



**Monday, November 14, 2022, Regular Town Council Meeting at 5 p.m.**  
**in the Lovatt Room of the Sublette County Library**

**[meet.google.com/ykqatvguot](https://meet.google.com/ykqatvguot) or Join by Phone: (US) +1 617-675-4444 PIN: 122 435 148 2**

**A. CALL TO ORDER**

A-1 Pledge of Allegiance

**B. ROUTINE MATTERS**

B-1 Accept/Amend Agenda

B-2 Approve minutes of the October 24, 2022, Regular Town Council meeting

B-3 Approve minutes of the November 7, 2022, Special Town Council meeting

B-4 Approve minutes of the November 8, 2022, Special Town Council meeting

**C. CITIZEN/COUNCIL CONCERNS**

**D. VISITING DELEGATIONS**

D-1 Tim Fixter, Summit West CPA Group

**E. CONSENT AGENDA**

E-1 Chamber of Commerce Temporary Use Application for Mountain Man Christmas Parade

E-2 Annual Employee Retention Award

E-3 Enter into contract negotiations with Otterspace for EV Charging Station

E-4 2022-23 Snow Removal Contract

E-5 Proposed Wastewater In-House Analysis

E-6 Cancel the regular Town Council meeting scheduled for December 26, 2022

**F. OTHER TOWN BUSINESS**

**G. ORDINANCES & RESOLUTIONS**

G-1 Ordinance 702, on the first read, an amended Annual Appropriation Ordinance for fiscal year ending June 30, 2023

**H. ROUTINE BUSINESS**

H-1 Presentation of the bills for November 14, 2022, in the amount of \$468,055.64 paid with checks 28986 – 29033







TOWN OF  
**PINEDALE**  
WYOMING

**B-1**

**Item:** Accept/Amend Agenda

**Action:**

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**Presenter:** Mayor Murdock

**Information:**

**Issue:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

**B-2**

**Item:** Approve the minutes of the October 24, 2022, regular Town Council meeting

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**Issue:**

**Recommendation:**

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STATE OF WYOMING     )  
COUNTY OF SUBLETTE  )§  
TOWN OF PINEDALE     )

The Town Council of the Town of Pinedale met in regular session on Monday, October 24, 2022, in the Lovatt Room of the Sublette County Library.

The meeting was called to order by Mayor Matt Murdock at 5 p.m. Council members present: Dean Loftus, Judi Boyce, and Tyler Swafford. Scott Kosiba attended remotely. Those in attendance included: KC Lehr, representing Sublette County Sheriff's Office; Robert Galbreath, representing the Pinedale Roundup; Brian Gray, representing Jorgensen Associates; Morgan Faber and Ken Konicek, representing the Pinedale Half Marathon; Tyler Tholl, Brian Woody, Tressa Barnes, and David Ricley, representing Union Telephone; Max Lockett; Ed Wood, Town Attorney; Abram Pearce, Town Director of Public Works; and Chad Mitchell, Planning and Zoning Administrator. Maureen Rudnick and Tesa Manning joined the meeting online.

Mayor Murdock led those present in the Pledge of Allegiance.

Motion by Councilman Swafford to allow Councilman Kosiba to attend the meeting remotely. Seconded by Councilman Loftus. Motion passed 4-0.

Motion by Councilman Swafford to accept the agenda as presented. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilwoman Boyce to approve the minutes of the October 10, 2022, regular Town Council meeting as presented. Seconded by Councilman Swafford. Motion passed 4-0-1; Mayor Murdock abstained.

Morgan Faber and Ken Konicek reported on the Pinedale Half Marathon and thanked Town Staff for their assistance.

Sheriff KC Lehr reported on calls for service for September 2022.

Brian Woody and Tyler Tholl reported on the Union Telephone broadband buildout.

Motion by Councilman Loftus to approve the consent agenda items. Seconded by Councilwoman Boyce. Motion passed 5-0. Consent agenda items approved were the Pine Creek Habitat Restoration Project PSA with Biota, in an amount not to exceed \$5,000; the Pine Creek Habitat Restoration Project PSA with Teletractors, Inc., not to exceed \$10,000; US 191/Pine Street Sewer Replacement Project PSA with Rio Verde Engineering, not to exceed \$16,476; purchase of wastewater aeration motors from 2M Company, in an amount not to exceed \$3,000; repairs and purchase of parts for the wastewater aerator pump motors from One Touch Electric, LLC, in an amount not to exceed \$3,090.61; the transfer of unused lab supplies to Sublette County Health Care lab and/or Sublette County School District No. 1; and review of the 2022-23 Snow Removal Policy.

Mayor Murdock introduced Riley Wilson, Airport Manager.

Motion by Councilman Swafford to un-table the Union Cell on Wheels (COW) permit application. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilman Swafford to approve the commercial building permit application for an installation/operation of a Union Cell-on-Wheels, ending September 30, 2023, with the following conditions and milestones: December 4, 2022, macro-cell tower application and all associated permits deemed complete, 60 days from initial submission; January 2, 2023, P&Z consideration of macro-cell tower application/variance/CUP public hearing (date subject to change due to federal holiday); January 23, 2023, consideration of macro-cell tower application by Town Council. Union shall provide quarterly updates until the projects starts, then monthly reports to Town Council. § 475-116 requires fencing of certain areas within C-1. As such, to be utilized as a construction staging area, fencing per § 475-116 B is required. Fee for this building permit shall be \$104.06, per the most recent Fee Resolution. Failure to fulfill any and all such conditions will result in the revocation of said permit per §160-7 of the Town of Pinedale Municipal Code. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilwoman Boyce to approve a landside storage garage lease with Emblem Aviation from November 1, 2022, through June 30, 2023, in the amount of \$200 per month. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilman Loftus to approve the Upper Green River Cemetery District quitclaim deed for a parcel of land located within the NE ¼ of the NE ¼ of the SW ¼ of SECTION 34, TOWNSHIP 34 N, RANGE 109 W, 6<sup>TH</sup> P.M., Sublette County, Wyoming, encompassing 0.12 acres, more or less. Seconded by Councilman Swafford. Motion passed 5-0.

Council reviewed monthly department reports from Animal Control & Municipal Code, Projects, Public Works, Water & Wastewater, Planning & Zoning, the Airport and Travel & Tourism.

Council reviewed the unaudited quarterly financial report.

The following bills were presented for payment: A to Z Hardware, \$104.93; All American Fuel Company, Inc, \$2,764.26; American Water Works Assn, \$355.00; Black Mountain Rental-Pinedale, \$198.00; Bucky's Outdoors, \$174.68; Caselle, Inc., \$1,479.00; Clean Wash Laundromat, \$4,077.32; DBT Transportation Services, LLC, 2,304.75; Deats, Larry Or Loretta, \$70.50; Dito LLC, \$250.00; Emblem Aviation Inc, \$272.58; Energy Laboratories Inc, \$244.50; Fabelina, Anna, \$316.00; Freedom Mailing Services, Inc, \$526.88; Graymatter Systems, \$800.00; Idexx Distribution, Inc, \$4,168.83; Jorgensen Associates PC, \$3,370.00; Madden Media, \$111,597.00; Mitchell, Chad, \$237.00; Northwest Scientific, Inc., \$831.50; One Touch Electric LLC, \$3,090.61; Pinedale Auto Supply, \$67.77; Pinedale Fine Arts Council, \$20,000.00; Pinedale Lumber, \$308.30; Pinedale Roundup, \$200.00; Rocky Mountain Power, \$3,448.43; Rudnick, Maureen, \$1,091.91; Sage & Snow Garden Club, \$2,223.00; Sturman, Amy, \$115.00; T-O Engineers Inc, \$28,674.36.

Motion by Councilwoman Boyce to approve the bills for October 24, 2022, in the amount of \$193,362.11 paid with checks 28947 – 28976. Seconded by Councilman Swafford. Motion passed 5-0.

Motion by Councilwoman Boyce to approve payroll and benefits for October 31, 2022. Seconded by Councilman Swafford. Motion passed 5-0.

Motion by Councilman Swafford to exit the Regular Session meeting and enter Executive Session to discuss real estate at 6:07 p.m. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilman Swafford to exit Executive Session at 7:15 p.m. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilman Swafford to re-enter Regular Session at 7:15 p.m. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilwoman Boyce to adjourn the meeting. Seconded by Councilman Kosiba. Motion passed 5-0. The meeting adjourned at 7:16 p.m.

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Matt Murdock, Mayor

ATTEST:

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Amy Sturman, Assistant Clerk





TOWN OF  
**PINEDALE**  
WYOMING

**B-3**

**Item:** Approve the minutes of the November 7, 2022, special Town Council meeting

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**Issue:**

**Recommendation:**

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STATE OF WYOMING     )  
COUNTY OF SUBLETTE  )§  
TOWN OF PINEDALE     )

The Town Council of the Town of Pinedale met in special session on Monday, November 7, 2022, in the board room of the Sublette County Library.

The meeting was called to order by Mayor Matt Murdock at 3 p.m. Council members present: Tyler Swafford, Dean Loftus, Judi Boyce, and Scott Kosiba. Those in attendance included: Robert Galbreath, representing the Pinedale Roundup; Town Attorney, Ed Wood; and Town employees Amy Sturman, Abram Pearce, and Chad Mitchell.

Mayor Murdock led those present in the Pledge of Allegiance.

Motion by Councilman Loftus to approve the agenda as presented. Seconded by Councilman Swafford. Motion passed 5-0.

Motion by Councilman Swafford to exit regular session and enter executive session. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilman Swafford to exit executive session and re-enter regular session. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilwoman Boyce to adjourn at 4:02 p.m. Seconded by Councilman Loftus. Motion passed 5-0.

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Matt Murdock, Mayor

ATTEST:

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Maureen Rudnick, Clerk-Treasurer



TOWN OF  
**PINEDALE**  
WYOMING

**B-4**

**Item:** Approve the minutes of the November 8, 2022, special Town Council meeting

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**Issue:**

**Recommendation:**

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STATE OF WYOMING     )  
COUNTY OF SUBLETTE   )§  
TOWN OF PINEDALE     )

The Town Council of the Town of Pinedale met in special session on Tuesday, November 8, 2022, in the Lovatt Room of the Sublette County Library.

The meeting was called to order by Mayor Matt Murdock at 12 p.m. Council members present: Tyler Swafford, Dean Loftus, Judi Boyce, and Scott Kosiba. Those in attendance included: Robert Galbreath, representing the Pinedale Roundup; Town Attorney, Ed Wood; and Town employees Amy Sturman, Abram Pearce, and Chad Mitchell.

Mayor Murdock led those present in the Pledge of Allegiance.

Motion by Councilman Swafford to approve the agenda as presented. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilman Swafford to approve Resolution 2022-08, a resolution authorizing the execution of a contract with Entertainment Lane Partners, LLC, a Wyoming limited liability company, for the purchase of certain lands. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilman Loftus to adjourn at 12:12 p.m. Seconded by Councilman Kosiba. Motion passed 5-0.

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Matt Murdock, Mayor

ATTEST:

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Maureen Rudnick, Clerk-Treasurer







TOWN OF  
**PINEDALE**  
WYOMING

**D-1**

**Item:** Tim Fixter, Summit West CPA Group

**Action:** Approve/Disapprove/Amend

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**Presenter:** Tim Fixter

**Information:** Attached

**Issue:**

**Recommendation:**

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**TOWN OF PINEDALE, WYOMING**  
**FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2022**



**TOWN OF PINEDALE, WYOMING  
FINANCIAL REPORT  
JUNE 30, 2022**

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MICHAEL B. LEWIS, CPA  
SARAH L. SWEENEY, CPA  
LORIELLE MORTON, CPA  
TIMOTHY R. FIXTER, CPA, CFE



ERIC ANDREWS, CPA  
BRYAN BROWN, CPA

RICHARD F. FAGNANT, CPA  
OF COUNSEL

## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the Town Council  
Town of Pinedale, Wyoming  
Pinedale, Wyoming

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying cash basis financial statement of the governmental activities, the business-type activities, each major fund and the remaining fund information of the Town of Pinedale, Wyoming (the Town), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business-type activities, each major fund, and remaining fund information of the Town of Pinedale as of June 30, 2022, and the respective changes in cash basis financial position for the year then ended in accordance with the cash basis of accounting described in Note 1.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Pinedale and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Pinedale's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Pinedale's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Pinedale's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Basis of Accounting**

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

### **Other Matters**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Pinedale's basic financial statements. Management elected not to prepare the management discussion and analysis portion of the financial statements.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 21, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Pinedale's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. The financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional

procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2022, on our consideration of the Town of Pinedale's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Pinedale's internal control over financial reporting and compliance.

**SUMMIT WEST CPA GROUP, P.C.**

Summit West CPA Group, P.C.  
Lander, Wyoming  
September 30, 2022

# **Government-Wide Financial Statements**

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**TOWN OF PINEDALE, WYOMING**  
**STATEMENT OF NET POSITION - CASH BASIS**  
**JUNE 30, 2022**

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
<b>ASSETS</b>			
Cash and investments	\$ 11,931,288	\$ 3,557,228	\$ 15,488,516
<b>Total Assets</b>	<u>\$ 11,931,288</u>	<u>\$ 3,557,228</u>	<u>\$ 15,488,516</u>
<b>NET POSITION</b>			
Restricted for			
Utility deposits	\$ 0	\$ 4,994	\$ 4,994
Travel and tourism	471,371	0	471,371
Unrestricted	<u>11,459,917</u>	<u>3,552,234</u>	<u>15,012,151</u>
<b>Total Net Position</b>	<u>\$ 11,931,288</u>	<u>\$ 3,557,228</u>	<u>\$ 15,488,516</u>

See Notes to Financial Statements



# **Fund Financial Statements**

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**TOWN OF PINEDALE, WYOMING  
BALANCE SHEET  
GOVERNMENTAL FUNDS - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>General Fund</u>	<u>Airport</u>	<u>Travel and Tourism Special Revenue (Nonmajor)</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 10,565,549	\$ 894,338	\$ 471,371	\$ 11,459,887
Total Assets	<u>\$ 10,565,549</u>	<u>\$ 894,338</u>	<u>\$ 471,371</u>	<u>\$ 11,459,887</u>
<b>FUND BALANCE</b>				
Restricted for				
Travel and tourism	\$ 0	\$ 0	\$ 471,371	\$ 471,371
Committed for				
Rainy day reserves	5,000,000	103,000	0	5,103,000
Depreciation reserves	600,000	0	0	600,000
Assigned for				
Special projects - Note 5	1,437,278	0	0	1,437,278
Unassigned	<u>3,528,271</u>	<u>791,338</u>	<u>0</u>	<u>4,319,609</u>
Total Fund Balance	<u>10,565,549</u>	<u>894,338</u>	<u>471,371</u>	<u>11,931,258</u>

**TOWN OF PINEDALE, WYOMING**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES**  
**IN FUND BALANCE - CASH BASIS**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

