



**Monday, July 8, 2024, Regular Town Council Meeting at 5 p.m.**  
**in the Conference Room of the Pinedale Town Hall, 205 Entertainment Lane**  
**[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 June 24, 2024, regular Town Council Meeting

**C. CITIZEN/COUNCIL CONCERNS**

**D. VISITING DELEGATIONS**

D-1 Contract for Services Presentations

**E. CONSENT AGENDA**

E-1 Encroachment Agreement – 117 West Pine Street

E-2 Encroachment Agreement – 1635 Cantlin Place

E-3 NAVAIDS Operational Manual

E-4 Final Acceptance – Ralph Wenz Field Fuel Farm

E-5 Final Acceptance – SRE Procurement

E-6 Septic Receiving Access Control Upgrades

E-7 Temporary Use Permit Application - Stockman's Street Party

**F. OTHER TOWN BUSINESS**

F-1 Park & Tree Board Appointment

F-2 Temporary Use Permit Application Road Closure Extension – Main Street Pinedale

**G. ROUTINE BUSINESS**

G-1 Presentation of the bills for July 8, 2024, in the amount of \$467,796.67 paid with checks 30633 – 30662

**H. EXECUTIVE SESSION**

H-1 Executive Session to Discuss Pending Litigation

H-2 Executive Session to Discuss Real Estate





TOWN OF  
**PINEDALE**  
WYOMING

**A-1**

**Item:** Pledge of Allegiance

**Action:**

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**Presenter:** Mayor Murdock

**Information:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

**B-1**

**Item:** Accept/Amend Agenda

**Action:**

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**Presenter:** Mayor Murdock

**Information:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

**B-2**

**Item:** Approve the minutes of the June 24, 2024, regular Town Council meeting

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**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, June 24, 2024, in the conference room of the Pinedale Town Hall.

The meeting was called to order by Mayor Matt Murdock at 5 p.m. Council members present: Judi Boyce and Scott Kosiba. Those in attendance included: KC Lehr, Sublette County Sheriff; Cat Urbigkit; Brian Gray, representing Jorgensen Associates; Josh Hattan, representing Wind River Sport Fishing, LLC.; Owen Best, representing Acme Pest Control, LLC.; McKinley Boulter, representing Sip Fizz; Peg Weber; Jessup Wyman; Ed Wood, Town Attorney; and Abram Pearce, Director of Public Works. Attending online were Councilman Tyler Swafford; Councilman Dean Loftus; Kirk Farrelly, representing Dollar General; and Maureen Rudnick, Assistant Clerk-Treasurer.

Mayor Murdock led those present in the Pledge of Allegiance.

Motion by Councilwoman Boyce to allow Councilman Swafford and Councilman Loftus to participate in the meeting virtually. Seconded by Councilman Kosiba. Motion passed 3-0.

Motion by Councilwoman Boyce to amend the agenda to add J-2 Executive Session to Discuss Real Estate. Seconded by Councilman Loftus. Motion passed 5-0.

Motion by Councilwoman Boyce to approve the June 10, 2024, regular Town Council meeting minutes. Seconded by Councilman Kosiba. Motion passed 5-0.

Jessup Wyman reported that the bulb-outs are great and asked why the Planning and Zoning Commission met at noon and not at 5 p.m. or after.

Mayor Murdock stated that the bulb-outs are on a temporary trial, and the Planning and Zoning Commission does meet at 5 p.m. or after when there is a public hearing scheduled.

Peg Weber thanked staff for putting up the senior banners and the wildlife banners.

Sheriff Lehr reported on calls for service for May 2024, and commended Town Staff for their visibility during the bulb-out trial set-up.

Cat Urbigkit introduced herself to the Council and stated she was running for State House District 20.

Motion by Councilman Loftus to approve the consent agenda items as amended. Seconded by Councilman Swafford. Motion passed 5-0. Consent agenda items approved were Main Street Pinedale's Temporary Use application for the Rendezvous Artist's Row at Trapper's Park, effective July 12-13, 2024, and waive the fees; Main Street Pinedale's Temporary Use permit application to use 210 W Pine Street for the Rendezvous Rodeo Zone on July 11-14, 2024, and waive the fees; the renewal of all current insurance policies as quoted from Tegeler & Associates, effective July 1, 2024-June 30, 2025, in the amount of \$120,719; the award of park mosquito fogging to Acme Pest Control for the summer of 2024, in the amount of \$919 per application; the waiver of bulk water fees for Sage and Snow Garden Club from the bulk water station for the purpose of providing water for the Pine Street flower barrels; the Mayor's reappointments of Jim Hamilton to the Pinedale Travel & Tourism

Commission, Chad Kuhn to the Pinedale Airport Board, and Michael Lutz to the Planning & Zoning Commission; payment of \$29,820 to Ben Davis Painting at the completion of work at 205 Entertainment Lane; the purchase of bark mulch from Miller Companies, Inc., in the amount of \$5,400; the purchase of dry soda ash from Brenntag Pacific, in the amount of \$17,316.90; the purchase of liquid soda ash 10% from Brenntag Pacific, in the amount of \$6,106; and the purchase of picnic tables, amended from three to four, from Belson Outdoors, not to exceed \$5,000.

Motion by Councilman Kosiba to approve a permissive use/encroachment agreement at 709 W Pine Street for the conditional use of the public right-of-way for Sip Fizz, LLC. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilwoman Boyce to approve the proposed lease of office 1-East, located in Town Hall, to the Wyoming Department of Health Public Health Nursing, effective 7/1/2024-6/30/2026, in the amount of \$8,400 per year, contingent upon approval by both parties. Seconded by Councilman Kosiba. Motion passed 5-0.

No action was taken on the pathway lighting fixtures.

Motion by Councilwoman Boyce to approve the Professional Services Agreement Amendment No. 2 to the Town of Pinedale Pedestrian Safety Project, in the amount of \$10,000 for ground water monitoring per WYDOT requirements, for a total revised contract amount of \$220,150, and amending the contract completion date to December 31, 2024. Seconded by Councilman Kosiba. Motion passed 5-0.

Motion by Councilman Kosiba to approve the Commercial Building Permit Application for Dollar General #30390, to be located at 486 South Pine Street, pursuant to §160-10.C.2 of the Pinedale Town Code with the requirement that all improvements within the right-of-way be covered under a Right-of-Way Excavation Permit and bonded appropriately. Seconded by Councilwoman Boyce. Motion passed 5-0.

Motion by Councilwoman Boyce to approve a Commercial Proposal and Sales Agreement between the Town of Pinedale and Everon, LLC., to upgrade the access controls in Town of Pinedale facilities, in the amount of \$40,999 and a 12-month service charge of \$326 per month. Seconded by Councilman Kosiba. Motion passed 5-0.

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

Motion by Councilman Kosiba to approve Ordinance 715, on third read, an Ordinance of the Town of Pinedale, State of Wyoming, an amended Appropriation Ordinance for fiscal year ending June 30, 2024. Seconded by Councilwoman Boyce. Motion passed 5-0.

The following bills were presented for payment: A to Z Hardware, \$1,806.43; Ardurra Group, \$16,294.27; Bassco Services Inc, \$42,973.02; Ben Davis Painting, Inc, \$29,820.00; Bomgaars Supply, \$230.90; Bucky's Outdoors, \$785.43; Caselle, Inc., \$2,122.00; DBC Irrigation Supply, \$1,610.59; Ferguson Waterworks #1116, \$5,466.53; Fireworks West Internationale, \$17,000.00; Fisher Scientific, \$401.75; Flow Right Plumbing & Heating, \$18,703.49; Freedom Mailing Services, Inc, \$599.46; Grainger, \$236.60; Granicus LLC, \$3,252.71; Jorgensen Associates PC, \$20,293.00;



Kainer, Clayton, \$312.00; KPIN, \$584.00; Madden Media, \$17,447.13; Moosely Mailboxes & More, \$163.53; Mountainland Power Equipment, \$898.99; Mountainland Supply Company, \$483.07; Office Outlet, \$202.07; One-Call Of Wyoming, \$66.00; Pinedale Auto Supply, \$9.29; Pinedale Lumber, \$346.93; Pinedale Roundup, \$200.00; Rebel Auto Parts, \$33.57; Ridley's Family Market, \$97.95; Rio Verde Engineering, Inc., \$3,175.59; Rocky Mountain Power, \$4,741.49; Royal Flush Advertising, \$69.00; Shadow Mountain Water of WY Inc, \$7.50; State of Wyoming, \$15,277.06; Sublette Co. School Dist #1, \$244.27; Sweetwater Events Complex, \$1,790.00; Sweetwater Technology Services, \$5,346.04; Sysco Intermountain Food Service, \$1,088.17; Team Laboratory Chemical LLC, \$425.00; Tri-County Sanitation, Inc., \$41.00; True West Publishing, \$500.00; Uline, \$2,031.99; Union Telephone Company, Inc., \$646.83; Upper Case Printing, Ink, \$12.80; WY Office of State Lands & Investments, \$12,423.38.

Motion by Councilwoman Boyce to approve the bills for June 24, 2024, in the amount of \$230,260.83 paid with checks 30586 - 30630. Seconded by Councilman Kosiba. Motion passed 5-0.

Motion by Councilwoman Boyce to approve payroll and benefits for June 30, 2024. Seconded by Councilman Kosiba. Motion passed 5-0.

Motion by Councilman Kosiba to enter Executive Session to discuss Personnel and Real Estate at 6:29 p.m. Seconded by Councilman Kosiba. Motion passed 5-0.

Councilman Loftus left the meeting at 7 p.m.

Motion by Councilman Swafford to exit Executive Session at 7:21 p.m. Seconded by Councilman Kosiba. Motion passed 4-0.

Motion by Councilwoman Boyce to re-enter regular session at 7:21 p.m. Seconded by Councilman Kosiba. Motion passed 4-0.

Motion by Councilwoman Boyce to approve pay increases effective July 26, 2024, for Chad Mitchell, \$65,000; Amy Sturman, \$66,000; Spencer Hartman, \$67,000; Kevin Mitchell, \$67,000; and Abram Pearce, \$90,000. Seconded by Councilman Swafford. Motion passed 4-0.

Motion by Councilman Kosiba to approve a lease of a parcel of land being a portion of the Original Town Plat of Pinedale, Wyoming, Block 4, Lots 4 and 5, recorded as plat No. 0339 in the Office of the Sublette County Clerk, lying within Government Lot 1, Section 4, T.33N., R.109W., 6<sup>th</sup> P.M., Sublette County, Wyoming, to Wind River Sport Fishing, LLC, in the amount of \$300 per month, effective June 1, 2024 through October 31, 2024. Seconded by Councilman Swafford. Motion passed 4-0.

Motion by Councilman Kosiba to adjourn the meeting. Seconded by Councilwoman Boyce. Motion passed 4-0. The meeting adjourned at 7:24 p.m.

ATTEST:

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Matt W. Murdock, Mayor

\_\_\_\_\_  
Amy Sturman, Clerk







TOWN OF  
**PINEDALE**  
WYOMING

**D-1**

**Item:** Contract for Services Presentations

**Action:** Approve/Disapprove/Amend

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**Presenters:** Kalie Miles, Children's Discovery Center; Becky Gregory, Children's Learning Center; Carla Seely, MESA Therapeutic Horsemanship, Inc.; Amber Anderson, Pinedale Aquatic Center; Teresa Sandner, Pinedale Preschool; Tina Robinson, Rendezvous Pointe; Mandy Moffat, SAFV Task Force.

**Information:** Attached

**Recommendation:**

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April 25<sup>th</sup>, 2024

Dear Mayor and Town Council Members,

Thank you sincerely for your time and attention to the Children's Discovery Centers (CDC) funding request. Since 1997, the CDC has been a vital pillar for Pinedale and Sublette County families, offering a licensed preschool program as a non-profit entity. As we continue our commitment to providing essential early childhood services to our community, we deeply appreciate your unwavering support for our organization. Kindly note that our fiscal year extends from September to August for your reference during budget analysis.

What makes the Children's Discovery Center unique? Amongst the five preschools in Pinedale, the CDC proudly stands as the sole non-profit institution offering year-round care for children as young as two years old, including summer sessions. Furthermore, we take pride in being the only non-profit preschool providing all students with nutritious breakfast, lunch, and snacks daily. Additionally, the Children's Discovery Center is one of only three facilities in Pinedale dedicated to caring for children under the age of three. Our operational hours span from 7:15 a.m. to 5:30 p.m. during September to May, and from 7:30 a.m. to 5:30 p.m. throughout June, July, and August, with services available five days a week.

From September 2023 to March 31st, 2024, the CDC has served a total of 44 students. As our Summer Program begins on June 3rd, we will be welcoming 42 students aged 2-5, and accompanied by 1 Executive Director, 1 Head Cook/Assistant Director, and 4 full-time teachers. Looking ahead to September 2024, for our fiscal year of 2024-2025, the CDC has already secured enrollment for 45 students and will employ 7 full-time staff members and 1 part-time staff member.

We are currently undergoing expansion; we began construction in March to enhance our facilities. With an extensive waitlist we continue to have, the Children's Discovery Center decided to expand our facilities to be able to accommodate more children to help working parents in the community. Upon completion, we will accommodate up to 60 students daily, with plans to incrementally add a new class each year for the next three years, starting with an additional toddler class in the upcoming academic year.

The Children's Discovery Center is seeking support from the Town of Pinedale for FY 2024-2025 for **\$21,000**.

Funds requested will be used as follows:

- \$8,000– Utilities
- \$4,000 – Repairs and Maintenance
- \$3,000 – Program Expense
- \$6,000 – Curriculum Expenses

Funds awarded to CDC:



2018-2019 \$20,000  
2019-2020 \$17,500  
2020-2021 \$17,500  
2021-2022 \$16,000  
2022-2023 \$14,000  
2023-2024 \$21,000  
2024-2025 **requesting \$21,000**

The Children’s Discovery Center is funded through 6 sources: Childcare Tuition, Town of Pinedale, Sublette County, Fundraising, Grants, and Donations.

We are looking forward to meeting with you to discuss our budget request and answer any questions you may have. Thank you again for your time and commitment to the children of Pinedale.

**Attachments:**

1. Actual Revenues and Expenditures for FY 2022-2023 (last year)
2. Estimated Revenues and Expenditures for FY Sept. 2023 – March 2024 (current year)
3. Estimated Revenues and Expenditures for FY 2024 - 2025 (next year)

**Programs and services planned within the timeframe of Sept 1st, 2024 – August 31st, 2025:**

Programs include:

- Music and Movement - Our daily routine pulsates with the lively cadence of Music and Movement, integral to our play-based curriculum. Indoors or out, our children joyfully dance through each day's rhythm. Monthly, they embark on a cultural odyssey, exploring diverse songs and dances from around the world, harmonizing with our thematic explorations. Whether they're diving into the depths of ocean life or tracing the cycles of nature, every beat and step ignites their curiosity and understanding.
- Play-Based Curriculum and Cultural Learning - Our curriculum blends imaginative play with cultural exploration, featuring a dynamic dramatic play corner and stations teeming with diverse activities crafted from natural and artistic materials.
- STEAM (science, technology, engineering, art, and mathematics)- Daily, the 2–5-year-olds participate in a 30-minute session of STEAM. STEAM activities include using toothpicks with marshmallows to engineer a structure or watching the chemical reactions of adding things together. These activities foster cause and effect and creative thinking.
- Dramatic play corner - Each day, students eagerly step into the dynamic world of our dramatic play corner, where the theme evolves monthly, ranging from community workers to household scenarios, from bustling grocery stores to cosmic adventures, and beyond. Here, through dramatic play, children not only assume diverse roles but also unleash their boundless creativity, exploring varied perspectives and testing the waters of social interaction as they observe and respond to the reactions of their peers.



- Outdoor Enrichment - As of February 2018, the Children's Discovery Center was recognized as a Nationally Certified Nature Explore Outdoor Classroom. In the state of Wyoming, there are only three outdoor classrooms, with two being in Pinedale, and one in Big Piney. Having this beautiful and functional Outdoor Classroom (built-in 2012) allows students the opportunity to build a connection to our community and encourages an affinity for our natural resources and the world around us.
- Gardening is an integral part of our program. In Wyoming, growing crops can be a challenging task. The students at the CDC are lucky enough to have such structures (Growing Dome and Hoop House) that do allow us to grow in this sub-alpine climate. This program helps establish healthy behaviors that have a lifelong impact on the child's quality of life.
- Our main goal of the Summer Program is to provide daily engagement with our natural world, integrating environmental education into our students' daily activities. During our Summer Program of 2023, we had over 50 community engagements.

The CDC is the only non-profit preschool in Pinedale to participate in the Child and Adult Care Food Program (CACFP) serving breakfast, lunch, and snacks daily to all students. We also continue to offer enrichment programs such as downhill-ski lessons with White Pine Ski Resort, an intergenerational program with Sublette Center, ice-skating lessons with Wind River Skate Club, recycling, and participation in the local Farmer's Market. Other unique programs offered include rock climbing and swim lessons, yoga, literacy program, and art classes such as clay pottery classes and stained glass. Community partnerships are a cornerstone of our students' skill building, which they will continue to use throughout their lives.

Your continued support is invaluable in realizing our vision of providing exceptional early childhood education and care to the families of Pinedale. We are immensely grateful for your partnership in this endeavor.

Sincerely,

*Kalie Miles*

Kalie Miles,  
Executive Director,  
Children's Discovery Center  
P.O. Box 1572  
Pinedale, WY 82941  
307-367-6272  
[office@pinedalediscoverycenter.org](mailto:office@pinedalediscoverycenter.org)



Board of Directors:

Jake Radakovich, Chairman  
Maintenance Supervisor at Marathon Petroleum  
Email: Jakerakak@hotmail.com  
Term Began: June 2018

Casey Fairbanks, Vice Chairman  
Manager at Sand Draw LLC  
Email: fairbanks\_89@hotmail.com  
Term Began: June 2021

Julie Maxam, Treasurer  
Senior Accountant, Elevation Tax & Accounting, Inc.  
Email: julie.maxam@307cpas.com  
Term Began: September 2015

Katie Barngrover, Secretary  
Teacher, Pinedale High School  
katiebarney1996@gmail.com  
Term Began: December 2021

Jeff Goltz, Member  
Owner, Green River Gear  
Email: jgoltz@wyoming.com  
Term Began: April 2015

Liz Biffle, Member  
Real Estate Agent, High Mountain Real Estate  
lizbiffle@hotmail.com  
Term Began: January 2022



**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
**September 2024 through August 2025**

	Sep '24 - Aug 25	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CACFP	0.00	6,000.00	-6,000.00
Donations	0.00	10,000.00	-10,000.00
Fundraising Income	0.00	20,000.00	-20,000.00
Grants	0.00	30,000.00	-30,000.00
Town & County Income	0.00	150,000.00	-150,000.00
Tuition	0.00	250,000.00	-250,000.00
<b>Total Income</b>	<b>0.00</b>	<b>466,000.00</b>	<b>-466,000.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>466,000.00</b>	<b>-466,000.00</b>
<b>Expense</b>			
Advertising and Promotion	0.00	2,000.00	-2,000.00
Curriculum Expense	0.00	12,000.00	-12,000.00
Dues & Subscriptions	0.00	4,000.00	-4,000.00
Education	0.00	1,500.00	-1,500.00
Fundraising Expenses	0.00	15,000.00	-15,000.00
Green House	0.00	1,500.00	-1,500.00
Insurance Expense	0.00	12,000.00	-12,000.00
Janitorial Expense	0.00	2,000.00	-2,000.00
Kitchen	0.00	30,000.00	-30,000.00
Licenses & Permits	0.00	150.00	-150.00
Office Supplies	0.00	2,000.00	-2,000.00
Payroll Expenses	0.00	435,000.00	-435,000.00
Professional Fees	0.00	1,500.00	-1,500.00
Program Expense	0.00	6,000.00	-6,000.00
Repairs and Maintenance			
Landscaping	0.00	1,200.00	-1,200.00
Repairs and Maintenance - Other	0.00	5,000.00	-5,000.00
<b>Total Repairs and Maintenance</b>	<b>0.00</b>	<b>6,200.00</b>	<b>-6,200.00</b>
Subcontractor Expense	0.00	8,000.00	-8,000.00
Utilities	0.00	10,000.00	-10,000.00
Vehicle Expense	0.00	3,000.00	-3,000.00
<b>Total Expense</b>	<b>0.00</b>	<b>551,850.00</b>	<b>-551,850.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>-85,850.00</b>	<b>85,850.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>-85,850.00</b>	<b>85,850.00</b>

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
 September 2024 through August 2025

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	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CACFP	0.0%
Donations	0.0%
Fundraising Income	0.0%
Grants	0.0%
Town & County Income	0.0%
Tuition	0.0%
<b>Total Income</b>	0.0%
<b>Gross Profit</b>	0.0%
<b>Expense</b>	
Advertising and Promotion	0.0%
Curriculum Expense	0.0%
Dues & Subscriptions	0.0%
Education	0.0%
Fundraising Expenses	0.0%
Green House	0.0%
Insurance Expense	0.0%
Janitorial Expense	0.0%
Kitchen	0.0%
Licenses & Permits	0.0%
Office Supplies	0.0%
Payroll Expenses	0.0%
Professional Fees	0.0%
Program Expense	0.0%
Repairs and Maintenance	
Landscaping	0.0%
Repairs and Maintenance - Other	0.0%
<b>Total Repairs and Maintenance</b>	0.0%
Subcontractor Expense	0.0%
Utilities	0.0%
Vehicle Expense	0.0%
<b>Total Expense</b>	0.0%
<b>Net Ordinary Income</b>	0.0%
<b>Net Income</b>	0.0%

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
September 2023 through March 2024

