-19,779.55
Bill Pmt -Check	09/12/2022	2663	Mastercard	#9839	-207.74	-19,987.29
Bill Pmt -Check	09/12/2022	2664	Neste Event Marketing, LLC	Doleac - casper	-700.00	-20,687.29
Bill Pmt -Check	09/12/2022	2665	Quality Brands of Casper	#5700253	-905.00	-21,592.29
Bill Pmt -Check	09/12/2022	2666	Rocky Mountain Power	#04279137-002 8	-1,751.84	-23,344.13
Bill Pmt -Check	09/12/2022	2667	Secure Gunz LLC		-4,100.00	-27,444.13
Bill Pmt -Check	09/12/2022	2668	The Lyric	#21	-250.00	-27,694.13
Bill Pmt -Check	09/12/2022	2669	City of Casper - Water Services	#649132	-416.00	-28,110.13
Bill Pmt -Check	09/12/2022	2670	Mastercard	#9471	-969.19	-29,079.32
Bill Pmt -Check	09/12/2022	2671	City of Casper - Water Services	#653570	-615.06	-29,694.38
Bill Pmt -Check	09/12/2022	2672	Mastercard	#7031	-1,346.35	-31,040.73
Deposit	09/13/2022			Deposit	496.82	-30,543.91
Deposit	09/14/2022			Deposit	3,478.00	-27,065.91
Paycheck	09/15/2022		Breya Price		-1,378.68	-28,444.59
Paycheck	09/15/2022		Brooke C Montgomery		-1,820.95	-30,265.54
Paycheck	09/15/2022		Kevin T Hawley		-2,623.56	-32,889.10
Deposit	09/15/2022			Deposit	20.00	-32,869.10
Deposit	09/20/2022			Deposit	25.00	-32,844.10
Liability Check	09/21/2022		United States Treasury	83-0286881	-52.60	-32,896.70
Paycheck	09/23/2022		Chloe Nelson		-226.36	-33,123.06
Paycheck	09/23/2022		John F Lubner		-68.64	-33,191.70
Paycheck	09/23/2022		Kade R Taheri		-22.46	-33,214.16
Bill Pmt -Check	09/26/2022	2673	Steven James Phillips	#12 #15	-8,137.50	-41,351.66
Paycheck	09/30/2022		Breya Price		-1,378.69	-42,730.35
Paycheck	09/30/2022		Brooke C Montgomery		-1,820.95	-44,551.30
Paycheck	09/30/2022		Kevin T Hawley		-2,623.58	-47,174.88
Check	09/30/2022			Service Charge	-292.32	-47,467.20
Deposit	09/30/2022			Interest	15.79	-47,451.41
Bill Pmt -Check	09/30/2022	2676	Black Hills Energy	2897 7717 73	-110.92	-47,562.33

Downtown Development Authority
Transaction Detail by Account
September 2022

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/30/2022	2677	Brent Phillips	#2225	-4,625.00	-52,187.33
Bill Pmt -Check	09/30/2022	2678	C Spur Ranch	#1054	-1,050.00	-53,237.33
Bill Pmt -Check	09/30/2022	2679	Charter Communications		-127.97	-53,365.30
Bill Pmt -Check	09/30/2022	2680	Cowdin Cleaning		-750.00	-54,115.30
Bill Pmt -Check	09/30/2022	2681	Dewitt Water Systems & Services	#29700	-28.20	-54,143.50
Bill Pmt -Check	09/30/2022	2682	MCF LLC	358	-450.00	-54,593.50
Bill Pmt -Check	09/30/2022	2683	Quality Brands of Casper	#11355	-3,279.50	-57,873.00
Bill Pmt -Check	09/30/2022	2684	Secure Gunz LLC		-2,300.00	-60,173.00
Bill Pmt -Check	09/30/2022	2685	The Lyric		-250.00	-60,423.00
Total Plaza Checking					-60,423.00	-60,423.00
TOTAL					-60,423.00	-60,423.00

Downtown Development Authority
Transaction Detail by Account
October 1 - 11, 2022