	<u>General Fund</u>	<u>Airport</u>	<u>Travel and Tourism Special Revenue (Nonmajor)</u>	<u>Total Governmental Funds</u>
<b>RECEIPTS</b>				
Taxes	\$ 1,344,846	\$ 0	\$ 326,353	\$ 1,671,199
Licenses and permits	37,075	0	0	37,075
Intergovernmental and grants	1,044,235	4,745,946	30,000	5,820,181
Charges for services	25	230,175	0	230,200
Fines and forfeitures	2,526	0	0	2,526
Contribution	31,924	0	0	31,924
Investment earnings	37,744	2,657	0	40,401
<b>Total Receipts</b>	<u>\$ 2,498,375</u>	<u>\$ 4,978,778</u>	<u>\$ 356,353</u>	<u>\$ 7,833,506</u>
<b>DISBURSEMENTS</b>				
General government	2,117,268	0	0	2,117,268
Public safety	124,982	0	0	124,982
Public works	632,064	0	0	632,064
Parks and recreation	313,443	0	0	313,443
Community development	87,725	0	191,070	278,795
Airport	0	5,290,044	0	5,290,044
<b>Total Disbursements</b>	<u>3,275,482</u>	<u>5,290,044</u>	<u>191,070</u>	<u>8,756,596</u>
Excess of revenues over (under) disbursements	(777,107)	(311,266)	165,283	(923,090)
Excess (deficiency) of receipts over disbursements	(777,107)	(311,266)	165,283	(923,090)
<b>FUND BALANCES - JULY 1</b>	<u>11,342,686</u>	<u>1,205,604</u>	<u>306,088</u>	<u>12,854,378</u>
<b>FUND BALANCES - JUNE 30</b>	<u>10,565,579</u>	<u>894,338</u>	<u>471,371</u>	<u>11,931,288</u>

See Notes to Financial Statements

**TOWN OF PINEDALE, WYOMING  
STATEMENT OF NET POSITION  
BUSINESS-TYPE ACTIVITIES - PROPRIETARY FUND - CASH BASIS  
JUNE 30, 2022**

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and short-term investments	\$ 2,449,169	\$ 1,108,059	\$ 3,557,228
Total Assets	<u>\$ 2,449,169</u>	<u>\$ 1,108,059</u>	<u>\$ 3,557,228</u>
<b>NET POSITION</b>			
Restricted for			
Utility deposits	\$ 2,580	\$ 2,414	\$ 4,994
Unrestricted	<u>2,446,589</u>	<u>1,105,645</u>	<u>3,552,234</u>
Total Net Position	<u>\$ 2,449,169</u>	<u>\$ 1,108,059</u>	<u>\$ 3,557,228</u>

**TOWN OF PINEDALE, WYOMING**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN FUND NET POSITION**  
**BUSINESS-TYPE ACTIVITIES - PROPRIETARY FUND - CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
<b>RECEIPTS</b>			
Charges for goods and services	\$ 776,153	\$ 520,210	\$ 1,296,363
Investment receipts	8,448	3,855	12,303
	<u>784,601</u>	<u>524,065</u>	<u>1,308,666</u>
<b>Total Receipts</b>			
<b>DISBURSEMENTS</b>			
Salaries and benefits	324,237	264,567	588,804
Supplies, material, and other	96,823	94,493	191,316
Engineering and testing	97,988	28,239	126,227
Capital outlay	41,503	19,654	61,157
	<u>560,551</u>	<u>406,953</u>	<u>967,504</u>
<b>Total Disbursements</b>			
Excess (deficiency) of receipts over disbursements	<u>224,050</u>	<u>117,112</u>	<u>341,162</u>
<b>TOTAL NET POSITION - JULY 1</b>	<u>2,225,119</u>	<u>990,947</u>	<u>3,216,066</u>
<b>TOTAL NET POSITION - JUNE 30</b>	<u>\$ 2,449,169</u>	<u>\$ 1,108,059</u>	<u>\$ 3,557,228</u>

See Notes to Financial Statements

# **Notes to Financial Statements**

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**TOWN OF PINEDALE, WYOMING**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town of Pinedale, Wyoming (the Town) have been prepared on a cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). This basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (cash receipts) and cash outflows (cash disbursements) reported in the period in which they occurred. The cash basis of accounting differs from GAAP primarily because revenues (cash receipts) are recognized when received in cash rather than when earned and susceptible to accrual, and expenditures or expenses (cash disbursements) are recognized when paid rather than when incurred or subject to accrual. The cash basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and constraints of the measurement and recognition criteria of the cash basis of accounting. Significant Town accounting policies are described below.

**A. REPORTING ENTITY**

The Town of Pinedale, Wyoming operates under a Mayor-Council form of government and provides the following services as authorized by its charter: public safety (police and fire), streets, sanitation, health and social services, recreation, public improvements, planning and zoning, and general administrative services.

The legislative branch of the Town government is composed of an elected Mayor and four elected Town Council members. The establishment and adoption of policy is the responsibility of the Mayor and Town Council members. The Mayor and Council members appoint the following officials: Clerk, Treasurer, Public Works Director, Town Attorney, and Municipal Court Judge.

The accompanying financial statements present the primary government. The Town has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by or dependent on the Town. Control or dependence is determined on the basis of budget adoption, taxing authority, funding and appointment of the respective governing board.

**B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e. the Statement of Net Position – Cash Basis and Statement of Activities – Cash Basis) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, special revenue funds and proprietary funds. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

**Government-Wide Financial Statements**

The government-wide financial statements: The Statement of Net Position – Cash Basis and Statement of Activities – Cash Basis display information about the reporting government as a whole within the limitations of the cash basis of accounting, and present both the Town's governmental and business-type activities on a consolidated basis by column.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program cash receipts* include: (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

The Town's public safety, public works, parks and recreation, airport, community development, and general administrative services are classified as governmental activities. The Town's water and sewer services are classified as business-type activities. The governmental activities generally are financed through taxes, intergovernmental receipts, and other nonexchange receipts. The business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

**Fund Financial Statements**

The Town's accounting system is organized on a fund basis, and each fund is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, net position or fund balance, receipts, and expenditures or expenses.

The Town reports the following major governmental fund:

- **General Fund** – The General Fund is the Town's primary operating fund. It accounts for all financial resources not accounted for and reported in another fund.
- **Airport Fund** – The Town has chosen to classify the airport as a separate fund due to the activity and size of the Town's airport operations as well as the funds received, and being spent on the construction on the airport improvement project.

The Town reports the following major proprietary funds:

- **Water and Sewer Funds** – The water and sanitation funds are enterprise funds that account for the water and sanitation services provided to residential and commercial users in the Town of Pinedale. These funds operate on a self-supporting basis as required by State Statute.

Additionally, the Town reports the following fund types:

- **Proprietary Fund** – The Town's proprietary funds are noted above. A Proprietary Fund accounts for operations (1) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
- **Special Revenue Fund** – Special revenue funds account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes. The travel and tourism fund falls into this category.

The Town applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted Net Position is available.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

**D. BASIS OF ACCOUNTING**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. The Town's financial statements are prepared on the cash basis. This method recognizes assets, liabilities, net position/fund equity, revenues, and expenditures/expenses when they result from cash transactions. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements. In addition, capital assets, other economic assets, deferred outflows, liabilities, and deferred inflows that do not arise from a cash transaction or event are not reported, and the measurement of reported assets and liabilities does not involve adjustment to fair value.

If the Town utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for the enterprise fund would use the accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

**E. CASH AND CASH EQUIVALENTS**

The Town considers cash and cash equivalents to consist of all cash, either on hand or in banks, including time deposits, and any highly liquid debt instruments. This definition of cash and cash equivalents is used in the statement of cash flows for proprietary fund types if full accrual financials were presented.

The Town is authorized and limited to invest in those types of securities as allowed by Wyoming State Law (W.S. 9-4-831). There is no limitation on the asset mix as long as investments meet the guidelines imposed by law.

Investments for the Town, are reported at fair value in accordance with GASB Statement No. 72, Fair Value Measurement and Application.

**F. INVESTMENTS**

The Town follows GASB Codification Section Number 72, *fair value measurement and application*. That section requires most investments to be reported at their fair value. Unrealized gains and losses on investments are not included in the statement of revenues, expenditures and changes in fund balances for governmental fund types, or in the statement of revenues, expenses and changes in fund Net Position for proprietary fund types given the financials are presented on the cash basis.

**G. RESTRICTED ASSETS**

The amounts reported as restricted assets as of June 30, 2022 are comprised of amounts held by the Town from lodging tax that is restricted for travel and tourism expenditures, which totaled \$471,371 for the year ended June 30, 2022.



NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

H. COMPENSATED ABSENCES

An employee is eligible to earn paid vacation on a graduated scale based on length of employment as follows:

VACATION EARNING SCHEDULE

For employees hired before April 15, 2014

YEARS OF ELIGIBLE SERVICE	VACATION DAYS MONTHLY
3 months to 3 years	1 vacation day per month (8 hrs./month)
4-5 years	1¼ vacation days per month (10 hrs./month)
6-10 years	1½ vacation days per month (12 hrs./month)
11 and subsequent years	2 vacation days per month (16 hrs./month)

VACATION EARNING SCHEDULE

For employees hired after April 15, 2014

YEARS OF ELIGIBLE SERVICE	VACATION DAYS MONTHLY
Date of Hire-5 years	1 vacation day per month (8 hrs./month)
6-10 years	1¼ vacation days per month (10 hrs./month)
11-15 years	1½ vacation days per month (12 hrs./month)
16 and subsequent years	2 vacation days per month (16 hrs./month)

Employees may accrue up to 384 hours of vacation, or 48 days before their accrual is capped. A maximum of 384 hours may be payable upon termination. There is accrued vacation and compensation pay of approximately \$52,587 at June 30, 2022 not reported as a liability in the financial statements due to the fact they are prepared on the cash basis of accounting.

Employees also earn sick leave. Unused sick leave can be accumulated up to a maximum of 48 days. Unused sick leave benefits will not be paid upon termination.

I. ESTIMATES

The preparation of financial statements in conformity with a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect certain reported amounts and related disclosures. Actual results could differ from those estimates.

J. FUND BALANCE

The Town uses the fund balance definitions in GASB Codification Section 1800 for financial reporting for all governmental fund types. The definitions provide more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

- **Nonspendable fund balance** – amounts that are in nonspendable form (such as inventory) or are required to be maintained intact.
- **Restricted fund balance** – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions, or by enabling legislation.
- **Committed fund balance** – amounts constrained regarding use for specific purposes pursuant to requirements imposed by formal action of the Town's highest level of decision-making authority. (In the case of the Town of Pinedale, commitments are evidenced by adoption of an ordinance by the Town Council.)

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

**J. FUND BALANCE (cont.)**

- **Assigned fund balance** – amounts the Town intends to use for a specific purpose. Intent can be expressed by the Town Council or by an official or body to which the Town Council delegates authority.
- **Unassigned fund balance** – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The Town utilizes restricted fund balances first, followed by committed resources, and then assigned resources.

The Town Council establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Town Council through adoption or amendment of the budget as intended for a specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

It is the Town's policy that the general fund is responsible for any deficit fund balances that are created through the normal course of business or satisfying various regulatory requirements that the Town is required to comply with.

The Town Council has not elected to adopt a minimum fund balance policy as of June 30, 2022.

**K. NET POSITION**

In the proprietary fund financial statements, Net Position consists of restricted and unrestricted amounts. The Town records restrictions to indicate that a portion of the net position is segregated for a specific future use and does not represent current available expendable financial sources. Following is a list of all restrictions used by the Town and a description of each:

- **Travel and tourism** - The Pinedale Travel and Tourism Commission (PTTC) promotes travel and tourism in Pinedale, Wyoming. PTTC invests revenue from a lodging tax (4%) approved by Pinedale voters.
- **Unrestricted** - Water and Sewer Fund unrestricted Net Position is restricted by state law for (1) the general operation of the water and sewer fund, and (2) the retirement of any bonds issued to fund the construction of water and sewer plants. Only after all bonds have been retired can water and sewer fund Net Position be transferred to the general fund.

**L. New and Upcoming Accounting Pronouncements**

The following are Statements of the Governmental Accounting Standards Board (GASB) that the Town is aware of and evaluating the impact to the Town as well as its implementation.

- GASB Statement No. 96, *Subscription based information technology arrangements*, effective for reporting periods beginning after June 15, 2022.

In May 2020, the GASB issued Statement No. 96, *Subscription based information technology arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

**NOTE 1 - Nature of Business and Significant Accounting Policies (cont.)**

**L. New and Upcoming Accounting Pronouncements (cont.)**

Under this Statement, a government generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

The Town is evaluating the impact that the above GASB statement will have on its financial reporting.

The following are Statements of the Governmental Accounting Standards Board (GASB) that are applicable to the Town at June 30, 2022, and have been implemented by the Town:

- GASB Statement No. 87, *Leases*, effective for reporting periods beginning after June 15, 2021.
- GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, effective for reporting periods beginning after December 15, 2019.

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Statement No. 87 is effective for the Town in the fiscal years beginning after June 15, 2021.

**NOTE 1 - Nature of Business and Significant Accounting Policies (cont.)**

**L. New and Upcoming Accounting Pronouncements (cont.)**

In June 2018, The GASB issued Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period. This Statement enhances the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and also to simplify accounting for interest cost incurred before the end of a construction period. It requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reporting in a business-type activity or enterprise fund. Interest cost incurred before the end of a construction period should be recognized as an expenditure for financial statements prepared using the current financial resources measurement.

The requirements of this Statement are effective for the fiscal year ending June 30, 2021.

**NOTE 2 - BUDGETS AND BUDGETARY ACCOUNTING**

The Town prepares its annual budget at the departmental level for each of its governmental and proprietary funds.

Wyoming State Statutes require the preparation of an annual budget which provides documentation that all sources and uses of Town resources are properly planned, budgeted, and approved. The budget, upon adoption, is the legal document which places restrictions and limitations on the purposes and amounts for which Town monies may be expended.

Legal spending control for Town of Pinedale, Wyoming monies is at the activity level within each department and individual fund. The Town of Pinedale, Wyoming Council may amend the budget after it is approved using the same procedures necessary to approve the original budget at the department level. Management monitors expenditures at budgetary line item levels within each fund to enhance the accounting control system and may amend the budget at this level as long as the activity level budget is maintained.

**NOTE 3 - CASH AND INVESTMENTS**

Cash in treasury represents deposits included in the Town's combined cash fund. Each fund's share of the deposits is accounted for separately in the financial statements. Negative cash in treasury figures represents borrowings from the pool. In all such cases, cash flows sufficient to reimburse the pool for the temporary borrowing are anticipated. Earnings from the cash in treasury are allocated to the various funds based on each fund's ownership percentage.

Statutes authorize the Town to invest in various instruments of the federal government and its agencies, savings certificates of saving and loan associations, bank certificates of deposit and investment pools that purchase allowable investments. The Town has elected to invest cash in excess of immediate needs in the Wyoming State Treasurer Asset Reserve (WYO-STAR) and Wyoming Government Investment Fund (WGIF).

**TOWN OF PINEDALE, WYOMING**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 3 - CASH AND INVESTMENTS (cont.)**

Deposits and investments at June 30, 2022 consist of the following in the financial statements as summarized below:

**Deposits**

Cash in banks \$ 15,485,989

**Investments**

Wyoming Government Investment Fund (WGIF) 99

Wyoming State Treasurer Asset Reserve (WYO-Star) 2,428

**Total Cash and Investments** \$ 15,488,516

Custodial Credit Risk of Bank Deposits

**Bank Deposits** – Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. At year-end, the carrying amount of the Town's bank deposits and certificates of deposit (excluding WGIF and Wyo-Star) was \$15,485,989 and the bank balance was \$15,572,038.

The Town's certificates of deposit have interest rates ranging from .30% to 1.10% that begin maturing August 2022 through July 2023. The certificates of deposit are not rated.

As of June 30, 2022, deposits of the Town were covered in their entirety by federal depository insurance and collateral held by the Town's agent under a joint custody receipt in the Town's name. The Town also utilizes an insured money market sweep account in efforts to maximize interest earnings on the Town's liquid assets.