	Sep '23 - Mar 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CACFP	4,697.93	3,500.00	1,197.93
Donations	6,370.45	5,833.31	537.14
Fundraising Income	23,527.85	8,750.00	14,777.85
Grants	0.00	17,500.00	-17,500.00
Town & County Income	185,500.00	70,000.00	115,500.00
Tuition	142,120.00	131,250.00	10,870.00
<b>Total Income</b>	<b>362,216.23</b>	<b>236,833.31</b>	<b>125,382.92</b>
<b>Gross Profit</b>	<b>362,216.23</b>	<b>236,833.31</b>	<b>125,382.92</b>
<b>Expense</b>			
Advertising and Promotion	0.00	1,166.69	-1,166.69
Computer and Internet Expenses	42.00	0.00	42.00
Curriculum Expense	1,357.64	7,000.00	-5,642.36
Dues & Subscriptions	2,197.33	1,750.00	447.33
Education	170.95	875.00	-704.05
<b>Fundraising Expenses</b>			
Materials	200.00	0.00	200.00
Fundraising Expenses - Other	13,770.38	8,750.00	5,020.38
<b>Total Fundraising Expenses</b>	<b>13,970.38</b>	<b>8,750.00</b>	<b>5,220.38</b>
Green House	0.00	875.00	-875.00
Insurance Expense	0.00	4,083.31	-4,083.31
Janitorial Expense	1,145.89	1,166.69	-20.80
Kitchen	13,404.44	14,583.31	-1,178.87
Licenses & Permits	0.00	87.50	-87.50
Office Supplies	237.85	1,166.69	-928.84
<b>Payroll Expenses</b>			
Employee Benefits	777.86	0.00	777.86
FICA Expense	8,856.69	0.00	8,856.69
MC Expense	2,071.33	0.00	2,071.33
Salary/Wages	140,317.45		
UI Expense	1,718.32	0.00	1,718.32
Work Comp Expense	926.58	0.00	926.58
Payroll Expenses - Other	3,380.41	175,000.00	-171,619.59
<b>Total Payroll Expenses</b>	<b>158,048.64</b>	<b>175,000.00</b>	<b>-16,951.36</b>
<b>Professional Fees</b>	<b>0.00</b>	<b>875.00</b>	<b>-875.00</b>
<b>Program Expense</b>			
Enrichment Activities & Recreat	-5,347.00	0.00	-5,347.00
Program Expense - Other	630.00	3,500.00	-2,870.00
<b>Total Program Expense</b>	<b>-4,717.00</b>	<b>3,500.00</b>	<b>-8,217.00</b>
<b>Repairs and Maintenance</b>			
Landscaping	672.47	0.00	672.47
Repairs and Maintenance - Other	1,359.48	2,916.65	-1,557.17
<b>Total Repairs and Maintenance</b>	<b>2,031.95</b>	<b>2,916.65</b>	<b>-884.70</b>
<b>Subcontractor Expense</b>	<b>3,600.00</b>	<b>4,666.66</b>	<b>-1,066.66</b>
<b>Utilities</b>	<b>3,216.45</b>	<b>4,666.65</b>	<b>-1,450.20</b>
<b>Vehicle Expense</b>	<b>228.22</b>	<b>1,750.00</b>	<b>-1,521.78</b>
<b>Total Expense</b>	<b>194,934.74</b>	<b>234,879.15</b>	<b>-39,944.41</b>
<b>Net Ordinary Income</b>	<b>167,281.49</b>	<b>1,954.16</b>	<b>165,327.33</b>

1:02 PM

04/22/24

Accrual Basis

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
September 2023 through March 2024

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	<u>Sep '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	13.85	0.00	13.85
<b>Total Other Income</b>	<u>13.85</u>	<u>0.00</u>	<u>13.85</u>
<b>Net Other Income</b>	<u>13.85</u>	<u>0.00</u>	<u>13.85</u>
<b>Net Income</b>	<u><u>167,295.34</u></u>	<u><u>1,954.16</u></u>	<u><u>165,341.18</u></u>

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
September 2023 through March 2024

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	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CACFP	134.2%
Donations	109.2%
Fundraising Income	268.9%
Grants	0.0%
Town & County Income	265.0%
Tuition	108.3%
<b>Total Income</b>	<u>152.9%</u>
<b>Gross Profit</b>	152.9%
<b>Expense</b>	
Advertising and Promotion	0.0%
Computer and Internet Expenses	100.0%
Curriculum Expense	19.4%
Dues & Subscriptions	125.6%
Education	19.5%
<b>Fundraising Expenses</b>	
Materials	100.0%
Fundraising Expenses - Other	157.4%
<b>Total Fundraising Expenses</b>	<u>159.7%</u>
Green House	0.0%
Insurance Expense	0.0%
Janitorial Expense	98.2%
Kitchen	91.9%
Licenses & Permits	0.0%
Office Supplies	20.4%
<b>Payroll Expenses</b>	
Employee Benefits	100.0%
FICA Expense	100.0%
MC Expense	100.0%
Salary/Wages	
UI Expense	100.0%
Work Comp Expense	100.0%
Payroll Expenses - Other	1.9%
<b>Total Payroll Expenses</b>	<u>90.3%</u>
Professional Fees	0.0%
<b>Program Expense</b>	
Enrichment Activities & Recreat	100.0%
Program Expense - Other	18.0%
<b>Total Program Expense</b>	<u>-134.8%</u>
<b>Repairs and Maintenance</b>	
Landscaping	100.0%
Repairs and Maintenance - Other	46.6%
<b>Total Repairs and Maintenance</b>	<u>69.7%</u>
Subcontractor Expense	77.1%
Utilities	68.9%
Vehicle Expense	13.0%
<b>Total Expense</b>	<u>83.0%</u>
<b>Net Ordinary Income</b>	8,560.3%

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04/22/24

Accrual Basis

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
September 2023 through March 2024

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	<u>% of Budget</u>
Other Income/Expense	
Other Income	
Interest Income	100.0%
Total Other Income	100.0%
Net Other Income	100.0%
Net Income	<u><u>8,561.0%</u></u>

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
**September 2022 through August 2023**

	Sep '22 - Aug 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CACFP	8,861.61	6,000.00	2,861.61
Donations	7,805.25	10,000.00	-2,194.75
Fundraising Income	39,290.97	15,000.00	24,290.97
Grants	36,703.00	30,000.00	6,703.00
Town & County Income	102,500.00	105,000.00	-2,500.00
Tuition	239,570.00	225,000.00	14,570.00
<b>Total Income</b>	434,730.83	391,000.00	43,730.83
<b>Gross Profit</b>	434,730.83	391,000.00	43,730.83
<b>Expense</b>			
Advertising and Promotion	0.00	2,000.00	-2,000.00
Computer and Internet Expenses	458.20	0.00	458.20
Curriculum Expense	4,829.85	12,000.00	-7,170.15
Dues & Subscriptions	3,364.55	1,200.00	2,164.55
Education	170.00	1,500.00	-1,330.00
<b>Fundraising Expenses</b>			
Materials	250.56	0.00	250.56
Fundraising Expenses - Other	20,514.19	6,000.00	14,514.19
<b>Total Fundraising Expenses</b>	20,764.75	6,000.00	14,764.75
Green House	232.71	1,500.00	-1,267.29
Insurance Expense	8,732.29	7,000.00	1,732.29
Janitorial Expense	2,152.88	2,000.00	152.88
Kitchen			
Cooking Class Supplies	231.43		
CACFP-Creditable	6,815.99		
Kitchen - Other	14,442.20	25,000.00	-10,557.80
<b>Total Kitchen</b>	21,489.62	25,000.00	-3,510.38
Licenses & Permits	79.00	150.00	-71.00
Office Supplies	680.51	2,000.00	-1,319.49
Payroll Expenses			
Employee Benefits	994.97	0.00	994.97
FICA Expense	14,938.61	0.00	14,938.61
MC Expense	3,493.71	0.00	3,493.71
Salary/Wages	239,144.90		
UI Expense	3,875.81	0.00	3,875.81
Work Comp Expense	1,537.80	0.00	1,537.80
Payroll Expenses - Other	8,884.69	300,000.00	-291,115.31
<b>Total Payroll Expenses</b>	272,870.49	300,000.00	-27,129.51
Professional Fees	0.00	1,500.00	-1,500.00
Program Expense			
Enrichment Activities & Recreat	-1,737.00	0.00	-1,737.00
Program Expense - Other	1,505.00	6,000.00	-4,495.00
<b>Total Program Expense</b>	-232.00	6,000.00	-6,232.00
Repairs and Maintenance			
Landscaping	707.16	0.00	707.16
Repairs and Maintenance - Other	2,508.10	5,000.00	-2,491.90
<b>Total Repairs and Maintenance</b>	3,215.26	5,000.00	-1,784.74

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04/22/24

Accrual Basis

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
**September 2022 through August 2023**

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	<u>Sep '22 - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Subcontractor Expense	6,560.00	8,000.00	-1,440.00
Utilities	6,597.10	6,000.00	597.10
Vehicle Expense	1,066.65	3,000.00	-1,933.35
<b>Total Expense</b>	<u>353,031.86</u>	<u>389,850.00</u>	<u>-36,818.14</u>
<b>Net Ordinary Income</b>	<u>81,698.97</u>	<u>1,150.00</u>	<u>80,548.97</u>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	46.07	0.00	46.07
<b>Total Other Income</b>	<u>46.07</u>	<u>0.00</u>	<u>46.07</u>
<b>Net Other Income</b>	<u>46.07</u>	<u>0.00</u>	<u>46.07</u>
<b>Net Income</b>	<u><b>81,745.04</b></u>	<u><b>1,150.00</b></u>	<u><b>80,595.04</b></u>



**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
September 2022 through August 2023

---

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CACFP	147.7%
Donations	78.1%
Fundraising Income	261.9%
Grants	122.3%
Town & County Income	97.6%
Tuition	106.5%
<b>Total Income</b>	111.2%
<b>Gross Profit</b>	111.2%
<b>Expense</b>	
Advertising and Promotion	0.0%
Computer and Internet Expenses	100.0%
Curriculum Expense	40.2%
Dues & Subscriptions	280.4%
Education	11.3%
<b>Fundraising Expenses</b>	
Materials	100.0%
Fundraising Expenses - Other	341.9%
<b>Total Fundraising Expenses</b>	346.1%
Green House	15.5%
Insurance Expense	124.7%
Janitorial Expense	107.6%
Kitchen	
Cooking Class Supplies	
CACFP-Creditable	
Kitchen - Other	57.8%
<b>Total Kitchen</b>	86.0%
Licenses & Permits	52.7%
Office Supplies	34.0%
<b>Payroll Expenses</b>	
Employee Benefits	100.0%
FICA Expense	100.0%
MC Expense	100.0%
Salary/Wages	
UI Expense	100.0%
Work Comp Expense	100.0%
Payroll Expenses - Other	3.0%
<b>Total Payroll Expenses</b>	91.0%
Professional Fees	0.0%
<b>Program Expense</b>	
Enrichment Activities & Recreat	100.0%
Program Expense - Other	25.1%
<b>Total Program Expense</b>	-3.9%
<b>Repairs and Maintenance</b>	
Landscaping	100.0%
Repairs and Maintenance - Other	50.2%
<b>Total Repairs and Maintenance</b>	64.3%

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04/22/24

Accrual Basis

**CHILDREN'S DISCOVERY CENTER**  
**Profit & Loss Budget vs. Actual**  
**September 2022 through August 2023**

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	<u>% of Budget</u>
Subcontractor Expense	82.0%
Utilities	110.0%
Vehicle Expense	35.6%
Total Expense	90.6%
Net Ordinary Income	7,104.3%
Other Income/Expense	
Other Income	
Interest Income	100.0%
Total Other Income	100.0%
Net Other Income	100.0%
Net Income	<u>7,108.3%</u>



Mayor Murdock and Pinedale Town Council  
PO Box 709  
Pinedale, WY 82941

April 24, 2024  
Proposed Budget Request for FY 24: \$11,000

Dear Mayor Murdock and Town Council,  
We are truly thankful for your on-going support of Children's Learning Center (CLC). Your consistent support and commitment to CLC and the young children in our community is truly valued and makes a difference in children's lives.

CLC provides early intervention and special education services for children birth to five years as well as preschool programs for all children 3 through 5 years. Our program offers developmental, hearing and vision screenings to all Sublette County children age birth through five years. With your help, we have screened 145 Pinedale area children, (41 within town limits) and have served 48 (17 within town limits) children during this school year. The number of screenings is consistent with the previous year, and we are pleased to see consistent engagement with our program.

Our preschool program follows an inclusion classroom model, which brings together children of all abilities and backgrounds to enrich the lives of all children. CLC is committed to making our preschool program accessible and affordable to local families by offering a reduced rate as we plan for the upcoming school year, and full preschool scholarships are available for families who meet income guidelines. For families who have a child receiving special education services, per federal and state requirements, these services are provided at no cost to the family. We not only provide special education services to qualifying children in our preschool, but we also provide special education services to children in their natural environments.

CLC receives federal and state funding, but requires matching local government and private donations through fundraisers and individuals. Due to the nature of our business as a non-profit organization, CLC is reliant on government grants to fund the majority of the operating expenses. Wyoming's Child Development Centers, (CDCs) like CLC received their first budget increase in 10 years through legislation this past session. This is great news, however, this increase will not take place immediately and there remains significant gap in how children with special needs are funded in school districts and how CDC's are funded. The increase for state funding for young children with special needs will cover approximately 68% of the actual cost of our program which puts a great deal of pressure on CLC to make up a significant shortfall, (\$5000 per child) through fundraising and securing additional support. Your support is critical to our continued success.

As requested, attached is the financial information for next fiscal year. As you may know, Children's Learning Center serves all of Sublette County with two schools; one in Pinedale with eight staff members, and one in Big Piney with three staff members. Consequently, our budget is combined. The documents attached are for the entire county budget, however it is our best estimate that 60% of this budget would be for the Pinedale program.

Last year we received funds from the Town of Pinedale for \$10,000, and this year we respectfully request \$11,000. Without programs like ours, the impact on young children will be devastating. Your support will help us achieve our required matches, maintain the continuation of services to our community and help meet the needs of children and families.

Sincerely,

Becky Gregory, Sublette County Development Coordinator

**Children's Learning Center - Sublette County  
Pinedale/Big Piney Education Programs  
Actual Revenues and Expenditures for FY23**

	<b>Total Actual</b>
<b>INCOME</b>	<b><u>\$1,065,664</u></b>
<i><u>Federal and State Funds</u></i>	<b>535,493</b>
Grants - Special Education	460,535
Grants - State Tanf	46,038
Grants - State WY Business Council	28,920
<i><u>Local and Government Funds</u></i>	<b>530,171</b>
Grants - Local Govt	173,000
Contracts-School Districts	10,134
Fundraising & Events	101,168
Tuition	33,671
Reserves	212,198
<b>EXPENSES</b>	<b><u>\$1,065,670</u></b>
Payroll and Benefits	770,868
Scholarships	12,513
Recruiting and Training	1,565
All other Expenses	4,103
Vehicle and Transportation	7,575
Child Program Expense	10,382
Professional Development	5,198
Development and Fundraising	6,379
Professional Fees	169,039
Office Expense	4,916
Parent Supplies and Services	46
Dues, Licensing and Fees	11,651
PR and Marketing	3,530
Occupancy	38,082
Equipment Repairs and Maintenance	10,987
Food Supplies	3,295
Communications	5,517
Equipment	24

**Children's Learning Center - Sublette County  
Pinedale/Big Piney Education Programs  
Estimated Revenues and Expenditures for FY24**

**Total Estimated**

**INCOME** **\$830,836**

*Federal and State Funds* **350,043**

Grants - Special Education 296,713  
Grants - Tanf 53,330  
Grants - DFS Stabilization grant

*Local and Government Funds* **480,793**

Grants - Local Govt 189,000  
Contracts-School Districts 9,500  
Fundraising & Events 83,691  
Tuition 38,700  
Reserves 159,902

**EXPENSES** **\$830,834**

Payroll and Benefits 567,206  
Scholarships & Preschool fees 10,000  
Recruiting and Training 1,500  
Vehicle and Transportation 12,500  
Child Program Expense 10,750  
Professional Development 3,000  
Development and Fundraising 5,000  
Professional Fees 150,378  
Office Expense 3,000  
Dues, Licensing and Fees 12,300  
Occupancy 33,500  
Equipment Repairs and Maintenance 10,000  
Food Supplies 3,200  
Communications 6,000  
Equipment 2,500

**Children's Learning Center - Sublette County  
Pinedale/Big Piney Education Programs  
Estimated Revenues and Expenditures for FY25**

	<b>Total Budget</b>
<b>INCOME</b>	<b><u>\$794,511</u></b>
<i><u>Federal and State Funds</u></i>	<b>448,420</b>
Grants - Special Education	403,420
Grants - Tanf	45,000
<i><u>Local and Government Funds</u></i>	<b>346,091</b>
Grants - Local Govt	194,000
Contracts-School Districts	9,500
Fundraising & Events	73,730
Tuition	50,000
Reserves	18,861
<b>EXPENSES</b>	<b><u>\$794,511</u></b>
Payroll and Benefits	610,986
Scholarships & Preschool fees	10,000
Recruiting and Training	1,500
Vehicle and Transportation	12,500
Child Program Expense	11,025
Professional Development	3,000
Development and Fundraising	5,000
Professional Fees	70,000
Office Expense	3,000
Dues, Licensing and Fees	12,300
Occupancy	33,500
Equipment Repairs and Maintenance	10,000
Food Supplies	3,200
Communications	6,000
Equipment	2,500



# M.E.S.A. Therapeutic Horsemanship, Inc.

Pinedale Town Council  
PO Box 509  
Pinedale, WY 82941

April 24, 2024

Dear Mayor Murdock & the Pinedale Town Council,

We would like to thank the Pinedale Town Council for its generous 2023 funding of the \$9,500 Contract of Services to fund therapeutic riding lessons to children with disabilities and challenges.

We had a successful and fun year in 2023 with our riders continuing to improve their horsemanship skills in the arena. Most importantly, they are carrying the life skills that they have learned in the saddle out into their communities, schools, and homes. Parent, rider, and teacher testimonials are proof that our program is successful and MESA is a valued and beneficial program to so many of our community's most vulnerable children.

We are excited to bring on a new part-time instructor who is based in Big Piney. Kayla Wiant will not only be getting her instructor certification, but will be helping MESA's overall organizational & fundraising efforts. We believe that MESA is and will continue to be a very successful program in providing equine-assisted services to those young people in our community with disabilities and challenges. You are welcome to come and watch our lessons, meet our riders, horses and volunteers and see first-hand what a wonderful experience this is for our riders and volunteers alike. We are still looking for our own property and a place to call home. In the meantime, we are thankful to have the opportunity to ride at the local public facilities.

We had 23 riders enrolled in our program last year, but are expecting a rise in enrollment with our new staffing changes. We would like to request the same amount this year from the Pinedale Town Council in the amount of \$9,500. Thank you for being a part of our MESA mission in giving kids a "leg up" in life!

Sincerely,

Carla M. Seely  
Executive Director

PO Box 516  
Pinedale, WY 82941  
307-749-3979  
[subletterides@gmail.com](mailto:subletterides@gmail.com)  
[www.M.E.S.A.rides.org](http://www.M.E.S.A.rides.org)

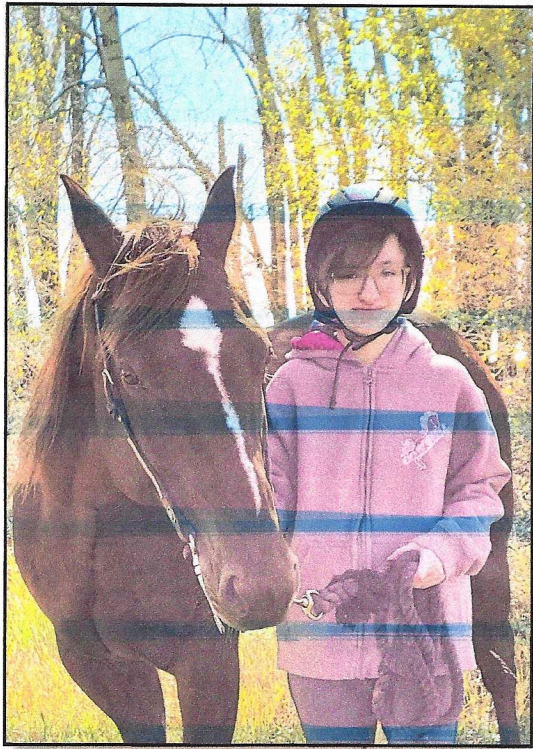
Board of Directors

Staci Jones  
Teresa Sandner  
Des Visser  
Synve Mitchell  
Holli Redmond  
Peter Scherbel  
Erin Hastey, PhD

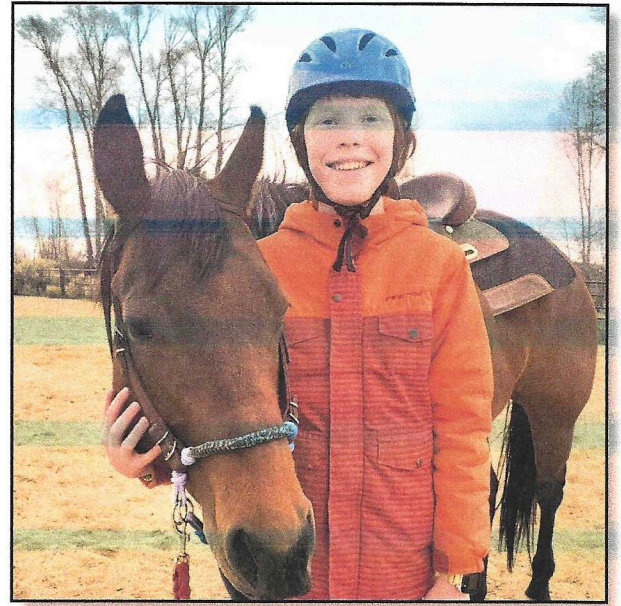


M.E.S.A. is a tax exempt not for  
profit private  
organization.  
EIN: 45-3455313