DSS- Oct Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Liability Check	10/03/2022		United States Treasury	83-0286881	-1,573.22	-1,573.22
Bill Pmt -Check	10/03/2022	2674	McChale Gunby	DSS FallFest	-400.00	-1,973.22
Deposit	10/03/2022			Deposit	150.00	-1,823.22
Deposit	10/03/2022			Deposit	33,500.00	31,676.78
Bill Pmt -Check	10/05/2022	2675	Zack Schommer	Aug 9 Farmers Market - replace voided check #2	-300.00	31,376.78
Bill Pmt -Check	10/11/2022	2676	Black Hills Energy	2897 7717 73	-110.92	31,265.86
Bill Pmt -Check	10/11/2022	2677	Brent Phillips	#2225	-4,625.00	26,640.86
Bill Pmt -Check	10/11/2022	2678	C Spur Ranch	#1054	-1,050.00	25,590.86
Bill Pmt -Check	10/11/2022	2679	Charter Communications		-127.97	25,462.89
Bill Pmt -Check	10/11/2022	2680	Cowdin Cleaning		-750.00	24,712.89
Bill Pmt -Check	10/11/2022	2681	Dewitt Water Systems & Services	#29700	-28.20	24,684.69
Bill Pmt -Check	10/11/2022	2682	MCF LLC	358	-450.00	24,234.69
Bill Pmt -Check	10/11/2022	2683	Quality Brands of Casper	#11355	-3,279.50	20,955.19
Bill Pmt -Check	10/11/2022	2684	Secure Gunz LLC		-2,300.00	18,655.19
Bill Pmt -Check	10/11/2022	2685	The Lyric		-250.00	18,405.19
Total Plaza Checking					<u>18,405.19</u>	<u>18,405.19</u>
TOTAL					<u>18,405.19</u>	<u>18,405.19</u>

The Plan For 100 Years of Service

2022-2024 Strategic Plan





Our Mission

ART 321 nurtures and educates visual artists, and increases access to arts opportunities for all.

Our Vision

A future full of creative opportunities for our community to learn, create, and connect through the arts; where all artists are supported along their self-authored journey of creative expression; and in which everyone has equitable access to the resources and opportunities they need to create without fear of discrimination.

Index:

- Wyoming's Oldest Arts Organization Turns 100 in 2024 (pg. 2)
- 2022-2024 Strategic Plan (pg.3)
- Goals & Strategies (pg. 4-8)
- Achieving Our Goals & How You Can Help (pg. 9)
- What Went Into This Plan (pg.10)

Front Cover:

(Left-Right, Top-Bottom): Watercolor artist Marvie Tipsword's "Daylight Slipping," Rainbow Collective during PRIDE 2021, Rod Dugal & Joy Jones Ceramic Art in ART 321 Gift Shop, Wood Carving artist Leonard Roberts "I've got an APP for that," Fire Performer Miranda Bressler, Photographer Dennis Davis's "Wyoming" & Mixed Media Artist Tarra Pappas' "The Day Hike," Portrait artist Joyce Rodgers at Wednesday Portrait Group, Participants in Jennifer Johnson's "Envision" art group for people with disabilities, ART 321 Gift Shop, Bladesmith Travis Hart, Ellen Black's Weekend Watercolor art group, Ceramic Artist Abby Einer's interview for "The Art of Casper" documentary.

Wyoming's Oldest Arts Organization Turns 100 in 2024

A look at the beginning, the now, and the future

The Casper Artists' Guild (CAG) was founded with five members in 1924 and is one of the oldest arts organizations in Wyoming. During the Great Depression, the members met in the basement of the Townsend Hotel to paint together. If a model was invited in to pose, adults were paid .50 for the evening; children received .10 from every member in attendance.

In the 1930's and 40's, meetings as well as drawing and painting classes were held in the Mountain States Power Company building, later moved to City Hall and then to the old Golden Rule Store, to other storefronts around town and even up in Bear Trap Meadow on Casper Mountain. Fees for models skyrocketed to \$1.00 - \$1.50 per evening.

Guild members continued to meet in temporary locations until 1979, when the group was given the opportunity to lease the old Fire Station No. 2 at 1028 West 15th Street from the City for \$25 a year. In the years to come CAG would continue efforts to provide an "All-Arts Center for Casper" and to "serve the community with art exhibits, lectures and workshops for adults; also classes for children and senior citizens by qualified instructors. Special attention (was) given to handicapped persons of any age, the disadvantaged and elderly."



