



# Wyoming Business Council **BOARD OF DIRECTORS MEETING**

May 7, 2020 · Online, Wyoming



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— INCREASING —  
**WYOMING'S**  
— PROSPERITY —

# Board of Directors Agenda

Thursday, May 7, 2020

By Zoom Webinar

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## THURSDAY, MAY 7

By Zoom Webinar

*(Times and order of agenda are tentative and subject to change without notice)*

**Dress code is business attire**

Join the webinar at: <https://zoom.us/j/295704768>

**8:00 a.m. Convene Public Meeting** – Co-chair Mike Easley

- Pledge of Allegiance
- Roll call of Board Members
- **ACTION ITEM:** Consideration of approval of May 2020 Consent Agenda items:
  - Minutes from March 2020 Regular Meeting at Greybull – (Page 5)
  - Minutes from April 7, 2020 Special Meeting by Webinar – (Page 10)
  - Minutes from April 28, 2020 Special Meeting by Webinar – (Page 12)
  - Quarterly Personnel Report (PBA Committee) – (Section C, page 4)
  - Updates to WBC Policy Manual Chapter 1 – (Section C, page 7)

**8:15 a.m. CEO Report** – Chief Executive Officer Josh Dorrell

- COVID-19 Business & Finance Task Force Response Update
- Stakeholder and Partner Outreach Efforts
- Economic Recovery Plan Preview

**9:00 a.m. Broadband Advisory Council Update** – Broadband Manager Ryan Kudera

- **ACTION ITEM:** Consideration of Broadband Advisory Council recommendations

**9:15 a.m. Business Contract and Loan Standing Committee** – Chairman Jason Kintzler (Section A)

- **Quarterly Challenge Loan Report** – Economic Development Finance Manager Josh Keefe
  - **ACTION ITEM:** Consideration of acceptance of quarterly Challenge Loan report
- **Annual Challenge Loan Reports** – Economic Development Finance Manager Josh Keefe
  - **ACTION ITEM:** Consideration of acceptance of annual Challenge Loan Report
- **Annual SBIC Report** – Economic Development Finance Manager Josh Keefe
  - **ACTION ITEM:** Consideration of acceptance of annual SBIC Report
- **Contract with University of Wyoming for FY21 Business Resource Network funding** – Chief Strategy Officer Sarah Fitz-Gerald, Strategic Partnerships Director Ron Gullberg, Business Development Director Brandon Marshall
  - **ACTION ITEM:** Consideration of acceptance of staff recommendations
- **Amendment to Contract with Advance Commercial Provider, LTD of Taiwan for the continued operation of the Taiwan Asia-Pacific Trade Office in Taipei through FY2022** – Business Development Director Brandon Marshall
  - **ACTION ITEM:** Consideration of acceptance of staff recommendations

**10:00 a.m. Morning Break**

**10:15 a.m. Community Grant and Loan Standing Committee** – Chairwoman Erin Moore (Section B)

- **Update on Community Development Block Grant (CDBG) Imminent Threat grants to Town of Mills and City of Sheridan** – Community Development Director Julie Kozlowski
- **Review of Business Ready Communities (BRC) Budget and Allocation Plan** – Community Development Manager Noelle Reed, BRC Program Manager Karen Fate Grants Project Manager John Wendling will present recommendations on the following project applications:

| BRC Applications Received March 1, 2020 |  |                                     |              |                      |
|---|--|-------------------------------------|--------------|----------------------|
| Applicant                               | Project  | Type                                | Request      | Staff Recommendation |
| 1. Saratoga Carbon Co Impact JPB        | Southern Water & Sewer Extension                         | Community Development - Readiness   | \$ 1,000,000 | \$ 1,000,000         |
| 2. Laramie, City of                     | Wayfinding Signage                                       | Community Development - Enhancement | \$ 475,000   | \$ -                 |
| 3. Washakie County                      | Library & Economic Development Project                   | Community Development - Enhancement | \$ 500,000   | \$ 500,000           |
| 4. City of Evanston                     | WY State Hospital Campus Assessment & Redevelopment Plan | Planning - ED Study                 | \$ 25,000    | \$ 25,000            |
| 4. Uinta County                         | WY State Hospital Campus Assessment & Redevelopment Plan | Planning - ED Study                 | \$ 25,000    | \$ 25,000            |
| 5. Moorcroft, Town of                   | Moorcroft Town Center Upgrade Study                      | Planning - Feasibility Study        | \$ 18,750    | \$ 43,750 **         |
| 6. Pine Bluffs, Town of                 | Senior Assisted Living Study                             | Planning - Feasibility Study        | \$ 18,750    | \$ 43,750 **         |
| Total Requests                          |  |                                     | \$ 2,062,500 | \$ 1,637,500         |
| Total Available BRC Funding             |  |                                     |              | \$ 19,645,659        |
| Funds remaining if awarded              |  |                                     |              | \$ 18,008,159        |

- **ACTION ITEM:** Consideration of staff recommendations for each project

**11:45 a.m. Personnel, Budget and Audit Standing Committee** – Chairwoman Kathy Tomassi (Section C)

- **Quarterly Financial Update** – Accounting Manager Lyndsay Orr, CPA
  - **ACTION ITEM:** Consideration of acceptance of quarterly financial report
- **FY20 Audit Services RFP and Contract Update** – Chief Operating Officer Amy Grenfell

**12:15 p.m. Other Board Matters**

- **Standing Committees will meet by teleconference this quarter during the week of August 10:**
  - **Community Grant and Loan:** Tuesday, August 11 at 10:00 a.m. to 12:00 p.m.
  - **Personnel, Budget and Audit:** Wednesday, August 12 at 10:00 to 11:00 a.m.
  - **Business Contract and Loan:** Friday, August 14 at 10:00 to 11:00 a.m.
- **Next Regular Meeting of this Board:** September 9-10 at Kemmerer

**12:30 p.m. Adjourn Public Meeting**





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## REGULAR MEETING OF THE WYOMING BUSINESS COUNCIL BOARD OF DIRECTORS

THURSDAY, MARCH 5, 2020 | AT THE GREYBULL RECREATION DISTRICT

### BOARD MEMBERS PRESENT

Chuck Brown, John Coyne III, Kim DeVore, Mike Easley, Ron Harvey, Allen Hoopes, Cindy Johnson, Chuck Kenyon, Jason Kintzler, Erin Moore, Pam Thayer, Kathy Tomassi

### STAFF PRESENT

Sue Akey, Warren Appel, Chava Case, Tom Dixon, Josh Dorrell, Baylie Evans, Karen Fate, Sarah Fitz-Gerald, Amy Grenfell, Ron Gullberg, Brandi Harlow, Sherry Hughes, Shaun Jones, Josh Keefe, Julie Kozlowski, Ryan Kudera, Wendy Lopez, Lyndsay Orr, Marcio Paes-Barreto, Ben Peterson, Kim Porter, Amy Quick, Noelle Reed, Jason Reid, Debbie Richardson, Kim Rightmer, Michelle Shellhart, Heather Tupper

### CONVENE PUBLIC MEETING

Co-Chair Mike Easley called the meeting to order at 8:30 a.m. and led the Board in the Pledge of Allegiance. Board members introduced themselves in turn and quorum was established, then heard remarks from new CEO Josh Dorrell.

- **ACTION ITEM:** Motion to approve March 2020 Consent Agenda items by Ms. DeVore, second by Mr. Hoopes, and no discussion or corrections. Motion carried unanimously.

### WELCOME TO GREYBULL

Northwest Regional Director Amy Quick welcomed the Board to Greybull and spoke of new developments in the region and the importance of small communities to Wyoming. Greybull Mayor Myles Foley and Big Horn County Commissioner Dave Neves thanked the board for coming to Greybull for this meeting and acknowledged the economic benefits the community enjoys from the WBC's presence.

The Board then heard from Jeff Grant of the Antelope Butte Foundation who shared updates on the developments and improvements at the Antelope Butte Ski Area, a project funded by the WBC. These include the maintenance of 5-6 full-time employees through the summer, a current payroll of 24 people, and plans to add as many as 15 additional full-time jobs as new amenities come online.

### 2020 BOARD COMMITTEE ASSIGNMENTS

Mr. Easley outlined the creation of three new committees this year. The Outreach Committee will be tasked with maintaining the relationships, outreach and momentum generated through the recent CEO search, and will be chaired by former board member and 2019 co-chair Megan Goetz.

The Strategy Execution Committee will work directly with the Chief Strategy Officer to continue focused work on portions of the WBC's new strategic plan, and will be chaired by Ms. DeVore and vice-chaired by Mr. Kintzler.

The CEO Transition Committee will focus on getting new CEO Josh Dorrell oriented with the WBC's work and serve to

provide support and performance review for the CEO and the organization. This committee will consist of Mr. Easley, Ms. DeVore, Ms. Moore.

Mr. Easley spoke about the WBC's three standing committees and their function in relation to this board. The Personnel, Budget and Audit Committee will be chaired by Ms. Tomassi with Mr. Hoopes as vice-chair. The Business Contract and Loan Committee will be chaired by Mr. Kintzler with Mr. Harvey as vice-chair. Erin Moore will chair the Community Grant and Loan committee with Mr. Coyne as vice-chair.

Mr. Easley concluded by speaking about the Executive Committee, which is comprised of the three board officers in additions to Ms. Tomassi and Mr. Kintzler.

## BUSINESS CONTRACT AND LOAN STANDING COMMITTEE

Economic Development Finance Manager Josh Keefe presented the quarterly Challenge Loan report, including the escalation of the Weber Ag loan matter with an outstanding balance of \$134,000.00. Keefe mentioned efforts with Representative Mike Grear to update the Challenge Loan statutes to allow improved enforcement of past-due loans. The loan loss reserve remains adequate, the available fund balance is \$7,414,554.00, and there are no charge-off balances to report.

- **ACTION ITEM:** Motion to approve quarterly Challenge Loan report by Mr. Kenyon, second by Ms. Moore, and no discussion. Motion carried unanimously.

Keefe then presented the Board with a Bridge Loan Participation Request from First Northern Bank of Wyoming for Red Fork Farmstead LLC which will focus on the production of sheep cheese. The total is \$975,000.00 with the WBC holding \$300,000.00, will be secured by two real property parcels as well as personal guarantees, and will be a 10-year note. Staff recommends participation as requested.

- **ACTION ITEM:** Motion to approve the participation request as presented by Mr. Hoopes, second by Ms. Thayer. Motion carried unanimously with Mr. Easley recused for a conflict of interest.

Keefe provided a final update on the Economic Disaster loans being issued to growers affected by the Goshen Irrigation Tunnel collapse of 2019. A total of 37 have been made or are in final stages, totaling some \$3.2 million dollars and covering 12,000 acres.

Keefe concluded with a review of HB0152 affecting the Large Loan program, including a proposed amendment by Rep. MacGuire to update collateral and equity provisions, and which would ensure Wyoming banks have preferential access to the program.

Chief Operating Officer then provided the board with a review of a multi-agency contract with EMSI between the Governor's Office, the Wyoming Department of Workforce Services/Workforce Development Council and the WBC for economic modeling and workforce development. This contract will be held by the Governor's Office with the WBC serving as fiscal agent. The total contract is \$238,000.00, and WBC's share of the total is \$30,000.00 with the remainder being paid by DWS/WWDC and the Governor's Office. Staff recommends approval of this contract.

- **ACTION ITEM:** Motion to approve staff recommendations by Mr. Hoopes, second by Ms. DeVore, and no discussion. Motion carried unanimously.

## COMMUNITY GRANT AND LOAN STANDING COMMITTEE

Community Development Director Julie Kozlowski led the board on a review of the Business Ready Communities budget and allocation plan, as well as recent legislative movement as it relates to the BRC program and the CD division overall. Kozlowski also spoke to the collaborative efforts with external stakeholders to update the BRC program rules, as well as the ongoing process to re-home the Community Development Block Grant (CDBG) program.

Kozlowski previewed the requests for consideration at this meeting totaling some \$11.3 million dollars, with staff recommending a total of \$9.9 million of funding.

## **Laramie County**

Community Development Manager Noelle Reed introduced a Business Committed request from Laramie County for a \$3 million BRC Grant and \$3 million BRC Loan for WYTEC, LLC. The funds will be used for the expansion of production facilities, with privately-funded phase II adding a sterilization facility and as many as 48 new jobs between both phases. The company currently employs 30 people, and has demonstrated an overall wage progression over the preceding 11 months of 7.7%. The board heard comments in support of the project from Anja Bendel of Cheyenne LEADS, and Susan Coll representing Innovive/WYTEC. Staff recommends funding as requested.

Messrs. Kintzler, Brown and Easley shared concerns about funding Phase I with no firm commitment on Phase II. Kozlowski suggested this board could add a contingency to the award requiring Phase II funding to be in place and committed by a certain date if they felt comfortable making that recommendation to SLIB.

## **Converse County**

Community Development Project Manager Karen Fate introduced a \$3 million Community Readiness grant request from Converse County for the construction of the John Lambert Subdivision in Douglas. Funds would be used to extend water, sewer and electrical infrastructure for the roughly 155 acres in the subdivision which aims to address workforce housing needs and attract new retail and commercial businesses. The board heard comments in support of the project from Chairman Robert Short of the Converse County Commission, Douglas City Councilman and Converse County Hospital CEO Karl Hertz, and Douglas City Administrator Jonathan Teichert. Staff recommends funding as requested.

Mr. Harvey spoke to his difficulties obtaining hotel rooms in Douglas for his service on the State Fair Board, with rooms going for upward of \$300 per night simply due to the severe shortage of housing, including approximately 80 campsites on the fairgrounds which are occupied year-round.

## **Town of Sinclair**

Reed presented a \$1,915,000.00 Community Readiness grant request from the Town of Sinclair for the restoration of the historic Sinclair Theater. Funds will be used to upgrade electrical, plumbing, telecommunications, mechanical and HVAC systems, ADA compliance, asbestos and lead paint removal, as well as interior repairs. The Town is working with the State Historic Preservation Office to ensure completed restorations maintain the building's history. The board heard comments in support of the project from Jason Knopp, Sinclair Town Engineer, and Town Councilmen Leif Johansson and Cullen Meeks. Staff recommends partial funding of this project in the amount of \$500,000.00 as a Community Enhancement project.

## **Town of Hudson**

Fate presented a \$111,338.00 Enhancement grant request from the Town of Hudson for the upgrade and renovation of playground equipment and construction of a picnic shelter at the town-owned Svilar Park. The community has engaged in fundraising efforts over the past two years raising \$85,000.00 in private donations, grant funds, in-kind donations and volunteer work. Comments in support of the project were heard from Hudson Mayor Mike Anderson. Staff recommends funding this project as requested.

## **Niobrara County**

Fate outlined a request from Niobrara County for a \$268,084 Enhancement grant to fund the upgrade and enhancement of the main building at the Niobrara County fairgrounds. The facility is used 325 days of each year for a variety of community events in addition to serving as an emergency shelter for disasters. Goals of the project include utility savings and modifications which will allow the facility to serve additional community events. The board heard comments in support of the project from Niobrara County Commission Chair Pat Wade and Fair Board Secretary Erin Smith. Staff recommends funding as requested.

## Town of Evansville

Reed presented a request from the Town of Evansville for a Planning grant in the amount of \$35,000.00 to fund the preparation of a comprehensive economic and community development plan. The Town's most-recent plan was completed in 2005 and followed the plan diligently, but circumstances have changed substantially in the years since, compelling an updated plan. Staff recommends funding up to \$35,000.00, and further recommends the Town participate in a Community Review through WBC Rural Development to realize additional cost savings.

- **ACTION ITEM:** The request from Laramie County failed due to lack of a motion.
- **ACTION ITEM:** The Converse County request failed due to lack of a motion.
- **ACTION ITEM:** The request from the Town of Sinclair failed due to lack of a motion.
- **ACTION ITEM:** The Town of Hudson request failed due to lack of a motion.
- **ACTION ITEM:** Motion to approve staff recommendations for the Niobrara County request by Mr. Brown, second by Mr. Kintzler, and no discussion. Motion carried unanimously.
- **ACTION ITEM:** Motion to approve staff recommendations for the Town of Evansville request by Mr. Harvey, second by Mr. Coyne, and no discussion. Motion carried unanimously.

## BROADBAND COUNCIL UPDATE

Broadband Manager Ryan Kudera provided an update on the workings of Broadband Advisory Council, including the realignment of advisory committees and moving forward with the final development and roll-out of the broadband grant process. The Council is evaluating best-practices for that grant program, and anticipates completion later this month which may necessitate a special meeting of the Broadband Council as well as this Board. Kudera spoke about two applicants currently in the pipeline which are awaiting the details of the process to move forward. Kudera spoke about the recent visit to Wyoming of FCC Commissioner Ajit Pai, and work the work of Sens. Wyden, Enzi and Barrasso with the USDA to open additional funds for rural broadband which had been blocked from Wyoming due to problematic rules at the federal level.

## PERSONNEL, BUDGET AND AUDIT STANDING COMMITTEE

Chief Operating Officer Amy Grenfell presented the Q2 2020 Financial Report, outlining the process of encumbrances and how those affect the numbers shown on the report.

- **ACTION ITEM:** Motion to accept the quarterly financial report by Mr. Harvey, second by Mr. Kintzler, and no discussion. Motion carried unanimously.

## FIELD OPERATIONS UPDATE

The Board received updates from Southeast Regional Director Heather Tupper, Northeast Regional Director Brandi Harlow, East Central Regional Manager Kim Rightmer, and South Central Regional Manager Marcio Paes-Barreto. Tupper also presented updates from the Western region as prepared by Regional Director Elaina Zempel.