**2023 Outstanding Rider: Rachel**



**2023 Rider of the Year: Emmett**



**2023 Volunteer of the Year: Sandy McGinnis  
with Ian**



**M.E.S.A. Therapeutic Horsemanship, Inc.**  
**2023 Lesson Program Profit & Loss**

	Pinedale Lessons 193 Lessons to 23 Riders	BP/Marbleton Lessons 72 lessons to 6 riders	Total Lesson Program 267 Lessons to 29 riders
<b>Revenue</b>			
Donations & Fundraising Events	\$5,154	\$6,993	\$12,147
Town Contract of Services	\$9,250	\$3,000	\$12,250
Lesson Income (IEP)	\$8,000	\$0	\$8,000
Grants Received	\$4,500	\$4,500	\$9,000
<b>Total Revenue</b>	<b>\$26,904</b>	<b>\$14,493</b>	<b>\$41,397</b>
<b>Expenditures</b>			
Events & Activities			
Horse Expense	\$2,783	\$2,782	\$5,565
Insurance	\$2,076	\$2,076	\$4,152
Lesson Supplies	\$420	\$420	\$840
Payroll Expenses (1 FT)	\$20,963	\$7,753	\$28,716
Travel	\$400	\$1,200	\$1,600
Vehicle & Trailer Expenses	\$262	\$262	\$524
<b>Total Expenditures</b>	<b>\$26,904</b>	<b>\$14,493</b>	<b>\$41,397</b>
<b>Net Revenue</b>			<b>\$0</b>

**M.E.S.A. Therapeutic Horsemanship, Inc.**  
**2024 Lesson Budget**

	Pinedale Lessons 220 Lessons to 25 Riders	BP/Marbleton Lessons 110 lessons to 10 riders	Total Lesson Program 330 Lessons to 35 riders
<b>Revenue</b>			
Donations & Fundraising Events	\$14,300	\$17,350	\$31,650
Town Contract of Services	\$9,250	\$5,000	\$14,250
Lesson Income (IEP)	\$8,000	\$0	\$8,000
Grants Received	\$2,500	\$2,500	\$5,000
<b>Total Revenue</b>	<b>\$34,050</b>	<b>\$24,850</b>	<b>\$58,900</b>
<b>Expenditures</b>			
Events & Activities			
Horse Expense	\$3,000	\$3,000	\$6,000
Insurance	\$2,200	\$2,200	\$4,400
Lesson Supplies	\$500	\$500	\$1,000
Payroll Expenses (1 FT + 1 PT)	\$26,100	\$15,900	\$42,000
Travel	\$500	\$1,500	\$2,000
Vehicle & Trailer Expenses	\$1,750	\$1,750	\$3,500
<b>Total Expenditures</b>	<b>\$34,050</b>	<b>\$24,850</b>	<b>\$58,900</b>
<b>Net Revenue</b>			<b>\$0</b>

**M.E.S.A. Therapeutic Horsemanship, Inc.**  
**Statement of Activity by Class**  
2024 Budget

	Fundraising	Golf Tournament	Horse Show	Lesson Program	Operating	Vol/Donor Dev't	TOTAL
<b>Revenue</b>							
Donations	\$ -			\$ 2,000	\$ 30,000		\$ 32,000
Fundraising Events	\$ 10,000	\$ 35,000	\$ 2,500		\$ -		\$ 47,500
Grants Received & Lesson Income				\$ 25,000			\$ 25,000
Interest Income					\$ 50		\$ 50
<b>Total Revenue</b>	\$ 10,000	\$ 35,000	\$ 2,500	\$ 27,000	\$ 30,050	\$ -	\$ 104,550
<b>Gross Profit</b>	\$ 10,000	\$ 35,000	\$ 2,500	\$ 27,000	\$ 30,050	\$ -	\$ 104,550
<b>Expenditures</b>							
Accounting & Legal Fees					\$ 5,000		\$ 5,000
Advertising/Promotional					\$ 3,000		\$ 3,000
Bank Charges & Fees	\$ -						\$ -
Events & Activities		\$ 1,000	\$ 500		\$ -		\$ 1,500
Horse Expense				\$ 6,000			\$ 6,000
Insurance			\$ 100	\$ 2,500	\$ 1,750		\$ 4,350
Lesson Expense				\$ 1,500			\$ 1,500
Lesson Supplies				\$ 1,000			\$ 1,000
Merchandise		\$ 1,500	\$ 500	\$ 2,000	\$ 2,500	\$ 2,500	\$ 9,000
Office Supplies & Software					\$ 4,000		\$ 4,000
Payroll Expenses					\$ -		\$ -
Taxes				\$ 2,250	\$ 2,250		\$ 4,500
Wages				\$ 30,000	\$ 30,000		\$ 60,000
<b>Total Payroll Expenses</b>	\$ -	\$ -	\$ -	\$ 32,250	\$ 32,250	\$ -	\$ 64,500
Professional Development					\$ 400		\$ 400
Scholarship					\$ 600		\$ 600
Travel & Fuel				\$ 1,100	\$ 600		\$ 1,700
Vehicle & Trailer Expenses					\$ 2,000		\$ 2,000
<b>Total Expenditures</b>	\$ -	\$ 2,500	\$ 1,100	\$ 46,350	\$ 52,100	\$ 2,500	\$ 104,550
<b>Net Operating Revenue</b>	\$ 10,000	\$ 32,500	\$ 1,400	\$ (19,350)	\$ (22,050)	\$ (2,500)	\$ -
<b>Net Revenue</b>	\$ 10,000	\$ 32,500	\$ 1,400	\$ (19,350)	\$ (22,050)	\$ (2,500)	\$ -

**M.E.S.A. Therapeutic Horsemanship, Inc.**  
**Statement of Activity by Class**  
 January - December 2023

	Fundraising	Golf Tournament	Horse Show	Lesson Program	Operating	Vol/Donor Dev't	TOTAL
<b>Revenue</b>							
Donations	\$ -			\$ 1,025	\$ 31,536		\$ 32,561
Fundraising Events	\$ 7,598	\$ 37,336	\$ 2,493	\$ 29,250	\$ 25		\$ 47,452
Grants Received & Lesson Income					\$ 19		\$ 19
Interest Income							
<b>Total Revenue</b>	\$ 7,598	\$ 37,336	\$ 2,493	\$ 30,275	\$ 31,580	\$ -	\$ 109,282
<b>Gross Profit</b>	\$ 7,598	\$ 37,336	\$ 2,493	\$ 30,275	\$ 31,580	\$ -	\$ 109,282
<b>Expenditures</b>							
Accounting & Legal Fees					\$ 4,669		\$ 4,669
Advertising/Promotional					\$ 300		\$ 300
Bank Charges & Fees	\$ 40						\$ 40
Events & Activities		\$ 764	\$ 460		\$ 583		\$ 1,807
Horse Expense				\$ 5,565			\$ 5,565
Insurance			\$ 75	\$ 2,375	\$ 1,702		\$ 4,152
Lesson Expense				\$ (750)			\$ (750)
Lesson Supplies				\$ 839			\$ 839
Merchandise		\$ 2,990	\$ 250	\$ 2,214	\$ 5,000	\$ 3,790	\$ 14,243
Office Supplies & Software					\$ 3,871		\$ 3,871
Payroll Expenses				\$ 33	\$ 33		\$ 66
Taxes				\$ 2,039	\$ 2,038		\$ 4,077
Wages				\$ 26,644	\$ 26,644		\$ 53,288
<b>Total Payroll Expenses</b>	\$ -	\$ -	\$ -	\$ 28,716	\$ 28,715	\$ -	\$ 57,431
Professional Development					\$ 190		\$ 190
Scholarship					\$ (360)		\$ (360)
Travel & Fuel				\$ 1,090	\$ 526		\$ 1,616
Vehicle & Trailer Expenses					\$ 524		\$ 524
<b>Total Expenditures</b>	\$ 40	\$ 3,754	\$ 755	\$ 40,048	\$ 45,719	\$ 3,790	\$ 94,136
<b>Net Operating Revenue</b>	\$ 7,558	\$ 33,582	\$ 1,708	\$ (9,773)	\$ (14,139)	\$ (3,790)	\$ 15,146
<b>Net Revenue</b>	\$ 7,558	\$ 33,582	\$ 1,708	\$ (9,773)	\$ (14,139)	\$ (3,790)	\$ 15,146

535 N Tyler Ave  
PO Box 1480  
Pinedale, WY 82941

(307)367-2832  
www.pinedaleaquatic.com

# **PINEDALE AQUATIC CENTER**

## **TOWN OF PINEDALE - SERVICE CONTRACT REQUEST**

To provide funding support to the Pinedale Aquatic Center (PAC) in the amount of \$18,000 in support of youth services provided to Pinedale residents by the Pinedale Aquatic Center.

## **SERVICES TO BE PROVIDED - YOUTH PROGRAMMING**

PAC is the largest provider of after school care for elementary and middle school students in the Pinedale area. On average, PAC welcomes over 60 youth each day. These visits are youth coming to use PAC on their own, not with a scheduled program. Without the option of PAC, many youth may not have access to a safe, sober, and supervised environment during non-school hours that fosters a healthy and active lifestyle. In addition to the non-school hour drop-in access, PAC provides nearly 20 youth specific programs, many that are held directly after school in lieu of after school child care and during non-school days.

**Youth Passes = 137 | 68 Town Residents (50%)**

PAC’s Little Wrangler Day Camp (LWDC) is the only exclusive elementary-aged, full summer daycare service available in the community. The demand for the program continues to be high with the summer 2023 season selling out within 48-hours of opening registration. Additionally, PAC’s Little Wrangler Fridays is the only elementary-aged child care service on early release Fridays. While both these programs serve elementary aged students, a large portion of participants are ages 8 and under, qualifying these programs as valuable early childhood services in the community.

**Little Wrangler Day Camp = 79 kids | 35 Town Residents (44%)**

**Little Wrangler Friday Afterschool = 32 kids | 11 Town Residents (34%)**

Over the past 15 years, PAC has been the primary provider of youth sport programs in Pinedale, providing thousands of youth with a positive introduction into athletics. Our Jr Wrangler programs include flag and tackle football, volleyball, basketball, track and field, and soccer. Our program coordinators work closely with local varsity coaches in developing fundamentally progressive curriculums. With the help of dedicated coaches, our programs reach hundreds of athletes and their parents each year. We believe our influence is critical in the building of positive and supportive sports programs within our community.

**Jr Wrangler Athletics = 498 athletes | 202 Town Residents (41%)**



Thanks to the contract for service with the Town of Pinedale, PAC was able to keep registration fees affordable for all allowing over 300 Pinedale resident youth to benefit from programming and afterschool access.

**Investment in Youth: \$56.96 per youth!**

**PAC’s 2024-25 Budget will be provided after the May 14 PAC Meeting after being reviewed by the PAC board.**

2024-25 Pinedale Aquatic Center Proposed Budget

Income	<u>22-23 Actual</u>	<u>23-24 Budget</u>	<u>24-25 Proposed Budget</u>
1081510 · INTEREST	33567	10,000.00	10,000.00
1081515 · INTEREST ON INVESTMENT- HRA	36	0.00	0.00
1081710 · MEMBERSHIP/USE FEES	463354	395,000.00	410,000
1081720 · SALES/POS	16165	15,000.00	15,000.00
1081725 · COST OF GOODS SOLD	-13075	-10,000.00	-10,000.00
1081920 · SCHOLARSHIP CONTRIBUTIONS/DONA			
1081925 · VENDING PROFITS	0.00	0.00	0.00
1081920 · SCHOLARSHIP CONTRIBUTIONS/DONA - Other	5072	8,000.00	8,000.00
Total 1081920 · SCHOLARSHIP CONTRIBUTIONS/DONA	5072	8,000.00	8,000.00
1081922 · DONATIONS - FOP / GRANTS	125338	135,000.00	135,000.00
1081980 · SERVICES PROVIDED- SCSD#1			
1081981 · PAC/BUILDING/SCHOLAR- RESERVES	26674	45,000.00	40,000.00
1081980 · SERVICES PROVIDED- SCSD#1 - Other	1,320,000.00	1,400,000.00	1,550,000.00
Total 1081980 · SERVICES PROVIDED- SCSD#1	1346674	1445000	1590000
1084310 · SCHOLARSHIP	-657	-4,000.00	-4,000.00
#### · HRA ACCOUNT			
#### · RESERVES			
TAX	-38.00		
Total 10 · REVENUES	1,976,474.00	1,994,000.00	2,154,000.00
<b>EXPENSE</b>	<b><u>22-23 Actual</u></b>	<b><u>23-24 Budget</u></b>	<b><u>24-25 Proposed Budget</u></b>
100 · SALARY EXPENSES- OFFICE			
100 101 · SALARIES- OFFICE	168,005.00	174,498.84	197,365.00
100 231 · HEALTH INSURANCE- OFFICE	19,521.00	21,428.00	26,449.20
Total 100 · SALARY EXPENSES- OFFICE	187,526.00	195,926.84	223,814.20
101 · EXPENSE - OFFICE			
100 319 · PURCHASED SERVICES- OFFICE	16,518.00	16,000.00	17,500.00
100 325 · RENTALS- OFFICE	5,717.00	7,000.00	7,000.00
100 332 · TRAVEL\TRAINING- OFFICE	576.00	0.00	500.00
100 410 · SUPPLIES- OFFICE	3,754.00	7,500.00	8,000.00
100 411 · COMPUTER SOFTWARE- OFFICE	8,648.00	10,250.00	10,000.00
Total 101 · EXPENSE - OFFICE	35,213.00	40,750.00	43,000.00
200 · SALARY EXPENSES- DIRECTOR			
200 101 · SALARIES- DIRECTOR	85,260.00	85,260.00	89,523.00
200 231 · HEALTH INSURANCE- DIRECTOR	2,402.00	6,500.00	9,236.10
Total 200 · SALARY EXPENSES- DIRECTOR	87,662.00	91,760.00	98,759.10
201 · EXPENSES- DIRECTOR			
200 319 · PURCHASED SERVICES- DIRECTOR	4,115.00	6,000.00	6,000.00
200 325 · STAFF WELLNESS- DIRECTOR	2,150.00	2,000.00	4,500.00
200 332 · TRAVEL\TRAINING- DIRECTOR	705.00	250.00	500.00
200 350 · ADVERTISING-DIRECTOR	4,307.00	4,000.00	4,000.00
200 380 · FACILITY INSURANCE- DIRECTOR	35,885.00	36,000.00	41,000.00
200 410 · SUPPLIES-DIRECTOR	4,285.00	2,500.00	3,500.00
200 640 · DUES AND FEES- DIRECTOR	0.00	150.00	150.00
Total 201 · EXPENSES- DIRECTOR	51,447.00	50,900.00	59,650.00
300 · SALARIES EXPENSES- MAINT/CUST			
300 101 · SALARIES - MAINT/CUST	171,624.00	187,234.00	177,161.00
300 231 · HEALTH INSURANCE- MAINT/CUST	19,521.60	21,428.00	37,466.40
Total 300 · SALARIES EXPENSES- MAINT/CUST	191,145.60	208,662.00	214,627.40
301 · EXPENSES- MAINTENANCE			
Unemployment	0.00	1,000.00	1,000.00
300 319 · PURCHASED SERVICES- MAINT/CUST	20,613.00	35,000.00	25,000.00
300 332 · TRAVEL\TRAINING- MAINT/CUST	0.00	500.00	1,000.00
300 342 · TELEPHONES	7,082.00	7,500.00	7,500.00
300 410 · SUPPLIES- MAINT/CUST	58,498.00	48,000.00	80,000.00
300 420 · GRANT PURCHASES- MAINTENANCE	16,596.00	15,000.00	0.00

2024-25 Pinedale Aquatic Center Proposed Budget

Income	<u>22-23 Actual</u>	<u>23-24 Budget</u>	<u>24-25 Proposed Budget</u>
300 451 · NATURAL GAS	225,822.00	206,000.00	214,750.00
300 452 · ELECTRICITY	125,703.00	122,000.00	138,000.00
300 457 · WATER	36,343.00	35,000.00	35,000.00
300 459 · GARBAGE COLLECTION	3,246.00	3,250.00	3,250.00
300 460 · BUILDING	25,658.00	40,000.00	40,000.00
300 540 · EQUIPMENT AND MACHINERY- MAINT	14,544.00	0.00	5,000.00
300 640 · DUES AND FEES- MAINT/CUST	228.00	200.00	250.00
FACILITY RENT			
Total 301 · EXPENSES- MAINTENANCE	534,333.00	513,450.00	550,750.00
400 · SALARIES EXPENSES- AQUATICS			
400 101 · SALARIES- AQUATICS	226,901.00	236,687.00	274,002.00
400 231 · HEALTH INSURANCE- AQUATICS	17,703.28	21,428.00	26,449.20
Total 400 · SALARIES EXPENSES- AQUATICS	244,604.28	258,115.00	300,451.20
401 · EXPENSES- AQUATICS			
400 319 · PURCHASED SERVICES- AQUATICS	1,063.00	2,200.00	2,200.00
400 332 · TRAVEL\TRAINING- AQUATICS	534.00	500.00	500.00
400 410 · SUPPLIES- AQUATICS	8,579.00	15,000.00	14,000.00
400 420 · GRANT PURCHASES- AQUATICS	0.00	5,000.00	4,500.00
400 640 · DUES AND FEES- AQUATICS	5,609.00	4,000.00	4,000.00
Total 401 · EXPENSES- AQUATICS	15,785.00	26,700.00	25,200.00
500 · SALARIES EXPENDITURES - REC			
500 101 · SALARIES- REC	287,926.00	315,647.84	330,866.00
500 231 · HEALTH INSURANCE- REC	13,963.00	26,785.00	34,196.40
Total 500 · SALARIES EXPENDITURES - REC	301,889.00	342,432.84	365,062.40
501 · EXPENSES- RECREATION			
500 319 · PURCHASED SERVICES- REC	4,423.00	4,600.00	4,900.00
500 320 · PURCHASED SERVICES- ATHLETICS	6,667.00	6,900.00	6,900.00
500 332 · TRAVEL\TRAINING- REC	669.00	1,000.00	1,000.00
500 410 · SUPPLIES- RECREATION	19,399.00	16,000.00	16,000.00
500 415 · SUPPLIES- ATHLETICS	13,194.00	11,550.00	11,550.00
500 420 · GRANT PURCHASES- RECREATION	0.00	5,000.00	5,000.00
500 540 · EQUIPMENT AND MACHINERY- REC	0.00	0.00	0.00
500 640 · DUES AND FEES- REC	1,101.00	1,200.00	1,200.00
Total 501 · EXPENSES- RECREATION	45,453.00	46,250.00	46,550.00
Total - EXPENSES Child Care			
66000 · PAYROLL EXPENSES	209,391.00	218,587.14	225,904.00
Total Expense	<u>1,904,448.88</u>	<u>1,993,533.82</u>	<u>2,153,768.30</u>
Net Income			
EXPENDITURES SUMMARY			
Salaries	939,716.00	999,327.68	1,068,917.00
Health Insurance	73,110.88	97,569.00	133,797.30
Purchased Services	53,399.00	70,700.00	62,500.00
Rentals	5,717.00	7,000.00	7,000.00
Travel/Training	2,484.00	2,250.00	3,500.00
Advertising	4,307.00	4,000.00	4,000.00
Facility Insurance	35,885.00	36,000.00	41,000.00
Software	8,648.00	10,250.00	10,000.00
Supplies	107,709.00	100,550.00	133,050.00
Equipment	14,544.00	0.00	5,000.00
Grants	16,596.00	25,000.00	9,500.00
Utilities/Telephones	398,196.00	373,750.00	398,500.00
Dues & Fees	6,938.00	5,550.00	5,600.00
Unemployment	0.00	1,000.00	1,000.00
Wellness Program	2,150.00	2,000.00	4,500.00

2024-25 Pinedale Aquatic Center Proposed Budget

Income	<u>22-23 Actual</u>	<u>23-24 Budget</u>	<u>24-25 Proposed Budget</u>
Building	25,658.00	40,000.00	40,000.00
Payroll Expense	209,391.00	218,587.14	225,904.00
Child Care Expense			
Facility Rent			
	<u>1,904,448.88</u>	<u>1,993,533.82</u>	<u>2,153,768.30</u>

Number of Employees

Full-Time	10	10	10
Benefitted Part-Time	1	1	1
Part-Time	43	43	43





*Education is the most powerful weapon  
with which you can use to change the  
world.*

*~Nelson Mandela*



Dear Mayor Murdock and Council Members,

April 18, 2024

Pinedale Preschool would like to thank the Town of Pinedale for their continued support of our scholarship program over the last many years. It has been a huge success as we are able to offer a high quality Early Childhood Education to many families who wouldn't otherwise receive it.

Pinedale Preschool is a non-profit preschool that has been a part of the Pinedale community for 45 years. We are currently serving 30 local families, providing preschool and Pre-k to children between ages three and five years old. Out of the 28 families, we offered scholarships to 6 children this school year. We also help one family with 100% of the tuition because they fell on hard times during the fall and needed a little more help. The majority of these children come from families who are struggling just to put food on the table, yet they recognize the importance of early childhood education. With the current economy and inflation running rampant across the country, non-essential expenses are being cut from budgets. Unfortunately, many people lump preschool into that group and children suffer academically and socially because of it. This fact makes our scholarship program for this Fall even more crucial than ever before. Research shows that students who don't receive any early childhood education tend to lag behind and many are in Special Education by third grade. These are formative years for these children and our preschool understands how essential school is for their development.

The mission statement for Pinedale Preschool is "To nurture the love of learning through excellence in early childhood education." Our goal is to provide a loving, nurturing environment where children can grow and learn while preparing them for their future in Elementary school. We want to offer an education to every child in our community regardless of their economic capabilities. By having a strong beginning in preschool, every student will be given a head start in their education and that has shown to improve their lives far beyond high school.

We respectfully request \$4,000.00 from the town of Pinedale to help Pinedale Preschool continue to offer scholarships to the families in our community. Please consider our scholarship program as part of your upcoming budget. We sincerely appreciate the many years of partnership between Pinedale Preschool and the Town of Pinedale. Together, we have made a difference in countless lives of first times students in Sublette County and hope to continue for years to come. If you have any questions or concerns, please don't hesitate to call.

Best Regards,

A handwritten signature in black ink that reads "Teresa Sandner". The signature is written in a cursive style.