Tom Loepp leading a workshop at the Westwood Gallery, 1997. Photo Credit Richard Alan Hannon/Star-Tribune.

Around 2011 discussions about "changing the image of the guild" and getting folks to "listen to our hopes of change" started the seeds that led to where we are today. With the transition into ART 321, the guild began to realize its vision as an "All-Arts-Center" that would serve as a "vibrant place for people of all artistic interests to observe, sell, and make art." A space that provides a "wide variety of services to citizens of all ages," and has invested great care into strengthening access and service to people with disabilities, and nondominant, under-supported communities and artists. ART 321 has now become a regional hub for artists and community members to learn and strengthen their creative skills, create art that is personally-relevant, and connect with each other to form new relationships within their communities.



Young Wyoming filmmaker Soren Tempest film screening featuring 4 short works in August of 2022.

A lot has changed since the Great Depression. Models are certainly paid more than .50 cents and we now have our own basement that houses many of today's artist groups with big visions. The art world and challenges facing artists today have also changed. This plan for 100 years of service continues our legacy of service to artists and creative expression in Wyoming, and strengthens our capacity to create the opportunities and resources necessary for Wyoming artists to thrive.

2022-2024 Strategic Plan

As we close in on our 100 year anniversary we see both a wealth of creative energy and innovation in Wyoming's arts ecosystem, and multiple barriers, challenges, and unmet needs. We believe one of our primary roles is to reduce barriers and increase access to resources, experiences, and opportunities needed for artists, community members, and cross-sector partners to fully realize their creative visions. We ensure that everyone can express themselves fully and find community through the arts. We have identified 4 priority areas of focus and one area that will strengthen our capacity to achieve these goals and vision.

Who Do We Serve?

- **Regional Hub for Wyoming's artists**
- **Learners of all ages and experience levels**
- **Communities within reach of Natrona County and/or virtual access**

Priority Areas

1 ROBUST AND AUTHENTIC ARTS ECOSYSTEM

Create resources and opportunities that advance a more livable, equitable, and supportive community where all artists in Wyoming can thrive.

2 CULTURE OF ACCESS & ABUNDANCE

Proactively identify barriers to participation, and ensure artists have timely access to the experiences and opportunities they need to grow and succeed.

3 COMMUNITY & WELLBEING THROUGH THE ARTS

Provide safe and affirming spaces that facilitate new connections, and improve health outcomes through cross-sector collaborations and a spectrum of arts in health initiatives.


4 ARTISTS CREATE, WE ADVOCATE

Support artists' right to create without fear of discrimination or hate, be fairly compensated, and have equitable access to public funding and creative opportunities


5 COMMUNITY SUSTAINED, DEPENDABLE, COLLABORATIVE ORGANIZATION

Broaden and increase community support, expand arts and cross-sector collaborations, and strengthen streams of revenue to ensure another century of sustainable programming.

Strategy Readiness (Color Key):

 Blue Strategies: Programs are in place, ready for expansion/strengthening, or soon to be implemented

 Grey Strategies: Programs are ready for development, need to foster/strengthen new or existing partnerships, research/materials needed

 Maroon Strategies: Particular funding needed before achievable, larger project, policy advocacy



Robust & Authentic Arts Ecosystem

"The Sea of Tranquility" by Carli Holcomb

Goal 1: Showcase and support a more accurate reflection of what artists are creating

- Strategy 1.1: Create opportunities that engage a broad range of artists, mediums, and cultural forms (Open calls/Solo exhibits, artist markets, community partnered RFQ's)
- Strategy 1.2: Invest particular support and resources towards under-supported and nondominant artists, creative practices, and cultural forms (community-identified exhibits, summits, and groups)
- Strategy 1.3: Develop more humanities and story-telling programs to raise awareness of what artists are creating in Wyoming (documentaries, artist interviews, discussions, etc.)