## BOARD STRATEGY DISCUSSION / BUDGET AND LEGISLATIVE UPDATE

Chief Strategy Officer Sarah Fitz-Gerald presented the board with a review of the successes based on the 2019 Key Initiatives and the ongoing work there, as well as the initiatives for 2020. Fitz-Gerald also spoke to the reinvigoration of relationships with partners and stakeholders related to the on-boarding of the new CEO.

University of Wyoming VP of Research and Economic Development Dr. Ed Synakowski joined the meeting to update the Board on developments within the Business Resource Network and the BRN Advisory Committee, which held their first partner listening session as part of the Wyoming Economic Development Association (WEDA) conference last week. The goal of this group is to identify gaps and needs, and organize the services offered from various public and private sources, and align the economic development efforts of UW and WBC. Additional listening sessions are planned for Riverton, Rock Springs and Gillette during the month of April.

Strategic Partnerships Director Ron Gullberg provided the board with a review of goings-on at the Legislature which affect the WBC specifically or business/community development overall. Highlights include amendments to the Budget bills, HB0151 regarding the Large Loan program and HB0142 focused on an export-only USDA-inspected meat processing plant. Gullberg acknowledged the hard work and contributions of staff this legislative session.

### **CLOSING REMARKS AND ADJOURNMENT**

Mr. Easley spoke on the upcoming meetings of the standing committees in April and the WBC Board meeting in Sundance May 6-7 with the Broadband Advisory Council and the Main Street Advisory Board.

There being no further business before this board, Mr. Easley adjourned the meeting at 3:19 p.m.

*Respectfully Submitted:*

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*Erin Moore, Secretary/Treasurer*

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*Date*

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*Warren R. Appel, Agency Services Manager*

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*Date*



DRAFT

## SPECIAL MEETING OF THE WYOMING BUSINESS COUNCIL BOARD OF DIRECTORS

TUESDAY, APRIL 7, 2020 | 4:00 P.M. | BY ZOOM WEBINAR

### BOARD MEMBERS PRESENT

Erick Arens, Chuck Brown III, John Coyne III, Kim DeVore, Mike Easley, Ron Harvey, Allen Hoopes, Cindy Johnson, Chuck Kenyon, Jason Kintzler, Alex Klein, Mark Law, Erin Moore, Pam Thayer, Kathy Tomassi

### STAFF PRESENT

Bert Adam, Warren Appel, Tom Dixon, Josh Dorrell, Baylie Evans, Karen Fate, Sarah Fitz-Gerald, Amy Grenfell, Ron Gullberg, Josh Keefe, Julie Kozlowski, Wendy Lopez, Justin Mabie, Lyndsay Orr, Marcio Paes-Barreto, Ben Peterson, Kim Porter, Amy Quick, Noelle Reed, Debbie Richardson, Jill Tregemba, Heather Tupper, John Wendling

### CONVENE PUBLIC MEETING

Co-chair Mike Easley called the meeting to order at 4:00 p.m. and led the board in the Pledge of Allegiance. Roll was called and quorum was established.

### COVID-19 RESPONSE UPDATE

Chief Executive Officer Josh Dorrell provided the board with a brief overview of the external outreach and support activities recently undertaken by the WBC to benefit Wyoming businesses, particularly information on the funds available from SBA. Chief Operating Officer Amy Grenfell then discussed the WBC's internal response and support for staff which are enabling services to continue being delivered with excellence while keeping staff at home where they are most safe.

### CDBG URGENT THREAT GRANT REQUEST: Town of Mills for the Distiller's Guild to manufacture hand sanitizer

Community Development Director Julie Kozlowski presented the board with requirements under the Community Development Block Grant (CDBG) program for the issuance of these funds. Funds may be used by participating distilleries to cover the cost of bulk supplies to produce the hand sanitizer, with the final products to be distributed at no cost to local public health and emergency management officials. Kozlowski shared this project satisfies CDBG criteria, and recommends tracking job creation and retention despite the lack of a requirement we do so. Staff recommends approval of the total request in the amount of \$250,000.00.

Staff fielded questions from board members on production and distribution logistics, tracking amounts produced, and how this work will be communicated to the Wyoming public. Ms. DeVore commended the Town of Mills and the Pollock family of Backwards Distilling for being proactive and assembling a request which would benefit the entire State and not simply Natrona County, and stated her intent to recuse from today's vote due to Jonah Bank's established banking relationship with Backwards Distilling.

- **ACTION ITEM:** Motion to accept staff recommendations by Mr. Harvey, second by Mr. Kenyon, and no discussion. Motion carried unanimously with Ms. DeVore recused.

**CLOSING REMARKS AND ADJOURNMENT**

Mr. Easley offered his thanks to the WBC staff for their hard work assembling this project on short notice and for all the support being offered to Wyoming businesses. Easley reminded board members of upcoming committee meetings as well as the May 7 regular meeting of this board which will be held by webinar. Mr. Klein offered a brief self-introduction as part of his first meeting with this board.

There being no further business before this board, Mr. Easley adjourned the meeting at 4:38 p.m.

*Respectfully Submitted:*

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*Erin Moore, Secretary/Treasurer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Warren R. Appel, Agency Services Manager*

\_\_\_\_\_  
*Date*



DRAFT

## **SPECIAL MEETING OF THE WYOMING BUSINESS COUNCIL BOARD OF DIRECTORS**

**TUESDAY, APRIL 28, 2020 | 3:00 P.M. | BY ZOOM WEBINAR**

### **BOARD MEMBERS PRESENT**

Erick Arens, Chuck Brown III, Kim DeVore, Mike Easley, Ron Harvey, Allen Hoopes, Cindy Johnson, Chuck Kenyon, Jason Kintzler, Alex Klein, Mark Law, Erin Moore, Kathy Tomassi

### **STAFF PRESENT**

Bert Adam, Warren Appel, Tom Dixon, Josh Dorrell, Baylie Evans, Karen Fate, Sarah Fitz-Gerald, Amy Grenfell, Ron Gullberg, Julie Kozlowski, Justin Mabie, Lyndsay Orr, Marcio Paes-Barreto, Ben Peterson, Noelle Reed, Debbie Richardson, Kim Rightmer, Jill Tregemba, Heather Tupper, John Wendling, Elaina Zempel

### **CONVENE PUBLIC MEETING**

Co-chair Mike Easley called the meeting to order at 3:03 p.m. and led the board in the Pledge of Allegiance. Roll was called and quorum was established.

### **CDBG URGENT THREAT GREAT REQUEST: City of Sheridan for the Wyoming Technology Coronavirus Coalition and WyoMakers to manufacture personal protective equipment**

Community Development Director Julie Kozlowski presented the board with a request from the City of Sheridan to assist in the manufacture of non-certified personal protective equipment using Community Development Block Grant (CDBG) Imminent Threat Funds. Funds will be used for the purchase of raw materials to manufacture the equipment, and all equipment will be provided to county emergency management teams at no charge. Distribution will be coordinated by the City of Sheridan, and Kozlowski reminded the board of the similarity of this project to the recently-approved grant to the Town of Mills for the manufacture of hand sanitizer. Staff recommends approval of the total request in the amount of \$48,000.00.

- **ACTION ITEM:** Motion to accept staff recommendations by Mr. Harvey, second by Mr. Kenyon, and no discussion. Motion carried unanimously.

### **CLOSING REMARKS AND ADJOURNMENT**

Mr. Easley reminded board of the upcoming regular meeting scheduled for May 7, to be held by Webinar.

There being no further business before this board, Mr. Easley adjourned the meeting at 3:15 p.m.



*Respectfully Submitted:*

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*Erin Moore, Secretary/Treasurer*

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*Date*

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*Warren R. Appel, Agency Services Manager*

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*Date*



# SECTION A

## BUSINESS CONTRACT AND LOAN COMMITTEE

May 7, 2020 · Online, Wyoming





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## AGENDA ITEMS

May 7, 2020

### **Business Contract and Loan Committee:**

- A-5 Quarterly Challenge Loan Report
- A-7 Annual Challenge Loan Report Memo
- A-8 Annual Challenge Loan Audit Report
- A-9 Response(s) to Challenge Loan Portfolio Exam
- A-16 Loan Portfolio as of December 31, 2019
- A-20 Annual SBIC Report
- A-25 University of Wyoming Business Resource Network (BRN) Contract
- A-41 Amendment of Taiwan Trade Office Contract/Lease





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## Memorandum

**To:** Wyoming Business Council Board of Directors  
**From:** Josh Keefe  
**Subject:** Challenge Loan Reporting Requirements  
**Date:** May 7, 2020

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1. **Past Due Report.** Challenge Loan Policy requires quarterly reporting of all loans 30 days or more past due.
  - There were four past due payments on March 31, 2019:
    - **Weber Ag, LLC** (Economic Disaster Loan – 2017) was originated in July of 2017 as part of the Economic Disaster Loan declaration for the Wyoming Sugar Company. Lender has made multiple attempts in the past months to contact the Borrower to no avail. A demand letter was sent on January 13, 2020. The Borrower has until 5:00pm, February 14, 2020 to respond to the letter. No response was received. The Wyoming AG is in the process of filing a formal complaint against Weber Ag, LLC and Damon Weber. This loan is fully reserved and has a high likelihood of being charged off.
    - **Bret Weber** (Economic Disaster Loan – 2017) was originated in August of 2017 as part of the Economic Disaster Loan declaration for the Wyoming Sugar Company. Both the Lender and Servicer have made multiple attempts to collect the payment. Mr. Weber is communicative and it did take most of the year in 2019 to receive the payment that was due on January 1, 2019. This will more than likely be happening again. We will continue to communicate with Mr. Weber going forward. This loan is fully reserved as well.
    - **Star Valley Natural Gas** (Natural Gas Infrastructure Loan – 2014) was originated in September of 2014. This is the only loan originated in this program and **payment was received on April 6, 2020** and has been paying as agreed.
    - **Cheyenne Family YMCA** (Bridge Loan – 2019) was originated in September of 2019. **This payment was received on April 2, 2020**, however, I have been in contact with Stig Hallingbye who has requested payments be deferred for 90 days due to the COVID-19 pandemic. There will be a request brought to the WBC Board of Directors to accept these

new terms; more information to come.

2. **Loan Loss Reserve Analysis.** Challenge Loan Policy requires a review of all loans that are delinquent (over 30 days past due) and a specific reserve will be allocated if the review warrants. There will be an additional unallocated reserve of one-half of one percent of the total portfolio balance.

- The unallocated reserve is adequate with a balance of **\$2,036,409**. The allocation includes a 10% loan loss reserve for the Economic Disaster Loans originated, plus 0.5% of the total loan portfolio. The reserve also includes a full reserve of Weber Ag, LLC (\$484,950) and Brett Weber (\$80,913.26).
- The only other credit that is currently being “watched” more closely is the Cheyenne Family YMCA. First State Bank has already reached out to defer payments for 90 days and loan modification memo will be coming at some point in the future.
- I have also received a request from Central Bank & Trust in Lander, WY to defer payments for 90 days for Redpointe, LLC. This is the real estate holding company for HMM Distributors. There will be a memo brought to the WBC Board of Directors shortly.
- The resulting available fund balance in the Economic Development Fund is **\$5,411,305**.

3. **Charge off balances.**

- None to report at this time

**Staff Recommendation:**

- **Staff recommends acceptance of this report.**





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## Memorandum

**To:** Joint Minerals, Business and Economic Development Interim Committee  
**From:** Josh Dorrell, CEO  
**Subject:** Challenge Loan Report  
**Date:** May 7, 2020

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### **W.S. 9-12-306. Audit; report**

(b) On or before July 15 of each year, the council shall submit a written report to the Joint Minerals, Business and Economic Development Interim Committee reviewing rules adopted by the council during the reporting period, presenting a portfolio of the loans made under the program and presenting a risk analysis of the portfolio of loans prepared by the state banking commissioner. The report, portfolio of loans and risk analysis required under this subsection shall be public record. The risk analysis prepared by the state banking commissioner shall not be subject to the limitations of W.S. 9-1-512.

Exhibit A – Rules adopted by the council during the reporting period

- Updated Challenge Loan rules/policy were promulgated on December 5, 2019

Exhibit B – Portfolio of loans in the program as of 12-31-19

- Three (3) new Bridge Loans during reporting period totaling \$2,075,481
  - Westward Development, LLC for \$900,481
  - Cottonwood Creek Memory Care, LLC for \$1,000,000
  - Redpointe, LLC for \$175,000

Exhibit C – Report of Examination by the State of Wyoming, Department of Audit Division of Banking

- The WBC is administrating the loans it has funded under the Program in a satisfactory manner. One technical exception was found on the last exam for stale financials on one loan, but no major exceptions in the last audit.

Exhibit D – Wyoming Business Council Loan Report of Examination Summary and Management Corrective Actions

- The Challenge Loan Program has made or participated in 230 loans since 1998
- Total loans have been \$70,870,260 with the State's portion being \$33,319,267
- Interest collected over last 19 fiscal years (2000–2019) totals \$4,903,724
- Estimated jobs created or retained of 758

Exhibit E – Cumulative Loan Loss & History of Challenge Loan Portfolio

- 15 loans totaling \$575,632 have been charged off (1.7% loan loss)

## **Wyoming Business Council (WBC) Staff Comments on Department of Audit, Division of Banking Report (April 1, 2020) - Challenge Loan Report of Examination**

WBC staff comments address findings that begin on page 4 of the report.

1. **General Comments in the Report (beginning on page 4 under FINDINGS):**
  - **Overall, the WBC is administering the loans it has funded under The Program in a satisfactory manner. WBC staff completes a cash flow analysis on loans as new financial information is obtained as well as on new loan requests. (page 4)**
    - Staff Response:  
The Challenge Loan program has been successful in helping Wyoming businesses expand and relocate to the state. There were no violations of law and the portfolio performs very well with low delinquency, minimal charge offs, interest generated to make more loans and jobs created across the state. WBC staff is diligent in carrying out its fiscal responsibility while working hard to assist new and expanding businesses.
2. **Borrower Creditworthiness (page 4):**
  - Loans funded under the Program continue to be financially sound. Weber Ag, LLC is the one loan that has continued to be a “problem credit.” This credit has been difficult and there’s been no repayment of the loan since origination.
3. **Loans not in Apparent Compliance with Rules and Regulations:**
  - *None noted at the end of the examination.*
4. **Loans with Documentation Exceptions (page 4&5): There were two credit relationships with financial statement exceptions, but only one was able to be corrected during the exam. After corrections, there was one exception found during the examination (Cheyenne Family YMCA).**
  - Staff Response:  
WBC staff works throughout the year to minimize documentation exceptions. First State Bank had not yet received the year end audited financial statement(s) from the Cheyenne Family YMCA. It has been communicated to the lead bank that no modification of the loan will occur until this documentation has been received.

### **Additional Challenge Loan Program Information (as of 12/31/19):**

- a. The Challenge Loan Program has made or participated in 230 loans since 1998
- b. Total loans have been \$70,870,260 with the State’s portion being \$33,319,267
- c. Interest collected over last 19 fiscal years totals \$4,903,724
- d. 15 loans totaling \$575,632 have been charged off (1.7% loan loss)
- e. Estimated jobs created or retained of 758



**STATE OF WYOMING**  
**DEPARTMENT OF AUDIT**

**DIVISION OF BANKING**

(307) 777-7793 Fax (307) 777-3555 Email: [wyoimbankingdivision.wyo.gov](mailto:wyoimbankingdivision.wyo.gov)

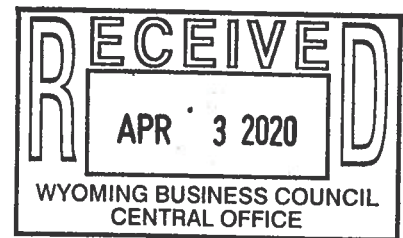
**Mark Gordon**  
Governor

**Jeffrey C. Vogel**  
Director

**Albert L. Forkner**  
Commissioner

April 1, 2020

Josh Dorrell, Chief Executive Officer  
Wyoming Business Council  
214 West 15<sup>th</sup> Street  
Cheyenne, Wyoming 82002-0240

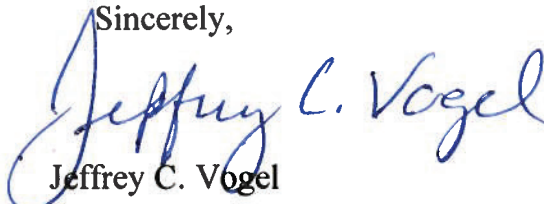


Dear Mr. Dorrell:

Enclosed please find the Report of Examination of the Wyoming Business Council Challenge Loan Program made by examiners of the Department of Audit, Division of Banking, pursuant to Wyoming Statute 9-12-306. This office concurs with the findings and comments of the examiners.

If you have any questions regarding the Report of Examination, please do not hesitate to contact my office.

Sincerely,

  
Jeffrey C. Vogel  
Director

Enclosure



# **Report of Examination**

Wyoming Business Council's

Wyoming Partnership Challenge Loan Program

Consisting of Loans to Development Organizations;

Guarantee Loan Participations; Bridge Financing;

Economic Disaster Loans; Loan Guarantee Program Loans,

Main Street Loan Participations; and

Natural Gas Fueling Infrastructure Loans.

Prepared by:

**Division of Banking**

**Department of Audit, State of Wyoming**

**March 16, 2020**

## **EXAMINATION SCOPE**

The purpose of this examination is to review loans funded by the Wyoming Business Council (WBC) under the Wyoming Partnership Challenge Loan Program (Program) and the credit administration of those loans. Loans made under the Program were examined for compliance with statutes and regulations as well as prudent underwriting standards. Additionally, loans were reviewed for proper documentation and compliance with WBC's loan policy.