Custodial Credit Risk of Investments

Custodial credit risk is the risk that in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The Wyoming State Treasurer Asset Reserve (WYO-STAR) and Wyoming Government Investment Fund (WGIF) operate in accordance with applicable laws and regulations. The WYO-STAR and WGIF investment portfolios administer the short-term cash deposits made by local entities. The investments are administered to provide liquid cash reserves, replacing the majority portion of the cash portfolio and the rest in an extended cash portfolio. Specified State of Wyoming elected officials are responsible for the regulatory oversight of WYO-STAR. WGIF is sponsored by the Wyoming Association of Municipalities and the Wyoming School Board Association and is governed by a board elected by the depositors.

Deposits and investments at June 30, 2022 consist of the following in the financial statements as summarized below:

<b>Investment Type</b>	<b>Fair Value</b>	<b>Less than 1 Month</b>	<b>Maturity in Months 6-12</b>	<b>Rates</b>	<b>Rating</b>
WGIF	\$ 99	\$ 99	\$ 0	.25% - .60%	None
WYO-Star	2,419	2,419	0	0	None
<b>Total Investments</b>	<u>\$ 2,518</u>	<u>\$ 2,518</u>	<u>\$ 0</u>		

Fair Value of Investments

The Town has elected to invest money with a state financial institution, WYO-Star, which provides investments in accordance with state statute as well as the Town's Policy. These investments include certificates of deposit, U.S. Treasury notes, and U.S. government agency bonds.

**NOTE 3 - CASH AND INVESTMENTS (cont.)**

Fair Value of Investments (cont.)

The Town defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date in accordance with the Government Accounting Standards Board.

Statement (GASB) No. 72, *Fair Value Measurement and Application*. This statement establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels:

Level 1 - Fair Value Measurements

The fair value of government and municipal obligations, corporate obligations, and equities are based on quoted values of the shares held by the Town at year-end. One-hundred percent of the investments held by the pools, on behalf of the Town, fall into this category.

Level 2 - Fair Value Measurements

These are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These inputs are derived from or corroborated by observable market data through correlation or by other means. None of the investments held by the pools, on behalf of the Town, fall into this category.

Level 3 - Fair Value Measurements

These are largely unobservable inputs for the asset or liability; they should be used only when relevant Level 1 and Level 2 inputs are unavailable. None of the investments held by the pools, on behalf of the Town, fall into this category.

**NOTE 4 - RETIREMENT COMMITMENTS**

The Town participates in the State of Wyoming Retirement System (System), a statewide cost-sharing multiple-employer public employee retirement system.

Substantially all Town "temporary" employees are eligible to participate in the System. Participants who retire at age 60 with four years of credited service are entitled to a retirement benefit according to predetermined formulas and are allowed to select one of five optional methods for receiving benefits. Early retirement is allowed provided the employee has completed four years of service and attained the age of 50, but will result in a reduction of benefits based on the length of time remaining to normal retirement age. The System also provides death and disability benefits. Benefits are established by State Statutes. The System issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by writing to Wyoming Retirement System, 6101 Yellowstone Road, Suite 500, Cheyenne, Wyoming 82002 or by calling (307) 777-7691.

The System also provides disability retirement to any employee who becomes permanently incapacitated, mentally or physically, and who cannot continue in the performance of his duties. Benefits are established by State Statutes.

*Contributions* - The Plan statutorily requires 18.62% of the participant's salary to be contributed to the Plan. Contributions consist of 9.25% of the participant's salary as employee contributions and 9.28% as employer contributions. The amount of contributions designated as employee contributions represent the portion of total contributions that a participant retains ownership of and can elect to receive as a refund upon termination of employment. Employers can elect to cover all or a portion of the employee's contribution at their discretion. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

The Town's contributions to the Wyoming Retirement System for the year ended June 30, 2022 were \$157,618.

**TOWN OF PINEDALE, WYOMING**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 4 - RETIREMENT COMMITMENTS (cont.)**

Governmental accounting standards require the System to report its net pension liability, the total pension liability less the amount of the System's fiduciary net position. The total pension liability is based on actuarial valuations required to be performed at least every two years. As of December 31, 2021, the System's fiscal year-end, the System has reported a net pension liability of \$1,524,721,500. The Town's proportionate share of the net pension liability, which is based upon actual historical Town contributions to the System, is approximately \$717,827. This amount, which has been presented for informational purposes, is not a current liability and is expected to decrease over time with normal contribution rates.

**NOTE 5 - COMMITMENTS AND CONTINGENCIES**

**Grants**

The Town received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Town at June 30, 2022.

**Litigation**

The Town is contingently liable in respect to lawsuits and claims in the ordinary course of its operations. In the opinion of Town personnel, the settlement of such contingencies would not affect the financial position of the Town at June 30, 2022. Should any claims prove to be a detriment to the Town, they will be recorded as expenditure in the period in which a liability is realized.

**Construction Commitments**

The Town had the following active construction projects as of June 30, 2022.

Project	Total Contract Amount	Paid as of June 30, 2022	Remaining Commitment
Rehabilitate Runway 11-29	\$ 2,377,689	\$ 1,861,617	\$ 516,072
MOU Sublette County	377,724	0	377,724
Expand East GA Apron	2,466,760	2,273,802	192,958
Expand East GA Apron Engineering	431,242	351,727	79,515
Rehabilitate Runway 11-29 Construction	309,964	246,454	63,510
Expand East GA Apron Fuel Farm	329,445	270,487	58,958
South Tyler Pathway	760,111	706,692	53,419
Dudley Key Sports Field Complex- Engineer	648,498	612,093	36,405
2021-2023 As Need Engineering (1 PSA Amendment)	20,000	0	20,000
2021-2023 As Need Engineering (1 PSA Amendment)	20,000	0	20,000
South Tyler Pathway Engineering Phase 1	112,035	99,301	12,734
South Tyler Pathway Engineering Phase 2	10,000	4,018	5,982
<b>Total</b>	<b>\$ 7,863,468</b>	<b>\$ 6,426,191</b>	<b>\$ 1,437,277</b>

Management has elected to recognize the remaining commitment as assigned fund balance. This results in a negative unassigned amount on the governmental fund balance sheet but management felt it was the most conservative presentation. Many of the projects above are funded with grants and the town is in a position where they are waiting for reimbursement for the granting agencies but under the cash basis of accounting a receivable is not recognized for the pending reimbursements as of June 30, 2022.

**NOTE 5 - COMMITMENTS AND CONTINGENCIES (cont.)**

**Insurance Coverage**

The Town purchases commercial insurance to help insure against risks of loss. Coverage carried includes property, general liability, automobile liability, inland marine, crime, umbrella and professional liability.

For the year ended June 30, 2022, the Town spent a total of approximately \$88,922 for insurance premiums.

**NOTE 6 - RELATED ORGANIZATIONS**

In May 2006, the Town entered into a Joint Powers Agreement with Sublette County School District No. 1 and Sublette County, Wyoming for the purpose of financing and operating a recreational facility to be constructed in the Town known as the Pinedale Aquatic Center for the use and benefit of all citizens residing within Sublette County. This Joint Powers Board is comprised of five members with the School District appointing three members and the Town and County appointing one member each. The School District is the owner of the facility and fiscal management shall be performed by the business manager of the School District. It is contemplated that no funds or contributions will be required by Sublette County or the Town.

The financial transactions of the Board are not included in these financial statements. However, additional financial information of the Board may be obtained by contacting Mary Lankford, Sublette County Clerk, at P.O. Box 250, 21 South Tyler, Pinedale, Wyoming 82941.

**NOTE 7 - NOTES PAYABLE**

Loan CWSRF #173 in the amount of \$75,200 was drawn over the last several years as the project was being completed. The project was placed in service in the 2021 fiscal year and is being amortized over 30 years with an annual interest rate of 2.5% requiring annual payments of \$3,806 annually. The town received \$28,627 in loan forgiveness as a part of the CWSRF program in prior years. A portion of this loan was federally funded as shown on the Schedule of Expenditures of Federal Awards.

Loan CWSRF #220 in the amount of \$169,702 was drawn over the last several years as the project was being completed. The project was placed in service in the 2021 fiscal year and is being amortized over a 30 year period at an annual interest rate of 2.5% requiring annual payments of \$8,616 annually. Approximately 25% of the loan draws, \$64,917 was forgiven upon completion of the project in prior years. A portion of this loan was federally funded as shown on the Schedule of Expenditures of Federal Awards.

The schedule below shows the payments of principle and interest the Town is subject to pay over the life of the two loans.

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023	6,321	6,102	\$ 12,423
2024	6,477	5,946	12,423
2025	6,637	5,786	12,423
2026	6,801	5,623	12,423
2027	6,968	5,455	12,423
Thereafter	211,697	68,236	279,933
Total	\$ 244,902	\$ 97,148	\$ 342,050

**NOTE 8 - SUBSEQUENT EVENTS**

Subsequent events were considered for disclosure through September 30, 2022, the date of this report.



## **Supplementary Information**

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**TOWN OF PINEDALE, WYOMING  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget - Positive</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>(Negative)</u>
<b>REVENUES</b>				
Taxes	\$ 1,129,000	\$ 1,129,000	\$ 1,344,846	\$ 215,846
Licenses and permits	31,950	31,950	37,075	5,125
Intergovernmental	1,647,000	1,647,000	1,044,235	(602,765)
Charges for services	56,750	56,750	0	(56,750)
Fines and forfeitures	5,150	5,150	2,526	(2,624)
Contributions	1,000	1,000	25	(975)
Miscellaneous	59,500	59,500	0	(59,500)
Investment earnings	55,000	55,000	37,744	(17,256)
	<u>2,985,350</u>	<u>2,985,350</u>	<u>2,466,451</u>	<u>(518,899)</u>
<b>EXPENDITURES</b>				
General government	2,789,331	2,789,331	2,118,749	670,582
Public safety	131,787	131,787	124,982	6,805
Public works	715,788	715,788	632,064	83,724
Parks and recreation	316,185	288,185	313,443	(25,258)
Community development	120,000	120,000	87,725	32,275
Airport	120,000	120,000	0	120,000
	<u>4,193,091</u>	<u>4,165,091</u>	<u>3,276,963</u>	<u>888,128</u>
Excess of revenues over (under) expenditures	<u>(1,207,741)</u>	<u>(1,179,741)</u>	<u>(810,512)</u>	<u>369,229</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers (out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess of revenues and other sources over (under) expenditures and other uses	<u>(1,207,741)</u>	<u>(1,179,741)</u>	<u>(810,512)</u>	
<b>FUND BALANCE - JULY 1</b>	<u>11,342,686</u>	<u>11,342,686</u>	<u>11,342,686</u>	
<b>FUND BALANCE - JUNE 30</b>	<u>\$ 10,134,945</u>	<u>\$ 10,162,945</u>	<u>\$ 10,532,174</u>	

# **Compliance Section**

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**TOWN OF PINEDALE, WYOMING**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantor's Passthrough Number</u>	<u>Federal Expenditures</u>
<b>United States Environmental Protection Agency</b>			
Passed through Wyoming Water Development Commission			
Capitalization Grants for Drinking Water State Revolving Funds - Loan	66.468		<u>\$ 247,565</u>
<b>Federal Aviation Administration</b>			
Passed through the Wyoming Department of Transportation			
Airport Improvement Program	20.106	03-56-0021-022-2019	2,079,770
Expand E GA Apron	20.106	03-56-0021-022-2019	2,243,010
Coronavirus Relief Fund - airport personnel	20.190		45,000
Total Federal Aviation Administration			<u>4,367,780</u>
<b>United States Department of Health and Human Services</b>			
Passed through the Wyoming Department of Health and Human Services			
Coronavirus Relief Fund - sewer sampling	20.190		35,972
Passed through the State Lands and Investment Board Cares Act			
Coronavirus Relief Fund	20.190		324,902
Total United States Department of Health and Human Services			<u>360,874</u>
<b>United States Agency for Agriculture</b>			
Passed through the Wyoming Department of Agriculture			
Cooperative Forestry Assistance	10.664		<u>5,644</u>
<b>United States Department of Transportation</b>			
Passed through the Wyoming Department of Transportation			
Rural Business Enterprise Grant	10.769		<u>561,324</u>
<b>Total Federal Assistance</b>			<u><u>\$ 5,543,187</u></u>

**NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Town of Pinedale, Wyoming and is presented on the modified cash basis of accounting. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Town of Pinedale has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

The town received Coronavirus Relief Funds from three separate agencies that were passed through two federal organizations. Total Coronavirus Relief Funds spent for the year ended June 30, 2022 was \$405,874.

The loan balance shown above is the current outstanding loan balance. See Note 7 - Notes Payable for more information on the note terms.

MICHAEL B. LEWIS, CPA  
SARAH L. SWEENEY, CPA  
LORIELLE MORTON, CPA  
TIMOTHY R. FIXTER, CPA, CFE



ERIC ANDREWS, CPA  
BRYAN BROWN, CPA

RICHARD F. FAGNANT, CPA  
OF COUNSEL

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and Members of the Town Council  
Town of Pinedale  
Pinedale, Wyoming

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Pinedale, Wyoming, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Pinedale's basic financial statements and have issued our report thereon dated September 30, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Pinedale's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Town of Pinedale's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Pinedale's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Pinedale's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**SUMMIT WEST CPA GROUP, P.C.**

Summit West CPA Group, P.C.  
Lander, Wyoming  
September 30, 2022

MICHAEL B. LEWIS, CPA  
SARAH L. SWEENEY, CPA  
LORIELLE MORTON, CPA  
TIMOTHY R. FIXTER, CPA, CFE



ERIC ANDREWS, CPA  
BRYAN BROWN, CPA

RICHARD F. FAGNANT, CPA  
OF COUNSEL

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE**

Honorable Mayor and Members of the Town Council  
Town of Pinedale  
Pinedale, Wyoming

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited The Town of Pinedale's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of The Town of Pinedale's major federal programs for the year ended June 30, 2022. The Town of Pinedale's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, The Town of Pinedale complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Town of Pinedale and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Town of Pinedale compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Town of Pinedale's federal programs.

***Auditor's Responsibility for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Town of Pinedale's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform

Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Town of Pinedale's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Town of Pinedale's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Town of Pinedale's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Town of Pinedale's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**SUMMIT WEST CPA GROUP, P.C.**

Summit West CPA Group, P.C.  
Lander, Wyoming  
September 30, 2022



**TOWN OF PINEDALE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2022**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:  
 Material weakness identified?  Yes  No  
 Significant deficiency identified not considered to be material weaknesses?  Yes  None Reported

Noncompliance material to financial statements noted?  Yes  No

Federal Awards

Internal control over major programs:  
 Material weakness identified?  Yes  No  
 Significant deficiency identified not considered to be material weakness?  Yes  None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance.  Yes  No

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
20.106	Airport Improvement Grant
<i>Cluster programs are noted with the * above</i>	
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**SECTION II - FINANCIAL STATEMENT FINDINGS**

None

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None

**TOWN OF PINEDALE  
SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2021**

**SIGNIFICANT DEFICIENCIES**

**Finding 2021-001 Monitoring of Prevailing Wages**

**Program Information:** CFDA #20.106 Airport Improvement Program is a federal grant that seeks to assist sponsors, owners, or operators of public-use airports in the development of a nationwide system of airports adequate to meet the needs of civil aeronautics.

**Condition:** The Town did not obtain documentation to verify that prevailing wages were paid from the engineer, in relation to these specific grant requirements.

**Criteria:** Prevailing wages are required to be paid on all construction projects over \$2,000 in accordance with 2 CFR 200, Appendix XI, Uniform Grant Guidance and Cost Principles which outlines the specific compliance requirements related to these grants.

**Context:** This compliance requirement is applicable to the Town due to the fact that the Town used the federal grant money to pay for the airport improvement projects.