Teresa Sandner

Pinedale Preschool Director

P.O. Box 149

Pinedale, Wy 82941

(307) 367-2666

**Pinedale Preschool, Inc**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

	Jul '23 - Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Tuition Income	125,000.00
<b>Donations</b>	
Sublette County	170,000.00
Town of Pinedale	2,000.00
<b>Total Donations</b>	172,000.00
Fundraiser	7,000.00
<b>Grant Income</b>	
Backpack Program Grant	3,000.00
Sublette County Rec Board	1,000.00
Titan Adv. Grant	700.00
Wyoming Community Foundation	10,000.00
<b>Total Grant Income</b>	14,700.00
<b>Total Income</b>	318,700.00
<b>Gross Profit</b>	318,700.00
<b>Expense</b>	
<b>Operating Expenses</b>	
Advertising	3,500.00
<b>Auto</b>	
Fuel	500.00
Insurance	850.00
Licensing	250.00
Repairs	3,900.00
<b>Total Auto</b>	5,500.00
Bookkeeping	4,500.00
<b>Building</b>	
Cleaning	7,500.00
Pipe Thawing	1,000.00
Rep. & Maint.	50,000.00
Snow Removal	3,500.00
<b>Total Building</b>	62,000.00
<b>Dues and Subscriptions</b>	
Procure	3,500.00
QuickBooks Payroll Usage	750.00
Dues and Subscriptions - Other	300.00
<b>Total Dues and Subscriptions</b>	4,550.00
Employee Gifts	2,300.00
General Supplies	1,000.00
Insurance	9,000.00
Employee Meals (Birthday's)	500.00
Office Expense	3,500.00
<b>Payroll Expenses</b>	
Wages	126,000.00
Bonus	22,000.00
Payroll Taxes	14,600.00
<b>Total Payroll Expenses</b>	162,600.00
Staff Education and Development	6,500.00

Pinedale Preschool, Inc  
**Profit & Loss Budget Overview**  
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
<b>Utilities</b>	
Elect.	1,800.00
Heat	2,000.00
Internet	1,200.00
Telephone	850.00
Trash	300.00
Water/Sewer	850.00
<b>Total Utilities</b>	<u>7,000.00</u>
<b>Total Operating Expenses</b>	272,450.00
<b>Program Expenses</b>	
Classroom Supplies	15,000.00
Fundraiser Expense	850.00
Healthy Snacks	4,000.00
Special Program	
Ice Skating	700.00
Skiing	1,900.00
Social/Emotional	1,000.00
Swimming Lessons	900.00
<b>Total Special Program</b>	<u>4,500.00</u>
Student Gifts	700.00
<b>Total Program Expenses</b>	<u>25,050.00</u>
<b>Grant Expenses</b>	
Backpack Program	3,500.00
<b>Total Grant Expenses</b>	<u>3,500.00</u>
<b>Total Expense</b>	<u>301,000.00</u>
<b>Net Ordinary Income</b>	<u>17,700.00</u>
<b>Net Income</b>	<u><u>17,700.00</u></u>

We currently have 5 staff.



April 23, 2024

Town of Pinedale  
P.O. Box 709  
Pinedale, WY 82941

Dear Mayor Murdock and Members of the Town Council,

As the new Director here at Rendezvous Pointe I wanted to personally thank each and every one of you very much for the support the Town provided last year for \$18,000.00 as well as the generous contributions to Rendezvous Pointe in previous years.

For the past eight years our proposal to the Town has been used to leverage the largest amount of money from State grants possible. As you may be aware, each of our State and Federal grants require a local match as well as additional support when the grants are fully expended before the end of the fiscal year. This year our request of \$20,000.00 will help Rendezvous Pointe leverage \$50,000 in State Grants going forward. Your constant and ongoing support of this organization is greatly appreciated by the Pinedale seniors and remains critical to Rendezvous Pointe's continued efforts.

The basic structure of this grant request may be familiar as it gives you and us the largest support. The first \$10,000.00 of the Town's contribution allows us to leverage a \$30,000.00 grant from the Wyoming Department of Transportation's rural transit program. This program helps cover our on-demand transportation operating costs. With your support, Rendezvous Pointe was able to provide 2300 rides for our Sublette County seniors last year which was an increase over the previous year. Most of these trip requests are utilized by our disabled elderly for medical and dental appointments, physical therapy, shopping, personal care and our meals on wheels effort.

The next \$5,000.00 of the Town's contribution will be used to leverage \$15,000.00 of State money that supports the Wyoming Home Services program. This program provides homemaking, chore services, personal care, and respite for caregivers. During this year, we served an average of eighteen households per month. We also operate a lending closet for people who need short term medical equipment post-surgery or during hospice. This program is a highly utilized and valued service by Sublette County citizens.

## **A Gathering Place for Sublette County Seniors and Their Community**

425 E. Magnolia\*P.O. Box 804\*Pinedale WY 82941  
Tel. 307-367-2881 [edrpointe@centurytel.net](mailto:edrpointe@centurytel.net) Fax 307-367-6769

Rendezvous Pointe's mission statement and the goal of the home services program is to ensure that seniors can live in their own homes or independently as long as possible. It costs approximately \$4,500.00 annually in services to keep each eligible senior in their own homes. This, however compared to the average cost of nursing home care in Wyoming which is approaching if not at \$100,000.00 per year.

Lastly, another \$5,000.00 of your contribution has and will be used to cover some of the costs of our health and wellness programs here at Rendezvous Pointe. Studies show that a strong social life amongst seniors has been linked to many health benefits like less risk of depression, greater positive moods and a longer life span. Rendezvous Pointe offers activities such as the Four Pines Physical Rehabilitation Therapy program, Wii bowling, the annual Seniors on The Go program, Yoga and Health Education. We are continually striving to enhance our activity programs to keep our seniors motivated and involved. These programs are partly supported by the Older Americans Act (Title IIIB), and with the Town's contribution this helps leverage an additional \$5,000.00 in State and Federal support.

The Town's support is considered a local match and fills in a crucial part of the Wyoming's criteria for State funding initiatives. The Town's contribution of \$20,000.00 will bring an additional \$50,000.00 to Pinedale.

The generosity and relationship between the Town, the State, and Rendezvous Pointe allows us to meet the growing needs of our Pinedale seniors. We are ever grateful for your continued support here at Rendezvous Pointe. Should you have any questions, please feel free to let me know.

Sincerely,



Tina M. Robinson  
Executive Director  
Rendezvous Pointe  
Edrpointe2021@gmail.com

Rendezvous Pointe Budget 2023-2024

Income	22-23 Budget	22-23 Actual	23-24 Estimate
Program Income: Sr's pay	80,000.00	129,000.00	100,000.00
Interest Income	2,000.00	2,000.00	2,000.00
Investment Income (Edward Jones Mutual Funds)	15,000.00	0.00	10,000.00
Local Revenue			
Town	18,000.00	18,000.00	20,000.00
County	186,500.00	186,500.00	205,150.00
State	180,000.00	180,000.00	175,000.00
Federal	150,000.00	163,000.00	188,372.00
BOCES	3,500.00	3,500.00	3,500.00
Jail Meals:			
Building	170,000.00	160,000.00	160,000.00
Fundraising	2,500.00	2,500.00	2,500.00
Designated donations	10,000.00	25,000.00	10,000.00
TOTAL:	30,000.00	83,020.00	30,000.00
<b>TOTAL:</b>	<b>\$847,500.00</b>	<b>\$952,520.00</b>	<b>\$906,522.00</b>

\*1

Expense	22-23 Budget	22-23 Actual	23-24 Estimate
Payroll Expense	520,000.00	582,450.00	550,000.00
Payroll Liabilities	55,000.00	63,200.00	65,000.00
State Retirement	43,000.00	38,000.00	40,000.00
Health Reimbursement	25,000.00	16,020.00	25,000.00
Liability Insurance	14,500.00	12,000.00	14,500.00
Office Supplies (Including Copy Lease)	12,000.00	13,500.00	13,500.00
Newsletter	750.00	850.00	850.00
Postage	2,000.00	2,000.00	2,000.00
Professional Fees	6,000.00	5,325.00	6,000.00
Repairs/Maintenance	1,500.00	1,500.00	1,500.00
Training and Travel	2,000.00	1,200.00	1,500.00
Blood Draw/Flu/Health	0.00	0.00	0.00
Drug Screens	1,500.00	500.00	1,000.00
Advertisement	1,000.00	900.00	1,000.00
Contract Labor (Computer Tech, Dietician, RN)	6,700.00	2,000.00	3,500.00

Consumable Supplies	12,000.00	12,000.00	12,000.00
Equipment	5,000.00	12,000.00	5,000.00
Groceries	140,000.00	134,000.00	140,000.00
Kitchen Supplies	1,500.00	2,000.00	2,000.00
Activity and Recreation	10,000.00	13,000.00	13,000.00
Vehicle Expenses	10,000.00	10,000.00	10,000.00
Bonuses / Wage Increases	8,000.00	22,000.00	10,000.00
Dues, memberships	900.00	500.00	500.00

**Rendezvous Pointe Budget 2023-2024**

Expense	22-23 Budget	22-23 Actual	23-24 Estimate
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<b>Utilities</b>			
Electric	13,500.00	9,000.00	10,800.00
Natural Gas	17,000.00	27,000.00	20,000.00
Garbage	1,500.00	2,300.00	2,300.00
Telephone	6,500.00	4,800.00	5,000.00
Water	3,500.00	3,500.00	3,500.00
Internet/web site	350.00	2,000.00	1,200.00
Dishwasher Expense	1,100.00	1,250.00	1,250.00
Program Expenses	6,000.00	4,000.00	6,000.00
Building	750.00	1,200.00	1,200.00
Misc. Expenses	1,500.00	9,500.00	1,500.00
Reserve Investment	0.00	0.00	0.00
<b>**</b>			
<b>Routine Expenses and Line Items for FY 2021-2022</b>			
Replacement of kitchen dishes, flatware, pots and pans	1,500.00	0.00	1,500.00
Replace one computer and software every year	1,500.00	0.00	1,500.00
Honorarium and or mileage for outside speakers	750.00	0.00	750.00
Annual Vehicle repair, servicing, and garage equipment	0.00	0.00	0.00
Repairs	1,500.00	0.00	1,500.00
Equipment	500.00	0.00	500.00
Serviceing	500.00	0.00	500.00
Expenses for the Living Memorials and Volunteers of the Year	50.00	0.00	50.00
Pinedale High School Scholarship	2,500.00	2,500.00	2,500.00
	<b>\$938,850.00</b>	<b>\$1,011,995.00</b>	<b>\$979,400.00</b>

**\*2**

\*1 Estimate based on the previous FY budget estimates

\*2 No investment needed as \$125,000.00 is sufficient for three month of Payroll, Liabilities and Utilities

\*\* Reserve Account: \$125,597.00

NOTE: Rendezvous Pointe has 19 total employees





April 26, 2024

Pinedale Town Council  
PO Box 709  
Pinedale, WY 82941

Dear Mayor Murdock and Pinedale Town Council Members,

The Sublette County Sexual Assault Family Violence (SAFV) Task Force would like to thank you for the continued support you have shown over the years. With your financial assistance and support, the SAFV Task Force is able to provide refuge, assistance, and support to individuals affected by domestic violence, sexual assault, and stalking. Services provided include, but are not limited to, a 24-hour Helpline, emergency and short-term shelter, relocation, transitional housing, financial assistance, protection order assistance, criminal justice and civil legal advocacy, emotional support, referrals, life skills, and financial empowerment to enable independence and self-sufficiency.

In the 2022/2023 fiscal year (FY), SAFV served 63 unduplicated clients (in comparison to 47 in the previous FY) who had been affected by domestic violence, sexual assault and/or stalking. Of the 63 clients, 79 kids were affected. In serving those individuals, SAFV provided 2,703 individual services (in comparison to 1,600 in the previous FY). 182 shelter nights were provided. SAFV assisted in filing 10 domestic violence protection orders (PO's), 5 stalking PO's, and 4 sexual assault PO's.

SAFV currently has a Board of Directors consisting of six members from all over Sublette County. Nine volunteer advocates help maintain the 24-Hr Helpline. The two full time staff/advocates both resigned within two weeks of each other as other opportunities arose. As of the beginning of November 2023, the Executive Director has been the only staff person. The position of Advocate/Administrative Assistant has recently been filled. Her first day will be May 6<sup>th</sup>. Once she is trained, the other Advocate position will be filled.

One of SAFV's primary goals was to expand prevention within the school systems. This goal was accomplished in 2023. However, due to the Violence Prevention Coordinator leaving, the school programming is put on hold for now.

Along with the Town of Pinedale, SAFV receives local governmental funding from the Town of Marbleton, The Town of Big Piney, and Sublette County. For the upcoming 2024/25 FY, local governmental support will equal an estimated 21% of the overall budget. This 21% includes \$33,000 of in kind from the County for the main office and shelter in Pinedale. Fundraising events, private donations, grants, and foundations will equal an estimated 20% of the budget. The estimated remaining 58% will come from the State of Wyoming and federal grants.

For the 24/25 fiscal year, SAFV is requesting \$8,625 in assistance. This request is the same as the past few years. This request includes:

- \$1,500- Advocate/Staff Expenses (dinner for monthly volunteer meetings, Christmas gifts for volunteers, etc.)
- \$2,674- Bookkeeping/Accounting
- \$1,826- Office Utilities
- \$1,625- Client Help
- \$1,000- Prevention Education

You will find the attached documents

- Pinedale Statement of Financial Activities- 2023/2024 FY through 3/31/24
- Agency Statement of Financial Position- As of 3/31/24
- Agency Full Budget Detail (Draft)- 2024/2025 FY

- Salary Breakdown:

Executive Director:

- Salary = \$64,665
  - Payroll Taxes = \$8,844
  - Health Insurance = \$7,328
  - Wyoming Retirement System = \$8,668
  - Health Savings Account = \$3,000
- Total = \$92,505

For both the Direct Service Coordinator and Violence Prevention Coordinator Positions:  
(anticipated until new hires)

- Salary = \$35,147
  - Payroll Taxes = \$5,362
  - Health Insurance = \$7,328
  - Wyoming Retirement System = \$5,256
  - Health Savings Account = \$3,000
- Total = \$56,093

Thank you for your consideration. We can't thank you enough for your continued support.

Sincerely,

Mandy Moffat  
Executive Director  
[mmsafv@vcn.com](mailto:mmsafv@vcn.com)

SAFV Task Force  
PO Box 1236  
Pinedale, WY 82941

253 N Sublette  
Pinedale  
307-367-6305

415 Budd Ave  
Big Piney  
307-276-3975

Funding Source	Budget 24-25	VOCA	VAWA	VAWA	VAWA	FVPSA	State	TANF	County	Marbltn	Pinedale	Private	WYCF 21	In-Kind	TOTALS
			SASP	STOP-VS	D			10/23-9/24					3/24-2/25		
<b>PERSONNEL</b>															
Executive Director	92,505						59,315		6,485			22,005	4,700		\$92,505
Direct Service Coor	56,093	16,632	11,854			7,357	9,424	9,826				1,000			\$56,093
Violence Prev Coor	56,093			6,841	5,078		10,432	8,078	5,658			20,006			\$56,093
Volunteer In Kind	1,920													1,920	\$1,920
<b>Total Personnel</b>	<b>206,611</b>	<b>16,632</b>	<b>11,854</b>	<b>6,841</b>	<b>5,078</b>	<b>7,357</b>	<b>79,171</b>	<b>17,904</b>	<b>12,143</b>	<b>0</b>	<b>0</b>	<b>43,011</b>	<b>4,700</b>	<b>1,920</b>	<b>206,611</b>
<b>OPERATING</b>															
Professional Fees	1,000	1,000													\$1,000
Office Supplies	2,500	2,500													\$2,500
Office Repair	500	500													\$500
Insurance	4,000	4,000													\$4,000
Email/Internet	1,700	1,700													\$1,700
Bookkeeping/Acct	9,000	2,276							3,000		2,674	1,050			\$9,000
Equip Lease/ Maint	1,900	1,900													\$1,900
Fundraising Exp	7,500											7,500			\$7,500
<b>Total Operating</b>	<b>28,100</b>	<b>13,876</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>2,674</b>	<b>8,550</b>	<b>0</b>	<b>0</b>	<b>28,100</b>
<b>DIRECT SERVICES</b>															
Training	3,000	1,000										2,000			\$3,000
Advocate/Staff Exp	1,500										1,500				\$1,500
Comm	7,000					3,754			2,246				1,000		\$7,000
Office Utilities	5,000							1,326	1,348	500	1,826				\$5,000
Shelter Utilities	5,200					5,200									\$5,200
Rent Office	16,200	1,200												15,000	\$16,200
Rent Shelter	18,000													18,000	\$18,000
Shelter Supplies	2,500					2,500									\$2,500
Shelter Repair	500					500									\$500
Client Help	12,000	3,000						1,000	3,575	1,000	1,625		1,800		\$12,000
Prevention Ed	4,500					2,000				1,000	1,000	500			\$4,500
Travel/Mileage	4,300	2,000							500			800	1,000		\$4,300
<b>Total Direct Services</b>	<b>79,700</b>	<b>7,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,954</b>	<b>0</b>	<b>2,326</b>	<b>7,669</b>	<b>2,500</b>	<b>5,951</b>	<b>3,300</b>	<b>3,800</b>	<b>33,000</b>	<b>79,700</b>
<b>Total Budget</b>	<b>314,411.00</b>	<b>37,708.00</b>	<b>11,854.00</b>	<b>6,841.00</b>	<b>5,078.00</b>	<b>21,311.00</b>	<b>79,171.00</b>	<b>20,230.00</b>	<b>22,812.00</b>	<b>2,500.00</b>	<b>8,625.00</b>	<b>54,861.00</b>	<b>8,500.00</b>	<b>34,920.00</b>	<b>314,411.00</b>

**Sublette Co. SAFV Task Force**  
**Monthly Statement of Financial Position**  
As of March 31, 2024

	Mar 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking-revenue	44,247.39
1025 · Checking Sublette	10,621.64
1060 · BJH Money Market	744.23
1100 · Petty Cash	100.00
<b>Total Checking/Savings</b>	55,713.26
<b>Accounts Receivable</b>	
1210 · Grants Receivable	16,091.45
<b>Total Accounts Receivable</b>	16,091.45
<b>Other Current Assets</b>	
1250 · Prepaid Health Ins	1,295.42
<b>Total Other Current Assets</b>	1,295.42
<b>Total Current Assets</b>	73,100.13
<b>Fixed Assets</b>	
1500 · Land, Building & Equipment	45,766.88
1510 · Accumulated Depreciation	-45,612.91
<b>Total Fixed Assets</b>	153.97
<b>TOTAL ASSETS</b>	<b>73,254.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	3,557.24
<b>Total Accounts Payable</b>	3,557.24
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	1,579.84
2130 · Wyoming Retirement Payable	988.68
2150 · HSA Payable	115.00
<b>Total Other Current Liabilities</b>	2,683.52
<b>Total Current Liabilities</b>	6,240.76
<b>Total Liabilities</b>	6,240.76
<b>Equity</b>	
3010 · Retained Earnings	69,332.37
Net Income	-2,319.03
<b>Total Equity</b>	67,013.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>73,254.10</b>

**Sublette Co. SAFV Task Force**  
**Statement of Financial Activities**  
 July 2023 through March 2024

	Jul '23 - Mar 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Grants	8,625.00
<b>Total Income</b>	8,625.00
<b>Expense</b>	
6100 · Administration Expenses	
6230 · Advocate Expense	263.16
<b>Total 6100 · Administration Expenses</b>	263.16
6500 · Program Expenses	
6540 · Client Help	1,295.05
6550 · Prevention Education	60.08
<b>Total 6500 · Program Expenses</b>	1,355.13
<b>Total Expense</b>	1,618.29
<b>Net Ordinary Income</b>	7,006.71
<b>Net Income</b>	<b>7,006.71</b>





**E-1**

**Item:** Approve an Encroachment Agreement for improvements in the Right-of-way to the owners of 117 W Pine Street.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

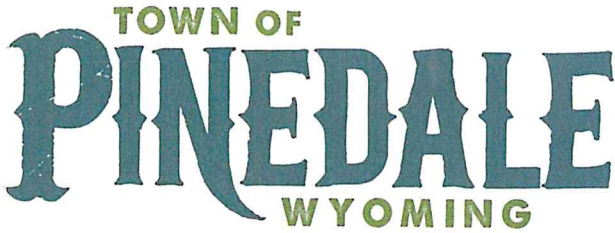
**Recommendation:**

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Date: 6-27-24

PIDN: 34093345200500

## Encroachment Agreement – Town of Pinedale

Dear Zuck Buchenroth (Property Owner)

You have requested to construct landscaping improvements, more particularly described in Exhibit A, encroaching into the Town of Pinedale's right-of-way adjacent and surrounding 117 W. Pine St. (address):

Per Town Code §299-7; *Depositing materials within right-of-way [Amended 1984 by Ord. No. 137]:*

*"Any person, firm or business who deposits or causes to be deposited any material, including but not limited to earth, sand, rocks, snow, ice or any other material or item, into or upon any highway, street, alley, thoroughfare or Town right-of-way, without the written permission of the Town, is the author of a nuisance, and any material so placed constitutes a nuisance."*

In accordance with Town code §299-7, this letter will serve as permission from the Town of Pinedale to place or construct the above identified improvements to the landscaping in the right-of-way belonging to the Town of Pinedale. However, this permission comes with the following conditions:

1. The property owner is responsible for maintaining the described landscaping bed material of river rock, crushed rock, fiber mulch, lava rock, etc. All material shall be installed over high quality landscape fabric, contained within the Town right-of-way and will be the sole responsibility of the property owner named below. Damage to any private or public property arising from any of the described material spilling out onto the roadway will also be at the liability of the property owner.
2. No trees, timbers, large rocks, boulders, pavers, concreted blocks etc. with the ability to impede the lawful use of the Town right-of-way, such as Street Sweeping, and Snow Plowing may be placed in the Town right-of-way.
3. No barricades, posts, or reflectors may be placed into the Town right-of-way indicating ownership of the described landscaping, or material as the area must legally be kept available for use by the Town and its agents at any time. Reflectors may only be placed on private property and not in the right-of way.
4. The property owner shall at all times indemnify and hold harmless the Town of Pinedale against all action, claims, demands, liabilities and damages which may in any manner be imposed on or incurred by the Town of Pinedale as a consequence of or arising out of the landscaping or material in the Town's right-of-way.