Wyoming Statute (W.S.) 9-12-306 mandates the examination of the Program by the Department of Audit. The Director of the State of Wyoming's Department of Audit or designee is required to annually examine loans made under the Program and submit a Report of Examination to the Governor, the Legislature, and the WBC. Per the Program's Rules and Regulations a portfolio report of all loans as of December 31 is to be submitted to the State Banking Commissioner no later than January 15. The State Banking Commissioner is then required to complete an audit of the loan portfolio on or before April 1, with a completed audit report presented to the WBC on or before May 1.

This examination was completed on March 16, 2020. The loan review included loans made under the Partnership Challenge Loan Program (Development, Bridge, and Guarantee Loan Participations), the Natural Gas Fueling Infrastructure Loan, and Economic Disaster Loans. This equated to one Development loan, five Bridge loans, 23 Beet loans, and one Natural Gas Fueling Infrastructure loan, for a total of 30 loans reviewed or 31.78 percent of the portfolio. Community Development Loans are not considered part of the portfolio and are not part of our review.

## **PROGRAM OVERVIEW**

### **Article 3 of the Wyoming Economic Development Act**

The Program is governed by W.S. 9-12-301 through 9-12-307. The Program is funded through the Economic Development Enterprise Fund Account and is administered by the WBC. The WBC has adopted the Rules and Regulations of the Program in order to implement Article 3. These rules include Chapter 1, Wyoming Partnership Challenge Loan Program (Loans to Development Organizations, Bridge Financing, and Guarantee Loan Participations); Chapter 2, Economic Disaster Loans; Chapter 3, Loan Guarantee Program; Chapter 4, Wyoming Main Street Loan Participation; and Chapter 5, Natural Gas Fueling Infrastructure Loans.

### **Chapter 1 – Wyoming Partnership Challenge Loan Program**

Loans made under Chapter 1 of the WBC's Rules and Regulations consist of loans made to community or state development organizations, loans for bridge financing, and guarantee loan participations. As defined by statutes, a community development organization is a group of private citizens organized as a business entity for the purpose of providing financing for new, existing, or expanding businesses and other economic or community development purposes throughout Wyoming. A state development organization is a corporation with the authority to provide financing for new, existing, or expanding businesses and to fulfill other economic or

community development purposes throughout the state. Bridge financing is for projects where a commercial lender makes the loan and WBC shares in the loan. Guarantee loan participations are for projects where a bank has a Federal guaranteed loan to guarantee repayment of a loan to a business.

The total amount of loans and loan commitments made to a single community development organization is limited to \$500,000. Total loans and loan commitments made to state development organizations are limited to \$3,500,000. Bridge financing loans and loan commitments to a business are limited to \$1,000,000. Loans to a business qualifying for guarantee loan participation are limited to \$2,000,000.

| <b><u>Chapter 1 Challenge Loans</u></b> |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <b><u>Loan Type</u></b>                 | <b><u>12/31/2019</u></b> | <b><u>12/31/2018</u></b> | <b><u>12/31/2017</u></b> |
| Development Loans                       | \$10,040                 | \$ 13,521                | \$ 16,757                |
| Bridge Loans                            | \$6,901,749              | 5,853,828                | 421,719                  |
| Guarantee Loan Participations           | 0                        | 0                        | 0                        |
| <b>Total Loans</b>                      | <b>\$6,911,789</b>       | <b>\$5,867,349</b>       | <b>\$438,476</b>         |
| Loans 30 Days or More Past Due          | \$0                      | \$0                      | \$0                      |

At year-end 2019, there were nine Challenge Loans made pursuant to Chapter 1 compared to seven loans at year-end 2018, resulting in an increase of \$1,044,440. The Challenge Loans include one Development Loan totaling \$10,040 and eight Bridge Loans totaling \$6,911,789. The increase in Challenge Loans is due to the funding of four new loans. The total amount of Challenge Loans continues to include a credit to the entity which operates WyoTech in Laramie, WY, DBJJDM Enterprises. This credit was funded out of the Challenge Loan Fund, however; the credit was not underwritten as part of this program and was not a part of our review. It was a legislative decision to use these funds for the loan for the entity.

## **Chapter 2 – Economic Disaster Loans**

Loans made under Chapter 2 of the Rules and Regulations are intended for businesses that have been adversely affected by an economic disaster. The statutes define an economic disaster as an event occurring in Wyoming that has an economic impact with total lost revenues to impacted businesses in a twelve calendar-month period of at least \$4,000,000, or an economic impact with total lost revenues of impacted businesses in four or less counties in a twelve calendar-month period of at least \$1,000,000.

| <b><u>Chapter 2 – Economic Disaster Loans</u></b> |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | <b><u>12/31/2018</u></b> | <b><u>12/31/2018</u></b> | <b><u>12/31/2017</u></b> |
| Seed/Bean/Beet Grower Loans                       | \$7,087,814              | \$7,599,348              | \$7,742,343              |
| Number of Loans Outstanding                       | 55                       | 55                       | 43                       |
| Loans 30 Days or More Past Due                    | \$102,636                | \$874,675                | \$0                      |



At year-end 2018, there were 55 Economic Disaster Loans outstanding. Economic Disaster Loans still consists of beet loans that have existed since year-end 2016. There were no new Economic Disaster Loans originated in 2019. Currently, the total amount of loans 30 days or more past due is \$102,636. This includes the Miller Brothers credit that was charged-off after our December 31, 2019 financial exam date. Excluding this charge off the total amount of loans 30 days past due is reduced to the amount of \$18,936.

### **Chapter 3 – Loan Guarantee Program**

Chapter 3 is for loan guarantees in which the WBC guarantees a portion of a bank loan made to a business. Such loan guarantees are not to exceed \$100,000 per loan guaranteed, or 80 percent of any net loan loss by the bank, whichever is less. The WBC has not guaranteed any loans under this program.

### **Chapter 4 – Wyoming Main Street Loan Participation**

Chapter 4 is for loans in which the WBC participates with a commercial lender that has made a loan to a business for building improvements to maintain the structure's historical character. The maximum participation is limited to 75 percent of the loan or \$100,000, whichever is less. At year-end 2019, there were no loans funded under this program.

### **Chapter 5 – Natural Gas Fueling Infrastructure Loans**

Loans made under Chapter 5 of the Rules and Regulations are intended for direct loans made by the WBC for Natural Gas Fueling Infrastructure (NGFI). This is program resulted from 2013 legislation. As defined by statutes, a NGFI Loan is for the costs of the engineering, design, real property, equipment, and labor necessary to install a functioning natural gas filling station to fuel motor vehicles which operate on natural gas as transportation fuel. Loans issued under this chapter may not exceed 75 percent of the total project cost or \$1,000,000, whichever is less.

| <b><u>Chapter 5 – Natural Gas Fueling Infrastructure Loans</u></b> |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
|  | <b><u>12/31/2019</u></b> | <b><u>12/31/2018</u></b> | <b><u>12/31/2017</u></b> |
| NGFI Loans   | \$216,220                | \$225,063                | \$234,863                |
| Loans 30 Days or More Past Due                                     | \$0                      | \$0                      | \$0                      |

The single loan has decreased by \$8,843 from the prior year due to normal payments.

### **Administration**

The program is administered by the Business and Industry Division of the WBC, and it is supervised by the Economic Development Program Manager, Josh Keefe. Mr. Keefe was named the Program manager on March 7, 2016.

## **Servicing**

The WBC contracts with Marquee Escrow Services, Inc., of Cheyenne, WY for servicing of the loan portfolio.

## **FINDINGS**

Overall, the WBC is administering the loans it has funded under the Program in a satisfactory manner. WBC staff completes a cash flow analysis on loans as new financial information is obtained as well as on new loan requests.

### **Borrower Creditworthiness**

Generally, loans funded under the Program continue to be financially sound. A loan for Weber Ag, LLC was originated in July of 2017 as part of the Economic Disaster Loan declaration for the Wyoming Sugar Company. The borrower has been in communication with the WBC with regard to the delinquent status of the loan. The borrower has stated he is in the process of liquidating assets and has pledged to pay the WBC back. As of the examination date, no funds have been received from the borrower. In anticipation of the continued deterioration of this credit the WBC Board voted to fully-reserve for this loan in the loan-loss account on August 31, 2018.

### **Economic Disaster Loan Financial Documentation Requirements**

These are loans that were approved and funded for the economic emergency declaration for beet farmers in the Big Horn basin that grow for either the Wyoming Sugar Company (Worland) or the Western Sugar Cooperative (Lovell). These are one-time emergency loans and the WBC has not historically continued collecting financial information on these loans after origination. These loans have a ten-year repayment period. The loans are essentially unsecured as the crop from 2016 is filed upon and serves as collateral. These loans are considered more “character” loans and have performed well, historically. However, loans that are a part of the Western Sugar Cooperative are struggling this year and Josh Keefe and the Board have approved a skip payment if the borrower elects to use it. The skip payment was only offered to the Western Sugar Cooperative. These loans did not have a payment before our December 31, 2019 financial date. In speaking with Economic Development Program Manager, Josh Keefe, there were 25 deferrals offered and as of March 20, 2020; of which, 18 borrowers had confirmed their desire to use their deferral.

### **Loans with Documentation Exceptions**

Loan file documentation exceptions are measured by dividing the dollar amount of exceptions found by the total volume of loans reviewed. The table below details the dollar amounts of documentation exceptions cited at this examination. The dollar volume of total documentation is similar to the prior examination. Documentation exceptions were centered on stale financial statements and tax returns. Overall, the volume of exceptions is considered low after corrections.



**Loan File Documentation Exceptions**

| <u>Category</u>                                    | <u>Amount (000)</u> | <u>Percentage</u> |
|--|---------------------|-------------------|
| All Exceptions – Initial                           | \$453               | 3.13%             |
| All Exceptions – After Corrections                 | \$371               | 2.57%             |
| Financial Statement Exceptions – Initial           | \$371               | 2.57%             |
| Financial Statement Exceptions – After Corrections | \$371               | 2.57%             |
| Total Dollar Volume of Loans Reviewed              | \$14,457            |                   |

Economic Disaster Loans were excluded from final documentation exceptions as it is the practice of the WBC and the WBC Board to not collect financials after loan origination.

**YMCA**

- No current financials in file

**Exit Meeting**

On March 20, 2020, discussions were held with the Economic Development Finance Manager Josh Keefe and Business Finance Analyst Justin Mabie. Representing the Wyoming Division of Banking was Senior Bank Examiner Dylan Smith.

  
\_\_\_\_\_  
Albert L. Forkner, Commissioner

Wyoming Business Council  
Loan Servicing Report  
December 31, 2019

| Loan # | Proj # | Program   | Lead Lender | Borrower                  | RE Document 3        | Funding Date | Int Rate | Orig Date  | Amount Due   |
|--------|--------|-----------|-------------|---------------------------|----------------------|--------------|----------|------------|--------------|
| 100001 | 201    | CHALLENGE | WBC         | ASCENT 2000               | ASCENT2000           | 12/19/2006   | 4.00%    | 12/19/2006 | \$318.79     |
| Totals |        |           |             |                           |                      |              |          |            |              |
| 200017 | 202    | BRIDGE    | FBW         | GLUTEN FREE OATS LLC      | 07GLUTENFREE         | 12/2/2009    | 5.25%    | 12/2/2009  | \$1,500.00   |
| 200029 | 202    | BRIDGE    | RNB         | L & L VENTURES LLC        | 13LLVENTURES         | 7/23/2013    | 4.50%    | 7/23/2013  | \$790.00     |
| 200033 | 202    | BRIDGE    | WBC         | DBJDM ENTERPRISES LLC     | 18WYOTECH            | 6/26/2018    | 2.50%    | 6/26/2018  | \$125,000.00 |
| 200034 | 202    | BRIDGE    | PINN BK     | MAGO WELL SERVICE LLC     | 18MAGOWELLSERVICE    | 9/23/2018    | 3.50%    | 9/4/2018   | \$0.00       |
| 200035 | 202    | BRIDGE    | FSB         | YMCA                      | 18YMCA               | 11/28/2018   | 3.50%    | 11/28/2018 | \$2,200.00   |
| 200036 | 202    | BRIDGE    | CB&T        | REDPOINTE LLC             | 19REDPOINTE          | 3/27/2019    | 3.50%    | 3/27/2019  | \$875.00     |
| 200037 | 202    | BRIDGE    | JONAH BK    | WESTWARD DEVELOPMENT LLC  |                      | 10/4/2019    | 3.50%    | 10/4/2019  | \$4,440.00   |
| 200038 | 202    | BRIDGE    | WB&T        | COTTONWOOD CREEK DEV      |                      |              | 3.50%    | 9/27/2019  | \$0.00       |
| 200039 | 202    | BRIDGE    | FSB         | YMCA                      |                      |              | 3.50%    | 12/6/2019  | \$0.00       |
| Totals |        |           |             |                           |                      |              |          |            |              |
| 400138 | 210    | BEET      | WBC         | DENNIS E CHRISTENSEN      | 17DCHRISTENSEN       | 6/27/2017    | 3.50%    | 6/27/2017  | \$3,279.58   |
| 400139 | 210    | BEET      | WBC         | KENT CHRISTENSEN          | 17KENTCHRISTENSEN    | 8/3/2017     | 3.50%    | 8/3/2017   | \$1,751.52   |
| 400140 | 210    | BEET      | WBC         | J AND J BALING INC        | 17J&JBALING          | 7/20/2017    | 3.50%    | 7/20/2017  | \$10,213.36  |
| 400141 | 210    | BEET      | WBC         | JENNINGS FARMS INC        | 17JENNINGSFARMS      | 8/3/2017     | 3.50%    | 8/3/2017   | \$11,731.56  |
| 400142 | 210    | BEET      | WBC         | JORDAN FARMS INC          | 17JORDANFARMS        | 6/27/2017    | 3.50%    | 6/27/2017  | \$28,283.89  |
| 400143 | 210    | BEET      | WBC         | MCKAMEY FARMS II LLC      | 17MCKAMEY            | 8/3/2017     | 3.50%    | 8/3/2017   | \$22,621.86  |
| 400144 | 210    | BEET      | WBC         | MADDEN FARMS LLC          | 17MADDENFARMS        | 7/20/2017    | 3.50%    | 7/20/2017  | \$24,402.95  |
| 400145 | 210    | BEET      | WBC         | MENDEZ BROTHERS LLC       | 17MENDEZBROTHERS     | 8/10/2017    | 3.50%    | 8/10/2017  | \$19,703.76  |
| 400146 | 210    | BEET      | WBC         | MICHAEL VIGIL FARMS INC   | 17MICHAELVIGIL       | 8/3/2017     | 3.50%    | 8/3/2017   | \$49,351.40  |
| 400147 | 210    | BEET      | WBC         | THEODORE M ONDO           | 17ONDO               | 6/27/2017    | 3.50%    | 6/27/2017  | \$16,322.31  |
| 400148 | 210    | BEET      | WBC         | PALESK FARMS INC          | 17PALESK             | 6/27/2017    | 3.50%    | 6/27/2017  | \$47,353.42  |
| 400149 | 210    | BEET      | WBC         | DANIEL J PINCE            | 17DANIELPINCE        | 8/3/2017     | 3.50%    | 8/3/2017   | \$21,688.59  |
| 400150 | 210    | BEET      | WBC         | DENNIS J PINCE            | 17DPINCE             | 7/20/2017    | 3.50%    | 7/20/2017  | \$14,229.03  |
| 400151 | 210    | BEET      | WBC         | PROPP FARMS               | 17PROPPFARMS         | 7/20/2017    | 3.50%    | 7/20/2017  | \$11,961.59  |
| 400152 | 210    | BEET      | WBC         | SAGE CREEK LAND & CATTLE  | 17SAGECREEKLAND      | 6/27/2017    | 3.50%    | 6/27/2017  | \$63,653.72  |
| 400153 | 210    | BEET      | WBC         | SCHLENKER RANCH INC       | 17SCHLENKERRANCH     | 7/20/2017    | 3.50%    | 7/20/2017  | \$3,595.05   |
| 400154 | 210    | BEET      | WBC         | TD FARMS INC              | 17TDFARMSINC         | 6/27/2017    | 3.50%    | 6/27/2017  | \$54,221.48  |
| 400155 | 210    | BEET      | WBC         | WEBER AG LLC              | 17WEBERAGLLC         | 8/3/2017     | 3.50%    | 8/3/2017   | \$7,021.81   |
| 400156 | 210    | BEET      | WBC         | BRETT WEBER               | 17BRETTWEBER         | 8/10/2017    | 3.50%    | 8/10/2017  | \$11,347.08  |
| 400157 | 210    | BEET      | WBC         | WELIEVER FARMS LLC        | 17WELIEVERFARMS      | 8/3/2017     | 3.50%    | 8/3/2017   | \$10,574.83  |
| 400158 | 210    | BEET      | WBC         | BRENTON PAXTON FARMS, LLC | 17BRENTONPAXTONFARMS | 8/10/2017    | 3.50%    | 8/10/2017  | \$6,335.70   |
| 400159 | 210    | BEET      | WBC         | SOUTHFLAT LAND & LVSTK    | 17SOUTHFLATLAND      | 7/20/2017    | 3.50%    | 7/20/2017  | \$65,723.00  |
| 400160 | 210    | BEET      | WBC         | AGUILAR BROTHERS, LLC     | 17AGUILARBROTHERS    | 1/8/2018     | 3.50%    | 1/8/2018   | \$39,157.76  |
| 400161 | 210    | BEET      | WBC         | MIGUEL AGUILAR            | 17AGUILAR            | 11/16/2017   | 3.50%    | 11/16/2017 | \$3,562.19   |
| 400162 | 210    | BEET      | WBC         | ASHER FARMS, INC          | 17ASHERFARMS         | 11/16/2017   | 3.50%    | 11/16/2017 | \$5,455.01   |
| 400163 | 210    | BEET      | WBC         | MAX E BAKER               | 17BAKER              | 11/16/2017   | 3.50%    | 11/16/2017 | \$15,773.52  |
| 400164 | 210    | BEET      | WBC         | LYLE R. BJORNSTAD         | 17BJORNSTAD          | 11/16/2017   | 3.50%    | 11/16/2017 | \$16,680.50  |
| 400165 | 210    | BEET      | WBC         | COX & FISHER INC.         | 18COX&FISHER         | 3/19/2018    | 3.50%    | 3/19/2018  | \$30,337.74  |
| 400166 | 210    | BEET      | WBC         | CROSBY FARMS              | 17CROSBYFARMS        | 1/9/2018     | 3.50%    | 1/9/2018   | \$29,457.05  |
| 400167 | 210    | BEET      | WBC         | CODY A EASUM              | 17EASUM              | 11/16/2017   | 3.50%    | 11/16/2017 | \$9,004.05   |
| 400168 | 210    | BEET      | WBC         | EDEN FARMS                | 17EDENFARMS          | 1/9/2018     | 3.50%    | 1/9/2018   | \$17,784.64  |
| 400169 | 210    | BEET      | WBC         | EUGENE MILLER & SONS, INC | 17EUGENEMILLER&SONS  | 11/16/2017   | 3.50%    | 11/16/2017 | \$27,140.31  |
| 400170 | 210    | BEET      | WBC         | LYLE EVELO                | 17EVELO              | 11/16/2017   | 3.50%    | 11/16/2017 | \$8,281.10   |
| 400171 | 210    | BEET      | WBC         | BRET FABER                | 17FABER              | 11/16/2017   | 3.50%    | 11/16/2017 | \$8,543.99   |
| 400172 | 210    | BEET      | WBC         | FARWELL FARMS, INC        | 17FARWELLFARMS       | 11/16/2017   | 3.50%    | 11/16/2017 | \$28,878.69  |