**Cause:** The Town relied on the engineer to handle the prevailing wages in compliance with the grant but did not obtain the reports, until the audit, which shows the Town had not verified that specific requirement was met as required by the grant.

**Effect:** There were no issues of noncompliance noted specific to the wages being paid. The engineering firm was obtaining and managing the projects to ensure the prevailing wages were paid. The resulting finding relates to the fact that the Town should have obtained the reports to verify and monitor the engineer was performing that function.

**Questioned Costs:** Not applicable

**Sampling method:** Not applicable

**Recommendation:** The Town should monitor vendors that are managing compliance requirements associated with federal grants.

**Condition does not exist in the current year**





TOWN OF  
**PINEDALE**  
WYOMING

**E-1**

**Item:** Approve the Temporary Use application for the Sublette County Chamber of Commerce Mountain Man Christmas parade to be held December 10, 2022.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Maureen Rudnick

**Information:** Attached

**Issue:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

**TEMPORARY USE PERMIT**

69 PINEDALE SOUTH ROAD / PO BOX 709  
PINEDALE, WYOMING 82941  
PHONE: (307) 367-4136 FAX: (307) 367-2578  
[info@townofpinedale.us](mailto:info@townofpinedale.us)

**EVENT NAME:** Mountain Man Christmas Parade **EVENT DATE:** 12/10/2022

<b>APPLICANT INFORMATION</b>	NAME: Sublette County Chamber of Commerce
	MAILING ADDRESS: PO Box 176
	PHONE: 3073672242 EMAIL: sublettechamberdirector@gmail.com
	CONTACT INFORMATION IF DIFFERENT FROM ABOVE NAME: Kaddy Fufe - Shivers
	PHONE: 2082062605 EMAIL:

**LOCATION** DESCRIPTION OF EVENT LOCATION: start on S. Lincoln down Pine street ending on bridge. Roads closed by 5:45pm line up will enter from Madison st town parking lot

<b>TEMPORARY USE DESCRIPTION</b>	TYPE OF USE: <input checked="" type="checkbox"/> EVENT IN PUBLIC STREET <input type="checkbox"/> CONSTRUCTION YARD/BUILDING <input type="checkbox"/> TEMPORARY STRUCTURE <input type="checkbox"/> OTHER USE: _____
	HOURS OF EVENT: 6 AM/PM to 6:30 AM/PM DURATION OF ACTIVITY: 30 min
	RESTROOMS: <input checked="" type="checkbox"/> NONE <input type="checkbox"/> PORTA-POTTY <input type="checkbox"/> ONSITE RESTROOM <input type="checkbox"/> OFFSITE RESTROOMS, LOCATION: _____
	STREET CLOSURE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES, LIST STREET(S): Pine St. Lincoln to Bridge
	DO YOU PLAN TO ERECT A SIGN? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
	DO YOU NEED A TEMPORARY CONNECTION TO WATER & SEWER SERVICES? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES IF YES, A TEMPORARY WATER & SEWER PERMIT MUST BE COMPLETED

I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all Town ordinances and state laws. I understand that if a violation of this ordinance occurs, the permit may be terminated at that time by the Mayor or a designated representative. Reinstatement of the permit shall be by the Town Council after a public hearing.

By signing below the applicant certifies that they are authorized by the owner to act as their agent.

Signature Kaddy Fufe Shivers Application Date 11/07/22

**FOR TOWN USE ONLY**

**PAYMENT:** CASH MO CREDIT CHECK # \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued (by Staff or Town Council): \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

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

Payment Waiver by Town Council?  NO  YES - Date of meeting: \_\_\_\_\_

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



Event Name Mountain man Christmas Parade Event Date 12/10/2022  
 Type of Event: Parade with floats and people  
 Event Director or Organizer Sublette County Chamber of Commerce Telephone 3073672242  
 Address P.O. Box 176, 19 E. Pine Street WY, 82491 Email sublettechamberdirector@gmail.com  
 Club Affiliation or Sponsor Pinedale WY Estimated Number of Participants 20 floats

Course Information:  Total closure  Partial closure  Remain open to traffic (Check appropriate box(s) (Explain in Event Description)

I (we) Sublette Chamber of Commerce hereby make application for a special permit upon the right-of-way of:

highway US 191 between milepost 99 and milepost 101  
 highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_  
 highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_  
 highway \_\_\_\_\_ between milepost \_\_\_\_\_ and milepost \_\_\_\_\_

on Dec 10, 2022 between 6:00 pm and 6:30 pm  
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): The Light Parade is part of the annual Mountain man Christmas event held each year in Pinedale Wyoming. Event participants include local businesses, clubs, and community entities. Spectators for the parade gather along Pine Street (US 91) to watch. The Parade starts on South Lincoln and turns onto Pine Street (US 191), Then turns on North Bridger Ave. Sublette County Cherriff's Dept will assist with traffic detour. Please see attached map.

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Kaddy Fife-Shivers  
Name (Please Print)  
Kaddy Fife-Shivers  
Signature  
11/07/12  
Date (Minimum of 60 days prior to event)

P.O. Box 176 19 E. Pine Street  
Address  
Pinedale WY 82491  
City, State and Zip  
307-367-2242  
Telephone

Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

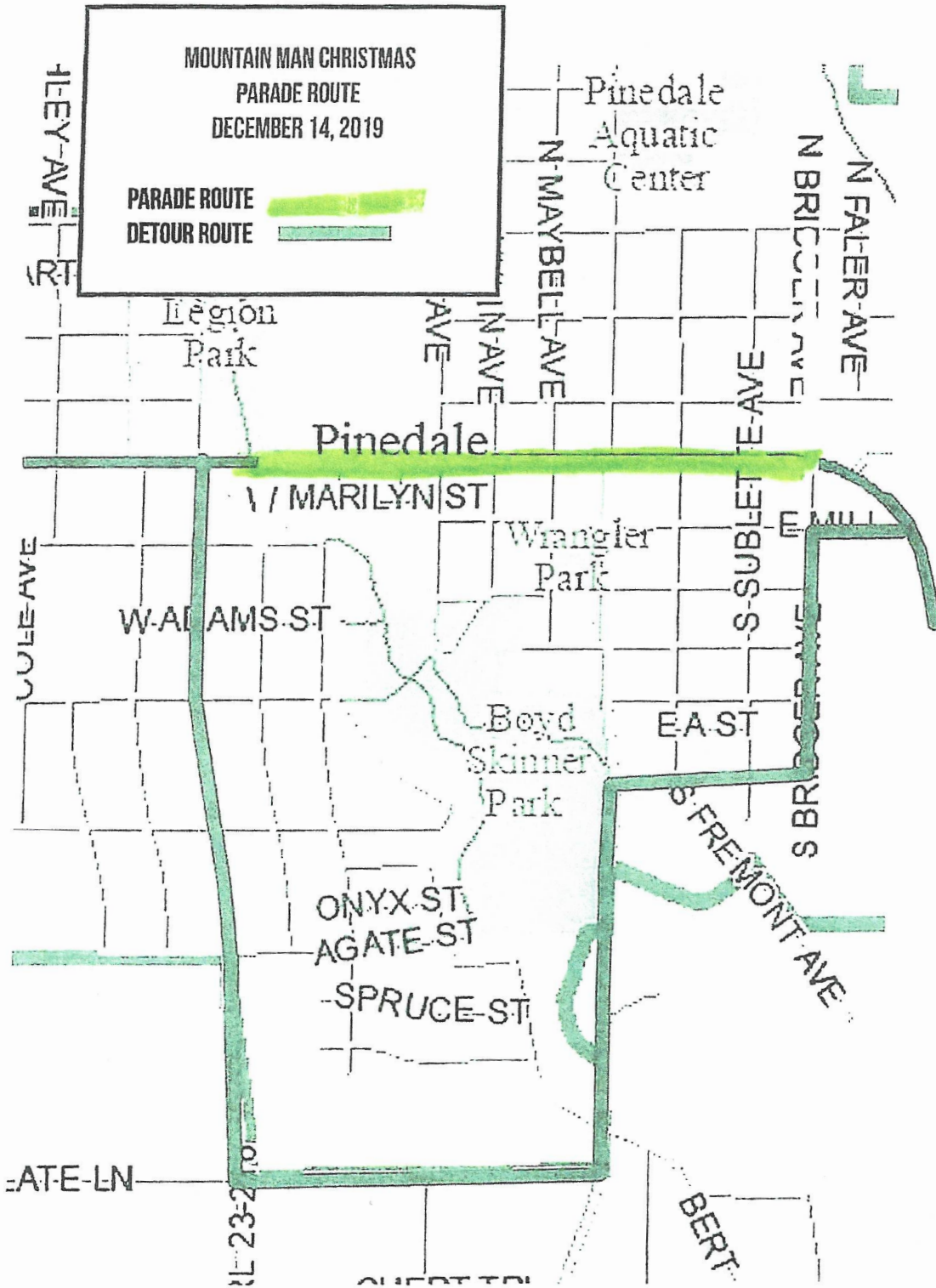
Approved by county if applicable

\_\_\_\_\_  
Name/Title (Please Print)  
\_\_\_\_\_  
Signature/Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State and Zip  
\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name/Title (Please Print)  
\_\_\_\_\_  
Signature/Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State and Zip  
\_\_\_\_\_  
Telephone

MOUNTAIN MAN CHRISTMAS  
PARADE ROUTE  
DECEMBER 14, 2019

PARADE ROUTE   
DETOUR ROUTE 







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Peter Scherbel State Farm 41 S Franklin Ave PO Box 687 PMB - 316 Pinedale, WY 82941	<b>CONTACT NAME:</b> Sariah Cockrell <b>PHONE (A/C, No, Ext):</b> (307)367-7008 <b>E-MAIL ADDRESS:</b> sariah@insuredbyscherbel.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : State Farm Fire and Casualty Company	
<b>INSURED</b> Sublette County Chamber of Commerce 19 E Pine St PO Box 176 Pinedale, WY 82941	INSURER B :	<input type="checkbox"/>
	INSURER C :	<input type="checkbox"/>
	INSURER D :	<input type="checkbox"/>
	INSURER E :	<input type="checkbox"/>
	INSURER F :	<input type="checkbox"/>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	90-BJ-L106-2	04/21/2022	04/21/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DEDUCTIBLE \$ 1,000
<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/>	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<input type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N / A			PER STATUTE    OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Town of Pinedale PO Box 709 Pinedale, WY 82941	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.
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TOWN OF  
**PINEDALE**  
WYOMING

**E-2**

**Item:** Approve the annual employee retention award in the amount of \$250 for full-time employees, \$150 for part-time employees and \$50 for on-call only employees that have been employed as of December 1, 2022.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Matt Murdock

**Information:** Attached

**Issue:**

**Recommendation:**

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**Employee Retention Incentive**

**Full-time - \$250 each**

**Part-time - \$150 each**

**On-call - \$50 each**

Abram Pearce  
Amy Sturman  
Anna Fabelina  
Chad Mitchell  
Emily Leniger  
Gracy Carpenter  
Jake Wolaver  
Justin Hamilton  
Kevin Mitchell  
Lance McMillen  
Maureen Rudnick  
Michele Smith  
Riley Wilson  
Ron Hanson  
Spencer Hartman  
Tim Hosler

Ken Marincic

Jack Cain  
Grover Laseke



TOWN OF  
**PINEDALE**  
WYOMING

**E-3**

**Item:** Approve entering into contract negotiations with Otterspace for the electric vehicle charging station.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Issue:**

**Recommendation:**

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# OTTERSPACE

## ELECTRIC VEHICLE

November 1, 2022

To the members of Pinedale Town Council and Town of Pinedale staff:

It is our pleasure to submit this proposal on behalf of OtterSpace Electric Vehicle to bring DC fast charging services to the Town of Pinedale. We propose to install a **two-vehicle EV charging station**, consisting of a 120 kW charger with two CCS1 charging plugs, at the proposed site at 31 North Maybell for an initial contract of ten years. Additionally, we have budgeted for costs associated with utility infrastructure that will **allow us to expand and add an additional charger with two more charging plugs, which would support charging for up to four vehicles simultaneously**. Expansion would be at the pleasure of the Town and occur at such time as visitation makes expansion desirable. We would also hope to extend our contract after ten years, allowing for renegotiation of fees if desired.

OtterSpace will install, operate, and maintain the proposed charging facility, covering the expense of utility infrastructure as well as electrical and construction costs associated with developing and preparing the site. Our company model is to function as owner-operators of this and other fast charging facilities. For EV drivers, we will levy a fee per kWh as well as a flat plug-in fee. In order to compensate the Town of Pinedale for snow removal and lease of a public site, we have suggested an annual fee of \$100 for two spaces, up to \$200 for four spaces. We are open to discussing the fee structure with the Town if this approach does not meet Pinedale's needs. At this time, standing up fast EV charging will require significant investment in order to move forward, which affected our fee calculation.

OtterSpace is a new company, but we are built out of a deep familiarity with the EV charging landscape of Wyoming and a commitment to serving our state's communities. While this project would be one of our first, we have already acquired a fast charging unit that is ready to install at this site, and we work with a trusted national network partner – EV Connect – to provide excellent customer service and support. The key contact for project management will be Kristen Gunther, OtterSpace's VP of Strategy and Partnerships (307-349-8755 / kristen@otterspace.us). Other key personnel are: Thomas Kirsten, PE and Hayley Ruland, PE, Jorgensen Engineering; Adam Grussendorf, AMG Electric, Master Electrician; and Alejandro Orellana, EV Connect Project Manager.

Our completion date for the project is June 15, 2023, with the possibility of starting construction as early as April. However, our schedule will be ultimately determined by Rocky Mountain Power's timeline in acquisition of transformers and we will be required to adjust accordingly. We are prepared to move quickly to advance this project and are excited to propose bringing fast charging services to Pinedale for the long term.

Thank you and we look forward to being in touch!



Mike Yin, President and Founder



# Proposal: Pinedale EV Charging

Prepared and submitted by OtterSpace Electric Vehicle

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# Qualifications and Experience

## Introduction

OtterSpace LLC is registered in Wyoming and organized as a LLC with President and Founder Mike Yin serving as the registered agent for the state. We are working through Tegeler and Associates to insure our sites; as a preliminary step, Tegeler has identified a policy through CSU Producer Resources/Cincinnati Financial Corporation for property and liability<sup>1</sup> coverage which would cover this project. We contract our site design, electrical labor, and construction work with certified professionals operating with all required licenses and certifications to operate within the state (see license info in the following section and expanded in Appendix D). Our preferred partners are AMG Electric and Jorgensen Engineering.

We are a new company, incorporated in 2021, built out of a deep understanding of the state's electric vehicle infrastructure and a desire to strike the balance between exceptional high quality and nationally networked service, and local responsiveness and reliability. In order to deliver outstanding service, we operate in partnership with EV Connect, a company with a well-established nationwide network presence of over a decade. Our equipment and customer service solutions are acquired through EV Connect, ensuring stable, reliable service and 24/7 customer service will always be available to our customers.

## Company overview, partnerships, and grant funding

OtterSpace was built to serve Wyoming communities and stand up projects that meet the genuine needs of towns and local businesses around this state. As interest, adoption, and investment in electric vehicles dramatically increases, we are pleased to enter the market as a Wyoming company that offers reliable, nationally-networked fast-charging service with local focus and responsiveness.

Our intention is to work statewide, with the goal of standing up multiple fast charging stations by the end of 2023. We currently have projects in development in 2+ locations. Because fast charging projects are capital intensive, we are planning to seek grant support available through the state via the VW settlement funds, and pursue other grant opportunities as appropriate. Applying for and receiving these funds will allow us to more quickly implement projects in the key areas identified by WYDOT and by municipal and business leaders, offering a valuable charging service alternative to national companies who do not maintain in-state personnel. The 30C federal tax credit program will further help us cover these substantial expenses, as this program offers a \$30,000 rebate on the purchase and installation of charging stations.