Goal 2: Sustain and develop new resources for artists at all stages, along all journeys

- Strategy 2.1: Provide one-to-one support services and create professional development opportunities (coaching, copy editing, project planning, workshops, etc.)
- Strategy 2.2: Reduce artist's project expenses through shared resources & affordable project space (Scaffolding/Tents/etc., Creator Space, Digital Resource Room, Affordable Studio Space)
- Strategy 2.4: Develop a new artist advancement resource for undersupported and/or early career artists (Fellowship/Residency)

Goal 3: Capacity building for more viable, livable communities for artists

- Strategy 3.1: Sustain and expand partnerships with population-specific organizations to increase artists' feelings of safety, inclusion, and support in the broader Wyoming arts community
- Strategy 3.2: Provide direct support to artists with children, artists with disabilities (childcare during conferences/workshops, ASL interpreters, adaptive equipment and spaces etc.)
- Strategy 3.3: Research affordable healthcare options for artists and artist-owned businesses and extend available resources (Healthcare resources/trainings, artist rates with local providers)
- Strategy 3.4: Research artists' access to affordable housing, extend available resources, and develop program initiatives based on identified needs (info sessions, WCDA resources, workshops for artists)

How will we know

- # of artists represented, supported, and/or participating in PD opportunities
- # of mediums and cultural forms represented
- # of deliverables and events created that discuss art in WY
- # of rentals of project resources and \$ reduction in project expenses
- Qualitative reports on increased awareness of what artists are creating
- # of artists using housing, healthcare, childcare, etc. resources and programs
- Qualitative feedback from population-specific organizations and lived-experience artists and community members



Culture of Access & Abundance

Goal 1: Create just enough, just in time to meet emerging learning and development needs

- Strategy 1.1: Sustain and develop responsive arts learning opportunities
- Strategy 1.2: Promote artist mentors and a community of learning to ensure support at all levels

Goal 2: Invest in islands of empowerment that lead to universally designed spaces & systems

- Strategy 2.1: Provide community arts space and support leadership development within artist communities (art groups, affirming spaces, hub for artists)
- Strategy 2.2: Ensure that all aspects of the organization are barrier-free and welcoming to all (pay-what-you-can, adaptive equipment, virtual access, etc.)
- Strategy 2.4: Reduce stereotype threat and facilitate cultural competency trainings with community partners for artists and arts administrators

Goal 3: Increase business & professional development resources

- Strategy 3.1: Support artists access to and application for business development resources and programs
- Strategy 3.2: Advocate for increased representation of artists and artist-owned businesses in business/economic development programs
- Strategy 3.3: Develop and implement arts specific professional development programs and career support services (portfolio reviews, grant/fellowship application support, workshops)

Goal 4: Increase business & professional development resources

- Strategy 4.1: Develop and support artist and arts organization networking opportunities (Health & Wellness Through the Arts Conference, Teaching Artist Summit, art groups, etc.)
- Strategy 4.2: Co-develop WYartists.org as a free resource for artists and arts organizations to promote opportunities

How will we know

- # of arts learning opportunities and participants
- Qualitative data reporting reduction of barriers, stigma, and increased feelings of support
- # of artists awarded business development resources
- Engagement analytics and feedback from WYartists.org

Community & Wellbeing Through The Arts

Traditional Hoop Dance by Jasmine Pickner-Bell with the North Bear Singers

Goal 1: Capacity building for arts in health and wellness programming in Wyoming

- Strategy 1.1: Strengthen network of creative arts therapists and artists presenting arts in health programming
- Strategy 1.2: Facilitate training opportunities for artists and arts administrators (adult mental health first aide, trauma-informed care training, etc.)
- Strategy 1.3: Develop cross-sector partnerships to identify program needs (Ireach 2, Health Equity Today & Tomorrow exhibit, Intentional Injury and Violence Prevention Program, etc.)

Goal 2: Capacity building for teaching artists as an under engaged resource in Wyoming

- Strategy 2.1: Strengthen network of teaching artists and facilitate professional development opportunities for the field (Teaching Artists Summit & Market)
- Strategy 2.2: Develop a program incubator for teaching artists

Goal 3: Policy advocacy to increase the sustainability of arts in health & cross sector programs

- Strategy 3.1: Leadership development and support for artists to serve on cross-sector boards and committees
- Strategy 3.2: Increase access to health-based funding sources for creative arts therapies and trained teaching artists
- Strategy 3.3: Develop a seed fund for new arts in health and teaching artist programs