| Next Pymt  | Pymt | Original       | Current        | Principal    | Interest    | Service    |          | Total        | Date Last  | Interest   |
|------------|------|----------------|----------------|--------------|-------------|------------|----------|--------------|------------|------------|
| Date       | Freq | Balance        | Balance        | Payment      | Payment     | Fee        | LC Fee   | Payment      | Payment    | To Date    |
| 1/15/2020  | M    | \$96,000.00    | \$10,039.81    | \$294.89     | \$30.72     | \$4.39     | \$0.00   | \$330.00     | 12/16/2019 | 12/16/2019 |
|            |      | \$96,000.00    | \$10,039.81    | \$294.89     | \$30.72     | \$4.39     | \$0.00   | \$330.00     |            |            |
| 1/5/2020   | M    | \$174,000.00   | \$63,112.42    | \$1,169.11   | \$318.72    | \$30.36    | \$0.00   | \$1,518.19   | 12/5/2019  | 12/5/2019  |
| 12/30/2019 | M    | \$103,831.37   | \$70,975.40    | \$497.18     | \$270.00    | \$33.75    | \$0.00   | \$800.93     | 12/2/2019  | 12/2/2019  |
| 6/26/2020  | A    | \$5,000,000.00 | \$5,000,000.00 | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 6/21/2019  | 6/26/2019  |
| 10/13/2019 | A    | \$207,200.00   | \$69,806.07    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 8/10/2019  | 8/10/2019  |
| 1/20/2020  | M    | \$332,500.00   | \$0.00         | \$315,958.99 | \$421.28    | \$70.21    | \$0.00   | \$316,450.48 | 12/6/2019  | 12/6/2019  |
| 2/1/2020   | M    | \$175,000.00   | \$172,321.59   | \$282.44     | \$445.89    | \$74.32    | \$0.00   | \$802.65     | 12/26/2019 | 12/26/2019 |
| 12/29/2019 | M    | \$900,481.25   | \$893,652.88   | \$4,553.72   | \$4,572.78  | \$762.13   | \$0.00   | \$9,888.63   | 12/30/2019 | 12/30/2019 |
| 10/4/2019  | M    | \$169,236.04   | \$260,894.49   | \$0.00       | \$1,269.81  | \$211.61   | \$0.00   | \$1,481.42   | 12/30/2019 | 12/30/2019 |
| 1/1/2020   | M    | \$370,986.00   | \$370,986.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/31/2019 | 12/27/2019 |
|            |      | \$7,433,234.66 | \$6,901,748.85 | \$322,461.44 | \$7,298.48  | \$1,182.38 | \$0.00   | \$330,942.30 |            |            |
| 1/1/2021   | A    | \$24,950.00    | \$19,987.68    | \$2,530.32   | \$642.22    | \$107.04   | \$0.00   | \$3,279.58   | 12/13/2019 | 12/13/2019 |
| 1/1/2020   | A    | \$13,325.00    | \$12,041.13    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/2/2019   | 1/2/2019   |
| 1/1/2021   | A    | \$77,700.00    | \$62,316.32    | \$7,897.27   | \$1,985.22  | \$330.87   | \$0.00   | \$10,213.36  | 12/12/2019 | 12/12/2019 |
| 1/1/2021   | A    | \$89,250.00    | \$71,718.77    | \$8,931.98   | \$2,399.64  | \$399.94   | \$0.00   | \$11,731.56  | 12/30/2019 | 12/30/2019 |
| 1/1/2021   | A    | \$215,175.00   | \$172,591.58   | \$21,851.29  | \$5,513.66  | \$918.94   | \$0.00   | \$28,283.89  | 12/13/2019 | 12/13/2019 |
| 1/1/2021   | A    | \$172,100.00   | \$137,983.35   | \$17,320.26  | \$4,544.23  | \$757.37   | \$0.00   | \$22,621.86  | 12/11/2019 | 12/11/2019 |
| 1/1/2020   | A    | \$185,650.00   | \$167,727.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/31/2018 | 12/31/2018 |
| 1/1/2020   | A    | \$149,900.00   | \$135,557.73   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/9/2019   | 1/9/2019   |
| 1/1/2020   | A    | \$375,450.00   | \$339,319.40   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/4/2019   | 1/4/2019   |
| 1/1/2021   | A    | \$124,175.00   | \$99,769.37    | \$12,334.19  | \$3,418.39  | \$569.73   | \$0.00   | \$16,322.31  | 12/30/2019 | 12/30/2019 |
| 1/1/2020   | A    | \$360,250.00   | \$325,470.79   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/31/2018 | 12/31/2018 |
| 1/1/2021   | A    | \$165,000.00   | \$132,270.94   | \$16,454.67  | \$4,486.22  | \$747.70   | \$0.00   | \$21,688.59  | 12/19/2019 | 12/19/2019 |
| 1/1/2021   | A    | \$108,250.00   | \$86,819.79    | \$10,839.06  | \$2,905.69  | \$484.28   | \$0.00   | \$14,229.03  | 12/23/2019 | 12/23/2019 |
| 1/1/2021   | A    | \$91,000.00    | \$72,913.48    | \$9,105.73   | \$2,477.80  | \$416.47   | \$0.00   | \$12,000.00  | 12/16/2019 | 12/16/2019 |
| 1/1/2021   | A    | \$484,250.00   | \$389,115.38   | \$48,383.22  | \$13,089.00 | \$2,181.50 | \$0.00   | \$63,653.72  | 12/30/2019 | 12/30/2019 |
| 1/1/2021   | A    | \$27,350.00    | \$21,961.09    | \$2,753.73   | \$721.13    | \$120.19   | \$0.00   | \$3,595.05   | 12/23/2019 | 12/23/2019 |
| 1/1/2021   | A    | \$412,500.00   | \$330,747.10   | \$41,375.60  | \$11,010.75 | \$1,835.13 | \$0.00   | \$54,221.48  | 12/12/2019 | 12/12/2019 |
| 1/1/2018   | A    | \$484,950.00   | \$484,950.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       |            | 8/3/2017   |
| 1/1/2020   | A    | \$86,325.00    | \$80,913.06    | \$5,411.94   | \$5,087.26  | \$847.88   | \$567.35 | \$11,914.43  | 12/19/2019 | 12/19/2019 |
| 1/1/2020   | A    | \$80,450.00    | \$72,660.06    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/28/2018 | 12/28/2018 |
| 1/1/2021   | A    | \$48,200.00    | \$38,672.31    | \$4,809.66   | \$1,308.03  | \$218.01   | \$0.00   | \$6,335.70   | 12/18/2019 | 12/18/2019 |
| 1/1/2021   | A    | \$500,000.00   | \$401,470.03   | \$50,259.02  | \$13,254.84 | \$2,209.14 | \$0.00   | \$65,723.00  | 12/23/2019 | 12/23/2019 |
| 1/1/2020   | A    | \$297,900.00   | \$297,900.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/4/2019   | 1/1/2019   |
| 1/1/2021   | A    | \$27,100.00    | \$21,715.65    | \$2,725.50   | \$717.16    | \$119.53   | \$0.00   | \$3,562.19   | 12/9/2019  | 12/9/2019  |
| 1/1/2020   | A    | \$41,500.00    | \$37,551.68    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/17/2019  | 1/17/2019  |
| 1/1/2020   | A    | \$120,000.00   | \$108,334.43   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/24/2018 | 12/24/2018 |
| 1/1/2020   | A    | \$126,900.00   | \$114,819.19   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/14/2019  | 1/14/2019  |
| 1/1/2020   | A    | \$230,800.00   | \$230,800.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/7/2019   | 1/1/2019   |
| 1/1/2020   | A    | \$224,100.00   | \$224,100.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/31/2018 | 1/1/2019   |
| 1/1/2020   | A    | \$68,500.00    | \$61,952.57    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 1/10/2019  | 1/10/2019  |
| 1/1/2020   | A    | \$135,300.00   | \$135,300.00   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 2/4/2019   | 1/1/2019   |
| 1/1/2021   | A    | \$206,475.00   | \$165,904.63   | \$20,577.49  | \$5,625.12  | \$937.52   | \$0.00   | \$27,140.13  | 12/30/2019 | 12/30/2019 |
| 1/1/2020   | A    | \$63,000.00    | \$56,843.09    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/21/2018 | 12/21/2018 |
| 1/1/2020   | A    | \$65,000.00    | \$58,724.78    | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 12/31/2018 | 12/31/2018 |
| 1/1/2020   | A    | \$219,700.00   | \$201,649.81   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00       | 5/30/2019  | 5/30/2019  |

| Loan         |        | Lead     |        |                          |                     | Funding    | Int   | Orig       | Amount       |
|--------------|--------|----------|--------|--------------------------|---------------------|------------|-------|------------|--------------|
| Loan #       | Proj # | Program  | Lender | Borrower                 | RE Document 3       | Date       | Rate  | Date       | Due          |
| 400173       | 210    | BEET     | WBC    | FAXON FARMS              | 17FAXSOONFARMS      | 11/16/2017 | 3.50% | 11/16/2017 | \$15,576.35  |
| 400174       | 210    | BEET     | WBC    | DWIGHT GILBERT           | 17DWIGHTGILBERT     | 1/9/2018   | 3.50% | 1/9/2018   | \$7,623.87   |
| 400175       | 210    | BEET     | WBC    | CHARLES HESSENTHALER     | 18CHESSENTHALER     | 2/12/2018  | 3.50% | 2/12/2018  | \$12,329.64  |
| 400176       | 210    | BEET     | WBC    | PETER KUKOWSKI           | 17KUKOWSKI          | 1/22/2018  | 3.50% | 1/22/2018  | \$8,373.11   |
| 400177       | 210    | BEET     | WBC    | MENDEZ BROTHERS, LLC     | 17MENDEZBROTHERS2   | 11/16/2017 | 3.50% | 11/16/2017 | \$20,860.48  |
| 400178       | 210    | BEET     | WBC    | MILLER BROTHERS, LLC     | 17MILLERBROTHERS    | 1/8/2018   | 3.50% | 1/8/2018   | \$2,873.32   |
| 400179       | 210    | BEET     | WBC    | MURRAYMERE FARMS         | 17MURRAYMEREFARMS   | 11/16/2017 | 3.50% | 11/16/2017 | \$18,008.10  |
| 400180       | 210    | BEET     | WBC    | MICHAEL NEVES            | 17MICHAELNEVES      | 11/16/2017 | 3.50% | 11/16/2017 | \$5,126.39   |
| 400181       | 210    | BEET     | WBC    | BRANDY PETTET            | 17BRANDYPETTET      | 11/16/2017 | 3.50% | 11/16/2017 | \$3,286.15   |
| 400182       | 210    | BEET     | WBC    | RICARDO RODRIGUEZ FARMS  | 17RODRIGUEZFARMS    | 11/16/2017 | 3.50% | 11/16/2017 | \$32,861.50  |
| 400183       | 210    | BEET     | WBC    | JOEL G. SCHAEFER         | 17JOELSCHAEFER      | 11/16/2017 | 3.50% | 11/16/2017 | \$1,643.08   |
| 400184       | 210    | BEET     | WBC    | SCHLENKER RANCH INC      | 17SCHLENKERRANCH2   | 11/16/2017 | 3.50% | 11/16/2017 | \$19,217.41  |
| 400185       | 210    | BEET     | WBC    | RICHARD SCHLENKER        | 17RICHARDSCHLENKER  | 11/16/2017 | 3.50% | 11/16/2017 | \$5,481.30   |
| 400186       | 210    | BEET     | WBC    | REGAN SMITH              | 17REGANSMITH        | 11/16/2017 | 3.50% | 11/16/2017 | \$9,424.68   |
| 400187       | 210    | BEET     | WBC    | SHANE SMITH              | 17SHANESMITH        | 1/9/2018   | 3.50% | 1/9/2018   | \$9,345.81   |
| 400188       | 210    | BEET     | WBC    | JARED SNELL              | 18JAREDSNELL        | 2/12/2018  | 3.50% | 2/12/2018  | \$1,735.09   |
| 400189       | 210    | BEET     | WBC    | STUTZMAN INC             | 17STUTZMAN          | 1/9/2018   | 3.50% | 1/9/2018   | \$13,946.42  |
| 400190       | 210    | BEET     | WBC    | PAUL WAMBEKE             | 17WAMBEKE           | 11/16/2017 | 3.50% | 11/16/2017 | \$7,742.17   |
| 400191       | 210    | BEET     | WBC    | WILDMAN FARMS INC        | 17WILDMANFARMS      | 11/16/2017 | 3.50% | 11/16/2017 | \$12,001.02  |
| 400192       | 210    | BEET     | WBC    | DELFINO JUAREZ           | 18DELFINOJUAREZ     | 2/12/2018  | 3.50% | 2/12/2018  | \$25,158.77  |
| Totals       |        |          |        |                          |                     |            |       |            |              |
| 600001       | 206    | AMEND IV | WBC    | TENUPAH                  | 9602AIVL            | 1/26/2006  | 1.00% | 1/26/2006  | \$3,000.00   |
| Totals       |        |          |        |                          |                     |            |       |            |              |
| 700001       | 207    | NAT GAS  | WBC    | STAR VALLEY NATURAL GAS  | 15STARVALNATGAS     | 9/22/2014  | 4.50% | 9/22/2014  | \$1,662.10   |
| Totals       |        |          |        |                          |                     |            |       |            |              |
| 800002       | 208    | BRC      | WBC    | TETON COUNTY             | 18BRCTETONCOUNTY    |            | 1.00% | 12/6/2010  | \$158,374.00 |
| 800003       | 208    | BRC      | WBC    | GOSHEN CARE CENTER JPB   | 18BRCGOSHENCAREJPB  |            | 2.50% | 1/9/2017   | \$192,503.88 |
| 800004       | 208    | BRC      | WBC    | CITY OF LARAMIE          | 18BRCLARAMIEULLABS  |            | 0.50% | 4/1/2017   | \$405,068.03 |
| 800006       | 208    | BRC      | WBC    | CITY OF CHEYENNE         | 18BRCCITYOFCHYENNE  |            | 0.50% | 11/1/2015  | \$357,609.52 |
| 800007       | 208    | BRC      | WBC    | CAMPBELL COUNTY          | 18BRCCAMPBELLCOUNTY |            | 0.00% | 4/14/2016  | \$25,939.20  |
| 800008       | 208    | BRC      | WBC    | CITY OF LANDER           | 18BRCCITYOFLANDER   |            | 1.00% | 4/5/2018   | \$14,014.80  |
| 800009       | 208    | BRC      | WBC    | TOWN OF JACKSON          | 18BRCTOWNOFJACKSON  |            | 0.50% | 3/31/2017  | \$52,552.08  |
| 800010       | 208    | BRC      | WBC    | CITY OF LARAMIE          | 18BRCLARAMIEHIVIZ   |            | 1.00% | 6/25/2017  | \$28,607.66  |
| 800011       | 208    | BRC      | WBC    | CITY OF GILLETTE         | 18BRCCITYOFGILLETTE |            | 1.00% | 10/20/2016 | \$153,549.56 |
| 800012       | 208    | BRC      | WBC    | LARAMIE COUNTY--FINANCE  | 18BRCLARAMIEWYMALT  |            | 3.00% | 4/25/2017  | \$37,502.01  |
| 800013       | 208    | BRC      | WBC    | TOWN OF ALPINE           | 18BRCTOWNOFALPINE   |            | 0.00% | 1/1/2017   | \$13,179.29  |
| 800014       | 208    | BRC      | WBC    | CITY OF LARAMIE          | 18BRCLARBRIGHTAGRO  |            | 2.00% | 4/12/2018  | \$23,925.08  |
| 800016       | 208    | BRC      | WBC    | SHERIDAN ECON & ED DEV   |                     |            | 3.50% |            | \$0.00       |
| 800017       | 208    | BRC      | WBC    | CITY OF CODY             |                     |            | 1.50% |            | \$0.00       |
| Totals       |        |          |        |                          |                     |            |       |            |              |
| 900011       | 211    | MAIN ST  | WBC    | 65 COFFEEN LLC           | 1065COFFEEN         | 1/27/2010  | 4.50% | 1/27/2010  | \$301.00     |
| 900012       | 211    | MAIN ST  | WBC    | GRIMSHAW INVESTMENTS LLC | 10GRIMSHAW          | 4/20/2010  | 4.50% | 4/20/2010  | \$790.00     |
| Totals       |        |          |        |                          |                     |            |       |            |              |
| Grand Totals |        |          |        |                          |                     |            |       |            |              |