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<sup>1</sup> Liability coverage is for \$1 million per occurrence, \$2 million aggregate, which is reflected in our sample contract (Appendix C).

We are organized as an LLC. Our substantial long term financing ensures that our company can support any charging stations installed for at least ten years. Our business model prioritizes longevity over expansion, meaning that once stations are underway or installed, our emphasis will be on ensuring these sites provide an excellent charging service versus on expanding our network.

**Other projects with public agencies.** As a new company, the proposal herein represents one of our first projects. However, with input and support from City of Lander staff and in consultation with Fremont County staff, we are pleased to be advancing a proposal concurrent with this one with the Fremont County Museums Board to site fast charging stations near the Pioneer Museum in Lander and the Dubois Museum in Dubois. We are happy to provide references to City and County personnel on request to update the Town of Pinedale on the process for this developing project as we work to formally move forward.

**WYDEQ EVSE grant funding.** OtterSpace personnel have been in touch with DEQ and are tracking the likely timeline and requirements of this grant program. Because OtterSpace proposes to install chargers with our own investment of capital, we plan to submit a grant proposal to recover eligible costs directly. Our ability to cover the costs of installing and operating the unit up front should alleviate the need for the Town to expend resources on this granting program.

## Staffing

### **Key OtterSpace personnel:**

VP **Kristen Gunther** will serve as OtterSpace's project manager, coordinating between contractors, the utility, and our network provider as we prepare the site, install the unit, and connect to the utility. Kristen is a full-time employee of OtterSpace and will be available to answer any questions that the City or any contractors or partners have. She will be able to visit the site on a regular basis and/or as needed to address construction and installation progress. President **Mike Yin** will also be available to address maintenance and software issues and answer general project questions.

### **Network service provider: EV Connect**

OtterSpace project manager: Alejandro Orellana

### **Subcontractors/Partners:**

#### **Jorgensen Engineering (Jackson/Pinedale):**

Thomas Kirsten (License # PE 6821) - [tkirsten@jorgeng.com](mailto:tkirsten@jorgeng.com)

Hayley Ruland (License # PE 11617) - [hruland@jorgeng.com](mailto:hruland@jorgeng.com)

#### **Example projects:**

- Phase IV & North Street Area Sewer & Water Rehabilitation - Sublette County



- New Dudley Key Sports Complex - Town of Pinedale  
**For full project information, please see Appendix D**

**AMG Electric (Laramie):**

Adam Grussendorf, Master Electrician (License # M-46087) - [adam@amgelectric.biz](mailto:adam@amgelectric.biz)  
Electrical Contractor License C-10012

**License information included in Appendix D**

**Example projects:**

- University of Wyoming: Engineering Education and Research Building - Electrical Superintendent (\$7 Million project with previous employer)
- University of Wyoming: Pilot Hill Well Project (\$250K Project under AMG)
- Plenty Unlimited: Service Upgrade and Generator install (\$500K Project under AMG)
- Medicine Bow Clinic: Generator Install (\$20K project under AMG)

Other key contacts:

Heather Christiansen, Rocky Mountain Power - Load Estimator

[heather.christiansen@pacificorp.com](mailto:heather.christiansen@pacificorp.com)

# Project Proposal

## Charger Unit Specifications

**OtterSpace proposes to install a 2 vehicle charging station. Our charging unit is an ABB Terra 124 DC fast charger.** A spec sheet is provided as Appendix A showing the design and visual appearance of the charger for the Town's consideration. It meets the RFP criteria in the following ways:

- High quality and visually attractive materials that are weatherproof, including resistance to rain, snow and wind – the unit is made of all-weather powder coated stainless steel
- Security design features;
- Equipment shall be certified and compliant with all local, State and Federal regulations/requirements;
- ADA compliant;
- Fully networked to allow for the management of charging operations including operational status, pricing, power distribution, and charging notifications – the charger will be networked through our partnership with EV Connect
- Accessible to all members of the public, with no membership required – patrons can pay with a card swipe or phone app, and the charging station will be locatable via PlugShare
- Capable of accepting and processing point of sale transaction payments of all major credit cards and ATM cards through a secure system;
- Web-based station location and real-time availability – networked through EV Connect
- Screen display shall be user-friendly and easy to operate – the Terra 124's screen is a high brightness LCD touch screen that provides visualization of the charging process.
- 24/7 customer support availability for users – provided via EV Connect;
- Must be capable of remote start (unit can be commissioned remotely);
- Must be capable of usage data collection

While the charger model we propose to install meets all of these criteria, it is not certified as an EnergyStar charger. **Should the Town wish us to examine the possibility of ordering a fast charger meeting this criteria we are willing to do so and would keep the Town apprised on potential lead times.**

### Product Safety

As with all fast charging units, the Terra 124 meets SAE and IEC standards for safety. Power does not flow through the unit unless a vehicle is actively charging, and the charger monitors the circuit in a bidirectional communication with the car at all times; this is required for charging to take place. There is an emergency shutoff button on the unit to end a charging session, and power shuts off as soon as a vehicle is disconnected from the charger.

## Costs and Budget

The cost to the town of Pinedale will be \$0 for project installation or ongoing maintenance. For a description of fees, please see the “Fees” subsection below.

A general breakdown of OtterSpace’s expected costs can be provided upon the Town’s request.

## Site Examination

OtterSpace performed a site visit on October 27, 2022 along with a Rocky Mountain Power load estimator and Jorgensen Engineering. We did not identify problems based on this visit, but did identify the following factors that influence our preliminary site plan:

- The grading of the parking lot could lead to snowmelt pooling near the unit if we located the charger on the northeast section of the lot
- Placement of existing infrastructure may also be dense on the northeast corner of the lot

Therefore, we have prepared a preliminary plan for underground service with the location of the pad mount transformer, meter, and charging unit on the northwest corner of the lot.

Information gathered at this visit was relayed to our electrician to facilitate site planning.

## Preliminary Site Description

**A preliminary site design is provided in Appendix B.**

OtterSpace’s preferred location on the 31 N. Maybell site is at the **northwest corner of the parking lot**, initially occupying **two east-west oriented parking spaces** in this corner with the option of expanding to an additional charging unit that would extend charging to a **total of four plugs/four spaces** running along the west side of the lot. We will lay conduit and foundation for a second unit in order to allow expansion in the future to proceed quickly, and all electrical components and utility infrastructure will be sized anticipating expansion. The orientation of the parking spaces will allow sufficient space for a truck pulling a trailer to park and access the charging station in the farthest north parking spot (see Appendix B).

Our preliminary preferred site plan will place a pad-mounted transformer near the unit with conduit laid along the north side of the lot. The utility will need to add an additional pole at the northeast corner of this lot in order to make DC fast charging service possible.

**Signage, striping, and other visitor information.** We will ensure the site is developed in a visually attractive way using standard signage, striping, and other measures. We will also seek community partners who would be willing to work with us on installing site improvements that

would increase customer awareness of local amenities, e.g. a map of Pinedale's downtown, tourism brochures, food truck schedules, etc.

## Work Plan

*Note: This work plan is developed on the assumption that transformers will be available in a timely fashion from the utility; however, at present the estimated wait time for delivery of transformers is 6-9 months per RMP's estimate. We recognize that the desire of the Town of Pinedale is to complete this project by June 2023; OtterSpace has a charger ready for installation and is prepared to meet that benchmark if utility timelines allow. **However, our work is subject to the timeline of the utility.** We will seek to update the Town of Pinedale as utility work is ordered and scheduled.*

### **Milestone #1: Coordinate site plan and review permitting prior to permit application(s) with Town of Pinedale**

**Due: December 19, 2022**

Activities:

- Sign final agreements with Rocky Mountain Power to order transformers and schedule utility service work
- Schedule a pre-application meeting with the Town of Pinedale to review necessary permitting requirements
- Work with Jorgensen and AMG to develop the preliminary site plan
- Blue stake site review

Deliverables:

- Site plan delivered to Town of Pinedale and Town Council
- RMP contract
- Charger manual, specs, and warranty and safety information provided to town with site plan

**Note:** We will incorporate Town staff into our process for designing and preparing of plans and specifications for the charging site and ensuring they meet Town standards, including designing a site where a truck and trailer could be charged. We will work to schedule a meeting with Town staff before submitting final permits to the Town and/or other necessary permitting authorities (e.g. state fire marshal).

### **Milestone #2 Present site plan to Town of Pinedale for formal review, discussion, and approval**

**Due: January 23, 2023**

Activities:

- Following December submission, present site plan and project updates to Town Council and/or Town of Pinedale staff to answer any questions and/or obtain formal approval

### **Milestone #3 Obtain quotes from subcontractors for concrete, dirt, and finishing and create final project schedule**

**Due: January 31, 2023**

Activities:

- Prepare and release a bid package with the preliminary site plan (pending formal approval of site plan and permits) and/or gather quotes from local contractors
- Check in with RMP on estimated transformer delivery and coordinate project schedule
- Work estimates from subcontractors, including schedule and preliminary pricing

**Deliverables:**

- Updated detailed project schedule

### **Milestone #4 Final submission of permits to the Town and for any other necessary approvals**

**Due: February 10, 2023**

Activities:

- Submission of permits (e.g. commercial building permit) to the Town of Pinedale and any other necessary permitting authorities, e.g. fire marshal
- Check in with RMP on estimated transformer delivery timeline
- Deliver updated schedule, if necessary, to Town of Pinedale

New Deliverables:

- Permit submission
- Construction and installation schedule - detailed updates if needed

### **Milestone #5 Preliminary schedule - construction begins**

**Due: April\* 2023**

\*Work can begin earliest date possible pending lifted no-dig, as early as April 3

Activities:

- Begin trenching work and installation of conduit
- Install transformer and charger pads, H frame
- *Utility work proceeds pending transformer availability*

### **Milestone #6 Substantial project completion**

**Due: June 1, 2023**

Activities:

- *Transformer installation by RMP depending on availability*
- Backfill trenching after RMP approval
- Charging unit and panel installation

- Any asphalt or sidewalk repair completed
- Signage, striping, lighting installation

Deliverables:

- Charging unit installed, with all trenching filled, asphalt and other improvements repaired, and striping/signage installed
- Tesla adapters provided for the unit

## **Milestone #7 Charger commissioning and final project completion**

**Due: June 15, 2023**

Activities:

- Coordination with the utility and EV Connect to power and commission the unit for public access
- Any final site improvements/refinements installed
- Charging station operational for the public

Deliverables:

- Fully operational and accessible DC fast charging station
- Maintenance schedule for charger unit from OtterSpace
- Training session for Town personnel to review the charging unit and relevant information about OtterSpace maintenance and repair schedules as well as anticipated reports

## **Scope Exclusions**

We respectfully suggest the following items as project considerations for the Council:

- **Delivery date for detailed schedule and work plan will depend upon the utility's timeline in being able to acquire transformers.** We have presented our planned approach to site design; consultation with our contracted engineers and electrical contractors as well as acquisition of other contract labor; commissioning, and operational date of the unit. **However, detailed project schedule and conditions will be determined largely by the final site design,** including agreeing upon the location of the unit, distance to the utility pole, and other key site details. Finalizing the site plan will require coordination with our engineering firm and the final approval of the city. After completion of the site plan and developing our final agreement with our contracted electricians and other subcontractors, OtterSpace will deliver an updated schedule and plan to ensure the Town has access to the full project schedule meeting the agreed-upon conditions. We have taken the liberty of adding this as a milestone in the schedule below for December 2022. We will also provide an update no later than March 2023 with information from our electrical and other contractors as well as updates from the utility.

- **Expansion of site.** Given the increase in EV traffic that we are seeing, OtterSpace would like to retain the option to expand charging infrastructure from 2 to 4 plugs, should the Town provide its approval and support. We have incorporated this possibility into our fee structure and agreement – as well as in our work estimates developed with Rocky Mountain Power and electrician – and request that the Town consider this as a future option.

## Deliverables

### Plans and specifications

- Site plan, design, and final project schedule submitted for approval in fall 2022
- Specifications, manual, maintenance plan, warranty and safety information for ABB Terra 124 fast charging unit, provided from manufacturer
- Maintenance schedule and contact information for responsible personnel from OtterSpace

### EV charging equipment and accessories

- Charging station serving two vehicles and capable of serving up to four vehicles pending expansion, including striping, signage, and site improvements as well as required utility infrastructure for up to 400A capacity
- One (1) DCFC unit - ABB Terra 124, providing two (2) charging plugs
  - Unit will charge at 120 kW for one vehicle or 60 kW when charging two vehicles simultaneously
  - Plug type: CCS1
- Two (2) CCS1-to-Tesla adaptors
  - One adaptor released fall 2022 allowing Teslas 2021 and later to use CCS1 plug<sup>2</sup>
  - One previous-generation Tesla adaptor allowing older Tesla models to use the CCS1 plug
- Charging service including software, network connection, and payment processing, acquired and maintained through EV Connect

### Training and Reports

- Upon commissioning, OtterSpace personnel will provide a demonstration of the charging unit to City personnel as requested, and present information pertaining to charging service and infrastructure in a brief training session
- Annual reports on charging usage, with follow up discussion at the pleasure of the Town

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<sup>2</sup> Tesla plans to retrofit vehicles older than 2021 beginning in early 2023, eventually replacing the need for a second adaptor. However, because speed of retrofit is not known, we will begin service with both adaptors available.

# Project Schedule

Month	Milestones and Deadlines
<b>November 2022</b>	Pinedale Town Council selects and approves proposal. OtterSpace, AMG Electric, and Jorgensen work together to develop site plan for submission to Town Council.
<b>December 2022</b>	Final site plan and project timeline submitted to the Town Council by the Council's <b>December 19th</b> meeting. Utility work commissioned. Pre-submission review of required permitting with Town staff.
<b>January-March 2023</b>	OtterSpace coordinates with electrician and engineers to develop construction, installation, and commissioning schedule. Briefing presented to Town Council before construction proceeds to review plan. OtterSpace hires subcontractors for concrete and dirt work.
<b>April-May 2023</b>	Charger and transformer pad installations, trenching. Utility work (transformers, pole) commences pending item availability. Conduit, panel, and H-frame installation, unit installation, backfill trenching.
<b>June 2023</b>	Work is completed on the unit and site. Finishing work including striping and signage. Utility connects line and unit is commissioned and operational by mid month. OtterSpace presentation to Town of Pinedale.
<p><b>Schedule notes:</b>            This schedule is developed according to the assumption that the utility can complete its work on the schedule the town has proposed. We were advised by Rocky Mountain Power that the lead time for acquiring transformers is running as long as nine months. Should the utility encounter delays due to supply chain, the project work would be delayed until such time as the utility could complete the required work to allow the charger installation and commissioning.</p> <p>Additionally, details of the schedule, planning, and construction will be finalized after a site plan and final schedule for construction is approved by the Town of Pinedale.</p>	

## Fees

OtterSpace proposes an annual fee of \$100 to the Town of Pinedale for rental of the two parking spaces occupied by the charging infrastructure. Should OtterSpace expand its charging services to add an additional two plugs and require two more spaces, this payment would increase to \$200 total. **We would be happy to discuss needed modifications to this approach to fees at the pleasure of the Town.**



## Agreement

Draft agreement provided as Appendix C.

## Appendices

- **Appendix A: Charger specs/overview**
- **Appendix B: Site design - preliminary draft**
- **Appendix C: Draft agreement**
- **Appendix D: Licensing information**

PRODUCT LEAFLET

# Electric Vehicle Infrastructure

## Terra 94/124/184 UL DC Fast Charging Station



ABB's Terra all-in-one DC fast chargers offer power up to 180 kW, with convenient charging times for every EV – including those with HV batteries.