"Spirit Willing" by Laura Black

How will we know

- # of participants in summit events
- # of trainings provided
- \$ developed for arts in health and teaching artist programs
- Research on Impact of Arts in Health programs in Wyoming
- # of artists elected/appointed to cross-sector boards and committees
- # of policy wins
- # of cross-sector partnerships developed

Artists Create, We Advocate

"#infatuated" by Amber Marie & Joseph Skimehorn

Goal 1: Policy advocacy to reduce discrimination and infringement on freedom of expression

- Strategy 1.1: Serve as a resource for artists experiencing discrimination (identity and/or creative work)
- Strategy 1.2: Advocate for policy that supports freedom of expression, nonpartisan and equitable practices in public funding for the arts

Goal 2: Advocate for fair compensation and equitable practices for arts across sectors

- Strategy 2.1: Extend research on the impact of calls for art that are unpaid/low-paid or have limited measurable impact
- Strategy 2.2: Support equitable selection processes, and calls for art that measurably support artists
- Strategy 2.3: Serve as a resource for artists and work with hosts to strengthen impact of partnerships



"Hickory Dancing" by Robert Martinez

Goal 3: Advance equitable practices for the ethical and respectful use of culturally-rooted imagery

- Strategy 3.1: Develop and implement policies informed by the strategic goals of lived-experience organizations, artists, and communities (First Nations Development Institute, Juntos, Governor's Council on Developmental Disabilities, WY Equality, Casper Pride, etc.)
- Strategy 3.2: Extend research from lived-experience organizations to artists and arts administrators

How will we know

- # of policy wins
- # of artists supported
- # of resources distributed
- Reduction in instances of discrimination and infringement of freedom of expression
- Reduction in unpaid/low-paid and/or RFP calls for art



Community Sustained, Dependable, Collaborative Organization

Goal 1: Healthy, representative governance, and selfless-service

- Strategy 1.1: Ensure equitable representation in governing body and advisory committees
- Strategy 1.2: Develop a culture of governing that accommodates diverse capacities and experiences
- Strategy 1.3: Establish policies and practices that foster a healthy work culture for staff, volunteers, and artists

Goal 2: Strengthen revenue structure and support systems

- Strategy 2.1: Strengthen and diversify revenue structure (artist and friends of ART 321 membership, creator space use, artist studio and space rentals, art sales, arts learning/community programs, grants and sponsorships, donations and endowment)
- Strategy 2.2: Apply for cross-sector funding support

Goal 3: Safe, supportive hub and incubator for artists

- Strategy 3.1: Serve as an open resource for artist and creative community use

Goal 4: Community sustained resource

- Strategy 4.1: Engage board members, artists, volunteers, and community in advocating for and contributing to the organization year round



How will we know

- % of Annual income goals met
- # of Artists and Friends of ART 321 members
- # of donors making enhanced gifts
- \$ balance across revenue sources
- # artists and community members using the space
- # of advocates for mission and vision

Achieving Our Goals & How You Can Help

We are a particularly nimble organization with a modest annual budget and diversified revenue structure. While many of our goals in this plan are flexible based on means, your support can ensure we reach the peak of each goal area. We can either simply gather the currently available resources free of charge, or create innovative and timely programs that significantly impact the capacity of Wyoming artists and our creative community, it all depends on what support we are able to develop.

1 Grow our Artist & Friends of ART 321 Membership program

Our membership program provides not only unique opportunities for artists to sell and show their work, but it also provides some discounts and perks for our supporters at all levels. For us, membership provides a reliable revenue source and a network of advocates who support our mission!

2 Increase program participation and commissions sent home to artists

We ensure that financial means are never a barrier to creative expression. Your participation in programs ensures that we are able to sustain this type of access. When you buy art from our artist market or gallery, you are directly supporting artists and our operating costs!

3 Rent our artist studios and utilize Creator Space resources

Shared resources reduce costs for us all and allow artists to access the equipment they may not otherwise be able to afford. Renting studio space at ART 321 is not only affordable but also generates revenue that supports additional programs and services that benefit artists and the creative community.

4 Foster strong relationships with donors and supporters who believe in our mission & vision

As a 501(c)(3) non-profit we rely on the generosity of our community members. Without your financial support, we can not maintain operations and access to critical programs for artists and community members. We have a dedicated staff and wonderful facility that will help us support both for years to come.