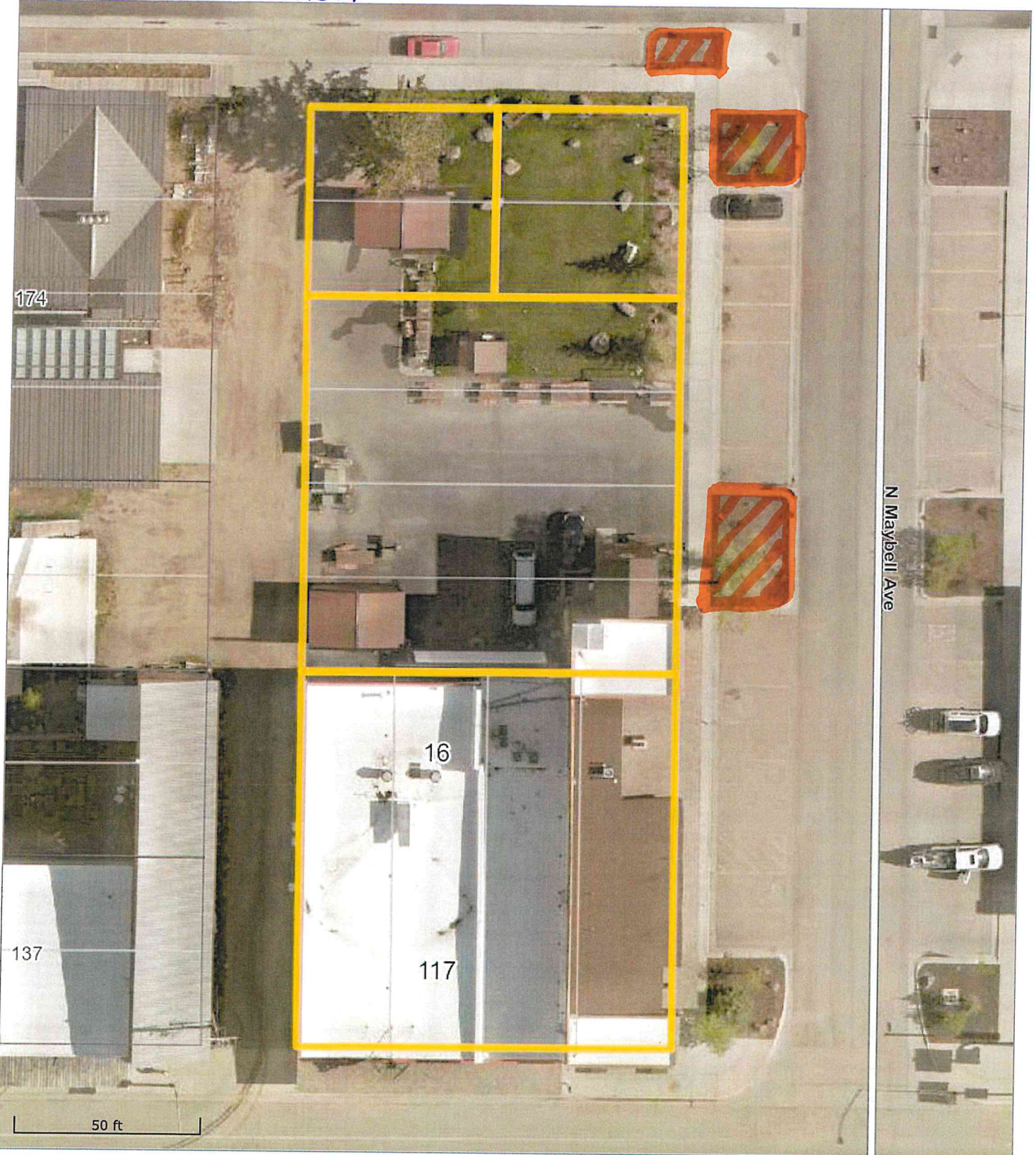
5. Neither the Town of Pinedale, its agents, employees, or any other person having the right to use the streets of Pinedale shall be responsible for any damage to landscaping or material located on the encroached upon area which shall arise out of lawful use of the right-of-way, whether from snowplowing, street or utility maintenance or installation, street traffic or otherwise.
6. It is understood and agreed upon between the parties that this permissive use agreement gives the property owner permission to use the property as herein defined, and such use shall not give rise to any legal right to possession by the property owner under any theory of adverse possession or any other provision of law, except for the express provisions of this agreement.
7. This permission from the Town may be terminated at any time. Upon such termination the property owner shall remove such permitted improvements within fourteen (14) days from the date of termination or the Town may remove such permitted improvements or material and recover the costs of removal from the property owner. The Town may remove such permitted improvements or material at any time without the foregoing notice but shall not be able to recover the costs of removal from the property owner.

This agreement made and entered into on the 27<sup>th</sup> day of June, 2024 by the Town of Pinedale and

Stockman's LLC : Eric Buchenote (property owners).

Matt W. Murdock, Mayor Town of Pinedale: MWMurdock

See Attached: Exhibit A



- U.S. Highway
- State Highway
- County Road
- Other Roads
- Town Limits
- Parks
- U.S.F.S.
- B.L.M.
- State of Wyoming
- 2023 Aerial Photography (3" & 6", limited areas)

**Exhibit A: 117 W Pine Street**  
 Install Irrigation in bulb out areas as indicated. Maintain rock, bark, bushes, plants, and trees within ROW. Vegetation shall be maintained as such not to be a sight distance hazard on streets.

Sublette County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown. printed 7/4/2024



**Sublette County**  
**Wyoming MapServer**



TOWN OF  
**PINEDALE**  
WYOMING

**E-2**

**Item:** Approve an Encroachment Agreement for improvements in the Right-of-way to the owners of 1635 Cantlin Place.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

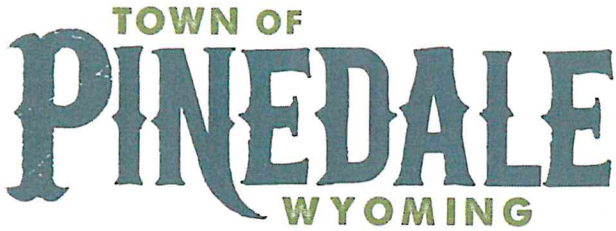
**Recommendation:**

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Date: 6-28-24

PIDN: 34693325904200

## Encroachment Agreement – Town of Pinedale

Dear Justin Benton (Property Owner)

You have requested to construct landscaping improvements, more particularly described in Exhibit A, encroaching into the Town of Pinedale's right-of-way adjacent and surrounding 1635 Cantlin Place (address):


Per Town Code §299-7; *Depositing materials within right-of-way [Amended 1984 by Ord. No. 137]:*

*“Any person, firm or business who deposits or causes to be deposited any material, including but not limited to earth, sand, rocks, snow, ice or any other material or item, into or upon any highway, street, alley, thoroughfare or Town right-of-way, without the written permission of the Town, is the author of a nuisance, and any material so placed constitutes a nuisance.”*

In accordance with Town code §299-7, this letter will serve as permission from the Town of Pinedale to place or construct the above identified improvements to the landscaping in the right-of-way belonging to the Town of Pinedale. However, this permission comes with the following conditions:

1. The property owner is responsible for maintaining the described landscaping bed material of river rock, crushed rock, fiber mulch, lava rock, etc. All material shall be installed over high quality landscape fabric, contained within the Town right-of-way and will be the sole responsibility of the property owner named below. Damage to any private or public property arising from any of the described material spilling out onto the roadway will also be at the liability of the property owner.
2. No trees, timbers, large rocks, boulders, pavers, concreted blocks etc. with the ability to impede the lawful use of the Town right-of-way, such as Street Sweeping, and Snow Plowing may be placed in the Town right-of-way.
3. No barricades, posts, or reflectors may be placed into the Town right-of-way indicating ownership of the described landscaping, or material as the area must legally be kept available for use by the Town and its agents at any time. Reflectors may only be placed on private property and not in the right-of way.
4. The property owner shall at all times indemnify and hold harmless the Town of Pinedale against all action, claims, demands, liabilities and damages which may in any manner be imposed on or incurred by the Town of Pinedale as a consequence of or arising out of the landscaping or material in the Town's right-of-way.

5. Neither the Town of Pinedale, its agents, employees, or any other person having the right to use the streets of Pinedale shall be responsible for any damage to landscaping or material located on the encroached upon area which shall arise out of lawful use of the right-of-way, whether from snowplowing, street or utility maintenance or installation, street traffic or otherwise.
6. It is understood and agreed upon between the parties that this permissive use agreement gives the property owner permission to use the property as herein defined, and such use shall not give rise to any legal right to possession by the property owner under any theory of adverse possession or any other provision of law, except for the express provisions of this agreement.
7. This permission from the Town may be terminated at any time. Upon such termination the property owner shall remove such permitted improvements within fourteen (14) days from the date of termination or the Town may remove such permitted improvements or material and recover the costs of removal from the property owner. The Town may remove such permitted improvements or material at any time without the foregoing notice but shall not be able to recover the costs of removal from the property owner.

This agreement made and entered into on the 28<sup>th</sup> day of June, 2024 by the Town of Pinedale and : JUSTIN BENTON (property owners).

Matt W. Murdock, Mayor Town of Pinedale: \_\_\_\_\_

See Attached: Exhibit A



Exhibit A: 1635 Cantlin PI  
 Install Loose Gravel and concrete driveway. Gravel to be placed below level of valleypan. Concrete Driveway to match grade of back of valleypan.



Sublette County  
 Wyoming MapServer

- U.S. Highway
  - State Highway
  - County Road
  - Other Roads
  - Town Limits
  - Parks
  - U.S.F.S.
  - B.L.M.
  - State of Wyoming
- 2023 Aerial Photography (3" & 6", limited areas)

Sublette County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown. printed 7/4/2024



TOWN OF  
**PINEDALE**  
WYOMING

**E-3**

**Item:** Approve the Advanced Systems Design Service, Non-federal Program, Operation and Maintenance Manual for Ralph Wenz Field.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Recommendation:**

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**Advanced Systems Design Service**  
**Non-federal Program**  
**Operation and Maintenance Manual**

**PNA**

**Ralph Wenz Field**

**PINEDALE WY**

This manual fulfills the requirements of Title 49 of the United States Code (49 USC) Section 44708, Title 14 of the Code of Federal Regulations (14 CFR) Part 171, and the latest version of Federal Aviation Administration (FAA) Order 6700.20, *Approval, Operation, and Oversight of Non-federal Systems* which is mandatory guidance for sponsors of non-federal systems and subsequently non-federally employed maintenance technicians.



## **Table of Contents**

Part 1. Agreement for Operation & Maintenance

Part 2. Operational Requirements

Part 3. Aircraft Accident Procedures

Part 4. FAA Forms

Part 5. Remote Maintenance Monitoring

Part 6. Maintenance Requirements

Part 7. Facility Contact Information

Part 8. Non-federal System Data

Part 9. Primary Technicians

### **Attachments:**

These attachments require signature by the sponsor if they want copies of the order(s).

- Federal Aviation Administration Non-Disclosure Agreement
- Air Traffic Organization Sensitive Unclassified Information Access and Acceptable Use Agreement

## **Part 1. Agreement for Operation & Maintenance**

**Part 1. Agreement for Operation & Maintenance**  
between  
**The Federal Aviation Administration (FAA) & Town of Pinedale**

In accordance with the relevant requirements set forth in 14 CFR Part 171 and this Operations and Maintenance Manual (OMM) dated **06/11/2024** Town of Pinedale, having installed navigational aids (“system”) on its airport’s premises or on leased land, hereby agrees to comply with this OMM.

The undersigned agrees to operate and maintain the system in accordance with this OMM and all applicable FAA requirements, standards, and criteria. This includes the latest versions of FAA Order 6700.20, 14 CFR Part 171, and other FAA directives identified later in this document.

The FAA reserves the right to amend the OMM to reflect changes in FAA operating policies and procedures. The sponsor must implement these changes within 10 business days of the FAA issuing written notification to the sponsor. The sponsor is responsible for notifying the non-federally employed maintenance technician(s) identified as having verification authority at this location.

The undersigned agrees that the OMM’s facility contact information must remain current. The sponsor must advise the FAA Inspector of planned changes to the non-federally employed maintenance technician(s) and the FAA Inspector will prepare an updated contact sheet.

If at any point the “verified maintenance technician(s)” listed cease to perform the functions indicated, the sponsor agrees to notify the FAA within 10 business days.

The undersigned agrees that non-compliance with the above requirements are grounds for decommissioning and cancellation of instrument flight procedures (if applicable).

Regarding any liability which may arise from the use and/or the operation of this system, both the sponsor and the FAA expressly agrees that it must be solely and exclusively liable for the negligence of its own representatives or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own representatives or employees.

<hr/>	<hr/>	<hr/>
Sponsor (or Representative)	Signature	Date
 MAX BRUNDY max.brundy@faa.gov Electronically signed by: Max Brundy via the Non-federal Tool 06/11/24 18:57:01		
<hr/>	<hr/>	<hr/>
FAA Designated Representative	Signature	Date

## **Part 2. Operational Requirements**

## Part 2. Operational Requirements

The FAA will not allow operation of system(s)/equipment in the National Airspace System (NAS) unless the following requirements are met. If the sponsor (and/or its representatives, non-federally employed maintenance technician(s), etc.) fail to comply with this manual, the FAA will rescind its approval for the system's operation.

### 1. Licensing (for systems that transmit radio signals).

- a. System/Equipment. The system's Federal Communications Commission (FCC) license must be conspicuously posted at the facility. The sponsor must ensure that the FAA Inspector has a copy of the license. FCC Licenses require renewal, i.e., the FCC does not issue them for indefinite use (refer to the FCC website for renewal information). The sponsor must obtain an FCC Application for Radio Service Authorization from the FCC. Each application must reference a Non-Government Tracking Number (NGT#) as proof of FAA coordination. See Order 6700.20 for guidance on coordination with the FAA's Spectrum Engineering via the Web-based Frequency Coordination Request (WebFCR) portal.
- b. Non-federally Employed Maintenance Technician(s). The technician(s) who operate and maintain this system must receive FAA approval. They must also meet FCC licensing requirements, if the system transmits radio signals. The technician meets the FCC licensing requirement if the non-federal technician holds a General Radiotelephone Operator License (GROL) issued by the FCC. Non-federal technicians must provide a copy of their GROL to the FAA in accordance with the latest version of Order 6700.20. The FAA will grant verification authority after the successful completion of the following:
  - i. An FAA approved theory course and
  - ii. An FAA administered performance examination.

**Note:** The non-federal technician will receive a system/equipment specific "verification authority" letter.

### 2. Notice to Air Missions.

- a. A Notice to Air Missions (NOTAM) contains the establishment, condition, or change in any aeronautical system, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
- b. The sponsor must ensure the prompt and accurate announcement of any deviation from normal operation or failure of this system by a NOTAM.
- c. The sponsor must file or ensure their technician files NOTAMs through NOTAM Manager or the appropriate FAA facility (Control Center).

- d. Events requiring NOTAMs include, but are not limited to:
  - i. Confirmed pilot problem report as reported by Air Traffic Control to the Sponsor.
  - ii. Scheduled system maintenance.
  - iii. Planned flight inspections.
  - iv. Unscheduled outages as indicated by sponsor’s monitoring of the system, e.g., for an Automated Weather Observing System (AWOS) via Remote Maintenance Monitoring or for a Ground Based Augmentation System (GBAS) via Remote Maintenance Data Terminal.
- e. In the event of a failure or deviation exceeding (or expected to exceed) 24 hours, the sponsor (or representative) must notify the Control Center identified in Part 7 – *Facility Contact Information*.
- f. If there is a local Airport Traffic Control Tower (ATCT) or Terminal Radar Approach Control Facility (TRACON) the sponsor must enter into a written agreement (such as a Letter of Agreement (LOA), with the ATCT and/or TRACON for facilitation of NOTAM coordination and pilot problem reporting. (See paragraph 5 for additional details.)

**3. Sponsor Monitoring.**

- a. It is FAA policy that a remote-status monitoring system be provided for all electronic navigational facilities used in support of instrument flight procedures. Suitable monitoring equipment must be provided at an appropriate and secure, yet inspection-accessible location that enables detection of any of the following conditions:
  - i. Malfunction or failure of the transmitter equipment.
  - ii. Malfunction or failure of the monitor equipment.
- b. If an LOA is necessary, it must define the monitoring equipment used and assignment of responsibilities associated with it.
- c. The FAA classifies navigational facilities/systems/equipment in accordance with the way they are monitored. See FAA Order 8260.19, *Flight Procedures and Airspace* for the classification of monitoring categories and their descriptions.

**Note:** In this sub-section, the term “category” refers to “monitoring category” – not “instrument approach category.”

**4. Scheduled Outage for Routine Maintenance.** Non-federally employed maintenance technicians must not perform routine maintenance unless all the following conditions exist:

- a. Coordinated interruption of service with the appropriate Control Center, as specified in either this OMM or the LOA, if an LOA is in place.

- b. The ATCT/TRACON approves the service interruption, as specified in the LOA. Only applicable if there is an LOA.
- c. A NOTAM is in effect announcing the scheduled interruption.
  - i. The advance notification of the interruption must state the specific time for the interruption and how long the system will be out of service.
  - ii. The non-federally employed maintenance technician must not shut down the system until the specific time identified.
- d. The system identification signal is disabled while the technician performs maintenance tasks. (Note: For GBAS, this means the technician must either place the system in “test mode” or disable transmission.)

## 5. Pilot Problem Reports.

### Sequence of Events:

- a. The sponsor (or designee) must initiate a NOTAM to remove the system (or impacted approach<sup>1</sup>) from service, immediately upon receiving notice of a confirmed<sup>2</sup> pilot problem report of abnormal operation from Air Traffic. If there is an LOA between the sponsor and Air Traffic, it must define how Air Traffic will confirm pilot problem reports (i.e., ensure that the reports are not indicative of an issue with a single aircraft).
- b. The sponsor must notify the non-federal maintenance technician about the report and the NOTAM.
- c. The system (or impacted approach) must remain out of service until the non-federally employed maintenance technician confirms it is operating correctly and/or the FAA conducts a flight inspection (if necessary).
- d. If there is no ATCT, the sponsor or non-federal technician must NOTAM the system out of service and report the unscheduled outage. Proceed with steps to make repairs, as warranted, validate resolution, and return to service.

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<sup>1</sup> For a Ground Based Augmentation System (GBAS), Air Traffic and the sponsor is responsible for deciding whether to remove the entire GBAS from service or just the affected procedures. Repeated pilot reports for the same runway end or vicinity may point to a source of local radio frequency interference (potentially evident because no other runway end is experiencing issues). The LOA must document such decisions and the process for deciding.

<sup>2</sup> Air Traffic typically confirms pilot reports by soliciting and receiving information from other aircraft in the area.

## **6. Continuity of Service.**

- a. Category (CAT) II and Cat III landing systems must comply with the FAA's Continuity of Service requirements, in accordance with the most recent version of Order JO 6750.57, Instrument Landing System (ILS) Continuity of Service Requirements and Procedures.
- b. The International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPS) ensures the level of service provided by each Cat II/III system. Continuity of Service (CoS) requirements ensure that the probability of a cessation or loss of system signal will be very small. The ICAO SARPS base the CoS requirements on operational safety of flight considerations during low visibility operations and apply them to each landing system installation. Each system has a requirement to demonstrate performance that correlates to the system's category of service used. If a system cannot show compliance with the CoS requirements, the sponsor must take immediate action to rectify the problems, or the system or instrument approach may need to be downgraded to a lower category of operation.
- c. The sponsor must notify their assigned FAA Inspector of any service interruptions lasting longer than a 60-second timeframe within 24 hours of the service interruption event. Report service interruptions to the assigned FAA Inspector via the Service Interruption Account (SIA) Form via email. See Part 4 of this OMM.
- d. Upon notice of a service interruption, the FAA Inspector will submit the outage information into the SIA tracking tool. After the first service interruption, within a 6-month period, the system may return to service once corrective maintenance has been completed. Upon the second service interruption, within a 6-month period, the system will remain out of service (OTS) until the FAA's Operations Engineering Support Group (OESG) completes an assessment. Each OTS event may change the system Mean Time Between Outages requirement(s), which OESG will determine. FAA assessment may require a reimbursable agreement to cover OESG's labor and travel expenses. The FAA Inspector will notify the sponsor of any required action(s).
- e. Sponsor noncompliance with the above requirements will be grounds for the cancellation of FAA-approved instrument flight procedures, permanent downgrade of the landing system's category, or removal of the system from the National Air Space.

## **7. Required Support Items.**

- a. The non-federal technician must use FAA-approved test equipment, when performing maintenance on the system. Non-federally employed maintenance technicians may not use FAA-owned test equipment.



- i. Calibration of test equipment used to measure key performance parameters must follow the schedule identified in the system's Commercial Instruction Book (CIB) or the test equipment instruction book, whichever period is shortest.
  - ii. All test equipment calibration must meet standards traceable to the National Institute of Standards and Technology.
- b. The sponsor must ensure that sufficient spare parts are available to ensure that the system's service is reliable. The sponsor must have a spare-parts plan for replacement parts. The plan may include such things as on-site spares, maintenance contracts with an original equipment manufacturer (OEM), or spares located at an OEM facility.

**8. Emergencies.**

- a. Military. In the case of a national defense alert, the facility must adhere to directions received from the FAA and must remain in compliant status until receiving official notice that the alert is over.
- b. Aircraft Accident. Part 3 of this manual provides guidance in case of an aircraft accident.

### **Part 3. Aircraft Accident Procedures**

**NOTE:** Part 3 is not pre-filled. This section of the OMM contains the appropriate templates the sponsor/non-federally employed maintenance technician must fill out and submit in case of an aircraft accident or incident. The OMM provides these “templates” as a courtesy to avoid 1) the need to search for them and 2) any confusion that would delay or prevent proper action in the aftermath of an event. The sponsor or non-federal technician will need to print this section, make copies if necessary, or use an electronic version (available on the Non-federal Program’s public website). A separate submittal is mandatory for each system.