The compact, modular design makes it perfect for retail, highway or fleet use, with power sharing to further optimize utilization. All Terra chargers feature connectivity for remote services and OCPP enablement.

The Terra 94/124/184 is available with CCS-only, CCS-dual and CCS+CHAdeMO dual outlets. Cable management options enhance reliability and usability.

### Flexible configuration

ABB's Terra DC Fast chargers from 50 kW to 180 kW are designed for the most compact, reliable and future-proof demands. In addition to a range of power selections, Terra chargers can be configured with CCS and CHAdeMO connector cables, in single or dual outlet format. Cable management, payment enablement and connectivity choices also offer owners, operators and site hosts options tailored to the needs of every charging site, from public to fleet needs.

### The most reliable, scalable choice

ABB's Terra chargers offer redundant power architecture for the highest uptime in the EV infrastructure industry. Additionally, Terra chargers

can meet the needs of high voltage BEVs up to 920V, making these systems fully compatible with all current and future EVs. With a host of configuration options, Terra DC fast chargers are ready to support EV market growth over time.

### Power sharing for high utilization

Enabling every business model is critical for EV charging infrastructure. With this goal in mind, ABB has designed the Terra 124 and Terra 184 models with power sharing technology, which is capable of charging two vehicles at the same time. Simultaneous charging can deliver higher utilization for every charging asset, a major key to public and fleet electrification success.

ABB Terra "all in one" chargers are offered from up to 180 kW.

The Terra 124 and 184 models can charge two vehicles at the same time.



**Terra 94**  
one EV  
up to  
**90 kW**



**Terra 124**  
one EV  
up to  
**120 kW**



**Terra 124**  
two EVs  
each up to  
**60 kW**



**Terra 184**  
one EV  
up to  
**180 kW**



**Terra 184**  
two EVs  
each up to  
**90 kW**

## Key features

- A compact, all-in-one charger from 90 kW to 180 kW
- Terra 124 and Terra 184 can fast-charge two vehicles at the same time
- Paralleled power module topology with automatic failover offers high uptime through redundancy
- Delivers output power continuously and reliably over its lifetime
- Flexible configurations include CCS-single, CCS-dual and CCS+CHAdeMO-dual outlets
- Up to 920 VDC for every passenger or fleet EV
- Bright, daylight readable touchscreen display with graphic visualization of charging session
- High short circuit current rating
- EMC Class B certified for safe use at fuel stations, retail centers, offices, and residential-adjacent sites
- Design enables ADA compliant installations
- RFID authorization modes
- Always connected, enabling remote services, updates and upgrades
- Robust all-weather powder-coated stainless steel enclosure
- Quick and easy installation as well as serviceability

## Optional features

- Reliable cable management system available as ordered or field upgrade
- Customizable user interface
- Integrated payment terminal
- Web tools for statistics and PIN access management
- Integration with OCPP networks, payment platforms and energy management
- Autocharge and ISO 15118 enabled

## Why charging operators and fleets prefer ABB

- ABB offers the most advanced, safe and reliable EV infrastructure and grid connected technologies
- ABB Connected Services enable every business and remote services model
- ABB's decade of EV charging experience and close cooperation with EV OEMs, networks and fleets

Specifications	Terra 94	Terra 124	Terra 184
<b>Electrical</b>			
Maximum output power	90 kW	120 kW or 60 kW x 2	180 kW or 90 kW x 2
AC Input voltage	480Y / 277 VAC +/- 10% (60 Hz)		
AC input connection	3-phase: L1, L2, L3, GND (no neutral)		
Nominal input current and input power rating	115 A, 96 kVA	153 A, 128 kVA	230 A, 192 kVA
Recommended upstream circuit breaker(s)	150 A	200 A	300 A
Power Factor*	> 0.96		
Current THD*	< 5%		
Short circuit current rating	65 kA		
DC output voltage	CCS-1: 150 - 920 VDC; CHAdeMO: 150 - 500 VDC		
DC output current	CCS-1: 200 A; CHAdeMO: 200 A		
Efficiency*	95%		
<b>Interface and Control</b>			
Charging protocols	CCS1 and CHAdeMO 1.2		
User interface	7" high brightness full color touchscreen display		
RFID system	ISO/IEC 14443A/B, ISO/IEC 15393, FeliCa™ 1, NFC reader mode, Mifare, Calypso, (option: Legic)		
Network connection	GSM/3G/4G modem; 10/100 Base-T Ethernet		
Communication	OCPP 1.6 Core and Smart Charging Profiles; Autocharge		
Supported languages	English (others available on request)		
<b>Environment</b>			
Operating temperature	-35 °C to +55 °C / -31 °F to +131 °F (de-rating characteristics apply at extreme temperatures)		
Recommended storage	-10 °C to +70 °C / 14 °F to +158 °C (dry environment)		
Protection	IP54, NEMA 3R; indoor and outdoor rated		
Humidity	5% to 95%, non-condensing		
Altitude	2000 m (6560 ft)		
<b>General</b>			
Charge cable	6 m (19.6 ft)		
Dimensions (H x W x D)	1900 x 565 x 880 mm / 74.8 x 22.2 x 34.6 in		
Weight	350 kg / 775 lbs	365 kg / 800 lbs	395 kg / 870 lbs
Compliance and safety	UL 2202, CSA No. 107.1-16; UL 2231-1, UL 2231-2, CSA STD C22.2 No. 107.1; NEC Article 625, EN 61851, EN 62196; CHAdeMO 1.2; DIN 70121, ISO 15118; IEC 61000-6-3; EMC Class B, FCC Part 15		

\*Data shown at nominal output power

### ABB Inc.

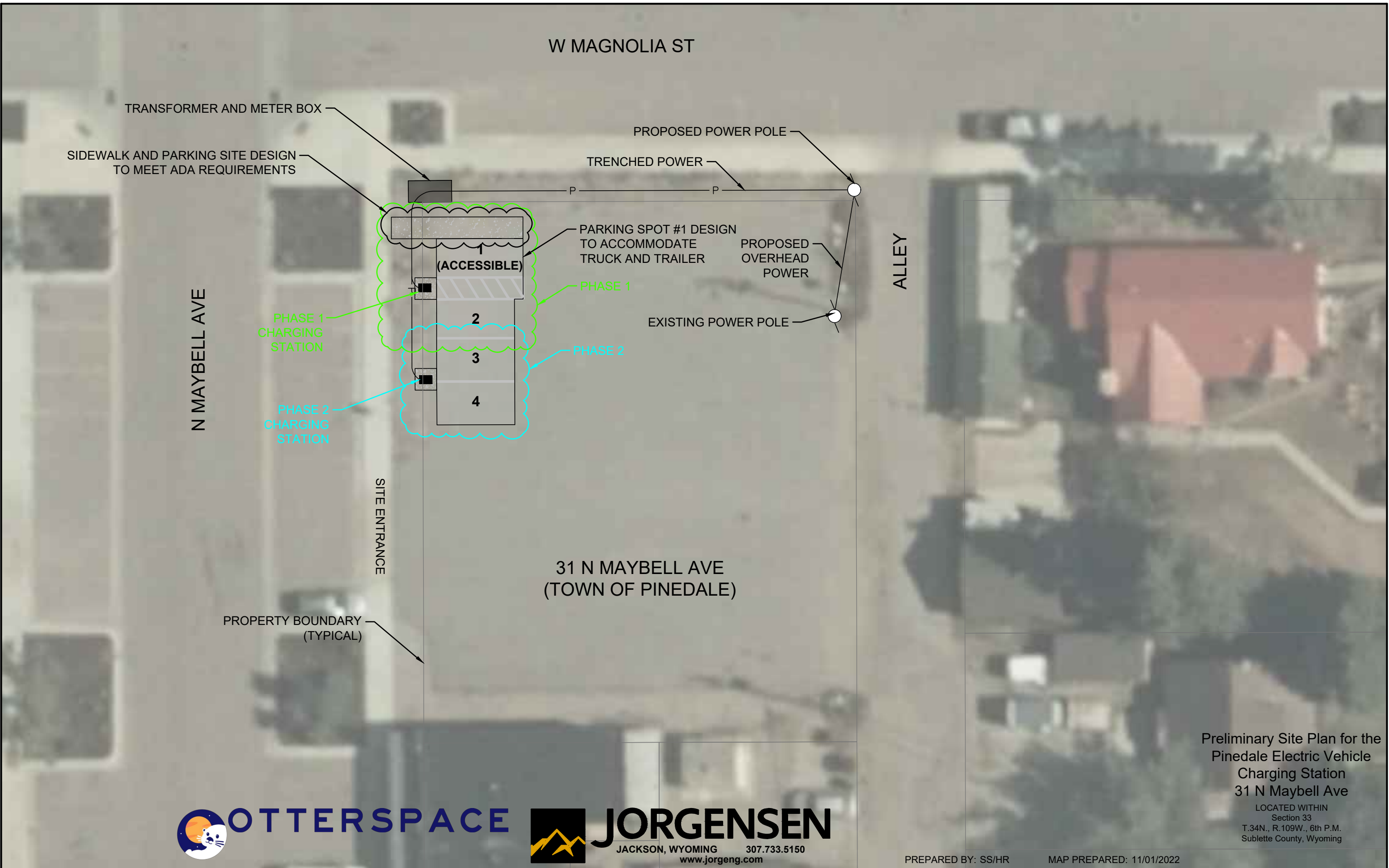
950 W Elliott Rd. Suite 101  
Tempe, AZ, 85284  
United States  
Phone: 800-435-7365  
E-mail: US-evci@us.abb.com

[abb.com/evcharging](http://abb.com/evcharging)

### ABB Inc.

800 Hymus Boulevard  
Saint-Laurent, QC H4S 0B5  
Canada  
Phone: 800-435-7365  
E-mail: CA-evci@abb.com

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P:\2022\2020-0-Yin-EV Charging Station - Alton\Pinedale\XREF\Pinedale EV Charging Station - JA Site.dwg



PREPARED BY: SS/HR

MAP PREPARED: 11/01/2022

Preliminary Site Plan for the  
 Pinedale Electric Vehicle  
 Charging Station  
 31 N Maybell Ave  
 LOCATED WITHIN  
 Section 33  
 T.34N., R.109W., 6th P.M.  
 Sublette County, Wyoming



TOWN OF  
**PINEDALE**  
WYOMING

**E-4**

**Item:** Approve the 2-year snow removal contract with JB's Welding & Excavation at the rates of \$275 per hour for the snow blower and \$140 for a side-dump truck with driver.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Issue:**

**Recommendation:**

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# TOWN OF PINEDALE WYOMING

October 18, 2022

To Whom it May Concern,

The Town of Pinedale is seeking bids for snow berm removal for the upcoming winter season (2022-2023). The work is generally completed during night time hours and only after the Town requests removal of the snow berm. The work generally consists of snow blowing the berm into side dumps and hauling snow to identified staging areas in town. The Town of Pinedale provides loaders and operators at staging areas to pile snow that has been removed.

The bidder must provide a minimum of three (3) side dumps and one (1) snow blower in good working condition capable of removing berms and blowing into a side dump as well as all operators, drivers, staffing, etc. to complete the job. All services must be available within 24 hours of notification. As part of your bid, please provide the following information to the Town of Pinedale:

1. A list of equipment to be used to complete the job, including the hourly rate of equipment with operator for each piece of equipment
2. A total hourly cost for operations

Selection of a qualified contractor will be based on the ability of the contractor to provide the necessary equipment and staff to complete the work as well as cost. The Town shall reserve the right to reject a bid based on inadequate equipment to do the job in a safe and efficient manner. The Town reserves the right to reject any and all bids. If the contract is awarded, it shall be to the lowest bidder who shall be determined qualified and responsible at the sole discretion of the Town Council.

If the work is performed to the expectation of the Town, the contractor and Town of Pinedale will have the option to extend the contract for a second year.

Your bid would be appreciated. Please email bids to [kevinmitchell@townofpinedale.us](mailto:kevinmitchell@townofpinedale.us) by Wednesday, November 9, 2022, at 12 p.m. You may contact me by phone or email with any questions.

Sincerely,

Kevin Mitchell  
Town of Pinedale  
Public Works Supervisor  
Work 307-367-2348  
Cell 307-231-5111  
Fax 307-367-3515  
Email [kevinmitchell@townofpinedale.us](mailto:kevinmitchell@townofpinedale.us)

# JB's Welding & Excavation

PO Box 2003  
Pinedale, WY 82941  
(307) 367-6654

# Estimate

Date	Estimate #
11/7/2022	1577

Name / Address
Town of Pinedale P.O Box 709 210 West Pine St. Pinedale, Wy 82941

			Project
Description	Qty	Cost	Total
Snow Blower hourly rate for cleaning up main street Snow Berm as needed (Rate is per hour) (RPM 217 blower on 2015 624K JD Loader)	1	275.00	275.00
Side dump trucks to blow snow into (Rate is per hour) (Driver included)	1	140.00	140.00
Sales Tax		4.00%	0.00
		<b>Total</b>	<b>\$415.00</b>

Fax #
(866) 722-0119 - Fax



# TOWN OF PINEDALE WYOMING

E-5

**Item:** Approve the proposed laboratory renovation and equipment purchases needed to conduct in-house wastewater sampling, not to exceed \$17,000.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Gracy Carpenter and Spencer Hartman

**Information:** Attached

**Issue:**

**Recommendation:**

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Town of Pinedale Microbiology Testing Laboratory  
 P.O. Box 709  
 55 Pinedale South Road  
 Pinedale, WY 82941

**PROPOSED IN-HOUSE WASTEWATER ANALYSES**

**PROJECT NAME:** Roll-Out Plan **DATE:** 9/01/2022  
**PREPARED BY:** Gracy Carpenter **REVISED:** 11/09/2022, GC, SH

*Currently the Town of Pinedale spends a minimum of \$6,000 annually sending wastewater samples to outside laboratories. The ultimate price tag has recently increased due to shipping issues. Last year the Town of Pinedale spent \$14,406.*

**SCOPE**

This is a draft plan for expanding the Town of Pinedale Microbiology Testing Laboratory services to include analysis of wastewater for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Dissolved Solids (TDS), and Ammonia.