| Next Pymt  | Pymt | Original        | Current         | Principal    | Interest    | Service     | Total    | Date Last    | Interest   |            |
|------------|------|-----------------|-----------------|--------------|-------------|-------------|----------|--------------|------------|------------|
| Date       | Freq | Balance         | Balance         | Payment      | Payment     | Fee         | LC Fee   | Payment      | Payment    | To Date    |
| 1/1/2020   | A    | \$118,500.00    | \$107,241.60    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/16/2019  | 1/16/2019  |
| 1/1/2021   | A    | \$58,000.00     | \$52,395.01     | \$5,604.99   | \$1,730.47  | \$288.41    | \$0.00   | \$7,623.87   | 12/30/2019 | 12/30/2019 |
| 1/1/2020   | A    | \$93,800.00     | \$93,800.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/31/2018 | 1/1/2019   |
| 1/1/2020   | A    | \$63,700.00     | \$63,700.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/7/2019   | 1/1/2019   |
| 1/1/2020   | A    | \$158,700.00    | \$143,479.51    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/9/2019   | 1/9/2019   |
| 1/1/2019   | A    | \$83,700.00     | \$83,700.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            | 1/8/2018   |
| 1/1/2020   | A    | \$137,000.00    | \$123,800.04    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/2/2019   | 1/2/2019   |
| 1/1/2020   | A    | \$39,000.00     | \$34,780.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/17/2018 | 12/17/2018 |
| 1/1/2020   | A    | \$25,000.00     | \$22,597.14     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 2/11/2019  | 2/11/2019  |
| 1/1/2020   | A    | \$250,000.00    | \$225,855.40    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/2/2019   | 1/2/2019   |
| 1/1/2020   | A    | \$12,500.00     | \$11,284.83     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/24/2018 | 12/24/2018 |
| 1/1/2020   | A    | \$146,200.00    | \$132,113.61    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/2/2019   | 1/2/2019   |
| 1/1/2020   | A    | \$41,700.00     | \$37,682.20     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/2/2019   | 1/2/2019   |
| 1/1/2020   | A    | \$71,700.00     | \$65,357.12     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/18/2019  | 1/18/2019  |
| 1/1/2020   | A    | \$71,100.00     | \$71,100.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/17/2018 | 1/1/2019   |
| 1/1/2020   | A    | \$13,200.00     | \$13,200.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/13/2018 | 1/1/2019   |
| 1/1/2020   | A    | \$106,100.00    | \$106,100.00    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/17/2018 | 1/1/2019   |
| 1/1/2020   | A    | \$58,900.00     | \$53,213.68     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/31/2018 | 12/31/2018 |
| 1/1/2020   | A    | \$91,300.00     | \$82,441.95     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/26/2018 | 12/26/2018 |
| 1/1/2020   | A    | \$191,400.00    | \$191,400.00    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 1/14/2019  | 1/1/2019   |
|            |      | \$7,933,975.00  | \$7,087,814.28  | \$289,165.92 | \$80,916.83 | \$13,489.65 | \$567.35 | \$384,139.75 |            |            |
|            |      |                 |                 |              |             |             |          |              |            |            |
| 12/10/2019 | M    | \$800,000.00    | \$237,458.22    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 11/18/2019 | 11/18/2019 |
|            |      | \$800,000.00    | \$237,458.22    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            |            |
|            |      |                 |                 |              |             |             |          |              |            |            |
| 12/20/2019 | M    | \$225,000.00    | \$216,220.65    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 11/25/2019 | 11/25/2019 |
|            |      | \$225,000.00    | \$216,220.65    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            |            |
|            |      |                 |                 |              |             |             |          |              |            |            |
| 12/6/2019  | A    | \$1,500,000.00  | \$326,513.43    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/3/2018  | 12/6/2018  |
| 1/9/2020   | A    | \$894,340.00    | \$549,098.19    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 12/27/2018 | 12/27/2018 |
| 4/1/2024   | A    | \$391,170.00    | \$391,170.00    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            | 4/1/2017   |
| 11/1/2020  | A    | \$2,453,943.00  | \$2,108,603.20  | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 10/17/2019 | 11/1/2019  |
| 4/14/2020  | A    | \$259,392.00    | \$181,574.40    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 2/11/2019  | 4/14/2016  |
| 4/5/2020   | A    | \$194,316.00    | \$181,983.50    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 2/15/2019  | 2/15/2019  |
| 3/31/2020  | A    | \$1,000,000.00  | \$808,365.60    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 4/1/2019   | 4/1/2019   |
| 6/25/2020  | A    | \$518,375.00    | \$447,398.21    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 5/8/2018   | 6/25/2018  |
| 10/20/2020 | A    | \$2,645,046.00  | \$2,389,595.01  | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 10/21/2019 | 10/21/2019 |
| 4/25/2020  | A    | \$557,935.00    | \$535,400.44    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 4/18/2019  | 4/18/2019  |
| 1/18/2020  | A    | \$92,255.00     | \$92,255.00     | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            | 1/18/2019  |
| 4/12/2020  | A    | \$209,250.00    | \$190,139.92    | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 7/3/2019   | 4/12/2019  |
|            | A    | \$1,225,000.00  | \$1,225,000.00  | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            | 7/30/2018  |
|            | A    | \$3,000,000.00  | \$0.00          | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            |            |
|            |      | \$14,941,022.00 | \$9,427,096.90  | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       |            |            |
|            |      |                 |                 |              |             |             |          |              |            |            |
| 9/26/2019  | M    | \$28,000.00     | \$0.00          | \$0.00       | \$0.00      | \$0.00      | \$0.00   | \$0.00       | 8/25/2019  | 8/25/2019  |
| 1/20/2020  | M    | \$76,200.00     | \$3,009.53      | \$780.19     | \$8.72      | \$1.09      | \$0.00   | \$790.00     | 12/11/2019 | 12/11/2019 |
|            |      | \$104,200.00    | \$3,009.53      | \$780.19     | \$8.72      | \$1.09      | \$0.00   | \$790.00     |            |            |
|            |      |                 |                 |              |             |             |          |              |            |            |
|            |      | \$31,533,431.66 | \$23,883,388.24 | \$612,702.44 | \$88,254.75 | \$14,677.51 | \$567.35 | \$716,202.05 |            |            |

# 2020 ANNUAL REPORT

## SBIC



The Wyoming Small Business Investment Credit (SBIC) program provides alternative sources of capital to qualifying Wyoming businesses and entrepreneurs. In 2010, the Wyoming Legislature allocated \$30 million to the program in the form of tax credits. The funds are managed by private investment companies certified and regulated by the Wyoming Business Council (WBC) to make investments in Wyoming businesses. The Business Council qualifies participating businesses, manages and markets the program and provides reports to the Legislature.

As of December 31, 2019, cumulative SBIC investments (since 12/2011):

- Total \$30,014,232
- Leveraged \$34,651,272 in follow-on capital
- Helped create 169 jobs
- Financed a total of 26 businesses in Lander, Jackson, Alpine, Cody, Wilson, Moorcroft, Laramie, Sheridan, Casper, Gillette, Pinedale, and Big Piney.
- Financed businesses in the following industries: meat processing, tourism, interior design, motion picture and video industries, construction, energy production service companies, manufacturing analytical instruments, machinery manufacturing, HVAC services, digital media and advertising services, car wash, real estate investment/development, charter buses, pet services, a brewery, a convenience store, and professional guide services.

The WBC Board of Directors certifies venture capital or private equity companies to act as a Wyoming Small Business Investment Company (SBIC). To receive certification, a SBIC must be located, headquartered and licensed to conduct business in Wyoming and have at least two investment managers with a minimum of five years of experience in money management in venture capital, private investment or as an officer in a commercial bank. SBICs invest designated capital into qualified businesses. The SBIC's investments, either in the form of a debt instrument or equity purchase, stimulate job creation by making capital available to Wyoming businesses.

Participating investors in SBICs are insurance companies with premium tax liability owed to the state of Wyoming. Insurance companies, in turn, receive a tax credit equal to the amount of their investment. A participating investor earns credit against any state premium tax liability up to one hundred percent (100%) of the participating investor's investment of designated capital in a Wyoming small business investment company. The total amount of tax credits earned by participating investors totaled \$2,692,500 for the year 2020.

### Per Wyoming Statute 9-12-1307

| Years               | 2   | 4   | 6   | 8    |
|---------------------|-----|-----|-----|------|
| Percentage Invested | 25% | 50% | 70% | 100% |

\*If percentage isn't met within proper time frame then investment company doesn't receive their management fee.

### Investment Companies

| Wyoming Small Business Investment Companies | Designated Capital  | Date of Certification | Standing | Amount of Tax Credits for 2019 | Investments as a % of Designated Capital |
|---|---------------------|-----------------------|----------|--------------------------------|--|
| Enhanced Capital Wyoming Fund, LLC          | \$25,000,000        | 12/12011              | Good     | \$2,692,500                    | 100.0%                                   |
| Petros Wyoming Fund I, LLC                  | \$5,000,000         | 2/27/2014             | Good     | \$0                            | 100.1%                                   |
| <b>TOTAL</b>                                | <b>\$30,000,000</b> |                       |          | <b>\$2,692,500</b>             |  |

## The Businesses

To be considered for SBIC financing, a business must:

- Be headquartered and principally operated in Wyoming (at least 60 percent of the employees are employed in Wyoming or the business has committed in writing to move to Wyoming as a condition of the investment)
- Intend to remain in Wyoming after the receipt of the qualified investment
- Have 250 employees or less
- Not be a franchise or an affiliate of an SBIC and not be predominantly engaged in:
  1. Professional services provided by accountants, doctors or lawyers
  2. Banking or lending
  3. Insurance
  4. Direct gambling activities

### Investments made by Enhanced Capital Wyoming Fund LLC

| Business                        | Investment Date   | Investment Amount  | Debt or Equity   | Industrial Classification (NAICS)   | Employees at time of Investment | Employees as of 12/31/19 | Follow-On Capital | Location  |
|---------------------------------|---|--|--|---|---------------------------------|--------------------------|-------------------|-----------|
| Wyoming Authentic Products, LLC | 12/13/2012<br>5/28/2013<br>1/17/2014<br>9/15/2015<br>12/18/2015<br>7/12/2016<br>9/17/2018 | \$100,000<br>\$100,000<br>\$32,653<br>\$38,775<br>\$38,775<br>\$1,000,000<br>\$300,000 | Equity<br>Equity<br>Equity<br>Equity<br>Equity<br>Debt<br>Equity | Meat Processed (311612)   | 1                               | 7                        | \$7,584,609       | Cody      |
| Total                           |   | \$1,610,204  |  |   |                                 |                          | \$7,584,609       |           |
| Fireside Glamping, LLC.         | 12/14/12  | \$400,000  | Debt   | RV Parks and Campgrounds (721211)   | 2                               | 15                       | -                 | Wilson    |
| Total                           |   | \$400,000  |  |   |                                 |                          |                   |           |
| WRJ Design Associates, Ltd      | 2/11/13   | \$250,000*   | Debt   | Decorating Consulting Services, Interior (541410)                         | 4                               | 18                       | -                 | Jackson   |
| Total                           |   | \$250,000  |  |   |                                 |                          |                   |           |
| Teton Gravity Research, LLC     | 3/12/13   | \$700,000*   | Debt   | Motion Picture and Video Industries (512100)                              | 20                              | 20                       | -                 | Jackson   |
| Total                           |   | \$700,000  |  |   |                                 |                          |                   |           |
| Peak Builders, Inc.             | 3/13/13   | \$400,000*   | Debt   | New Single Family Construction (235115)                                   | 28                              | 38                       | -                 | Jackson   |
| Total                           |   | \$400,000  |  |   |                                 |                          |                   |           |
| Flowtech Fueling, LLC           | 7/9/13  | \$250,000*   | Debt   | Coal Mining Support Services (213113)                                     | 5                               | 5                        | -                 | Moorcroft |
| Total                           |   | \$250,000  |  |   |                                 |                          |                   |           |
| SciApps, Inc.                   | 7/9/2013<br>3/2/2015<br>8/17/2015<br>8/31/2015  | \$1,000,000*<br>\$750,000*<br>\$250,000<br>\$250,000                                   | Debt<br>Debt<br>Debt<br>Equity                                   | Design, manufacture, and sale of portable analytical instruments (334516) | 11                              | 18                       | \$11,540,825      | Laramie   |
| Total                           |   | \$2,250,000  |  |   |                                 |                          | \$11,540,825      |           |

\*Indicates loan has been paid in full

### Investments made by Enhanced Capital Wyoming Fund LLC

| Business                              | Investment Date                       | Investment Amount                     | Debt or Equity       | Industrial Classification (NAICS)                                      | Employees at time of Investment | Employees as of 12/31/19 | Follow-On Capital  | Location |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------------|--|---------------------------------|--------------------------|--------------------|----------|
| Vacuum Technologies Corp.             | 8/21/13                               | \$750,000*                            | Debt                 | Other Commercial and Service Industry Machinery Manufacturing (333318) | 60                              | 123                      | \$4,500,000        | Sheridan |
| <b>Total</b>                          |                                       | <b>\$750,000</b>                      |                      |  |                                 |                          | <b>\$4,500,000</b> |          |
| CK Mechanical Plumbing & Heating Inc. | 9/27/2013<br>7/28/2016                | \$750,000*<br>\$650,000               | Debt<br>Debt         | Plumbing, Heating & Air Conditioning (238220)                          | 42                              | 90                       | \$1,523,338        | Casper   |
| <b>Total</b>                          |                                       | <b>\$1,400,000</b>                    |                      |  |                                 |                          | <b>\$1,523,338</b> |          |
| Solving Tech, Inc./Fuzion Energy      | 2/20/2014<br>3/7/2014<br>4/18/2014    | \$500,000<br>\$1,500,000<br>\$600,000 | Debt<br>Debt<br>Debt | Oil & Gas Support Services (213112)                                    | 70                              | 48                       | \$500,000          | Gillette |
| <b>Total</b>                          |                                       | <b>\$2,600,000</b>                    |                      |  |                                 |                          | <b>\$500,000</b>   |          |
| PitchEngine, Inc.                     | 3/16/2015<br>12/8/2015                | \$150,000<br>\$150,000                | Debt<br>Debt         | Digital Media & Advertising (519130)                                   | 14                              | 5                        | \$300,000          | Lander   |
| <b>Total</b>                          |                                       | <b>\$300,000</b>                      |                      |  |                                 |                          | <b>\$300,000</b>   |          |
| Rocky Mountain Wash, LLC              | 4/28/2015<br>4/11/2016                | \$70,000<br>\$1,702,561               | Debt<br>Debt         | Car Wash & RE Investment (811192)                                      | 28                              | 29                       | -                  | Pinedale |
| <b>Total</b>                          |                                       | <b>\$1,772,561</b>                    |                      |  |                                 |                          |                    |          |
| DogJax, LLC                           | 7/31/15                               | \$881,500*                            | Debt                 | Pet Services (812910)  | 16                              | 16                       | -                  | Jackson  |
| <b>Total</b>                          |                                       | <b>\$881,500</b>                      |                      |  |                                 |                          |                    |          |
| L2 Development Partners, LLC          | 8/28/15<br>10/26/15                   | \$750,000*<br>\$2,050,000             | Debt<br>Debt         | RE Acquisition & Development (651201)                                  | 3                               | 2                        | -                  | Jackson  |
| <b>Total</b>                          |                                       | <b>\$2,800,000</b>                    |                      |  |                                 |                          |                    |          |
| Mercado, LLC                          | 6/27/2016                             | \$450,000*                            | Debt                 | Market/ Convenience Store (445120)                                     | 8                               | 7                        | -                  | Jackson  |
| <b>Total</b>                          |                                       | <b>\$450,000</b>                      |                      |  |                                 |                          |                    |          |
| Brushbuck Guide Services, Inc.        | 12/9/2016                             | \$805,000                             | Debt                 | Professional Guide Services (812910)                                   | 9                               | 10                       | -                  | Jackson  |
| <b>Total</b>                          |                                       | <b>\$805,000</b>                      |                      |  |                                 |                          |                    |          |
| Y2 Consultants, LLC                   | 5/5/2017                              | \$1,140,000                           | Debt                 | Engineering Services (541330)  | 15                              | 35                       | -                  | Jackson  |
| <b>Total</b>                          |                                       | <b>\$1,140,000</b>                    |                      |  |                                 |                          |                    |          |
| Vertical Harvest, LLC                 | 10/20/2017<br>5/22/2018<br>10/22/2018 | \$300,000<br>\$50,000<br>\$300,000    | Debt<br>Debt<br>Debt | Food Crops Grown Under Cover (111419)                                  | 23                              | 37                       | \$2,500,000        | Jackson  |
| <b>Total</b>                          |                                       | <b>\$650,000</b>                      |                      |  |                                 |                          | <b>\$2,500,000</b> |          |
| DMOS Collective, Inc.                 | 11/21/2017                            | \$50,000                              | Equity               | Hand Tool Manufacturing (332216)                                       | 4                               | 4                        | \$352,500          | Jackson  |
| <b>Total</b>                          |                                       | <b>\$50,000</b>                       |                      |  |                                 |                          | <b>\$352,500</b>   |          |