### Part 3. Aircraft Accident Procedures

**General Information.** This part of the OMM is provided to help expedite the verification of systems that are suspect in an aircraft accident or incident at a facility. It will also ensure that the sponsor and/or non-federally employed maintenance technician completes all required actions. It contains the following documents:

- a. *General Information Checklist.*
- b. *Facility Restoral Checklist.*

**Note:** The non-federal technician is responsible for completing these checklists, forwarding the *Facility Restoral Checklist* to the FAA's National Technical Operations Aircraft Accident Representative (NTOAAR), and sending a copy to the Sponsor and the FAA Inspector.

**Section 1** - Non-federal Technician who completed the *General Information Checklist* and *Facility Restoration Checklist*:

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Name

---

Signature

Date

**Section 2** - Individual who reviewed the Facility Restoral Checklist for completeness and accuracy:

---

Name

---

Signature

Date

## 1. Information and Instructions.

- a. Any non-federal facility employee who becomes aware of an aircraft accident or incident must report the facts immediately.
- b. There are a series of steps to be performed for systems suspected in an aircraft accident. Perform these steps as described to ensure the accurate documentation of the status of the facility/system/equipment. The latest version of Order JO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting* is the controlling directive. It takes precedence over other instructions if there are conflicts. Perform the steps outlined below in the sequence indicated:
  - i. Initial determination of facility status.
  - ii. Facility status notification to Technical Operations Services/Air Traffic.
  - iii. Technical evaluation of facility.
  - iv. Documentation of the “as-found” condition of the facility.
  - v. Notification to the Technical Operations Aircraft Accident Representative (TOAAR) of “as-found” condition.
  - vi. Flight check, if applicable.
- c. When a facility/system/equipment may be suspect in an aircraft accident or incident:
  - i. The Operations Control Center (OCC) must contact the sponsor, and the Service Area point of contact. (See Part 8, *Facility Contact Information*.)
  - ii. The Service Area point of contact must notify the non-federal maintenance technician(s) listed in Part 8 and instruct the technician to generate the “as-found” required documentation and the Facility Restoral Checklist.
  - iii. If the non-federal technician is not available to document “as-found” conditions in a timely manner:
    - 1) The OCC must identify an FAA Airway Transportation Systems Specialists (ATSS)/FAA Inspector who has completed training for the system type and is familiar with the facility.
    - 2) The sponsor must provide facility access to the ATSS immediately.
  - iv. The ATSS will complete the “as-found” documentation (but not the restoration).

- 2. Initial Determination of Facility Status.** This step is to determine if the facility was operating normally immediately before – or at the time of – the accident.

*This step is important because it provides Air Traffic and Technical Operations Services with information needed to make decisions that are vital to public safety.*

- a. Unless instructed otherwise, the non-federal technician must not perform this step alone.
  - b. An observer must accompany the non-federal technician to ensure that, in the future, there is no question as to what took place at the facility.
  - c. The observer must attest that the recorded findings and actions by the non-federal technician represent a true and accurate description of the witnessed activities.
  - d. The OCC will locate and dispatch an observer for each potentially suspect facility that is removed from service. (However, the on-duty TOAAR may waive this requirement.)
  - e. The non-federal technician making the initial determination of the facility’s status must have current verification authority on the system.
  - f. Ideally, the observer will be an FAA ATSS. But if need be, the observer can be anyone, to save time.
  - g. The non-federal technician must make log entries that indicate the purpose of the visit, and the results of the initial determination in the Facility Maintenance Log (FML).
  - h. The type of information obtained during an initial determination visit is limited to that which can be visually learned.
    - i. No adjustments or control functions may be made during the initial determination.
    - ii. The initial determination must be made using only that information which can be gathered using a hands-off process, i.e., the technician and observer may only gather information by looking at equipment indicators, meters, etc.
- 3. Notification to Air Traffic/Technical Operations Services of Facility Status.** The information obtained on the system’s status must be given to the TOAAR as soon as possible. A log entry stating who was given this information must be made at the facility.

**Note:** Complete Section 1 of the Facility Restoration Checklist.

- 4. Technical Evaluation of System.** When the TOAAR notifies a non-federal technician that they are requiring a post aircraft accident technical evaluation of a system, the evaluation process must have two participants. One being the non-federal technician responsible for performing the evaluation and possesses verification authority on the system involved. The other acting as an observer is normally an FAA employee who possesses a current certification authority on the system type. Only the TOAAR can waive the requirement for an observer.

- a. If there is no waiver, the technical evaluation cannot happen if an observer is unavailable.
- b. If there is a waiver, the person conducting the evaluation must not be the last person who verified the system.

**Note:** Complete Section 2 of the Facility Restoration Checklist.

- 5. Documentation of the Condition of the System.** Complete this step with attention to detail. This includes entries in technical performance records, facility maintenance logs, and ground inspection forms. The text in the Facility Restoration Checklist provides for a standard description that everyone involved in the investigation can uniformly interpret. Entries must be accurate and complete.

**Note:** Complete Section 3 of the Facility Restoration Checklist.

- 6. Notification to the TOAAR of “As-Found” Condition.** The non-federal technician must provide the TOAAR with the Facility Restoration Checklist and send a copy to the Sponsor and the FAA Inspector. Submit this information as soon as possible so the FAA can make decisions regarding further actions, such as whether to call for a flight inspection. Forward the original documents to the Tactical Operations Programs Team:

Federal Aviation Administration  
Tactical Operations Programs Team/AJW-B620  
3701 Macintosh Dr  
Warrenton, VA 20187  
Attn: National Technical Operations Aircraft Accident Representative (NTOAAR)

### General Information Checklist

The non-federally employed maintenance technician must complete this checklist. The sponsor must retain a copy on file and send the original to the NTOAAR at the address referenced above.

#### Section 1 – First Contact (Notification to Non-federal Personnel)

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Name of first non-federal individual contacted by Air Traffic

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Name of Air Traffic personnel or the individual making contact, if not Air Traffic

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Time non-federal individual received notification [all times in Greenwich Mean Time (GMT)]

#### Section 2 – Notifications by Non-federal Personnel (all times in GMT)

Time of notification to TOAAR:	
Time of notification to Sponsor:	
Time of notification to FAA Non-federal Inspector:	

The TOAAR will determine, with assistance from Air Traffic the systems that may or were in use by the aircraft, as well as the aircraft number, aircraft type, location of crash, time of crash, and type of flight plan.

## Facility Restoral Checklist

The non-federally employed maintenance technician must fill out a separate Facility Restoration Checklist for each non-federal system removed from service for possible accident/incident involvement as identified by the duty TOAAR.

### Section 1 – System Identified for Restoration

Fac Ident	System Type	Last Non-federal Technician Who Verified

Did the TOAAR issue a waiver for an observer? (If not, provide Observer name and number.)

Yes/No	Observer Name, if the answer is “no”	Phone Number

### Section 2 – Site Arrival Details

Arrival Date (mm/dd/yyyy)	
Arrival Time (GMT)	
Reason for Visit	

Current Weather Conditions (not at the time of the accident/incident) – General “unofficial” observation of the weather upon arrival:

Examples of initial log entries: (not intended for use word-for-word)

#### GMT Log Entry

<i>1258 Arrived site to initiate verification and/or restoration of facility in a post-aircraft accident/incident.</i>
<i>1303 Presently the weather conditions are overcast and snowing with 2 feet of snow on the ground.</i>
<i>1305 Found GS was operating on commercial power with no alarms or transfers indicated. Air traffic reported no pilot reports of malfunction of this facility during the last x hours (where x represents the approximate number of hours)</i>

### Section 3 – Verify & Restore

1. Initiate action to verify and restore the system.
  - a. If the system is shut down, record the status of the equipment in the FML. Reset the equipment, and MAKE NO ADJUSTMENTS. If the system fails to restore to normal



after resetting, notify the aircraft accident TOAAR immediately for further instructions. If the system resets successfully, continue with the next step.

- b. Immediately record as-found technical data (see paragraph 2 ), MAKING NO ADJUSTMENTS. IF OUT-OF-TOLERANCE CONDITIONS ARE FOUND, notify the aircraft accident TOAAR immediately for further instructions.
  - c. If a flight inspection has been requested, MAKE NO ADJUSTMENTS prior to commencing the flight inspection, and then make ONLY those adjustments coordinated with flight inspection personnel.
  - d. After recording the as-found technical data (see paragraph 2), and any flight inspection activities are complete, corrective maintenance in support of system restoration may begin. Record as-left technical data (see paragraph 2).
  - e. Verify the system as required and initiate restoration coordination. Record all activities in the FML.
2. Documentation of the condition of the system.
- a. Record technical performance parameters accurately on the appropriate FAA form, Technical Performance Record (TPR). For Remote Maintenance Monitoring (RMM) systems, capture all screens required to support a verification judgement and retain a hard copy. If the equipment involved is operational, record a set of "as found" readings or screens prior to any corrective maintenance, followed by recording a set of "as left" readings or screens.
  - b. Authentication of the technical readings is a must. Enter an authentication statement immediately below each set of "as found" and "as left" parameter values on each TPR and each screen printed. Be sure to identify whether the values are "as found" or "as left."
  - c. If no adjustment or other maintenance was accomplished, a single statement will suffice.
  - d. The authentication statement for use on each set of readings on each TPR and RMM printed screen is as follows:

I certify that the above post-aircraft accident/incident data is a true record of the Part 3, Section 1 identified system type's parameter values (noted on the screens) [*as-found, or as-left, or as-found and left*] at the date and time indicated.

Non-federal Technician:	
Signature	
Print Name	

Observer:	
Signature	
Print Name	
Title	

**Note:** Example of an authentication statement: “I certify that the above is a true record of the XYZ GS parameter values **as-found** at the date and time indicated.”

e. Terminate each TPR page that contains accident/incident data in accordance with FAA Order 6000.15, Appendix H, Paper Maintenance Logs (PML) SOP.

3. Completion:

- a. Confirm restoration coordination is complete.
- b. This completes the facility restoral process.

## **Part 4. FAA Forms**

## Part 4. FAA Forms

1. **FAA Form 6000-8, *Technical Performance Record (TPR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
2. **FAA Form 6000-10, *Technical Reference Data Record (TRDR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
3. **FAA Form 6030-1, *Facility Maintenance Log (FML)*** (NSN 7530-01-512-3604) - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#). Form 6030-1 is also available as carbon-copy paper pads. For information on ordering the carbon-copy version, visit the FAA's forms website (<https://www.faa.gov/forms>) and type 6030-1 into the search box.
4. **Service Interruption Account (SIA) Form** - This OMM contains the SIA form, see the next page. This only applies to systems subject to the Continuity of Service requirement in Part 2 of this OMM.
5. **Aircraft Accident/Incident Checklists** – Part 3 of this OMM provides instructions and the checklists the non-federal technician must fill out.

**Service Interruption Account Form**

Submit this form to the FAA Non-federal Inspector via email

**System Information**

<b>Fac ID</b>		<b>System Type</b>	
<b>Location (City, State)</b>		<b>Fac Code</b>	
<b>Service Area</b>		<b>District</b>	

**Outage Information**

<b>Serial No</b>		<b>SIA Created Date</b>	
<b>Log ID</b>		<b>Outage Start Date</b>	
<b>Submitted By</b>		<b>Outage End Date</b>	

## **Part 5. Remote Maintenance Monitoring**

## Part 5. Remote Maintenance Monitoring (RMM)

**1. Applicability.** Currently, only AWOS has authorization to use RMM. The FAA must authorize and approve the use of any manufacturer developed RMM capability for any system.

### **2. Adjustment of AWOS through RMM.**

Any non-federal AWOS authorized to use FAA-approved, manufacturer developed RMM capability must have an approved printer or data-storage device that documents all remotely performed maintenance activities. This printer or storage device must make a record of each log-on and equipment adjustment initiated from the remote interface screen. Retention policy for printouts or digital records is 30 calendar days, unless an RMM activity takes place 30 calendar days or less prior to a significant event.

The definition of a “significant event,” for the purposes of a non-federal system, is any unscheduled outage requiring a NOTAM. If such an outage takes place, the non-federally employed maintenance technician must update the FML as soon as possible, referring to the RMM activity. The retention policy for the corresponding RMM log is a minimum of 2 years. Reference the most recent version of Advisory Circular 150/5220-16, Automated Weather Observing Systems (AWOS) for Non-federal Applications, and Order 6700.20.

### **3. Relevant Procedures.**

If a significant event occurs, causing an unexpected outage, the non-federal technician must contact the RMM POC to inquire as to whether any RMM activities occurred during the prior 30 days.

If so, the non-federal technician must take the following actions:

- a. Issue a NOTAM.
- b. Notify the RMM POC to retain the RMM log for the corresponding activity for 2 years.
- c. Create an entry in the FML referring to the RMM activity including the date of performance.

**4. RMM Logs.** The sponsor and/or non-federally employed maintenance technician must ensure the TOAAR is aware that there is an RMM Log, if the need arises.

## **Part 6. Maintenance Requirements**



## Part 6. Maintenance Requirements

**Note:** Part 6 provides information that pertains to all non-federal system types, unless otherwise noted.

### PNA AWOS

#### 1. Letter of Agreement.

- a. Under certain circumstances, the most recent version of Order 6700.20 may require a local LOA with the FAA's Air Traffic.
- b. Refer to the "Guidelines for Installation" found in Chapter 4 of Order 6700.20.

#### 2. Non-federally Employed Maintenance Technician.

- a. The non-federal technician must maintain this system in accordance with the manufacturer's instruction book.

**Note:** The CIB's maintenance schedules and requirements reflect the minimum level of maintenance necessary to comply with this OMM.

- b. The FAA requires that the non-federal technician who maintains the system possess system-specific verification authority issued by the FAA.
  - i. Verification authority must be in writing.
  - ii. The non-federal technician's name and work-contact information must appear in Part 7 of this OMM, Facility Contact Information.
  - iii. The non-federal technician must be on site for all FAA ground inspections.
- c. At all times, the sponsor must have in its employ a non-federal maintenance technician.
- d. Failure to meet any of the requirements in this Part of the OMM may result in the FAA issuing a NOTAM to remove the system from service. The FAA may grant exceptions on a case-by-case basis if the Sponsor (or representative) coordinates with the FAA.

**3. Modification of Maintenance Procedures.** Such modifications must comply with the same requirements that apply to system modifications. Refer to the following paragraph.

#### 4. System Modification.

- a. A modification is a configuration-managed change to a NAS baseline for hardware, software, firmware, equipment, or documentation. Modifications also include changes to electronic or mechanical components, software or firmware code, documentation (e.g., schematic, wiring diagrams, physical outline, floor plan, plot layout, structural details, FAA directives, equipment instruction books, parts list, or catalog etc.), existing

standards and tolerances/limits, or the need for establishing new standards and tolerances/limits.

- b. Updates to system configuration files (e.g., adaptation data file and measured site data file) that are a part of established installation and/or maintenance activities are not considered to be modifications.
- c. Requirements:
  - i. The FAA does not cover expenses for modifications to non-federally owned systems.
  - ii. The sponsor must submit all proposed modifications for FAA review. Note: Depending on the desired change, the FAA may direct the sponsor to the manufacturer for an official submission to the FAA.
    - 1) The FAA Inspector is the point of contact.
    - 2) Submit requests via email.
    - 3) The proposal must describe the general modification plan and schedule (i.e., the scope of the modification and the relevant timeline).
    - 4) The FAA must approve all modification(s), in writing.
    - 5) This OMM may require updates to reflect the modification(s). However, the update may take the form of an official document to attach to this OMM.
    - 6) The FAA Inspector must complete the latest Ground Inspection Form before the non-federal technician may return the system to service.
    - 7) The FAA Inspector must confirm that the modification(s) and associated return-to-service verification/test activities were completed successfully.
- d. Emphasized Examples.
  - i. The FAA must provide written approval before any modifications are made. This requirement is especially emphasized for the following cases:
    - 1) Relocating the system.
    - 2) Relocating an antenna associated with the system, if applicable.
    - 3) Updating the system's configuration to a new version.
    - 4) Updating the system's components.
  - ii. Reserved

## 5. Obstructions to System Operation.

- a. The sponsor must control vegetation, snow depth, and other potential obstructions that may adversely affect system operation in accordance with applicable technical documentation.
- b. The sponsor must maintain the system and relevant surroundings in an “as installed” condition, in accordance with the latest versions of the following directives:
  - i. FAA Advisory Circulars and Orders
  - ii. The manufacturer’s Siting Plan, and
  - iii. The manufacturer’s CIB

**Note:** This OMM identifies specific directives for each system type in paragraph 12, Directives Summary.

## 6. Relevant FAA Forms & Publications.

- a. General:
  - i. The FAA will provide the sponsor with the forms and publications required for system maintenance or provide where they may locate them.
  - ii. The FAA office responsible for oversight or inspection will provide the forms and publications free of charge.
  - iii. Some FAA forms and orders are publicly available via the following websites:
    - 1) The Federal Aviation Administration public website:  
[http://www.faa.gov/regulations\\_policies/faa\\_regulations](http://www.faa.gov/regulations_policies/faa_regulations)
    - 2) The Non-federal Program’s public website: [www.FAA.gov/Go/NonFed](http://www.FAA.gov/Go/NonFed)
- b. TRDR, FAA Form 6000-10. The TRDR provides a snapshot of the system’s parameters at the time of commissioning.
  - i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
  - ii. The non-federal technician must complete it at the time of the system commissioning.
  - iii. The non-federal technician must store the original in the permanent records of the system also referred to as the Facility Reference Data (FRD), and the FAA Inspector must receive a copy.
  - iv. To maintain an accurate record of system operation and adjustment, the non-federal technician must prepare a new TRDR after any major repair, modernization,

adjustment, or re-tuning that alters the system's performance and/or impacts the system's baseline parameters, before returning the system to service.

- v. If a new TRDR is necessary, the system requires a new ground inspection, and the non-federal technician must follow the guidelines in paragraph 6.b.iii. above.
  - vi. Retain TRDRs for two years after system decommissioning or if a revised version supersedes it, unless instructed otherwise per Aircraft Accident/Incident requirements.
- c. TPR, FAA Form 6000-8. The TPR provides a historical record, showing the system's parameters as recorded during each scheduled and unscheduled visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
  - ii. The non-federal technician must store the original in the system's records or FRD and provide copies to the FAA Inspector. (Timeframes and methods for submitting TPRs are set forth below.)
  - iii. Retain TPRs for two years, unless instructed otherwise per Aircraft Accident/Incident requirements.
- d. FML, FAA Form 6030-1. The FML is the permanent record of all activities performed to maintain the system at each visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
  - ii. Log entries must:
    - 1) Be clear, complete, concise, and recorded in GMT.
    - 2) Include all malfunctions encountered in maintaining the system, as well as information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken.
    - 3) Provide NOTAM information.
    - 4) Describe periodic maintenance activities required to maintain the system.
    - 5) For systems allowed to use RMM, see Part 5 of this OMM, log any on-site activity related to the system failing to pass a remote test in the on-site FML.
    - 6) Contain system verification statements.
      - a) A statement recording the status of the system, subsystem, or component.
      - b) For this OMM, the word "certification," which is used in FAA orders and other directives, is synonymous with the word "verification."

- c) Verification statements must follow the appropriate FAA orders and other directives.
  - d) Every visit to the site requires a verification statement before returning the system, subsystem, or component to service.
  - e) For systems allowed to use RMM, see Part 5 of this OMM, restoration and/or verification activities conducted remotely also require an entry in the on-site FML.
  - f) Verification statements require the use of specific terms. For instructions, refer to the latest version of the PML SOP found at this link:  
[https://www.faa.gov/airports/planning\\_capacity/non\\_federal/maintaining](https://www.faa.gov/airports/planning_capacity/non_federal/maintaining).
- iii. The non-federal technician must store the original in the system's records or FRD. Retain the original logs at the facility for a period of three years.
  - iv. A copy of the log pages must be sent to the FAA Inspector.
  - v. Timeframes and methods for submitting logs are set forth below.
  - vi. Guidelines for logging requirements can be found in the latest version of the PML SOP.
  - vii. In accordance with FAA policy, the non-federal technician must always create an entry for the following events and activities:
    - 1) Any system outage/interruption regardless of the length of the outage, upon discovery. The non-federal technician must make entries regarding:
      - a) When the outage occurred.
      - b) When verification was complete.
      - c) When the system returned to service.
  - viii. Report unscheduled outages lasting one hour or longer to the appropriate Control Center, even if a NOTAM is not necessary.
  - ix. If the system is not restorable immediately, issue a NOTAM.
- Note:** "Service outages" refers to actual system failures – (in the case of GBAS, this does not include brief constellation-based losses of service).
- e. Timeframe for Submitting FRD to FAA Inspectors.
    - i. General. FAA Inspectors will typically pick up copies of FRD during the periodic inspection. Non-federal technicians may elect to submit their documents more often. If they choose to, discuss submission arrangements with the FAA Inspector.

- ii. **Periodic Inspection.** If FRD documentation is not available for pick up at the time of the periodic inspection, the sponsor must ensure submission to the FAA Inspector within 30 calendar days following the inspection. The FAA Inspector may allow a one-time, limited extension.

**Note:** If FRD is not readily accessible, it is a deficiency.

- iii. **Failure to Submit on Time.** The FAA may issue a NOTAM, removing the system from service if the FAA Inspector does not receive the FRD in accordance with the guidelines established above. The NOTAM will remain in place until the sponsor submits the system documentation.

**7. Security.** The sponsor has a responsibility to meet physical and cybersecurity requirements, in accordance with 49 CFR Transportation, Part 1520, Protection of SSI and Part 1542, Airport Security. This includes establishing and carrying out programs that

- a. Provide for the safety and security of persons and property.
- b. Provide protection to ensure unauthorized personnel do not have access to the equipment.
- c. Report cybersecurity incidents to the Federal Government.
- d. Refer requests for Sensitive Security Information (SSI) to the appropriate Federal agency.

**8. Flight Inspections.**

- a. The FAA will conduct flight inspections in accordance with the latest version of Order 8200.1, United States Standard Flight Inspection Manual. Some system types may not require a flight inspection.
- b. The CIB may outline activities requiring flight inspection.
- c. When required by the FAA, the sponsor must provide ground-to-air communications in support of flight inspection. These communications must be on very high frequency (VHF) 135.85 or 135.95 megahertz (MHz).
- d. The FAA requires that the non-federal technician with verification authority participate in the flight inspection.