**DEQ REQUIRED WASTEWATER TESTING PARAMETERS**

<u>Parameter</u>	<u>Current Volume (influent/effluent per month)</u>	<u>Maximum Sample Hold Time</u>	<u>EPA Approved Laboratory Test Method (according to 40 CFR: 136 table 1B)</u>	<u>Approximate TOP Incurred Expense/Analysis*</u>	<u>Energy Labs Price Per Analysis (including shipping/misc. fees)</u>
<b>BOD 5 Day Analysis</b>	2 influents 2 effluents	48 HRS	SM 5210B Dilution Method	\$44-55	\$69
<b>TSS</b>	2 influents 2 effluents	7 DAYS	SM2540D	\$11-18	\$27
<b>TDS</b>	2 effluents	7 DAYS	SM2540C	\$9-13	\$31
<b>AMMONIA</b>	2 influents 2 effluents	28 DAYS**	EPA 350.1 (Ammonia as Nitrogen)	\$10-14	\$29

*\*Excluding equipment procurement and facility set up expense, approximate TOP incurred expense/analysis determined from primary research and detailed equipment/reagent lists and are based primarily on HACH products. \*\* Contingent upon properly preserving sample using: Sulfuric Acid to pH<2, Cool to 4°C*

**APPROXIMATE START UP EQUIPMENT EXPENSE PER ANALYSIS PARAMETER**

<b>Parameter</b>	<b>EPA Approved Laboratory Test Method (according to 40 CFR: 136 table 1B)</b>	<b>Primary Equipment to Procure</b>	<b>Approximate Initial Expense</b>	<b>Notes</b>
<b>BOD 5 Day Analysis</b>	SM 5210B Dilution Method	DO Laboratory probe, NIST thermometer*	\$1,600	
<b>TSS &amp; TDS</b>	SM2540D, SM2540C	ASTM Class 1 weights (QC), Desiccator	\$2,250	maximum estimate
<b>AMMONIA</b>	EPA 350.1 (Ammonia as Nitrogen)	HACH DR 3900 Spectrophotometer, Tensette pipet	\$6,600	Can use to analyze multiple other parameters**

*\*Some essential equipment already owned by the Town of Pinedale, purchased pre-2019 including a BOD Incubator, TSS Oven and Analytical Balance. \*\*Other parameters include chemical oxygen demand, alkalinity, nitrates, and more. See benefits beyond future cost savings below.*

**IN SUM: ESTIMATED TOTAL PROJECT EXPENSES**

<b>BOD 5 Day Analysis</b>	\$2,500
<b>TSS and TDS</b>	\$3,100
<b>Ammonia</b>	\$6,700
<b>Annual Calibration and Equipment Servicing</b>	\$600
<b>Laboratory Facility Improvements</b>	\$4,000
<b>DEQ Certification</b>	Nominal
<hr/>	
<b>TOTAL</b>	<b>\$16,900</b>

*All estimates are based upon ordering an initial standard quantity of reagents and essential equipment. Project PHASES 1-4 detailed in following section.*

*52-434-5100 – Recommended line item for funding*

**BENEFITS BEYOND FUTURE COST SAVINGS—**

- Increased ability to monitor and make process control adjustments to our wastewater treatment facility. Current WW lab results are received 2-3 weeks after sampling making it very difficult to troubleshoot and adjust treatment processes based on sample results.
- John McGee of JVA Engineering (part of the WW Master Plan Team) has indicated there are several additional non-required wastewater analyses that we could perform with the DR 3900 that would further help us make process control adjustments.
- The DR 3900 would also simplify and improve our ability to perform some water quality monitoring tasks for the water treatment plant and distribution system.
- Minimize margin of error resulting in DEQ violations associated with getting samples to Energy labs in Casper with-in hold time and temperature range and our ability to adjust WW treatment.
- Possible offering of similar benefits to other regional wastewater treatment systems.

## PHASE 1: BOD 5 DAY ANALYSIS

- 1) Tour Jackson wastewater operation and in-house laboratory and ask questions of Dustin. Contact Dustin Christensen: [dchristensen@jacksonwy.gov](mailto:dchristensen@jacksonwy.gov), Office (307)733-4203 ext. 1, Cell (307)413-2273. Monday 9/12/2022. Shared knowledge, SOP's and spreadsheets.
- 2) Complete to best of knowledge equipment/reagent lists, contact RITA Wright, Lab consultant, share proposed plan. Rita shared SOPs from Kentucky labs for all proposed analyses.
- 3) Continue to glean resources and contact person willing to come to our lab to look at set up and do training. Possibly plan Rita Wright lab consultant on-site visit this summer.  
*INITIAL NOTES: Gracy emailed DEQ contact Steve: [steve.vien@wyo.gov](mailto:steve.vien@wyo.gov), 8/24/22 awaiting response. Emailed Cheyenne Water Board personnel: Clint and Matthew [cbassett@cheyennebopu.org](mailto:cbassett@cheyennebopu.org), [mbuelow@cheyennebopu.org](mailto:mbuelow@cheyennebopu.org), 8/24/2022. Spoke on 9/9/2022 with Clint and have Contact for Kaitlin Merrill, Lab Supervisor (307) 635-7693, (307) 635-3163. 9/21/2022: Spoke with Kaitlin Merrill-emailing SOPs created note page. Other contacts: Brad Kniss: [brad.kniss@wyo.gov](mailto:brad.kniss@wyo.gov), (307) 777-2457 Wyoming Department of Agriculture Lab in Laramie 7,000ft: Teresa Jarvis (307) 742-2984*
- 4) Spencer and Gracy LAB DAY 10/6/2022- organize, clean out, further test equipment we have-went over reagent list/all methods/discuss or set up a system to collect data and generate SOP's etc. (see steps 7-9). *Gracy researching LIMS software systems.*
- 5) Find a company to calibrate and service lab equipment onsite. Thermometers, pipettes, incubators, analytical balance- get service quotes and schedules.
- 6) **Submit for approval: 11/14/2022 -WE ARE HERE.**
- 7) Pending approval order needed supplies/reagents: get a quote from HACH, NWS, Fisher, USA Blue Book with reagents and needed equipment.
- 8) Generate SOP(s) for BOD 5 Day Analysis and associated QC
- 9) Generate Laboratory Bench Sheet and Sample Receipt Log for all wastewater analysis- more advanced laboratory LIMS system.
- 10) Run BOD in house and carefully compare results with Energy Labs
- 11) Closely track reagent/equipment expenses/TIME spent per test and evaluate cost benefit and ability to produce consistent accurate results. **Report to Town Council.**

*Proposed Timeline: Run first BOD 5 Day analysis beginning of December*

## PHASE 2: TSS AND TDS ANALYSIS

- 1) Revise reagent list
- 2) Get a quote from HACH, NWS, Fisher, USA Blue Book with reagents and needed equipment
- 3) Pending approval order needed supplies/reagents
- 4) Generate SOP(s) for TSS and TDS and associated QC
- 5) Run TSS and TDS in house and compare to Energy Lab results
- 6) Closely track reagent/equipment expenses/TIME spent per test and evaluate cost benefit based on revised expense per analysis and ability to produce consistent accurate results.  
**Report to Town Council.**

*Proposed Timeline: Run first TSS and TDS analyses in mid-December*

**PHASE 3: AMMONIA ANALYSIS**

- 1) Revise reagent list
- 2) Get a quote from HACH, NWS, Fisher, USA Blue Book with reagents and needed equipment
- 3) Pending approval order needed supplies/reagents
- 4) Generate SOP(s) for Ammonia analysis and associated QC
- 5) Run Ammonia test in house and compare to Energy Lab results
- 6) Closely track reagent/equipment expenses/TIME spent per test and evaluate cost benefit and ability to produce consistent accurate results.
- 7) Generate most accurate incurred TOP expenses/analysis for all parameters
- 8) Complete in-house training or training at other facility
- 9) Confirm repeatable consistent accurate results for BOD 5 Day Analysis, TSS, TDS, and Ammonia prior to progressing to PHASE 4.

*Proposed Timeline: Run first Ammonia analyses in January*

**PHASE 4: DEQ certification for BOD5, TSS/TDS, Ammonia and offering services to public**

- 1) DEQ Certification
- 2) Fee/analysis determined using generated data and expense incurred per analysis calculated in PHASE 1-3.
- 3) Analyze samples from other regional wastewater treatment systems generating revenue.

**POTENTIAL CLIENTS**

Potential Client	Contact	Specific Interest	Additional Notes
Town of Marbleton	Josh Rogers, Todd Brown	all parameters listed	
Town of Big Piney			
Kemmerer			
Cokeville			
Wyoming DEQ	Tori Nye	extended lab hours	Current E. Coli enumeration customer- sends other WW samples to DEQ lab in Cheyenne but may utilize our services when sample hold time is an issue.

## REFERENCES

Baird, R. B., Eaton, A. D., & Rice, E. W. (Eds.). (2017). *Standard Methods for the Examination of Water and Wastewater* (23rd ed.). American Public Health Association.

Hach, Clifford C., Klein, Robert L. Jr., Gibbs, Charles R. *Introduction to BIOCHEMICAL OXYGEN DEMAND: Technical Information Series—Booklet No. 7*

Code of Federal Regulations: 40 CFR: 136:

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-136>

Energy Labs Sample Reports and Invoices

John McGee of JVA Engineering

### **HACH Methods:**

Oxygen Demand, Biochemical – HACH Method 8043

Nitrogen, Ammonia – HACH Method 10205

### **Standard Operation Procedures (SOPs) provided by Rita Wright TOP Laboratory consultant:**

5 Day BOD by Method SM5210B

Determination of Ammonia Nitrogen in Water Matrices

TOTAL DISSOLVED SOLIDS (SM 2540 C-2015 for WW) 21st Ed. for DW

TOTAL SUSPENDED SOLIDS (SM 2540 D-2015)

### **SOP provided by Cheyenne Board of Public Utilities:**

Dry Creek Water Reclamation Lab *Biological Oxygen Demand (BOD) SM 21 ED 5210B Procedure*

### **SOPs provided by Jackson Wastewater Lab:**

5 Day BOD Test Instructions

Ammonia Testing Information

Ammonia (NH<sup>3</sup>) Testing with DR 3900

TSS Monday Prep

TSS Day of Testing



TOWN OF  
**PINEDALE**  
WYOMING

E-6

**Item:** Approve the cancelation of the regular Town Council meeting currently scheduled for December 26, 2022.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Matt Murdock

**Information:**

**Issue:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

**G-1**

**Item:** Approve Ordinance 702, on the first read, an amended Annual Appropriation Ordinance for fiscal year ending June 30, 2023.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:**

**Issue:**

**Recommendation:**

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**ORDINANCE NO. 702**  
**AMENDED ANNUAL APPROPRIATION**  
**ORDINANCE FOR**  
**THE FISCAL YEAR ENDING JUNE 30, 2023**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF PINEDALE, SUBLETTE COUNTY;**

1. That the following sum of money is anticipated as cash on hand and revenue for the Town of Pinedale for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Cash on Hand at 05/01/2022: \$15,695,505

Revenue: See attached budget document.

2. The following sums of money are hereby appropriated to defray the expenses and liabilities of the Town of Pinedale, Wyoming for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

Expenditures: See attached budget document.

3. The amount of general taxes upon all property within the Town of Pinedale, to provide for the current expenses of the Town is 8 mill; the Town Clerk shall, under supervision of the Mayor, certify the foregoing amounts of money to be collected by taxes upon all property within the Town of Pinedale to the County Clerk of Sublette County, Wyoming;

4. This Ordinance shall be in full force and effect from and after its approval, passage, and adoption in accordance with the provision of Section 15-2-201 Wyoming Statues.

PASSED ON FIRST READING ON \_\_\_\_\_, 2022.

PASSED ON SECOND READING ON \_\_\_\_\_, 2022.

PASSED, APPROVED AND ADOPTED ON THIRD READING ON \_\_\_\_\_, 2022.

ATTEST:

TOWN OF PINEDALE, WYOMING:

\_\_\_\_\_  
MAUREEN RUDNICK, Town Clerk

BY: \_\_\_\_\_  
MATT W. MURDOCK, Mayor

STATE OF WYOMING    )  
COUNTY OF SUBLETTE ) ss.  
TOWN OF PINEDALE    )

I hereby certify that the foregoing Ordinance No. 702 was duly published in the Pinedale Roundup, a newspaper of general circulation published in the Town of Pinedale, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_.

I further certify that the foregoing Ordinance was duly recorded on Page\_\_\_of Book \_\_\_\_\_ of Ordinances of the Town of Pinedale, Wyoming.

\_\_\_\_\_  
Town Clerk

Fiscal Year 2022-2023

**Account Title**

**FUND 10 GENERAL FUND**

TOTAL TAX ROYALTIES	\$1,669,000
TOTAL LICENSES AND PERMITS	\$60,750
TOTAL INTERGOVERNMENTAL REVENUE	\$754,700
TOTAL CHARGES FOR SERVICE	\$58,100
TOTAL FINES AND FORFEITURES	\$5,150
TOTAL MISCELLANEOUS REVENUE	\$36,500
TOTAL REVENUE	\$2,584,200
TOTAL ADMIN EXPENSES	\$641,381
TOTAL MAYOR AND COUNCIL	\$45,740
TOTAL MUNICIPAL COURT EXPENSE	\$2,450
TOTAL IT EXPENSE	\$38,500
TOTAL CONTRACT FOR SERVICES	\$95,725
TOTAL ANIMAL CONTROL	\$98,654
TOTAL STREETS CAPITAL OUTLAY	\$0
TOTAL STREET OPERATIONS	\$1,003,855
TOTAL MOSQUITO CONTRACT	\$36,000
TOTAL PARKS AND RECREATION	\$309,898
TOTAL ENGINEERING, PLANNING & ZONING	\$195,636
TOTAL PUBLIC WORKS MAINTENANCE	\$154,270
TOTAL EQUIPMENT, PARTS, AND REPAIR	\$127,380
TOTAL AIRPORT EXPENSE from GENERAL FUND	\$0
TOTAL TOWN COUNCIL DISCRETIONARY EXP	\$2,064,530
TOTAL FUND 10 EXPENSE	\$4,814,018
NET REVENUE OVER EXPENSE	\$(2,258,819)
<b>FUNDED FROM RETAINED EARNINGS</b>	<b>\$2,229,819</b>

**FUND 21 TRAVEL AND TOURISM**

TOTAL TAX REVENUE	\$290,000
TOTAL MISCELLANEOUS REVENUE	0
FUND 21 TOTAL REVENUE	\$290,000
TOTAL DIRECT SALES & COMMUNITY RELATIONS	\$87,900
TOTAL MARKETING CAMPAIGNS	\$116,000
TOTAL TRAVEL, CONTRACT, & PROJECT DEVELOP	\$7,500
TOTAL CONTRACT AND ADMIN EXPENS	\$55,869
TOTAL TRANSFER TO FUND 10 FOR TOWN 10%	\$29,000
FUND 21 TOTAL EXPENSES	\$296,269
FUND 21 NET REVENUE OVER EXPENSES	(\$6,269)
FUNDED FROM RETAINED EARNINGS	\$6,269

**FUND 31 AIRPORT OPERATIONS**

ORDINARY REVENUES	\$110,900
GRANT REVENUES	\$1,460,946
FUND 31 TOTAL REVENUE	\$1,571,846
ROUTINE EXPENSES	\$44,526

NAVIGATION AIDS	\$9,879
AIRFIELD MAINTENANCE	\$12,500
AIRPORT UTILITIES	\$12,210
TOTAL EMPLOYEE EXPENSE	\$142,271
GRANT PROJECT EXPENSES	\$1,436,567
FUND 31 TOTAL EXPENSES	\$1,657,953
FUND 31 NET REVENUE OVER EXPENSES	-\$86,107
FUNDED FROM RESERVES	\$86,107
<b>FUND 51 WATER ENTERPRISE FUND</b>	
TOTAL REVENUE	\$1,666,755
TOTAL EXPENSE	\$1,655,082
FUND 51 NET REVENUE OVER EXPENSE	\$11,673
<b>FUND 52 SEWER ENTERPRISE FUND</b>	
TOTAL REVENUE	\$ 2,779,322
TOTAL EXPENSE	\$2,779,013
FUND NET REVENUE OVER EXPENSE	\$309



TOWN OF  
**PINEDALE**  
WYOMING

**H**

**ROUTINE BUSINESS**

**NOTES:**

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TOWN OF  
**PINEDALE**  
WYOMING

**H-1**

**Item:** Approve the bills for November 14, 2022, in the amount of \$468,055.64 paid with checks 28986 – 29033

**Action:** Approve/Disapprove/Amend

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**Presenter:** Maureen Rudnick