\*Indicates loan has been paid in full



### Investments made by Enhanced Capital Wyoming Fund LLC

|                                  |            |                    |      |   |    |     |           |                  |
|----------------------------------|------------|--------------------|------|---|----|-----|-----------|------------------|
| Frost2, LLC                      | 12/21/2017 | \$150,000          | Debt | Beauty Salon<br>(812112)                            | 6  | 6   | -         | Jackson          |
| <b>Total</b>                     |            | <b>\$150,000</b>   |      |   |    |     |           |                  |
| Powderhorn Partners, LLC         | 9/12/2018  | \$1,250,000        | Debt | Comm. & Ind.<br>Building Operation<br>(651201)      | 2  | 2   | -         | Jackson          |
| <b>Total</b>                     |            | <b>\$1,250,000</b> |      |   |    |     |           |                  |
| Trilipid Research Institute, LLC | 3/21/2018  | \$2,000,000        | Debt | Toilet<br>Manufacturing<br>Preparation<br>(325620)  | 3  | 3   | \$400,000 | Jackson          |
| <b>Total</b>                     |            | <b>\$2,000,000</b> |      |   |    |     |           | <b>\$400,000</b> |
| Delcon Partners, LLC             | 4/19/2018  | \$1,400,000        | Debt | Plumbing, Heating<br>& Air Conditioning<br>(238220) | 26 | 152 | -         | Jackson          |
| <b>Total</b>                     |            | <b>\$1,400,000</b> |      |   |    |     |           |                  |
| Echo Transportation, LLC         | 9/12/2018  | \$750,000          | Debt | Charter Bus<br>(485510)                             | 7  | 7   | -         | Big Piney        |
| <b>Total</b>                     |            | <b>\$750,000</b>   |      |   |    |     |           |                  |

|                    |                     |  |            |            |                     |  |
|--------------------|---------------------|--|------------|------------|---------------------|--|
| <b>GRAND TOTAL</b> | <b>\$25,009,264</b> | <b>Equity = \$660,203<br/>(2.6%)<br/>Debt = \$24,349,061<br/>(97.6%)</b> | <b>407</b> | <b>576</b> | <b>\$29,201,272</b> |  |
|--------------------|---------------------|--|------------|------------|---------------------|--|

### Investments made by Petros Wyoming Fund I, LLC

| Business                             | Investment Date         | Investment Amount       | Debt or Equity | Industrial Classification (NAICS)              | Employees at time of Investment | Employees as of 12/31/19 | Follow-On Capital | Location           |
|--------------------------------------|-------------------------|-------------------------|----------------|--|---------------------------------|--------------------------|-------------------|--------------------|
| PitchEngine, Inc.                    | 3/16/2015<br>11/25/2015 | \$150,000*<br>\$150,000 | Debt<br>Debt   | Digital Media<br>& Advertising<br>(519130)     | 10                              | 14                       | \$450,000         | Lander             |
| <b>Total</b>                         |                         | <b>\$300,000</b>        |                |  |                                 |                          |                   | <b>\$450,000</b>   |
| Alpine Keg SPE I, LLC                | 10/23/15                | \$259,968*              | Debt           | Brewery<br>(312120)                            | 3                               | 3                        | -                 | Alpine             |
| <b>Total</b>                         |                         | <b>\$259,968</b>        |                |  |                                 |                          |                   |                    |
| L2 Development Partners, LLC         | 8/11/15                 | \$1,000,000*            | Debt           | RE Acquisition<br>& Development<br>(651201)    | 3                               | 3                        | \$5,000,000       | Jackson            |
| <b>Total</b>                         |                         | <b>\$1,000,000</b>      |                |  |                                 |                          |                   | <b>\$5,000,000</b> |
| Incline Real Estate Holdings II, LLC | 3/10/16                 | \$945,000*              | Debt           | Comm. & Ind.<br>Building Operation<br>(651201) | 4                               | 4                        | -                 | Jackson            |
| <b>Total</b>                         |                         | <b>\$945,000</b>        |                |  |                                 |                          |                   |                    |

\*Indicates loan has been paid in full

|                          |                         |                          |                                |  |           |           |                    |         |
|--------------------------|-------------------------|--------------------------|--------------------------------|--|-----------|-----------|--------------------|---------|
| Mercado, LLC             | 10/25/2016<br>4/18/2017 | \$250,000*<br>\$310,000* | Debt                           | Convenience Store<br>(445120)                  | 8         | 8         | -                  | Jackson |
| <b>Total</b>             |                         | <b>\$560,000</b>         |                                |  |           |           |                    |         |
| Powderhorn Partners, LLC | 5/9/2018                | \$940,000                | Debt                           | Comm. & Ind.<br>Building Operation<br>(651201) | 3         | 3         | -                  | Jackson |
| <b>Total</b>             |                         | <b>\$9,400,000</b>       |                                |  |           |           |                    |         |
| 1175 Partners, LLC       | 5/11/2017               | \$1,000,000*             | Debt                           | Comm. & Ind.<br>Building Operation<br>(651201) | 4         | 4         | -                  | Jackson |
| <b>Total</b>             |                         | <b>\$1,000,000</b>       |                                |  |           |           |                    |         |
| <b>GRAND TOTAL</b>       |                         | <b>\$5,004,968</b>       | <b>Equity=0%<br/>Debt=100%</b> |  | <b>35</b> | <b>39</b> | <b>\$5,450,000</b> |         |

### Combined SBIC Program Totals

| Investment Amount   | Debt or Equity   | Employees at time of investment | Employees as of 12/31/19 | Follow-On Capital   |
|---------------------|--|---------------------------------|--------------------------|---------------------|
| <b>\$30,014,232</b> | <b>Equity = \$660,203 (2%)<br/>Debt = \$29,354,029 (98%)</b> | <b>442</b>                      | <b>615</b>               | <b>\$34,651,272</b> |

\*Indicates loan has been paid in full

**AGREEMENT BETWEEN  
WYOMING BUSINESS COUNCIL  
AND  
UNIVERSITY OF WYOMING**

1. **Parties.** The parties to this Agreement are the Wyoming Business Council (Council), whose address is: 214 West 15<sup>th</sup> Street, Cheyenne, Wyoming 82002, and the University of Wyoming (University), whose address is: 1000 East University Avenue, Laramie, Wyoming 82071.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the University shall operate and administer the programs collectively known as the “Wyoming Business Resource Network” (BRN), which include the Manufacturing Works (MW), Market Research Center (MRC), Procurement Technical Assistance Center (PTAC), Wyoming Technology Transfer and Research Products Center (WY-TTRPC), Small Business Development Center (SBDC), Wyoming SBIR/STTR Initiative (WSSI), and the Wyoming Technology Business Center (WTBC) programs. The BRN programs, along with their respective objectives, are more fully described in Attachment A, Scope of Work, which is attached to and incorporated into this Agreement by this reference.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of the Agreement is from July 1, 2020 through June 30, 2021. All services shall be completed during this term.

This Agreement may be extended by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Council.

4. **Payment.**
  - A. The Council agrees to pay the University for the services described in Attachment A, at the rates set forth in Attachment B, BRN Budget, which is attached to and incorporated into this Agreement by this reference. Total payment under this Agreement shall not exceed two million, four hundred ninety-one thousand, three hundred ten dollars (\$2,491,310,00). Payment shall be made upon submission of itemized quarterly invoices in accordance with the requirements in Attachment A. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. University shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.
  - B. No payment shall be made for work performed before the Effective Date of this Agreement. Should the University fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the University performs its duties and responsibilities to the satisfaction of Council.

- C. Except as otherwise provided in this Agreement, the University shall pay all costs and expenses, including travel, incurred by University or on its behalf in connection with University's performance and compliance with all of University's obligations under this Agreement.

**5. Responsibilities of University.** The University agrees to:

- A. Operate and administer the BRN programs in accordance with Attachments A and B.
- B. Maintain sufficient physical space, regional centers, professional staff, and consulting capacity to aid business development efforts throughout the state.
- C. Support the continued work of the BRN Advisory Committee comprised of four (4) representatives from the University as well as four (4) liaisons designated by the Council. The committee shall meet at least quarterly, but may meet more often as required by the University and the Council, and shall focus on review and assessment as follows:
  - (i) Mission and vision of the BRN programs;
  - (ii) Actual function of BRN programs and identifying overlap and/or gaps in services to economic development efforts.
  - (iii) Opportunities and obstacles to integration among BRN programs, including funding and government agency requirements;
  - (iv) Development of recommendations for simplification, integration, and enhancements to BRN functions;
  - (v) Collaboration, cooperation, and coordination with the Council for purpose of avoidance of duplication of efforts, alignment of marketing efforts, program strategy, and programmatic evaluation.
- D. Provide one (1) comprehensive BRN performance report to the Council by August 30 of each year. The report shall include metrics in a method and manner to be prescribed by the BRN Advisory Committee and shall reflect performance during the previous fiscal year.
- E. Provide to the Council on an annual basis all program-specific progress reports submitted to federal funders for the individual BRN programs receiving federal support for their programs.
- F. Report relevant University-supported activities pertaining to business development and assistance to the BRN Advisory Committee.
- G. Acknowledge Council's contributions to BRN programs in marketing materials.

- H. Ten thousand dollars (\$10,000.00) of the total Agreement amount set forth in Section 4 above shall be utilized as Council's sponsorship of the University's annual GRO-Biz Conference. University shall conspicuously identify Council as a sponsor of the event in all marketing and promotional materials related to the Conference, and shall extend to the Council all benefits afforded to similarly-situated sponsors. In all other cases, funds allocated under this Agreement shall be expended according to the budget set forth in Attachment B except as provided in Section 7 below.

6. **Responsibilities of Council.** The Council agrees to:

- A. Pay University in accordance with Section 4 above.
- B. Designate Council members as liaisons to serve on the BRN Advisory Committee, and actively participate in committee meetings.
- C. Report all relevant Council-supported activities pertaining to business development and assistance to the BRN Advisory Committee whenever practical to avoid duplication of efforts.
- D. To the extent permitted by the Wyoming Public Records Act and other applicable law, hold in confidence information on University's clients that may be submitted to Council as part of the University's reporting obligations under this agreement, and recognize the sensitive nature of proprietary client information.
- E. Coordinate networking sessions between Council staff and BRN employees to build stronger partnerships.
- F. Acknowledge University's contributions to BRN programs in marketing materials.

7. **Special Provisions.**

- A. **Budget Reallocation.** The University may reallocate funding among and between budget categories in an amount not to exceed twenty percent (20%) of the total of the line items totals set forth in Attachment B without prior approval of the Council and subject to any necessary federal approvals. University shall report any reallocation of funds to the BRN Advisory Committee at its next regular meeting.

The University may not reduce or increase any of the line item totals set forth in Attachment B by more than twenty percent (20%) without prior written approval from the Council, and subject to any necessary federal approvals.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.

- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The University shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Council.
- D. Audit and Access to Records.** The Council and its representatives shall have access to any books, documents, papers, electronic data, and records of the University which are pertinent to this Agreement.
- E. Availability of Funds.** Each payment obligation of the Council is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Council at the end of the period for which the funds are available. The Council shall notify the University at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Council in the event this provision is exercised, and the Council shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Council may award supplemental or successor contracts for work related to this Agreement or may award contracts to other contractors for work related to this Agreement. The University shall cooperate fully with other contractors and the Council in all such cases.
- G. Compliance with Laws.** The University shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the University in the performance of this Agreement shall be kept confidential by the University unless written permission is granted by the Council for its release. If and when University receives a request for information subject to this Agreement, University shall notify Council within ten (10) days of such request

and shall not release such information to a third party unless directed to do so by Council.

- I. Entirety of Agreement.** This Agreement, consisting of eight (8) pages; Attachment A, Scope of Work, consisting of six (6) pages; and Attachment B, BRN Budget, consisting of one (1) page; represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- J. Ethics.** University shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing University's profession.
- K. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by the Council and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The University shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the Council for any purpose. Consistent with the express terms of this Agreement, the University shall be free from control or direction over the details of the performance of services under this Agreement. The University shall assume sole responsibility for any debts or liabilities that may be incurred by the University in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the University or its agents or employees to act as an agent or representative for or on behalf of the Council or to incur any obligation of any kind on behalf of the Council.



The University agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to Council employees will inure to the benefit of the University or the University's agents or employees as a result of this Agreement.

- O. Nondiscrimination.** The University shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.
- P. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- Q. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, and approved as to form by the Office of the Attorney General.
- R. Insurance Requirements.** University is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.*, and represents that it will provide self-insurance up to the applicable limits.
- S. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, shall identify the Council as the sponsoring agency.
- T. Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming, the Council and the University expressly reserve sovereign immunity by entering into this Agreement and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.



- V. Taxes.** The University shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- W. Termination of Agreement.** This Agreement may be terminated, without cause, by the Council upon thirty (30) days written notice. This Agreement may be terminated by the Council immediately for cause if the University fails to perform in accordance with the terms of this Agreement.
- X. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- AA. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- GG. Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the University of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Council.

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

**COUNCIL:**

Wyoming Business Council

\_\_\_\_\_  
Amy L. Grenfell, Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah Fitz-Gerald, Chief Strategy Officer

\_\_\_\_\_  
Date

**UNIVERSITY:**

University of Wyoming

\_\_\_\_\_  
Neil Theobald, Interim President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara R. Evans, General Counsel

\_\_\_\_\_  
Date

**ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM**

\_\_\_\_\_  
Margaret A. R. Schwartz, Assistant Attorney General

\_\_\_\_\_  
Date

**ATTACHMENT A TO THE AGREEMENT BETWEEN  
WYOMING BUSINESS COUNCIL  
AND  
UNIVERSITY OF WYOMING**

**Scope of Work**

**Scope of Work: Manufacturing-Works**

Assist small and medium size manufacturing businesses throughout the State of Wyoming in enhancing the productivity, technological performance, and competitiveness by acquiring assistance with manufacturing technology and techniques. WBC will provide matching funds for the continuation of Manufacturing Works, located on the campus of the University of Wyoming and administer by the University of Wyoming in conjunction with and leveraging funds from the National Institute of Science and Technology (NIST).

1. **Innovation:** To promote an innovative culture within individual companies, train, coach, and consult with Wyoming manufacturers about innovation and continuous improvement processes. This will be completed by offering training, one-on-one consulting, and facilitating project management assistance.
2. **Technology Assistance:** Foster and connect Wyoming manufacturers with new, trending, or innovative technologies and/or resources.

MW will minimally assist with the following:

- Product development and prototype fabrication
  - Working collaboratively with UW College of Engineering programs
  - Facilitate energy efficiency assistance including ASHRAE Level I and II energy audits
  - Facilitate cybersecurity compliance demands that expand beyond the free services offered by other BRN programs
  - Arrange and facilitate experiential learning opportunities through paid internships
3. **Market Expansion:** Assist with business expansion including but not limited to: diversification of product line, markets, and exporting (domestic and international).
  4. **Business Advising/Leadership Development and Transition Planning:** Facilitate transitions for manufacturers by exploring the unique features of the family business and assist the family in becoming more engaged and equipped to build value, meet the challenges of both business and family, and create a sustainable workforce for the future.
  5. **Workforce Development:** Support a quality management culture by promoting quality management training for individual small manufacturing entities (SMEs) and certification and audit assistance, e.g. International Organization for Standardization (ISO) or Underwriters Laboratories (UL) programs for SMEs.
  6. **Collaboration:** Work collaboratively with members of the Business Resource Network

to provide the greatest value and resources to manufacturers.

## **Scope of Work: Market Research Center**

### **1. Technical Market Research Assistance**

The Market Research Center provides technical marketing research assistance to existing business development, research, and service organizations; provides service to new entrepreneurial startups as well as existing firms being assisted by development organizations desiring significant market expansion. Specific technical marketing research topics may include but are not limited to:

- Industry Statistics, Data Trend and Best Practices
- Financial Data by Business Type
- Competitive Intelligence
- Segmentation Analysis
- Marketing Strategies
- Marketing and Mailing Lists
- Geographic Information Systems (GIS)
- Demographic, Psychographic and Spending Data
- Website Review and Analysis
- Social Media Platform Marketing Evaluation
- Business Use of Online Research Tools
- Commercial Construction Project Reports (Bid Opportunities)
- Customer Satisfaction Assessment

### **2. Applied Market Research Assistance**

Assist specific locally sponsored business by coordinating research needs with support organizations.

### **3. Dissemination of Market Research Center Activities**

Promote market research services.

## **Scope of Work: Procurement Technical Assistance Center (PTAC)**

The University provides small business assistance and training in the following areas:

1. Assistance to Wyoming businesses in contracting with state, local, and federal governments, and provide outreach to state and local agencies on contracting with Wyoming businesses.
2. Provide training, education, and guidance specifically related to government contracting.
3. Support an electronic bid match system to notify participating businesses of opportunities with the government.

The Council acknowledges and concurs with the University's proposal to secure and follow Defense Logistics Agency (DLA) Agreements, and performance criteria contained therein.

### **Scope of Work: Wyoming Technology Transfer and Research Products Center (WY-TTRPC)**

The University operates the Wyoming Technology Transfer and Research Products Center (WY-TTRPC) at the University of Wyoming and provides a yearly report of the activities and the programs to include a listing of individuals and companies, if allowable by law, that received assistance;

1. The University retains an individual with expertise in the areas of technology transfer;
2. The University facilitates technology transfer through various means, including but not limited to:
  - Create methods and channels of access between Wyoming businesses and entrepreneurs and the expertise of University faculty and academic professionals.
  - Assist Wyoming businesses in prototyping by directing them to the appropriate and relevant resources related to prototyping within the State of Wyoming, including but not limited to, Manufacturing Works and any other relevant prototyping services that are now or may become available.
  - Help companies and entrepreneurs in Wyoming to use the capabilities of the WY-TTRPC and Council regional offices for multidisciplinary assistance in areas relating to, but not limited to, general information which does not rise to the level of legal advice relating to intellectual property protection, preparation of licensing agreements, as well as initial market assessments of potential technologies and ventures, and other matters related to technology transfer.
  - Provide training at minimum cost through the Council's regional offices for Wyoming entrepreneurs and businesses on topics relating to technology transfer.
3. With support from the Council, partner with experienced patent and IP attorneys to provide general information to independent inventors on intellectual property law, and protection and commercialization strategies.