**9. Ground Inspections.**

- a. The FAA will conduct periodic ground inspections.
- b. The FAA office that has inspection responsibility will coordinate the inspection with the sponsor and non-federal technician.

- c. The FAA may NOTAM the system out of service, cancel the system's instrument flight procedures (if applicable), and/or decommission the system if it fails to meet the agency's technical standards for maintenance.
- d. The FAA may conduct a follow-up inspection if a system may have been a factor in an aircraft accident/incident. (See Part 3 of this OMM.)
- e. The FAA requires that the non-federal technician with verification authority participate in the ground inspection.

**10. Site Safety.** Sponsors must follow all relevant state and local personnel-safety requirements. The FAA Inspector has the right to decide not to inspect the system if the FAA Inspector believes that the site is potentially unsafe. They will discontinue the inspection until the sponsor mitigates the identified unsafe condition(s). This paragraph extends to vegetation to allow safe access to the facility. The sponsor will receive an Inspection Report and a Non-compliance letter that could result in removal of the system from service if not resolved in a timely manner.

**11. National Airspace Performance Reporting Service (NAPRS).** Non-federal systems are not reportable under the most recent version of Order JO 6040.15, NAPRS and therefore, do not follow or abide by the requirements outlined in the NAPRS desk guides. However, the Non-federal Program requires sponsors and/or non-federal technicians report all non-federal system outages to the appropriate Control Center identified in the OMM, in accordance with the guidelines contained in this document and the most recent version of Order 6700.20.

**12. Directives Summary.** This paragraph provides separate directive summaries for all non-federal system types. For the purposes of this OMM, sponsors only need to abide by the directives identified specific to systems listed here:

See the most recent versions of the following:

**All System Types**

- a. Order 6700.20 - Approval, Operation, and Oversight of Non-federal Systems
- b. Order 8260.19 - Flight Procedures and Airspace
- c. Order JO 8020.16 - Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting
- d. Order 6000.15 - Appendices A and H
- e. Order 8200.1 - US Standard Flight Inspection Manual (USSFIM)
- f. Manufacturer's Instruction Book(s)

**ALS - Approach Lighting System (ALSF/SSALR/MALS/MALSR/MALSF)**

- a. Order JO 6850.5 – Maintenance of Lighted Navigational Aids

**AWOS – Automated Weather Observing System**

- a. Order JO 6560.13 – Maintenance of Aviation Meteorological Systems
- b. Order JO 6563.1 – Maintenance of the Automated Weather Observing System-C (AWOS-C)
- c. Order JO 6560.20 – Siting Criteria for Automated Weather Observing Systems (AWOS)
- d. AC 150/5220-16 - Automated Weather Observing Systems (AWOS) for Non-federal Applications

**DME – Distance Measuring Equipment**

- a. Order JO 6730.2 – Maintenance of Distance Measuring Equipment (DME) Facilities
- b. Order 9840.1 – U.S. National Aviation Handbook for the VOR/DME/TACAN Systems

**GBAS**

- a. Order 6884.1 - Siting Criteria for Ground Based Augmentation System (GBAS)
- b. Order JO 6750.57 - ILS Continuity of Service Requirements & Procedures

**ILS – Instrument Landing System (LOC - Localizer and GS - Glide Slope)**

- a. Order JO 6750.49 – Maintenance of Instrument Landing Systems (ILS) Facilities
- b. Order JO 6750.57 – ILS Continuity of Service Requirements & Procedures

**Note:** This list also pertains to SDF – Simplified Directional Facility

**IM, OM, LOM, MM - Markers**

- a. Included in ILS Orders.

**NDB – Non-Directional Beacon**

- a. Order JO 6740.2 – Maintenance of Nondirectional Beacons (NDB)

**RVR – Runway Visual Range**

- a. Order JO 6560.31 – Maintenance of Runway Visual Range (RVR) Equipment Type FA-10268 and Type FA-19200



**VOR – Very High Frequency Omnidirectional Range**

- a. Order JO 6820.7 – Maintenance of Navigational Aids Facilities and Equipment – VOR, DVOR, VOR/DME, VORTAC

**13. Sensitive Unclassified Information (SUI).** The Directives Summary above includes documents that are not available to the public. Some of these documents may contain NAS Sensitive Technical Information (STI). STI is equivalent to SUI, specifically identified as Sensitive Security Information (SSI) in Title 49 CFR, Transportation, Part 1520 Protection of SSI.

- a. In accordance with the most recent version of Order 6700.20, before the FAA will release copies of FAA documentation that contain SUI each individual requesting/receiving the documentation must sign the following agreements:
  - i. FAA Non-Disclosure Agreement (NDA)
  - ii. Air Traffic Organization SUI Access and Acceptable Use Agreement (AAA)
- b. A copy of each agreement is available with this OMM.
- c. The table below identifies FAA documentation **not** publicly accessible and identifies which documents contain SUI. A signed NDA and AAA is a requirement to receive documents containing SUI.

<b>System Type</b>	<b>Document No.</b>	<b>SUI?</b>	<b>Need NDA &amp; AAA?</b>
ALSF/SSALR MALS/R/F	Order JO 6850.5	No	No
AWOS	Order JO 6560.13	No	No
AWOS	Order JO 6563.1	No	No
DME	Order JO 6730.2	Yes	Yes
DME	Order 9840.1	Yes	Yes
ILS	Order JO 6750.49	Yes	Yes
ILS	Order JO 6750.57	Yes	Yes
NDB	Order JO 6740.2	Yes	Yes
RVR	Order JO 6560.31	No	No
VOR	Order JO 6820.7	No	No

*All directive(s) received belong to the Federal Aviation Administration and may be used for official Government purposes only. They may not be released without the expressed permission of the Federal Aviation Administration. Refer requests for the document to: FAA Headquarters, Advanced Systems Design Service Team (AJW-121), 800 Independence Avenue SW, Washington, DC 20591-0001*

## **Part 7. Facility Contact Information**

### Part 7. Facility Contact Information

The Non-federal Program does not require executing a new OMM if any of the information below changes. The FAA Inspector will fill out a replacement page, when needed.

<b>Sponsor/Sponsor Representative</b>	
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<b>Name</b>	Riley Wilson
<b>Title</b>	Airport Manager
<b>Organization</b>	Town of Pinedale
<b>Address</b>	9357 Highway 191 PINEDALE, WY 82941
<b>Email Address</b>	AirportManager@TownofPinedale.us
<b>Phone Number</b>	307-360-9025

<b>Control Center Telephone Number</b>	
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<b>OCC (for NavAids)</b>	866-4-FAA-OCC (866-432-2622)
<b>NEMC (for AWOS not in AK)</b>	855-FAA-NEMC (855-322-6362)
<b>Alaska Center (for AWOS in AK)</b>	907-269-1102
<b>Other</b>	866-TELL-FAA (866-835-5322)

<b>Service Area Points of Contact</b>
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<b>FAA Inspector(s)</b>
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<b>Name</b>	<b>Email</b>	<b>Phone</b>
Christopher Adcock AWOS	christopher.k.adcock@faa.gov	2085238359

<b>Name</b>	<b>Email</b>	<b>Phone</b>

<b>Non-federal Program Liaison</b>
------------------------------------

<b>Service Area</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
<b>CSA</b>	Franklin Hodge	franklin.hodge@faa.gov	817-222-4247
<b>ESA</b>	Robert Linscheid	robert.linscheid@faa.gov	404-305-7134
<b>WSA</b>	Kasandra Brown	kasandra.brown@faa.gov	206-231-2959

**Part 8. Non - federal System Data**

**This section will contain a completed form for each system represented by this OMM.**

**Part 8. Non-federal System Data**

**Airport/Heliport/Etc.**

<b>Airport Name</b>	Ralph Wenz Field
<b>Airport City &amp; State</b>	Pinedale, WY

**Sponsor/Sponsor Representative**

<b>Name</b>	Riley Wilson
<b>Title</b>	Airport Manager
<b>Organization</b>	Town of Pinedale
<b>Address</b>	9357 Highway 191 Pinedale, WY 82941
<b>Email Address</b>	AirportManager@TownofPinedale.us
<b>Phone Number</b>	307-360-9025

**Facility/System/Equipment – as applicable**

<b>System</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Elevation (MSL)</b>
PNA AWOS			7096.2

**FCC License Information – if applicable (VHF)**

<b>Frequency</b>	392Khz
<b>Time Slots</b>	
<b>FCC Licensed Power</b>	50W
<b>Modulation Class</b>	
<b>Licensee (per FCC License)</b>	Town of Pinedale/ Pinedale Airport Board
<b>File No.</b>	7856769
<b>Call Sign</b>	WQHP829
<b>FCC Registration No.</b>	4536371

**FCC License Information – if applicable (UHF)**

<b>Frequency</b>	
<b>Time Slots</b>	
<b>FCC Licensed Power</b>	
<b>Modulation Class</b>	
<b>Licensee (per FCC License)</b>	
<b>File No.</b>	
<b>Call Sign</b>	
<b>FCC Registration No.</b>	

<b>Equipment Details</b>	
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<b>Manufacturer</b>	Nautel
<b>Model</b>	ND-2005
<b>Configuration</b>	NDB
<b>Part Number</b>	
<b>Standby Power Type</b>	
<b>Monitoring Type</b>	No

## **Part 9. Primary Technicians**



## Primary Technicians

PNA

AWOS

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

<b>Non-federally Employed Maintenance Technician(s)</b>	
<b>Name</b>	David Brumwell
<b>Title</b>	technician
<b>Email Address</b>	dbrumwell@dbttranserv.com
<b>Phone Number</b>	970-237-3521
<b>FCC GROL No.</b>	PG00026217
<b>System Type(s)</b>	AWOS

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

## Primary Technicians Continued

PNA

AWOS

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

<b>Non-federally Employed Maintenance Technician(s)</b>	
<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

<b>Name</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>FCC GROL No.</b>	
<b>System Type(s)</b>	

# ATO SUI Access and Acceptable Use Agreement

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July 2023

The Federal Aviation Administration (FAA) Air Traffic Organization (ATO):

- (1) Requires the use of this *ATO Access and Acceptable Use Agreement* for all recipients of Sensitive Unclassified Information (SUI)<sup>1</sup>.
- (2) Must ensure that individuals have the authorization, need-to-know, and duty to protect SUI before providing access to SUI, as specified in the accompanying Non-Disclosure Agreement (NDA)
- (3) Will hold recipients of SUI responsible for the compromise of Government systems, networks, or information through negligence or a willful act, subject to any applicable sanctions as specified in the accompanying NDA.

This *ATO SUI Access and Acceptable Use Agreement* will help guide recipients in the proper handling of SUI, whether the information is marked or unmarked.

In addition to this *ATO SUI Access and Acceptable Use Agreement*, all FAA recipients (employees, contractors, and service providers) are bound to the FAA Rules of Behavior contained in FAA Order 1370.121B, *FAA Information Security and Privacy: Policy, Supplemental Implementing Directive, User Responsibilities and Obligations*.

## 1.0 RECIPIENT RESPONSIBILITIES

All recipients of ATO Information:

- (1) Must comply with all Federal laws, DOT, FAA, and ATO policies, contracts, and other legal agreements as applicable.
- (2) Must use SUI for lawful, official use, and authorized purposes only.
- (3) Must not further share SUI with any entity unless that entity is validated as an authorized user and/or covered person by ATO System Operations Security (AJR-2) and/or NAS Security Operations (AJW-B) and explicitly approved in writing by the FAA legally designated representative (in most cases the FAA contracting officer).
- (4) Must take personal responsibility for the security and protection of SUI provided to them.
- (5) Must ensure the return or proper destruction of SUI in accordance with FAA Order 1370.121B or National Institute of Standards and Technology (NIST) 800-88 Revision 1, *Guidelines for Media Sanitization*, when the information is no longer needed.

Since written guidance cannot cover every contingency, recipients must use due diligence and the highest ethical standards to guide their actions.

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<sup>1</sup> **Sensitive Unclassified Information (SUI)**, per FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI)*, SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that we must protect from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA. It includes aviation security, homeland security, and protected critical infrastructure information. SUI may include information that may qualify for withholding from the public under the Freedom of Information Act (FOIA).

## 2.0 APPLICABILITY

This *ATO SUI Access and Acceptable Use Agreement*:

- (1) Applies to all authorized recipients of SUI (including FAA employees, contractors, interns, service providers, maintainers and other persons or entities) regardless of location or affiliation.
- (2) Must be acknowledged by recipients at least annually or upon request. The ATO will deny access to recipients who do not acknowledge and sign this *ATO SUI Access and Acceptable Use Agreement*.

## 3.0 SYSTEM AND INFORMATION ACCESS PROTECTIONS

To protect ATO systems and information:

- (1) I will:
  - a. Protect all SUI from unauthorized disclosure.
  - b. Physically protect SUI with at least one physical barrier (e.g., stored in a locked office, locked drawer, or locked file cabinet) when unattended.
  - c. Ensure that when SUI is not in secure storage, it is under the protection and control of an authorized person.
  - d. Only access the information required to perform my official duties.
  - e. Encrypt all SUI in storage and in transit.
  - f. Only use FAA-provided or approved encryption methods that are Federal Information Processing Standards (FIPS) 140-3<sup>2</sup> validated.
  - g. Only store SUI access credentials in a FIPS 140-3 validated encrypted file or device, or in a locked storage container (e.g., locked drawer, safe).
  - h. Only store SUI on devices, equipment, systems, media, or external services (e.g., cloud) that are approved by ATO for such purpose.
- (2) I will **NOT**:
  - a. Attempt to access systems or information that I am not authorized to access.
  - b. Send, copy, or forward any SUI for which I am not authorized.
  - c. Access, process, store, or share SUI on any device, equipment, system, storage media, or external service (e.g., cloud) that is not approved by ATO for such access, processing, or storage.
  - d. Share access credentials with anyone.

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<sup>2</sup> **FIPS 140-3** is a U.S. Government cryptographic security standard specified by NIST. FIPS 140-3 specifies the security requirements for cryptographic modules and is used to accredit cryptographic modules for use by U.S. Government systems to protect SUI/CUI. FIPS 140-3 encryption protects the confidentiality and integrity of the information that is stored on a computer system or is transmitted across a network or other communications mechanism. FIPS 140-2 validated modules, unless explicitly revoked, can remain active for 5 years after validation or until **September 21, 2026**, when the FIPS 140-2 validations will be moved to the historical list.

#### 4.0 INCIDENT REPORTING

I will immediately report suspected or confirmed incidents involving SUI, whether intentional or accidental, as soon as recognized to the FAA’s Security Operations Center (SOC), NAS Cyber Operations (NCO), and ASH Office of Security and Hazardous Materials, Information Safeguards Division (AXF-200):

FAA SOC: Call 1-866-580-1552 or send an email to [SOC@faa.gov](mailto:SOC@faa.gov)

NCO: Call (540) 422-4114 or send an email to [9-AJW-NCO@faa.gov](mailto:9-AJW-NCO@faa.gov)

AXF-200: Send an email to [CUI@faa.gov](mailto:CUI@faa.gov)

#### 5.0 ACKNOWLEDGMENT STATEMENT

- (1) I understand and acknowledge that the terms and conditions in this *ATO SUI Access and Acceptable Use Agreement* apply to my access to, and use of, SUI.
- (2) I understand that unauthorized or improper use of SUI may result in a disciplinary or adverse personnel action up to and including removal, as well as civil and criminal penalties.
- (3) I understand that willful unauthorized disclosure of SUI may result in legal liability and consequences for the offender. Individuals who demonstrate egregious disregard or a pattern of failing to comply with the listed requirements will have their access promptly revoked.
- (4) The ATO may revoke, suspend, limit, or modify agreements for any position, at any time, and for any reason.
- (5) By signing this agreement, I acknowledge that I understand and consent to this *ATO SUI Access and Acceptable Use Agreement* when I access ATO systems, network, or information.
- (6) If I do not accept this *ATO SUI Access and Acceptable Use Agreement*, I will not be granted access to any SUI.

**I acknowledge that I have read, I understand, and I agree to comply with all terms and conditions of this *ATO SUI Access and Acceptable Use Agreement*.**

Recipient: Signature and Date \_\_\_\_\_

Recipient: Print Name \_\_\_\_\_

Recipient: Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

Recipient: Employer \_\_\_\_\_



# Federal Aviation Administration

## **NON-DISCLOSURE AGREEMENT**

### **Department of Transportation Federal Aviation Administration**

I, \_\_\_\_\_, an individual official, employee, consultant, contractor, subcontractor, agent, representative, assignee, or affiliate of \_\_\_\_\_, (the Authorized Entity), intending to be legally bound, consent to the terms in this Agreement in consideration of being granted conditional access to Sensitive Unclassified Information (SUI) provided to me in support of the Non-Federal Program. I understand this information is confidential in the sense that it is not generally available to the public, and I agree to safeguard it against disclosure to individuals or entities not authorized to receive it pursuant to the laws, regulations and policies applicable to the particular type(s) of SUI involved.

As used in this Agreement and as defined in Federal Aviation Administration (FAA) Order 1600.75, Protecting Sensitive Unclassified Information (SUI), SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that must be protected from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA (e.g., disclosure to unauthorized recipients or without using all of the controls required by the laws, regulations, and policies applicable to the type(s) of SUI involved). SUI includes information designated by DOT/FAA and other government agencies as For Official Use Only (FOUO) and all authorized categories and subcategories of Controlled Unclassified Information (CUI) in the CUI Registry, which is maintained by the National Archives and Records Administration's (NARA's) Information Security Oversight Office (ISOO), the Executive Agent for CUI matters. NARA implemented CUI requirements with 32 CFR Part 2002.

I attest that I am familiar with and will comply with the standards for access, dissemination, handling, and safeguarding of SUI to which I may have access in accordance with the terms of this Agreement and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access. Certain categories of SUI, such as Sensitive Security Information (SSI), are subject to different or tighter controls specific to the particular type of SUI involved. For example, access to, dissemination, handling, and safeguarding of Sensitive Security Information (SSI) is governed by 49 CFR Part 1520, Protection of Sensitive Security Information.

I understand and agree to the following terms and conditions of my conditional access to SUI:

1. I acknowledge that I have been / will be briefed on \_\_\_\_\_ (insert date) about the nature and protection of SUI, including the requirement that I verify a prospective recipient's duty to protect and need-to-know the information prior to disclosure, and that I understand these procedures.
2. By being granted access to SUI, the United States Government has placed special confidence and trust in me, and I am obligated to handle and safeguard SUI in my possession in a manner that affords sufficient protection from unauthorized disclosure and inadvertent access, in accordance with the terms of this Agreement; FAA Order 1600.75; and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access.
3. I understand that federal laws and regulations, including but not limited to the following, provide for criminal and civil penalties for improper disclosure of SUI: 5 U.S.C. § 552a and 18 U.S.C. §§ 641, 1832, and 1905.
4. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding of information under this Agreement.
5. I will not disclose or release any SUI provided to me pursuant to this Agreement without proper authority or authorization. Disclosure of any information pursuant to this agreement will be in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. The Authorized Entity will comply with access restrictions imposed by authorized limited dissemination controls.
6. I understand that all SUI the FAA provides shall remain the property of the FAA and shall be returned to the FAA upon request. Otherwise, all SUI shall be destroyed immediately upon the conclusion of the project or at FAA's request, except as required by law.
7. I agree that I shall return all SUI to which I have access or which is in my possession, 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to DOT/FAA; and/or 3) upon determination that my official duties do not require further access to such information.
8. I understand that DOT/FAA may provide SUI to me under this Agreement that is not marked, depending on the medium, and I agree to protect any SUI provided to me under this Agreement in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, whether or not it is marked. I agree that I will not alter or remove markings, which may indicate a type(s) of SUI, specific handling instructions, and/or limited dissemination controls, from any material I may come in contact with, unless such alteration or removal is consistent with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. I agree that if I use SUI from a document or other medium, I will carry forward any markings and will protect them in the same manner as the original.
9. I understand that SUI often retains its sensitivity and safeguarding and handling

10. restrictions even when redacted, obscured, anonymized, obfuscated, masked, or otherwise altered. Unless authorized in advance in writing by a duly authorized representative of the FAA, I understand that I am not permitted to redact, obscure, anonymize, obfuscate, mask, or otherwise alter SUI provided to me under this Agreement or to direct or permit anyone else to do so and that I must promptly report any such occurrences to the FAA in accordance with paragraph 10 of this Agreement.
11. I agree that I shall promptly report to the appropriate official, in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation or incident involving SUI that I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations and other incidents.
12. If I violate the terms and conditions of this Agreement, such violation may result in the revocation of my access to SUI.
13. I assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of SUI not consistent with the terms of this Agreement.
14. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to SUI in this context, the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subject to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect SUI to which I have been granted access under the terms of this Agreement.
15. Unless and until I am released in writing by an authorized representative of the DOT/FAA (if permissible for the particular type(s) of SUI involved), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted access, and at all times thereafter.
16. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.
17. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.
18. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter my obligations, rights, or liabilities created by Executive Order No. 13526; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section



2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats). The definitions, requirements, obligations, rights, sanctions, and liabilities created by the foregoing Executive Order and statutes are incorporated into this agreement and are controlling.

- 19. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.
- 20. I represent and warrant that I have the authority to enter into this Agreement.
- 21. I understand that the Authorized Entity's officials, employees, consultants, contractors, subcontractors, agents, representatives, assignees, or affiliates must each execute separate individual nondisclosure agreements with the FAA before being provided access to SUI covered by this Agreement.
- 22. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me FAA Order 1600.75 and the laws, regulations, or Federal Executive Branch policies applicable to the specific type(s) of SUI to which the Authorized Entity is being granted access so that I may read them at this time, if I so choose.

I make this Agreement in good faith, without mental reservation or purpose of evasion.

Federal Aviation Administration:

\_\_\_\_\_  
(Authorized Entity)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Business Address:

Business Address:



TOWN OF  
**PINEDALE**  
WYOMING

**E-4**

**Item:** Approve Final Acceptance of the Raph Wenz Field 20,000 Gallon Jet-A Installation Project with Bassco Services Inc.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Recommendation:**

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**CERTIFICATE OF FINAL COMPLETION**

OWNER: Town of Pinedale, Wyoming

OWNER'S CONTRACT NO: \_\_\_\_\_

OWNER'S PROJECT NO: \_\_\_\_\_

ENGINEER'S PROJECT NO: 230238

PROJECT: Ralph Wenz Field  
Install 20,000 Gallon JetA Tank

LOCATION: Ralph Wenz Field Airport, Pinedale, Wyoming

The Project to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, AGENCIES and ENGINEER, and that Project is hereby declared to be final and complete in accordance with the Contract Documents. The CONTRACTOR's one year warranty of all completed work shall commence as dated below.