**Information:**

**Issue:**

**Recommendation:**

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>28986</b>									
11/22	11/14/2022	28986	5	A TO Z HARDWARE	057453	51-433-5010	WATER REPAIR PARTS	16.98	16.98
11/22	11/14/2022	28986	5	A TO Z HARDWARE	057595	10-452-5010	LEGION PARK BLEEDER	17.99	17.99
11/22	11/14/2022	28986	5	A TO Z HARDWARE	057763	10-452-5010	ANTIFREEZE	4.99	4.99
Total 28986:									39.96
<b>28987</b>									
11/22	11/14/2022	28987	966	AMERIGAS	3142860828	51-433-1613	WTP PROPANE	974.70	974.70
Total 28987:									974.70
<b>28988</b>									
11/22	11/14/2022	28988	71	B-N-C TRASH SERVICE	550.2022.10	31-413-0490	AIRPORT TRASH REMOVAL	192.75	192.75
Total 28988:									192.75
<b>28989</b>									
11/22	11/14/2022	28989	1104	BOMGAARS SUPPLY	74523787	10-502-5020	IMPACT DRIVER	149.99	149.99
11/22	11/14/2022	28989	1104	BOMGAARS SUPPLY	74524309	31-410-0220	AIRPORT MAINT SUPPLIES	22.95	22.95
11/22	11/14/2022	28989	1104	BOMGAARS SUPPLY	74525484	10-420-2450	CAT LITTER	25.98	25.98
Total 28989:									198.92
<b>28990</b>									
11/22	11/14/2022	28990	96	CASELLE, INC.	120476	10-415-0485	CONTRACT SUPPORT AND MAI	1,479.00	1,479.00
Total 28990:									1,479.00
<b>28991</b>									
11/22	11/14/2022	28991	1101	CLEAN WASH LAUNDROMAT	42995	10-452-0490	CLEANING OF SKATE PARK RR	4,077.32	4,077.32
Total 28991:									4,077.32
<b>28992</b>									
11/22	11/14/2022	28992	127	D. A. SCREENING	22125	10-410-1460	DRUG SCREENING/PUBLIC WO	430.00	430.00
Total 28992:									430.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>28993</b>									
11/22	11/14/2022	28993	130	DANA KEPNER COMPANY INC.	2235590-00	51-433-1810	WATER METER INSTALLATION	577.40	577.40
Total 28993:									577.40
<b>28994</b>									
11/22	11/14/2022	28994	1251	EMBLEM AVIATION INC	22-071951	31-410-0010	AIRPORT MGRS OFFICE RENT	100.00	100.00
Total 28994:									100.00
<b>28995</b>									
11/22	11/14/2022	28995	161	ENERGY LABORATORIES INC	512267	52-434-1730	WW TESTING	487.00	487.00
11/22	11/14/2022	28995	161	ENERGY LABORATORIES INC	514348	51-433-1730	FREMONT LAKE WATER TESTI	428.00	428.00
11/22	11/14/2022	28995	161	ENERGY LABORATORIES INC	514349	52-434-1730	WW TESTING	267.00	267.00
Total 28995:									1,182.00
<b>28996</b>									
11/22	11/14/2022	28996	721	FERGUSON WATERWORKS #1116	SC163443	52-434-5015	SEWER REPAIR COUPLINGS-S	12.81	12.81
Total 28996:									12.81
<b>28997</b>									
11/22	11/14/2022	28997	175	FIRST AMERICAN TITLE INSURANCE	20221114	10-560-8115	205 ENTERTAINMENT LANE	150,000.00	150,000.00
Total 28997:									150,000.00
<b>28998</b>									
11/22	11/14/2022	28998	799	FREEDOM MAILING SERVICES, INC	44051	52-434-0480	CONTRACT BILLING/SEWER	525.99	525.99
Total 28998:									525.99
<b>28999</b>									
11/22	11/14/2022	28999	232	HK CONTRACTORS, INC.	220023-07	31-416-0050	EXPAND E GA APRON PAY APP	99,269.63	99,269.63
11/22	11/14/2022	28999	232	HK CONTRACTORS, INC.	REHAB PAY E	31-416-0050	REHAB RUNWAY 11-29 PAY EST	157,687.36	157,687.36
Total 28999:									256,956.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>29000</b>									
11/22	11/14/2022	29000	239	HONNEN EQUIPMENT CO	1425308	31-412-0003	AIRPORT LOADER INJECTORS	331.87	331.87
Total 29000:									331.87
<b>29001</b>									
11/22	11/14/2022	29001	1428	IMPERIAL PUMP SOLUTIONS LLC	1237	52-434-5010	LIFT STATION ANNUAL MAINTENANCE	1,970.80	1,970.80
Total 29001:									1,970.80
<b>29002</b>									
11/22	11/14/2022	29002	277	KPIN	221023634	10-410-0330	RADIO ADS	584.00	584.00
Total 29002:									584.00
<b>29003</b>									
11/22	11/14/2022	29003	1378	LUMACURVE AIRFIELD SIGNS	58227	31-412-0010	AIRFIELD SIGN BULBS	718.50	718.50
Total 29003:									718.50
<b>29004</b>									
11/22	11/14/2022	29004	301	M & M DISPOSAL	4960	52-434-5010	DUMPSTER RENT	99.00	99.00
Total 29004:									99.00
<b>29005</b>									
11/22	11/14/2022	29005	994	MOUNTAINLAND SUPPLY COMPANY	S104991834.0	10-560-8125	PINE ST BEAUTIFICATION	140.07	140.07
Total 29005:									140.07
<b>29006</b>									
11/22	11/14/2022	29006	1221	NORTHWEST SCIENTIFIC, INC.	5161874	51-433-1735	IN HOUSE LAB SUPPLIES	47.97	47.97
Total 29006:									47.97
<b>29007</b>									
11/22	11/14/2022	29007	365	OFFICE OUTLET	0913079	10-410-0290	OFFICE SUPPLIES	700.20	700.20
11/22	11/14/2022	29007	365	OFFICE OUTLET	0913125	10-420-2450	OFFICE SUPPLIES-ACO	22.45	22.45
11/22	11/14/2022	29007	365	OFFICE OUTLET	0913194	10-410-0290	OFFICE SUPPLIES	28.75	28.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 29007:									751.40
<b>29008</b>									
11/22	11/14/2022	29008	368	ONE-CALL OF WYOMING	65251	52-434-1740	SEWER LOCATES	27.00	27.00
Total 29008:									27.00
<b>29009</b>									
11/22	11/14/2022	29009	385	PINEDALE AUTO SUPPLY	052043	10-502-5012	VENTRAC COOLANT & OIL	71.00	71.00
11/22	11/14/2022	29009	385	PINEDALE AUTO SUPPLY	052308	10-502-5018	FUEL CONDITIONER	13.69	13.69
Total 29009:									84.69
<b>29010</b>									
11/22	11/14/2022	29010	387	PINEDALE FINE ARTS COUNCIL	20221026	21-410-0190	SOUNDCHECK ADVERTISING	5,000.00	5,000.00
Total 29010:									5,000.00
<b>29011</b>									
11/22	11/14/2022	29011	394	PINEDALE LUMBER	169821	10-452-5010	STAR LAG SCREWS	14.40	14.40
11/22	11/14/2022	29011	394	PINEDALE LUMBER	170547	51-433-5015	WATER LINE INSULATION REPA	149.57	149.57
Total 29011:									163.97
<b>29012</b>									
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 AIR	31-413-0375	AIRPORT- GENERATOR	25.00	25.00
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 DK	10-452-1613	UTIL-NAT GAS/PARKS	67.02	67.02
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 DP	10-501-1613	UTIL-NAT GAS/DPW	744.79	744.79
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 LIF	51-433-1613	UTIL-NAT GAS/WATER	16.17	16.17
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 MAI	31-413-0375	AIRPORT - MAINTENANCE HAN	15.00	15.00
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 MC	51-433-1613	UTIL-NAT GAS/WATER	144.24	144.24
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 OR	51-433-1613	UTIL-NAT GAS/WATER	44.11	44.11
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 PAR	10-452-1613	UTIL-NAT GAS/PARKS	57.73	57.73
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 SR	31-413-0375	AIRPORT - SRE BLDG	36.08	36.08
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 SR	31-413-0375	AIRPORT - SRE HANGAR	29.05	29.05
11/22	11/14/2022	29012	396	PINEDALE NATURAL GAS, INC.	20221027 WW	52-434-1613	UTIL-NAT GAS/WW	435.44	435.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 29012:									1,614.63
<b>29013</b>									
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	179736	31-410-0002	AIRPORT FLY IN	100.00	100.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	180192	10-410-0330	DIGITAL ENHANCEMENT-SEPT	20.00	20.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	181700	10-410-0330	WEEKLY AD	100.00	100.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	181735	10-410-0330	PUBLISH MINUTES	375.00	375.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186142	10-410-0330	EV RFP AD	112.50	112.50
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186144	31-416-0050	RUNWAY FINAL PAYMENT NOTI	93.75	93.75
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186145	10-410-0330	PUBLISH MINUTES	318.75	318.75
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186439	10-410-0330	WEEKLY AD	100.00	100.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186463	10-410-0330	EV RFP AD	112.50	112.50
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	186464	31-416-0050	RUNWAY FINAL PAYMENT NOTI	93.75	93.75
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	189007	10-410-0330	WEEKLY AD	100.00	100.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	189058	10-410-0330	PUBLISH MINUTES	267.19	267.19
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	189254	10-410-0330	DIGITAL ENHANCEMENT-OCT	20.00	20.00
11/22	11/14/2022	29013	898	PINEDALE ROUNDUP	191241	10-410-0330	WEEKLY AD	100.00	100.00
Total 29013:									1,913.44
<b>29014</b>									
11/22	11/14/2022	29014	424	REBEL AUTO PARTS	6089-244263	31-412-0003	BATTERY	248.28	248.28
11/22	11/14/2022	29014	424	REBEL AUTO PARTS	6089-244274	31-412-0003	CORE RETURN	54.00-	54.00-
Total 29014:									194.28
<b>29015</b>									
11/22	11/14/2022	29015	428	REED'S READY-MIX & CONSTRUCTIO	14486	10-431-1010	PEA GRAVEL	90.00	90.00
11/22	11/14/2022	29015	428	REED'S READY-MIX & CONSTRUCTIO	21436	10-560-8125	CONCRETE FOR PINE ST BEAU	1,410.00	1,410.00
Total 29015:									1,500.00
<b>29016</b>									
11/22	11/14/2022	29016	1159	RIVER OAKS COMMUNICATIONS COR	20221031	10-498-0350	TOWER CONSULTANT-UNION A	1,470.75	1,470.75
Total 29016:									1,470.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>29017</b>									
11/22	11/14/2022	29017	453	ROCKY MOUNTAIN POWER	20221025 D&	51-433-1611	DUMP & FILL	52.14	52.14
11/22	11/14/2022	29017	453	ROCKY MOUNTAIN POWER	20221025 MC	51-433-1611	MCCOY	204.66	204.66
11/22	11/14/2022	29017	453	ROCKY MOUNTAIN POWER	20221025 SU	10-452-1611	108 N MADISON	3,957.37	3,957.37
11/22	11/14/2022	29017	453	ROCKY MOUNTAIN POWER	20221027 AIR	31-413-0090	AIRPORT LIGHTS	467.35	467.35
11/22	11/14/2022	29017	453	ROCKY MOUNTAIN POWER	20221027 FF	31-413-0090	FUEL FARM	194.89	194.89
Total 29017:									4,876.41
<b>29018</b>									
11/22	11/14/2022	29018	455	ROCKY MOUNTAIN WASH	60190	10-502-5014	VEHICLE WASH	40.50	40.50
Total 29018:									40.50
<b>29019</b>									
11/22	11/14/2022	29019	1392	ROYAL FLUSH ADVERTISING	3790	21-410-0070	ROCK SPRINGS AIRPORT BILL	350.00	350.00
Total 29019:									350.00
<b>29020</b>									
11/22	11/14/2022	29020	1243	SANI-STAR	9959	10-410-0320	MONTHLY SERVICE	150.00	150.00
Total 29020:									150.00
<b>29021</b>									
11/22	11/14/2022	29021	1146	STATE FIRE SALES & SERVICE	INV000000626	51-433-1614	FIRE ALARM MONITORING-MC	135.00	135.00
11/22	11/14/2022	29021	1146	STATE FIRE SALES & SERVICE	INV000000627	10-501-1614	FIRE ALARM MONITORING-SHO	135.00	135.00
Total 29021:									270.00
<b>29022</b>									
11/22	11/14/2022	29022	501	STITCHIN POST	7893	10-420-1650	AC UNIFORM SHIRTS	20.00	20.00
Total 29022:									20.00
<b>29023</b>									
11/22	11/14/2022	29023	1362	SUBLETTE COUNTY HOSPITAL DISTRI	5125844.0908	10-452-0320	EE OUTPATIENT RW	424.00	424.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 29023:									424.00
<b>29024</b>									
11/22	11/14/2022	29024	1419	SUMMIT WEST CPA GROUP PC	176348	10-410-0195	2022 FEDERAL AUDIT	6,035.00	6,035.00
Total 29024:									6,035.00
<b>29025</b>									
11/22	11/14/2022	29025	541	TELETRACTORS, INC.	5459	51-433-5020	SODA ASH TRANSFER TRAILER	1,500.00	1,500.00
11/22	11/14/2022	29025	541	TELETRACTORS, INC.	5475	10-560-8125	TOPSOIL-PINE ST BEAUTIFICAT	1,093.40	1,093.40
Total 29025:									2,593.40
<b>29026</b>									
11/22	11/14/2022	29026	1259	T-O ENGINEERS INC	200579-14072	31-416-0015	PNA EXPAND E GA APRON CON	3,601.14	3,601.14
11/22	11/14/2022	29026	1259	T-O ENGINEERS INC	220064-3	31-416-0015	AIRPORT MASTER PLAN - LOC	2,368.75	2,368.75
Total 29026:									5,969.89
<b>29027</b>									
11/22	11/14/2022	29027	1073	TOWN OF PINEDALE WATER/SEWER	20221031.720	10-452-1618	PARKS-WATER	65.00	65.00
11/22	11/14/2022	29027	1073	TOWN OF PINEDALE WATER/SEWER	20221031.763	10-452-1615	PARKS-SEWER	1,780.56	1,780.56
11/22	11/14/2022	29027	1073	TOWN OF PINEDALE WATER/SEWER	20221031.777	51-433-1615	WATER DEPT - SEWER	72.00	72.00
Total 29027:									1,917.56
<b>29028</b>									
11/22	11/14/2022	29028	570	TRI-COUNTY SANITATION, INC.	20890	10-452-2090	TOILET RENTAL/SERVICE TRAI	89.00	89.00
Total 29028:									89.00
<b>29029</b>									
11/22	11/14/2022	29029	575	TURF EQUIPMENT & IRRIGATION	3010368-00	10-502-5012	SWEEPER ROLLER	461.90	461.90
Total 29029:									461.90
<b>29030</b>									
11/22	11/14/2022	29030	580	UNION TELEPHONE COMPANY, INC.	70097452.110	10-410-1610	UTILITIES-CELL/TOWN&DPW	212.31	212.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
11/22	11/14/2022	29030	580	UNION TELEPHONE COMPANY, INC.	70134164.102	51-433-1610	UTILITIES/CELL/WATER	208.00	208.00
Total 29030:									420.31
<b>29031</b>									
11/22	11/14/2022	29031	694	VALLEY WIDE CO-OP PINEDALE	U4012362	51-433-1613	WEST CHEM TANK FILL & RENT	66.49	66.49
Total 29031:									66.49
<b>29032</b>									
11/22	11/14/2022	29032	592	VISA	20221024	10-415-5025	INTERNET BATTERY BACKUP	4,708.72	4,708.72
Total 29032:									4,708.72
<b>29033</b>									
11/22	11/14/2022	29033	642	WOOD LAW OFFICE	20221101	51-433-1745	LEGAL SERVICES-SEWER	6,302.25	6,302.25
Total 29033:									6,302.25
Grand Totals:									468,055.64

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_