### **Scope of Work: Small Business Development Center**

The University provides small business assistance and training for new and existing businesses in the following areas:

1. Needs Assessment: Analysis of strengths, weaknesses, opportunities and threats associated with the potential or ongoing operation of business enterprises.

2. Comprehensive Business Planning: Documentation of goals and objectives, as well as the strategies for achieving them. Startup assistance.
3. Market Research and Market Strategy: Consideration of markets for products/services and how to best take said products/services to those markets.
4. Financial Statement Analysis and Control: Evaluation of past and present financial health and position.
5. Cash Flow Analysis and Financial Projections: Study of forecasted cash flows and operations.
6. Debt, Equity, and alternative Funding Development: Evaluation and presentation of financing requirements and opportunities.
7. Valuation Methods: Utilization of tools to determine value when buying and/or selling businesses.
8. Strategic Planning: Definition of business objectives (the vision and the application of that vision to help guide the decision-making process).
9. Management Issues and Specialty Areas: Examination of business policies and procedures, management styles, human resources, organization development, computerized bookkeeping, e-commerce, sustainable business, cybersecurity/risk management, and international trade, etc.
10. Training: Identification and coordination of group training to address specific issues affecting Wyoming's small businesses. Development of online training methods.

The Council acknowledges and concurs with the University's proposal to secure and follow U.S. Small Business Administration (SBA) Agreements, and performance criteria contained therein.

### **Scope of Work: Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR)**

1. **SBIR/STTR administration and coordination of activities**
  - a. Meet with individuals who have ideas or technologies, conduct a needs assessment for fit with SBIR/STTR program, refer clients to appropriate resources and provide assistance for product development and SBIR/STTR funding.
  - b. Travel in state to promote the program and meet with Wyoming entrepreneurs, travel to national and regional SBIR/STTR conferences to meet with federal agency program managers, receive training on program changes and assist Wyoming entrepreneurs with networking, program requirements and education.
  - c. Identify, recruit, and retain mentors to work with Phase 0 awardees.
  - d. Promote the program through the Wyoming SBIR/STTR email news, [www.uwyo.edu/sbir](http://www.uwyo.edu/sbir) website, social media, pamphlets, fliers, postcards, banners and other promotional items.
  - e. Review and comment on SBIR/STTR proposals from Wyoming entrepreneurs prior to submission at national level.
  - f. Arrange workshops, webinars, and other meetings that describe SBIR programs and educate Wyoming entrepreneurs regarding the SBIR/STTR program requirements.
  - g. Administration of Phase 0 and Phase 00 program includes advising clients of program details, reviewing proposals for compliance making recommendations for improved

- competitive Phase 0/00 proposals, preparing contracts, and ensuring contract obligations are met, and authorizing dissemination of Phase 0/00 funds.
- h. Identify, recruit, and train Phase 0/00 reviewers.
- i. Continue to collaborate with Council on ways to enhance program marketing to increase statewide awareness and accessibility of the program.
- j. Continue to work with Council the WTBC, and other partners and stakeholders to connect startups to investors and capital.

### Scope of Work: Wyoming Technology Business Center (WTBC)

The WTBC focuses on developing early stage companies, with an emphasis on high-growth business-to-business (B2B) firms. Target client business models trend towards technical (CompSci, biotech, engineering) focus in Laramie, medical and energy technologies (along with general business) in Casper, and general business in Sheridan. We expect that as incubator presence potentially expands to other geographies in the state in the future, the respective local mix of clients will reflect local economies and demographic realities.

All client companies, regardless of location within the state, receive personal one-on-one or virtual one-on-one business counseling, mentoring, and executive coaching services provided by the WTBC staff based on their stage of development and specific business model. WTBC also provides advisory services to pre-venture client companies not residing in the incubators, including University spinout concepts, to promote a flow of future new companies. WTBC works closely with all other segments of the Business Resource Network, including the SBDC, Manufacturing Works, and the University's Technology Transfer and Research Products Center.

- Provide documentation of "WTBC Program" outlining standard but flexible policies, and methods used by the WTBC to support high-growth potential startups, including:
  - Program methodology around the WTBC's version of Lean Launchpad/Startup.
  - Incubator entry criteria, process(es) that clients experience during the WTBC engagement, and incubator exit criteria.
  - Client roles and responsibilities within the program and managing the program flow for each client.
  - Application process for becoming a WTBC client
- Advise and support high-growth-potential startups that seek be primary employers in the early stages of business development following the WTBC Program. This is performed not just in the incubator communities but is a resource available to anyone in the State who seeks assistance.
- Provide Networking opportunities within the three incubator communities are available through Entrepreneur to Entrepreneur (e2e), a networking group that is designed to improve the climate for the start-up and growth of entrepreneurial companies that regularly includes a brief educational component. Additionally, the incubators hold regular client networking sessions to afford peer-to-peer counseling and support.
  - A standard "best practices" document will be generated defining the current e2e program - a reference document for other communities to use if there is impetus to develop their own e2e-type program locally. WTBC will advise those communities as they request it.



- It is expected that this will resume during FY21 from hiatus due to current FY20 COVID-19 response. Re-launch will occur when prudent.
- ~~The WTBC advises and supports high-growth startups in the early stages of business development and supports overall economic and community development. This is performed not just in the incubator communities but is a resource available to anyone in the State who seeks assistance.~~
- ~~The WTBC operates~~Operate ~~6 separate~~ “Startup Challenges” (or similar name) which are entrepreneurship pitch competitions including:- ~~Starting with the Fisher Innovation Launchpad in 2016, more than 50 companies have been launched cumulatively, with more than half still operating. Overhead is covered by both UW ORED and WBC for the community challenges, and NSF for MECSL and WRSC. Following is a current (FY21) list of entrepreneurship challenges operated by WTBC:~~
  - Fisher Innovation Launchpad: University of Wyoming, working capital funded through the Fisher endowment and UW School of Energy Resources.
  - Casper Startup Challenge: Funded by Casper community and UW
  - Sheridan Startup Challenge: Funded by Sheridan community and UW
  - Microbial Ecology Collaborative Startup Launchpad – MECSL: Funded by NSF EPSCoR and run statewide through 2021.
  - Wind River Startup Challenge – WRSC: Funded by NSF EPSCoR and targeting the two sovereign tribes on WRIR through 2021.
  - Southeast Wyoming Innovation Launchpad – SEWYIL: Funded by Albany and Laramie County communities.
  - Additional counseling and team support is also provided collaboratively to the UW College of Business entrepreneurship competition, the Ellbogen \$50K.
- ~~WTBC is organizing~~Organize and coordinateing a statewide “entrepreneurship expo”, which is presently branded, “Innovate 307”, and launching late summer of 2020. Financial support is mainly from UW, but with WBC leverage. Current vision sees three separate tracks of, i) Venture Capital and pitch competition, ii) Entrepreneurship education and best practices, and, iii) Incubator training and best practices. If tracks are successful, they will be repeated, evolved, or adapted at some agreed-upon interval, likely annually.
  - Year one (August 2020) scope has been significantly impacted by both state and federal COVID-19 response, obviating a large two-day public gathering of entrepreneurship stakeholders within the state. Instead, for FY21, the Innovate 307 program will establish expectations for a June 2021 (tentative) large public event in Casper that was originally envisioned for August 2020. The August 2020 program will instead be held virtually, or if allowed, in abbreviated small and much shorter (half day) forum.
- With respect to helping the state understand and build methodologies targeted at increasing the number of primary employers in the state, WTBC will:
  - Define the “typical” demographics of the WTBC client mix by unit as an initial benchmark in FY21 against which to track improvements in mix within each site program.



- Further integrate Laramie WTBC mission with the UW TTO, with a goal of mutually shepherding more university technologies into the commercial sector within Wyoming. The deliverable for FY21 shall be:
  - Bilaterally develop a list of possible UW IP that could potentially be commercially spun out concomitantly with an assessment of current TRL/BRL levels and what would be required to move this IP forward.
- ~~Develop and publish a WTBC standard policies, methods, or manual for use or reference by any Wyoming community economic development entity describing:~~
  - ~~Program methodology around the WTBC's version of Lean Launchpad/Startup.~~
  - ~~Incubator entry criteria, process(es) that clients experience during the WTBC engagement, and incubator exit criteria.~~
  - ~~Client roles and responsibilities within the program and managing the program flow for each client.~~
- Create a network of WTBC alumni.
- The WTBC reports, through the University's Office of Research and Economic Development, aggregate economic impact data across all WTBC incubator programs annually to the Wyoming Business Council. The report will include:
  - Brief descriptions of each company in the WTBC Program, including where they are in the WTBC Program process, successes and challenges.
  - Number of companies operating within WTBC facilities, grouping by associated industries represented, and outreach (non-resident) clients supported.
  - Documentation of how WTBC companies are leveraging technology created by UW faculty or students.
  - Aggregate number of new FTE employees and estimated payroll of those companies in the WTBC Program.
  - ~~Total number of new company startups each year supported by each WTBC site and in aggregate. This report will also list those startups by general industry/service segment for each client.~~
  - Aggregate external funding captured by client companies in the WTBC network, broken out by angel, VC, and traditional financing.
  - Number-Brief descriptions of graduated companies continuing operations in Wyoming, including longevity, successes, failures, challenges, learnings.
  - Attendance and impact reporting on the Wyoming event programming.
  - A summary of challenges faced by Wyoming high-growth-potential startups and recommended solutions.

**ATTACHMENT B TO THE AGREEMENT BETWEEN  
WYOMING BUSINESS COUNCIL  
AND  
UNIVERSITY OF WYOMING**

**BRN Budget**

|  | <b>FY21 WBC Funding<br/>7/1/20 – 6/30/21</b> | <b>UW Funding<sup>1</sup></b> | <b>Federal<br/>Funding<sup>2</sup></b> |
|--|--|-------------------------------|--|
| <b>Manufacturing Works (MW)</b>                                | <b>\$572,353.00</b>                          | \$459,315.00                  | \$600,000.00                           |
| <b>Procurement Technical Assistance Center (PTAC)</b>          | <b>\$133,887.00</b>                          | \$160,680.00                  | \$257,761.00                           |
| <b>Small Business Development Center (SBDC)</b>                | <b>\$763,778.00</b>                          | \$580,064.00                  | \$727,778.00                           |
| <b>WY SBIR/STTR Initiative (WSSI)</b>                          | <b>\$235,628.00</b>                          | \$79,933.00                   | \$0.00                                 |
| <b>Market Research Center (MRC)</b>                            | <b>\$292,476.00</b>                          | \$98,906.00                   | \$0.00                                 |
| <b>Wyoming Technology Business Center (WTBC)</b>               | <b>\$407,939.00</b>                          | \$510,262.00                  | \$0.00                                 |
| <b>Technology Transfer/Research Products Center (WY-TTRPC)</b> | <b>\$75,249.00</b>                           | \$1,066,588.00                | \$0.00                                 |
| <b>GRO-Biz Conference</b>                                      | <b>\$10,000.00</b>                           |                               |  |
| <b>TOTAL</b>   | <b>\$2,491,310.00</b>                        | <b>\$2,955,748.00</b>         | <b>\$1,585,539.00</b>                  |

1: The figures in this column include the indirect overhead support provided by the University (calculated using the University's facilities & administrative cost recovery rate of 44.5%) and are presented here for reference only. These figures are not binding upon the Council or the University under the terms of this Agreement.

2: The figures in this column are presented for reference only and are not binding upon the Council or the University under the terms of this Agreement.

**AMENDMENT ONE TO THE CONTRACT BETWEEN  
WYOMING BUSINESS COUNCIL  
AND  
ADVANCE COMMERCIAL PROVIDER LTD**

1. **Parties.** This Amendment is made and entered into by and between the State of Wyoming, Wyoming Business Council (Council), whose address is: 214 West 15<sup>th</sup> Street, Cheyenne, WY 82001, USA, and Advance Commercial Provider LTD (Contractor), whose address is: 3F, 201, Nanjing E. Road Sec. 3, Taipei 104, Taiwan.

2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Contract between the Council and the Contractor. The purpose of this Amendment is to: a) extend the term of the Contract through June 30, 2022; b) increase the total contract amount by three hundred ninety-two thousand, seven hundred nine dollars (\$392,709.00) to seven hundred thirty-two thousand, seven hundred nine dollars (\$732,709.00); c) amend the responsibilities of the Contractor; and d) amend the responsibilities of the Council.

The original Contract, dated August 31, 2018, set forth the terms and conditions by which the Contractor shall serve as the Foreign Trade Representative for the State of Wyoming at the State of Wyoming - Asia Pacific Trade Office in Taiwan for a total amount of three hundred forty thousand dollars (\$340,000.00) and an expiration date of June 30, 2020.

3. **Term of the Amendment.** This Amendment shall commence on June 30, 2020, or upon the date the last required signature is affixed hereto, whichever is later (Effective Date), and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule, or regulation.

4. **Amendments.**

A. The second sentence of Section 3 of the original Contract is hereby amended to read as follows:

“The term of this Contract is from September 1, 2018 through June 30, 2022.”

B. The second sentence of Section 4(A) of the original Contract is hereby amended to read as follows:

“Total payment under this Contract shall not exceed seven hundred thirty-two thousand, seven hundred nine dollars (\$732,709.00).”

5. **Amended Responsibilities of the Contractor.**

A. Section 5 of the original Contract is hereby amended to add subsections C and D, which read as follows:



- “C. Obtain and maintain suitable office space in the Taiwan World Trade Center building in Taipei, or in another facility as may be described by the Council, and shall itemize all lease-related costs on invoices submitted to Council. Contractor must maintain such office space for the duration of this Contract, and shall be solely responsible for compliance with all requirements set forth by its Lessor.
- D. Maintain detailed records of all subsidy monies received from the Taiwan Ministry of Foreign Affairs (MOFA) related to the State of Wyoming - Asia Pacific Trade Office, and shall provide a detailed accounting of those funds to the Council as new funds are received from MOFA, as well as at any time requested by the Council. Subsidy funds received shall become the property of the Contractor upon their deduction from Contractor’s subsequent invoice(s) for services performed under this Contract. Any unspent subsidy funds remaining in the Contractor’s possession at the termination of this Contract shall be returned to the Council within thirty (30) days at the Contractor’s sole expense.”

6. **Amended Responsibilities of the Council.** The Responsibilities of the Council are hereby amended as follows:

A. Subsection 6(B) of the original Contract is amended to read as follows:

- “B. Reimburse Contractor for leasing expenses incurred for the acquisition and maintenance of leased office space described in Subsection 5(C) above in an amount not to exceed twenty-two thousand dollars (\$22,000.00), which is included in the total Contract amount set forth in Section 4. Contractor must submit evidence of incurred costs when invoicing the Council for lease-related expenses.”

7. **Special Provisions.**

- A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Contract, and any previous amendments, between the Agency and the Contractor, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. **Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Contractor of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

8. **General Provisions.**

- A. **Entirety of Contract.** The original Contract, consisting of ten (10) pages; Attachment A, Scope of Work, consisting of three (3) pages; and this Amendment One, consisting of four (4) pages, represent the entire and integrated agreement between the parties and

supersede all prior negotiations, representations, and agreements, whether written or oral.

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

This Amendment is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

**COUNCIL:**

Wyoming Business Council

\_\_\_\_\_  
Joshua J. Dorrell, Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brandon Marshall, Business Development Director

\_\_\_\_\_  
Date

**CONTRACTOR:**

Advance Commercial Provider LTD

\_\_\_\_\_  
Yuh-Cherng "Chester" Chu, Board Member

\_\_\_\_\_  
Date

**ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM**

  
\_\_\_\_\_  
Margaret A. R. Schwartz, Assistant Attorney General

4-29-2020  
Date



# SECTION B

## COMMUNITY GRANT AND LOAN COMMITTEE

May 6-7, 2020 · Online, Wyoming





TM





# Community Grant and Loan Committee

## Report and Recommendations to the Wyoming Business Council

May 7, 2020

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TM

## BUSINESS READY COMMUNITY OVERVIEW

### BRC Application and Financial Summary

Total available funds: \$19,645,659

Applications received for the March 1, 2020 Application cycle:

| BRC Applications Received March 1, 2020 |  |                                     |              |                      |
|---|--|-------------------------------------|--------------|----------------------|
| Applicant                               | Project  | Type                                | Request      | Staff Recommendation |
| 1. Saratoga Carbon Co Impact JPB        | Southern Water & Sewer Extension                         | Community Development - Readiness   | \$ 1,000,000 | \$ 1,000,000         |
| 2. Laramie, City of                     | Wayfinding Signage                                       | Community Development - Enhancement | \$ 475,000   | \$ -                 |
| 3. Washakie County                      | Library & Economic Development Project                   | Community Development - Enhancement | \$ 500,000   | \$ 500,000           |
| 4. City of Evanston                     | WY State Hospital Campus Assessment & Redevelopment Plan | Planning - ED Study                 | \$ 25,000    | \$ 25,000            |
| 4. Uinta County                         | WY State Hospital Campus Assessment & Redevelopment Plan | Planning - ED Study                 | \$ 25,000    | \$ 25,000            |
| 5. Moorcroft, Town of                   | Moorcroft Town Center Upgrade Study                      | Planning - Feasibility Study        | \$ 18,750    | \$ 43,750 **         |
| 6. Pine Bluffs, Town of                 | Senior Assisted Living Study                             | Planning - Feasibility Study        | \$ 18,750    | \$ 43,750 **         |
| Total Requests                          |  |                                     | \$ 2,062,500 | \$ 1,637,500         |
| Total Available BRC Funding             |  |                                     |              | \$ 19,645,659        |
| Funds remaining if awarded              |  |                                     |              | \$ 18,008,159        |

Awards are contingent on the satisfactory execution and administration of previous grants or loans by an applicant. Other contingencies, if any, are defined in the project descriptions. The office of the Attorney General conducts a review of applications that are Business Committed, that have a loan component, or any extenuating circumstances.