DATE OF FINAL PROJECT COMPLETION: June 27,2024

ACCEPTANCE BY:

OWNER: Town of Pinedale, Wyoming

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: Bassco Services Inc.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEER: Ardurra Group, Inc.

BY:  DATE: 7/3/2024



TOWN OF  
**PINEDALE**  
WYOMING

**E-5**

**Item:** Approve Final Acceptance of the Ralph Wenz Field Procurement of Wheel Loader with Attachments for the Airport Snow Removal Project with Tri-State Truck & Equipment, Inc.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Recommendation:**

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## CERTIFICATE OF FINAL COMPLETION

OWNER: Town of Pinedale, Wyoming

OWNER'S CONTRACT NO: \_\_\_\_\_

OWNER'S PROJECT NO: WYDOT APN009A

ENGINEER'S PROJECT NO: 230136

PROJECT: Ralph Wenz Field

Procurement of Wheel Loader with Attachments for Airport Snow Removal


LOCATION: Ralph Wenz Field Airport, Pinedale, Wyoming

The Project to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, AGENCIES and ENGINEER, and that Project is hereby declared to be final and complete in accordance with the Contract Documents. The CONTRACTOR's one year warranty of all completed work shall commence as dated below.

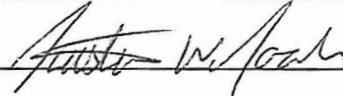
DATE OF FINAL PROJECT COMPLETION: June 19,2024

ACCEPTANCE BY:

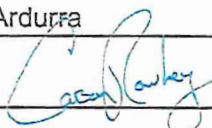
OWNER: Town of Pinedale, Wyoming

BY:  DATE: 6/28/2024

CONTRACTOR: Tri-State Truck & Equipment, Inc.

BY:  DATE: 6-25-24

ENGINEER: Arduffa

BY:  DATE: 6/24/2024



TOWN OF  
**PINEDALE**  
WYOMING

**E-6**

**Item:** Approve the septic receiving upgrades with Wind River Fab, in an amount not to exceed \$6,000.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Abram Pearce

**Information:** Attached

**Recommendation:**

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BOM Name: Town of Pinedale Septage Rcv  
 BOM Note:

Item Code	Qty	Description	Price	Total
96000002	1	WERMA mounting bracket, surface mount, black, polyamide. For use with 70mm terminal elements. M16 x 1.5mm cable gland included.	\$ 19.55	\$ 19.55
64924002	1	WERMA LED signal tower, (3) tiers, 70mm diameter, red/yellow/green, permanent light function, 24 VAC/VDC, colored lens, 210.2mm body length, black, 360 degree viewing angle, bracket mount, IP65.	\$ 212.75	\$ 212.75
RHC161606	1	Wiegmann enclosure, NEMA 1/3R, 16 x 16 x 6in (HxWxD), wall mount, carbon steel, ANSI 61 gray, powder coat finish, single-door, 1/4-turn flush-mounted latch, padlock hasp and staple.	\$ 215.05	\$ 215.05
NP616	1	Wiegmann subpanel, carbon steel, white, powder coat finish. For use with 16x16 (HxW) N1216160x, N4161606, RHC161606, SSN4161606 and SSN4161606A enclosures.	\$ 46.57	\$ 46.57
PSV24-240S	1	RHINO PSV series switching power supply, 24 VDC @ 10A/240W (adjustable), 120/240 VAC nominal input, 1-phase, enclosed, metal housing, 35mm DIN rail mount, screw terminals.	\$ 100.05	\$ 100.05
KN-F10L24AC-10	1	Konnect-It screw circuit protection terminal block, blown fuse indicator, accepts wire size 26-8 AWG, gray, 6.3A, 24 VAC LED indicator(s), 35mm DIN rail mount, 10kA SCCR. Package of 10. For use with GMA, GMC, S500 and S506 series fuses.	\$ 40.83	\$ 40.83
KN-T12GRY-25	2	Konnect-It screw single-level feedthrough terminal block, accepts wire size 26-12 AWG, gray, 20A, 35mm DIN rail mount, 100kA SCCR. Package of 25. For use with jumpers KN-2J12, KN-3J12, KN-4J12 and KN-10J12.	\$ 10.35	\$ 20.70
G07S0000	1	Graphite® 7" Modular HMI, Outdoor 7 inch WVGA Color Widescreen touchscreen (800 x 480) Outdoor Model Up to 20 Simultaneous Protocol Conversions One 10/100 Base-TX Ethernet Port Three Fully Isolated Serial Communication Ports, (two RS-232 and one RS-422/485) One USB Type B Port Two High-retention USB Host Ports 5 Module Slots to Easily add I/O Capability with Plug-in Modules 196 x 140mm Dimensions	\$2,831.00	\$ 2,831.00
Panel Build	2	Cutout enclosure for HMI, Mount power supply, panel wiring, light stack	\$ 150.00	\$ 300.00
Programming	10	PLC and HMI modifications to accommodate PIN entry for septage receiving	\$ 150.00	\$ 1,500.00
			<b>Total</b>	<b>\$ 5,286.50</b>



TOWN OF  
**PINEDALE**  
WYOMING

**E-7**

**Item:** Approve the Temporary Use Permit Application for Stockman's Street Party road closure of North Maybell Avenue from Pine Street to Magnolia Street, on Friday, July 12, 2024, from 6 p.m. to 1 a.m.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Amy Sturman

**Information:** Attached

**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:** Stockman's Street Party **EVENT DATE:** Friday 7/12/24

<b>APPLICANT INFORMATION</b>	NAME: <u>Buck Buchenroth</u>
	MAILING ADDRESS: <u>PO Box 859, Pinedale, WY 82941</u>
	PHONE: <u>307-730-7722</u> EMAIL: <u>Buck@Stockmans.biz</u>
	CONTACT INFORMATION IF DIFFERENT FROM ABOVE NAME:
	PHONE: _____ EMAIL: _____

<b>LOCATION</b>	DESCRIPTION OF EVENT LOCATION: <u>Country Western Music by Jesse Cornet &amp; the Revolvers</u>
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<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: <u>6</u> AM <input type="checkbox"/> PM to <u>1</u> AM <input type="checkbox"/> PM DURATION OF ACTIVITY: <u>5 hours plus set up &amp; take down</u>
	RESTROOMS: <input type="checkbox"/> NONE <input checked="" type="checkbox"/> <sup>onsite</sup> PORTA-POTTY <input checked="" 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): <u>Maybell (north)</u>
	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  Application Date July 5 - 2024

### FOR TOWN USE ONLY

<b>PAYMENT:</b> CASH MO CREDIT CHECK # <u>2561</u>
Permit Number: _____
Date Issued (by Staff or Town Council): _____
Date of Expiration: _____
Issued By: _____
Payment Waiver by Town Council? <input type="checkbox"/> NO <input type="checkbox"/> YES – Date of meeting: _____
Authorized By: _____





TOWN OF  
**PINEDALE**  
WYOMING

**F-1**

**Item:** Approve the Mayor's Appointment of Jackie Anderson to the Pinedale Park & Tree Board, effective through June 30, 2027.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**Recommendation:**

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Dear Mayor Murdock,

Hello, I am writing to ask for permission to become a member of the Park and Tree board, as I would love to be of service.

I attended last month's board meeting and I liked the premise, the ideas, and the members; and believe I have the time and passion to be helpful.

I am a Wyoming native, from Casper, moved to Jackson in 1985 where I raised three children.

Now, thankfully, both of my daughters landed back in Wyoming in beautiful, peaceful and kind Pinedale. I've been living here since my granddaughter was born last summer and am building a house in Trails Creek subdivision.

I spent time volunteering in Jackson, and am looking to do the same here in Pinedale.

Thank you for your consideration.

Jackie Anderson



TOWN OF  
**PINEDALE**  
WYOMING

**F-2**

**Item:** Approve Main Street Pinedale's Temporary Use Permit Application for the closure of North Tyler from Pine Street to Magnolia Street, for the Rendezvous Roundup Kids Zone, on Saturday, July 13, 2024.

**Action:** Approve/Disapprove/Amend

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**Presenter:** Amy Sturman

**Information:** Attached; Main Street Pinedale was approved for the same road closure/same date but would like the closure to start following the parade for the Kids Zone. They are requesting this block of North Tyler to be closed to traffic from approximately noon to midnight.

**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: Street closure for N. Tyler for dancing & Kids Zone**      **EVENT DATE: July 13**

<b>APPLICANT INFORMATION</b>	NAME: Main Street Pinedale
	MAILING ADDRESS: 19 E. Pine Street @529 Pinedale Wy. 82941
	PHONE: (307) 360-6246      EMAIL: info@mainstreetpinedale.com
	CONTACT INFORMATION IF DIFFERENT FROM ABOVE NAME: Kaddy Fyfe-Shivers
	PHONE: (307) 367-2242      EMAIL: info@mainstreetpinedale.com
<b>LOCATION</b>	DESCRIPTION OF EVENT LOCATION: N. Tyler closure to Magnolia for Kids Zone at Rider Properties and Dancing after the Parade. We will also use bales of hay to help block off the street and provide extra seating for people
<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: _____ 12 AM/PM to _____ 12 AM/PM    DURATION OF ACTIVITY: with street dance permit that has already been approved for 6pm it will be a total of 12 hours
	RESTROOMS: <input type="checkbox"/> NONE <input checked="" 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): North Tyler to Magnolia, 1 block _____
	DO YOU PLAN TO ERECT A SIGN? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES a sign will be at the visitor center
	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 Fyfe-Shivers      Application Date 7/3/24

### FOR TOWN USE ONLY

<b>PAYMENT:</b> CASH    MO    CREDIT    CHECK # _____
Permit Number: _____
Date Issued (by Staff or Town Council): _____
Date of Expiration: _____
Issued By: _____
Payment Waiver by Town Council? <input type="checkbox"/> NO <input type="checkbox"/> YES – Date of meeting: _____
Authorized By: _____





TOWN OF  
**PINEDALE**  
WYOMING

**G-1**

**Item:** Approve the bills for July 8, 2024, in the amount of \$467,796.67 paid with checks 30633 – 30662

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:** Attached

**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>30633</b>									
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073499	10-452-5010	SPRINKLER REPAIRS	30.05	30.05
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073539	10-452-5010	TIMERS	57.98	57.98
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073664	10-416-1795	DRILL BIT & FENCE SCREWS	126.71	126.71
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073703	10-452-5010	SHEAR HANDLES	20.48	20.48
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073731	10-452-2235	TAPE & MALLET	27.47	27.47
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073750	10-452-2235	CAUTION TAPE	60.93	60.93
07/24	07/08/2024	30633	5	A TO Z HARDWARE	073760	10-452-2235	PROPANE	15.29	15.29
Total 30633:									338.91
<b>30634</b>									
07/24	07/08/2024	30634	1452	AIRNAV LLC	2027465	31-414-0020	FUEL COST ADVERTISING	2,464.38	2,464.38
Total 30634:									2,464.38
<b>30635</b>									
07/24	07/08/2024	30635	1259	ARDURRA GROUP	220064-24	31-416-0050	AIRPORT MASTER PLAN - FED	3,260.00	3,260.00
07/24	07/08/2024	30635	1259	ARDURRA GROUP	230238-14	31-416-0010	PNA FUEL FARM INSTALLATION	9,440.38	9,440.38
07/24	07/08/2024	30635	1259	ARDURRA GROUP	230373-9	10-560-5103	PATHWAY CONNECTIVITY DESI	26,631.69	26,631.69
07/24	07/08/2024	30635	1259	ARDURRA GROUP	230611-6	31-416-0015	PNA REHAB S GA APRON-LOCA	2,465.00	2,465.00
Total 30635:									41,797.07
<b>30636</b>									
07/24	07/08/2024	30636	1450	AVFUEL CORPORATION	020700934	31-414-0010	JET A FUEL	29,439.28	29,439.28
Total 30636:									29,439.28
<b>30637</b>									
07/24	07/08/2024	30637	1101	CLEAN WASH LAUNDROMAT	44940	31-410-0215	AIRPORT MAT SERVICE	53.00	53.00
07/24	07/08/2024	30637	1101	CLEAN WASH LAUNDROMAT	44941	10-410-0490	TOWN HALL MAT SERVICE	61.00	61.00
07/24	07/08/2024	30637	1101	CLEAN WASH LAUNDROMAT	44972	31-410-0215	AIRPORT MAT SERVICE	53.00	53.00
07/24	07/08/2024	30637	1101	CLEAN WASH LAUNDROMAT	44982	10-452-0490	AMERICAN LEGION MAT SERVI	62.00	62.00
Total 30637:									229.00
<b>30638</b>									
07/24	07/08/2024	30638	1358	DESIGN ELECTRIC	240188	10-452-5010	BREAKER WIRE	333.32	333.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 30638:									333.32
<b>30639</b>									
07/24	07/08/2024	30639	161	ENERGY LABORATORIES INC	638994	52-434-1730	WW TESTING	244.00	244.00
07/24	07/08/2024	30639	161	ENERGY LABORATORIES INC	639315	51-433-1730	WATER TESTING	491.00	491.00
07/24	07/08/2024	30639	161	ENERGY LABORATORIES INC	639940	51-433-1730	WATER TESTING	555.00	555.00
Total 30639:									1,290.00
<b>30640</b>									
07/24	07/08/2024	30640	301	M & M DISPOSAL	7245	52-434-5010	DUMPSTER RENT	99.00	99.00
Total 30640:									99.00
<b>30641</b>									
07/24	07/08/2024	30641	325	MOOSELY MAILBOXES & MORE	89391	31-410-0215	BOOK RETURN	24.23	24.23
07/24	07/08/2024	30641	325	MOOSELY MAILBOXES & MORE	89433	10-410-0290	RMP SERVICE AGREEMENT-MC	13.43	13.43
Total 30641:									37.66
<b>30642</b>									
07/24	07/08/2024	30642	1047	NELSON ENGINEERING	64797	10-498-0350	PLAN REVIEW-BUTCHER SHOP	1,310.00	1,310.00
Total 30642:									1,310.00
<b>30643</b>									
07/24	07/08/2024	30643	352	NORMONT EQUIPMENT	32031	10-502-5013	STREET SWEEPER BROOMS	1,879.40	1,879.40
Total 30643:									1,879.40
<b>30644</b>									
07/24	07/08/2024	30644	365	OFFICE OUTLET	0927447	10-498-0290	OFFICE SUPPLIES-P&Z	31.41	31.41
07/24	07/08/2024	30644	365	OFFICE OUTLET	0927472	52-434-0290	OFFICE SUPPLIES-SEWER DEP	7.20	7.20
07/24	07/08/2024	30644	365	OFFICE OUTLET	0927609	10-410-0290	OFFICE SUPPLIES	32.31	32.31
Total 30644:									70.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>30645</b>									
07/24	07/08/2024	30645	385	PINEDALE AUTO SUPPLY	111627	10-502-5012	OIL	4.49	4.49
07/24	07/08/2024	30645	385	PINEDALE AUTO SUPPLY	111628	10-502-5012	OIL	4.49	4.49
07/24	07/08/2024	30645	385	PINEDALE AUTO SUPPLY	111693	10-502-5012	OIL	18.77	18.77
07/24	07/08/2024	30645	385	PINEDALE AUTO SUPPLY	112373	10-502-5012	OIL FILTER	11.28	11.28
Total 30645:									39.03
<b>30646</b>									
07/24	07/08/2024	30646	394	PINEDALE LUMBER	196047	10-452-2235	BALING TWINE	59.99	59.99
Total 30646:									59.99
<b>30647</b>									
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 205	10-410-1613	TOWN HALL	144.98	144.98
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 AIR	31-413-0375	AIRPORT GENERATOR	25.99	25.99
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 DK	10-452-1613	BALLFIELDS	24.10	24.10
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 DP	10-501-1613	PUBLIC WORKS	79.49	79.49
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 FB	31-413-0375	AIRPORT FBO	29.50	29.50
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 LIF	51-433-1613	LIFT STATION	16.75	16.75
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 MAI	31-413-0375	AIRPORT MAINTENANCE HANG	15.00	15.00
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 MC	51-433-1613	MCCOY	64.40	64.40
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 OR	51-433-1613	ORCUTT	26.59	26.59
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 PAR	10-452-1613	BOYD SKINNER PARK	21.01	21.01
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 SR	31-413-0375	AIRPORT SRE BUILDING	16.58	16.58
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 SR	31-413-0375	AIRPORT SRE HANGAR	18.16	18.16
07/24	07/08/2024	30647	396	PINEDALE NATURAL GAS, INC.	20240626 WW	52-434-1613	WASTEWATER	23.74	23.74
Total 30647:									506.29
<b>30648</b>									
07/24	07/08/2024	30648	898	PINEDALE ROUNDUP	305895	10-410-0330	WEEKLY AD	100.00	100.00
07/24	07/08/2024	30648	898	PINEDALE ROUNDUP	305923	10-410-0330	INVITATION TO BID	197.50	197.50
07/24	07/08/2024	30648	898	PINEDALE ROUNDUP	306447	10-410-0330	DIGITAL ENHANCEMENT-JUNE	20.00	20.00
07/24	07/08/2024	30648	898	PINEDALE ROUNDUP	306751	10-410-0330	WEEKLY AD	100.00	100.00
07/24	07/08/2024	30648	898	PINEDALE ROUNDUP	306784	10-410-0330	INVITATION TO BID	197.50	197.50
Total 30648:									615.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>30649</b>									
07/24	07/08/2024	30649	437	RIDLEY'S FAMILY MARKET	0412.07.03	10-452-2235	4TH OF JULY EVENT SUPPLIES	94.51	94.51
Total 30649:									94.51
<b>30650</b>									
07/24	07/08/2024	30650	453	ROCKY MOUNTAIN POWER	20240625 D&	51-433-1611	DUMP & FILL	48.57	48.57
07/24	07/08/2024	30650	453	ROCKY MOUNTAIN POWER	20240625 MC	51-433-1611	MCCOY	261.80	261.80
07/24	07/08/2024	30650	453	ROCKY MOUNTAIN POWER	20240625 MT	51-433-1611	MT AIRY/SCADA	37.10	37.10
07/24	07/08/2024	30650	453	ROCKY MOUNTAIN POWER	20240625 SU	10-452-1611	105 N MADISON RR	4,678.87	4,678.87
Total 30650:									5,026.34
<b>30651</b>									
07/24	07/08/2024	30651	1243	SANI-STAR	12376	10-410-0320	MONTHLY SERVICE	150.00	150.00
Total 30651:									150.00
<b>30652</b>									
07/24	07/08/2024	30652	1433	SHADOW MOUNTAIN WATER OF WY I	002.B015639	31-414-0040	AIRPORT POTABLE WATER	15.00	15.00
07/24	07/08/2024	30652	1433	SHADOW MOUNTAIN WATER OF WY I	002.B016122	31-414-0040	AIRPORT POTABLE WATER	15.00	15.00
Total 30652:									30.00
<b>30653</b>									
07/24	07/08/2024	30653	501	STITCHIN POST	15	10-501-1650	UNIFORMS	2,107.00	2,107.00
07/24	07/08/2024	30653	501	STITCHIN POST	16	10-501-1650	UNIFORM EMBROIDERY	350.00	350.00
Total 30653:									2,457.00
<b>30654</b>									
07/24	07/08/2024	30654	1469	SWEETWATER TECHNOLOGY SERVIC	22924	10-415-0495	TECH TRAVEL & MEALS	9.86	9.86
Total 30654:									9.86
<b>30655</b>									
07/24	07/08/2024	30655	531	SYSCO INTERMOUNTAIN FOOD SERV	04140995	10-452-2235	FOURTH OF JULY EVENT COST	3,592.04	3,592.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 30655:									3,592.04
<b>30656</b>									
07/24	07/08/2024	30656	970	TOWN OF PINEDALE PETTY CASH	20240701	10-452-2235	4TH OF JULY EVENT SUPPLIES	66.03	66.03
Total 30656:									66.03
<b>30657</b>									
07/24	07/08/2024	30657	1495	TRI-STATE TRUCK & EQUIPMENT INC	PAY EST #1	31-416-0010	PNA SRE ACQUISITION-STATE	364,613.59	364,613.59
Total 30657:									364,613.59
<b>30658</b>									
07/24	07/08/2024	30658	580	UNION TELEPHONE COMPANY, INC.	70134164.062	52-434-1610	UTILITIES/CELL/SEWER	233.91	233.91
Total 30658:									233.91
<b>30659</b>									
07/24	07/08/2024	30659	586	USA BLUEBOOK	INV00399087	51-433-1730	WATER TESTING REAGENTS	1,176.79	1,176.79
Total 30659:									1,176.79
<b>30660</b>									
07/24	07/08/2024	30660	592	VISA	20240704	21-410-0030	LODGING TAX BANNERS-CRED	4,054.10	4,054.10
Total 30660:									4,054.10
<b>30661</b>									
07/24	07/08/2024	30661	1451	WESTERN WYOMING BEVERAGES	1315111	10-452-2235	4TH OF JULY EVENT SUPPLIES	240.00	240.00
Total 30661:									240.00
<b>30662</b>									
07/24	07/08/2024	30662	642	WOOD LAW OFFICE	20240701	10-410-0170	ADVANCED FILING FEES	5,543.25	5,543.25
Total 30662:									5,543.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount
Grand Totals:									<u>467,796.67</u>

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

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

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

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





TOWN OF  
**PINEDALE**  
WYOMING

**H-1**

**Item:** Executive Session to discuss Pending Litigation

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:**

**Recommendation:**

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TOWN OF  
**PINEDALE**  
WYOMING

H-2

**Item:** Executive Session to discuss Real Estate

**Action:** Approve/Disapprove/Amend

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**Presenter:** Mayor Murdock

**Information:**

**Recommendation:**

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