5 Expand grant and foundation support

Through our cross-sector partnerships, arts in health programming, and economic development initiatives among others we anticipate increased access to grant funding to supplement the limited arts & culture resources available in Wyoming.

6 Build sustainability by strengthening our endowment

First, we are investing in revenue-generating efforts in the coming two years to build a strong foundation, then we hope you will join us in growing our endowment to ensure this foundation is sustainable for generations to come. Help us make year 100 the foundation that leads to year 200!



What Went Into This Plan

Developing a strategic plan that both honored the 100-year history of the Casper Artist's Guild and prepares ART 321 to continue that legacy and meet the needs of today's artists was no small feat. To aid us in building this plan we engaged 6 areas of input and guidance.

- Conducted a thorough review of the Casper Artists' Guild's history, past strategic plans, statements of purpose, and vision/fundraising messaging about ART 321.
- Combined feedback from multiple artist and community member surveys, community forums, program participants, and themes identified through informal conversations.
- Supplemented feedback from recent participants with insights on how we can better serve and increase access for our broader community. This included, but was not limited to, reviewing the strategic goals and needs identified by population-specific organizations such as: The Governor's Council on Developmental Disabilities, I-Reach 2, WY ENGAGE Council (serving 16 to 35 year-olds), Juntos, Casper Pride, and Wyoming Equality.
- Incorporated findings and strategic goals from cross-sector partners to advance our effort to support the "whole artist." This included, but was not limited to, incorporating goals and resources identified by the Wyoming Department of Health's State Health Improvement Plan, First Nations Development Institute's "Reclaiming Native Truth: A Project to Dispel America's Myths and Misconceptions," Wyoming Humanities Council, ArtPlace America's "Exploring the Ways Arts and Culture Intersects with Housing," Wyoming Women's Business Center, and the Wyoming Business Council.
- Engaged field research & best practices to advance equity and connection to the national arts ecosystem. This included, but was not limited to, the Helicon Collaborative's 2017 "Not Just Money: Equity Issues in Cultural Philanthropy" report, Springboard for the Arts "Creative People Power" report, Jerome Foundation's "ReTool: Racial Equity in the Panel Process," and "Theoretical Foundations of Universal Instructional Design" by Nancy Evans.

ART 321 Staff

Tyler Cessor
Executive Director

Ellen Uttmark
Admin Assistant / Bookkeeper

Jennie Elliott
Gallery Manager

Anjie Wallace
Marketing Coordinator

ART 321 Board of Directors

Laura Hunter (Casper)
Robert Martinez (Riverton)
Eathan Murphy (Casper)
Brian Helling (Casper)
Cayla Nimmo (Washington D.C.)
Carli Holcomb (Casper)

Steve Knox (Cheyenne)
Michelle Soulek (Casper)
Suzanne Morlock (Wilson)
Carl Oleson (Casper)
Jennifer Johnson (Casper)

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Creator Space

Affordable Artist Studios

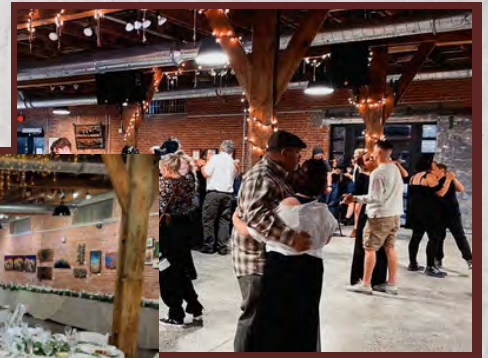
ART 321 now has
rentable studio space for
artists and creatives and
50% of rent can be paid
in trade!



Rent ART 321 for your next event!

**We can help you make ART 321 the perfect place
for your Wedding, Reception, Birthday Party,
Retirement Party, Reunions and more!**

- Freedom to create the look you want for your event in an open 16,000-square-foot space
- Area to have caterers set up behind the scenes or to create a buffet
- Kitchen available with refrigerator and microwave
- Included in cost, folding tables, black folding chairs, black table cloths, and a bar
- Staff member to assist the day before and the day of the event



ART 321

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