### Allocation Plan - FY20

#### FY20 Q4 Allocation

| BRC Project Types     | Priorities | % of Allocation | Q4 Allocation Available |
|-----------------------|------------|-----------------|-------------------------|
| Business Committed    | High       | 45%             | \$ 4,420,273            |
| Community Development | Medium     | 54%             | \$ 5,304,328            |
| Planning              | Low        | 1%              | \$ 98,229               |
|                       |            |                 | \$ 9,822,830            |



Business Ready Community Grant and Loan Program

# SARATOGA CARBON COUNTY IMPACT JPB

## SARATOGA SOUTHERN WATER AND SEWER EXTENSION

**\$1,000,000 Community Readiness Grant  
Request, \$200,000 Cash Match**

Staff Recommendation: Fund as requested contingent  
on USDA loan.

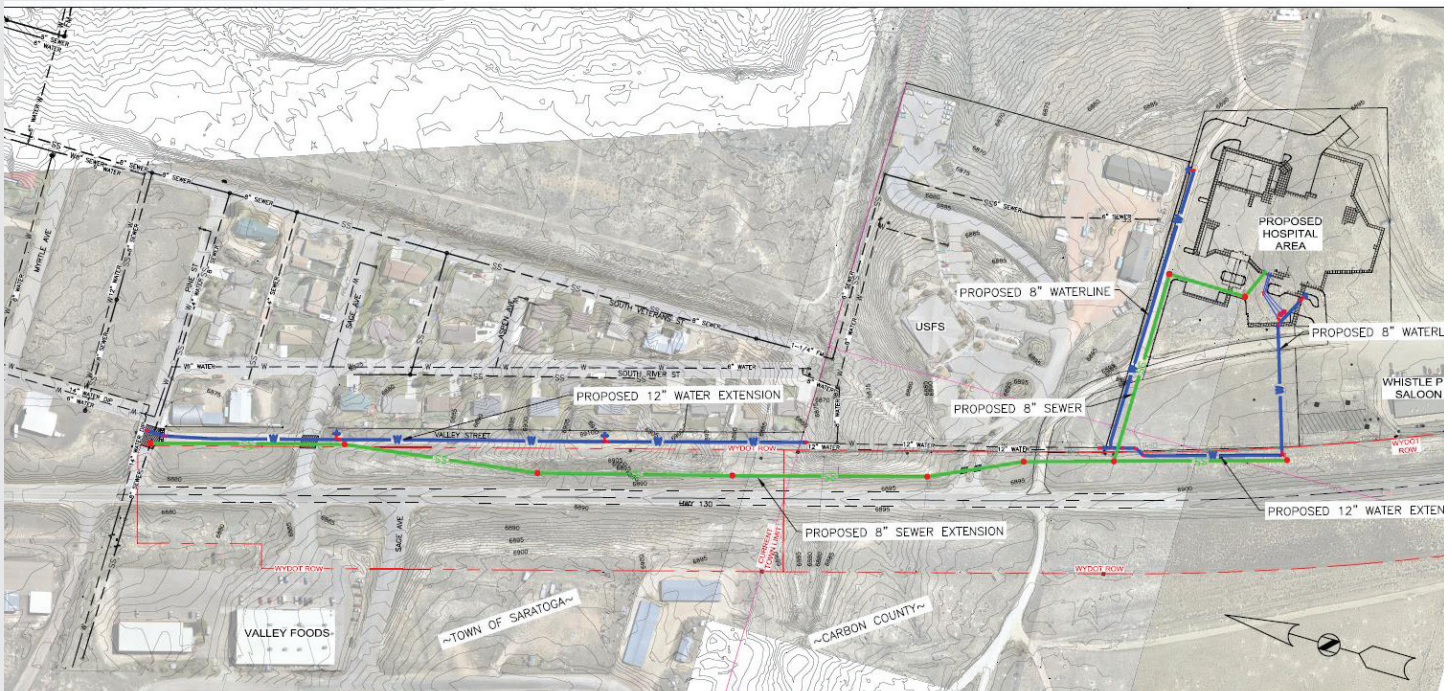
### Project Description

The Saratoga Carbon Co. Impact JPB requests \$1 million in Community Readiness funds for the extension of necessary water and sewer infrastructure to a 5-acre site located on the west end of the Town of Saratoga. This project will meet the following goals:

- Expand water and sewer infrastructure to a site targeted for commercial growth as outlined in the Town of Saratoga's 2016 Comprehensive Master Plan; and
- Provide necessary water and sewer infrastructure to assist in the construction of a new 42,000 square-foot health care facility to be located in the proposed site.

### Strategic Value Proposition

This project meets one of the primary strategic objectives outlined in the Town of Saratoga 2016 Comprehensive Master Plan, which is to



ready a site and the west end of town for future commercial development. Infrastructure to this site also meets a second strategic objective identified in the goal of maintaining and expanding local healthcare options for the Town of Saratoga.

This project ties into the Wyoming Business Council's Strategic Plan in that it will "help existing knowledge, creative and advanced manufacturing businesses expand" as healthcare has been identified as one of the new economic sectors. This project will:

- Assist in the construction of a new 42,000 square-foot medical facility
- Assist in retaining 25-36 employees at the Saratoga Medical Clinic/Pharmacy as well as the nursing facility which will become part of the new medical facility
- Provide medical services in town that would otherwise require residents to travel to other communities.
- Complement large employers in the area, i.e. Brush Creek Ranch by providing local services for their employees and visitors that come to the dude ranch each year.
- Assist in the future development of hotel/motels, service-related development, new business expansion related to the health care facility, increase in local sales tax and other related efforts.
- Allow for existing businesses to benefit from the water and sewer infrastructure.

## **Project Readiness**

This property and the corresponding area have been identified in the Saratoga 2016 Comprehensive Master Plan specifically targeted for commercial development. Furthermore, the community has maintained communication with the Hospital Board during the development of this project and application. They have also researched and applied for several funding sources, such as the USDA and private investments.

## **The Business**

Although this project is not a Business Committed project, the new infrastructure will assist in the construction of the new 42,000 square-foot Platte Valley Medical Center. The new medical center will employ 16.1 FTE in the first year and 65.9 by 2024.



## Performance Measure Chart

| Saratoga Carbon Co Impact JPB - Southern Water & Sewer Extension |                                      |   |                             |
|--|--------------------------------------|---|-----------------------------|
| Project Budget   | Projected Grant Expenditure Schedule |   |                             |
|  | Description                          | BRC   | Match                       |
|  |                                      |   | Total                       |
|  | Non-Construction Costs               | \$ 166,667  | Cash \$ 33,333 \$ 200,000   |
|  | Construction Costs                   | \$ 833,333  | \$ 166,667 \$ 1,000,000     |
|  | Total Project Cost                   | \$ 1,000,000  | \$ 200,000 \$ 1,200,000     |
| Performance Measures   | Percentage BRC of all cash:          |   | 83%                         |
|  | Measure                              | Quantity  |                             |
|  | Businesses Assisted                  | 1 New hospital facility.  |                             |
|  | Additional Public Investment         | \$ 17,657,000 USDA funding - pending award                                      |                             |
|  | Additional Grant Funding             | \$ 500,000 Helmsey Grant - for medical equipment (pending USDA funding)         |                             |
|  | Additional Private Investment        | \$ 3,750,000 Committed to date (total will be \$4 million pending USDA funding) |                             |
| Project Infrastructure   | Acres Developed                      | 5 acres   | Approximate 5 acre site     |
|  | New Building Construction            | 42,000 square-feet  | New hospital construction   |
|  | Water                                | 2,781 lineal-feet   | New water line construction |
|  | Sewer                                | 3,000 lineal-feet   | New sewer line construction |
|  | Road                                 | misc  | Patchwork as needed.        |

## Funding Sources and Uses

Request of \$1,000,000 in Community Readiness grant funds will be matched with a \$200,000 cash match from the Gretchen Swanson Family Foundation. Additional funding sources for the construction of the hospital are from the following sources:

- \$17,657,000 in USDA loan funding (approval expected by June 2020);
- \$500,000 from a Helmsley Grant for medical equipment (contingent on USDA funding);
- \$4,000,000 from private funding sources (\$3,750,000 committed to date when application was submitted).

| Sources  |                     |
|--|---------------------|
| BRC amount                                     | \$ 1,000,000        |
| Cash Match                                     | \$ 200,000          |
| <b>Total eligible project cost</b>             | <b>\$ 1,200,000</b> |
| BRC % of total eligible project costs          | 83%                 |
| Local % of total eligible project costs        | 17%                 |
| Uses   |                     |
| <b>Non-Construction Costs</b>                  |                     |
| Architectural and Engineering fees             | \$ 200,000          |
| <b>Construction Costs</b>                      |                     |
| Site work - Water Line/Sewer Line Construction | \$ 909,116          |
| Contingencies (8%)                             | \$ 90,884           |
| <b>Total Uses</b>                              | <b>\$ 1,200,000</b> |

## Staff Recommendation

Staff recommends funding as requested, contingent upon the award of the USDA loan.



Business Ready Community Grant and Loan Program

## CITY OF LARAMIE WAYFINDING AND STREETSCAPING

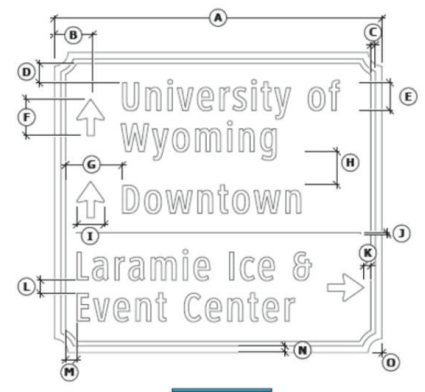
### Community Enhancement Project

**\$475,000 Grant Request, \$125,000 Cash Match, \$6,000 In-Kind Match**

Staff Recommendation: Do not fund

### Project Description

The city of Laramie requests \$475,000 in Community Enhancement funds for the enhancement of gateways into the community, purchase and installation of overhead banners to advertise local events, and the purchase and installation of wayfinding signage throughout the community that fortify the quality and character of the community. This project will also serve to complement the city's Catalyst Redevelopment and Reinvestment pilot program which is a public/private partnership to encourage reinvestment and redevelopment in key retail corridors. This project will also help set the stage for the Wyoming Department of Transportation's multimillion-dollar reconstruction of Third Street proposed to start in 2020 and ending in 2025.



### Partnerships include:

- Laramie Main Street Alliance
- University of Wyoming
- Albany County Tourism
- Laramie Chamber Business Alliance
- Laramie Jubilee Days

## Strategic Value Proposition

This project aligns with the 2018 Laramie Main Street Wayfinding Plan. Laramie Main Street Alliance received Technical Assistance funding from the Wyoming Main Street program in the amount of \$22,950 for this study. Laramie Main Street received another \$25,000 in Wyoming Main Street Technical Assistance funding for wayfinding signage, which is part of the overall cash match. Laramie recently completed the Thrive Laramie Community and Economic Development Action Strategy. Wayfinding was not a large strategic goal, but it fell into #7 of the overall actions outlined in the plan.

This project indirectly touches some areas of the WBC Strategic Plan.

## Project Readiness

This project is proposed to tie into the WYDOT Third Street redevelopment and was scheduled for 2020; with the current covid-19 situation, this work may be postponed until 2021 or later.

The community has also been able to secure multiple project partners and sources of funding to complete this project.

## Performance Measure Chart

| Laramie Wayfinding and Streetscape Enhancement Project |                                      |            |                      |   |            |
|--|--------------------------------------|------------|----------------------|---|------------|
| Project Budget   | Projected Grant Expenditure Schedule |            |                      |   |            |
|  | Description                          | BRC        | Match                |   | Total      |
|  |                                      |            | Cash                 | In-Kind   |            |
|  | Non-Construction Costs               | \$ 14,250  | \$ 3,750             | \$ 2,000  | \$ 20,000  |
|  | Construction Costs                   | \$ 460,750 | \$ 121,250           | \$ 4,000  | \$ 586,000 |
|  | Total Project Cost                   | \$ 475,000 | \$ 125,000           | \$ 6,000  | \$ 606,000 |
| Percentage BRC of all cash:                            |                                      |            | 79%                  |   |            |
| Performance Measures                                   | Measure                              |            | Quantity             | Notes   |            |
|  | Businesses Assisted                  |            | 1,000 +              | This number cannot be exactly determined. With entryway signs, banners and wayfinding, many people will be directed to key business centers and other commercial areas benefitting many different businesses. |            |
|  | Revenue Recapture                    |            | ??                   | This number cannot be determined. Revenue will generally be recaptured through sales tax, tourism and other community events that will use the new wayfinding signage and streetscaping.                      |            |
|  | Additional Investment                |            | \$0                  | No additional investment is needed at this time.  |            |
| Project Infrastructure                                 | Acres Developed                      |            | (Less than 1/2 acre) | Due to the nature of this project, acreage development will be minimal with most "acreage" being at the entryway signs.   |            |
|  | Overhead Banners                     |            | 4                    |   |            |
|  | Wayfinding Signage                   |            | 72                   |   |            |
|  | Enhanced Gateways                    |            | 6                    |   |            |

## Funding Sources and Uses

Grant request amount of \$475,000 will be matched by the following sources:

- Laramie Main Street Alliance: \$45,000 cash match
- University of Wyoming: \$15,000 cash match
- Albany County Tourism: \$15,000 cash match
- Laramie Chamber Business Alliance: \$9,167 cash match
- City of Laramie: \$35,833 cash match; \$6,000 in-kind match in equipment, project management, and employee time in demolition of existing signs.

| Sources                                      |                   |
|--|-------------------|
| BRC amount                                   | \$ 475,000        |
| Cash Match                                   | \$ 125,000        |
| In-Kind Match                                | \$ 6,000          |
| <b>Total eligible project cost</b>           | <b>\$ 606,000</b> |
| BRC % of total eligible project costs        | 78%               |
| Local % of total eligible project costs      | 22%               |
| Uses   |                   |
| <b>Non-Construction Costs</b>                |                   |
| Architectural and Engineering fees           | \$ 18,000         |
| Other fees (Project Management In-kind City) | \$ 2,000          |
| <b>Construction Costs</b>                    |                   |
| Site work                                    | \$ 21,600         |
| Demolition and removal (In-kind City)        | \$ 500            |
| Electrical Upgrades                          | \$ 35,000         |
| Equipment costs (in-kind city)               | \$ 3,500          |
| Signage purchase & Installation              | \$ 473,517        |
| Contingencies (9%)                           | \$ 51,883         |
| <b>Total Uses</b>                            | <b>\$ 606,000</b> |

## Staff Recommendation

Staff does not recommend funding. The project does not fit within the Wyoming Business Council strategy. There was insufficient evidence of how this project would increase visitors, increase sales tax, retain/attract businesses, etc. Other reasons that Staff is unable to recommend funding for this project include:

- The city voted in a Special Purpose Tax, which began collecting funds in 2019. A total of \$1,000,000 has been collected to date. While these funds are being used for other enhancement purposes (landscaping), none are being used toward this project.
- Public/Private Partnerships are noted throughout, but with little committed funding coming from each.
- Wayfinding funding has been received by Laramie Main Street Alliance through the Wyoming Main Street Program - \$22,950 in 2017 for the 2018 Main Street Wayfinding Plan; and \$25,000 in 2018 for Wayfinding signage (no funds have been drawn yet).

Staff suggests the community phase the project and work on enhancing wayfinding signage already in place by expanding upon it in critical areas first.







Business Ready Community Grant and Loan Program

## **WASHAKIE COUNTY WASHAKIE COUNTY LIBRARY & ECONOMIC DEVELOPMENT PROJECT**

### **Community Enhancement Project**

**\$500,000 Grant Request, \$1,801,712 Cash Match, \$539,425 In-Kind Match**

Staff Recommendation: Fund as Requested

### **Project Description**

Washakie County requests \$500,000 in Community Enhancement funding for renovations of the former Ace Hardware building to be used for the Washakie County Library, Worland-Ten Sleep Chamber of Commerce, and the Washakie Development Association (WDA), the local economic development organization. Space will be created in the new library for business incubation and entrepreneurial use and for workforce training. This will include, but not be limited to:

- Conducting at least four workforce training classes per year
- Creating three coworking spaces for support and incubation of start-up businesses and entrepreneurs
- Entrepreneurial networking/mentoring events

The community has spent many years exploring the need for an expanded and modernized library space. The library faces limitations in patron services, parking, accessibility and structural conditions. In 2007, county and other community leaders began studying options for either renovating the existing building or relocating the library and renovating another building. They determined that to truly address the community's needs, a larger and more efficient space would be needed.

The Worland Ten Sleep Chamber of Commerce also needs a new home. In 2015, the Chamber had to vacate its previous location on North 10th Street due to black mold, and it subsequently had to be demolished. The Chamber has since been housed in temporary locations that are neither very visible nor convenient for visitors or the business community.

This project has enabled a domino effect of economic development projects throughout the downtown. When Shopko went out of business in town, an empty building was left that was located on the edge of the downtown area. This gave the local Ace Hardware store the ability to expand their operations and relocate to the old Shopko building. However, the owner of Ace Hardware was concerned about leaving another empty building in downtown Worland.

The community took advantage of these opportunities by moving forward with their library project by proposing renovations to the Ace Hardware building to be used for the Washakie County Library and other economic/community development services.

The proposed location of the new library will increase foot-traffic in downtown Worland, provide office and combined shared-space for both the Chamber and WDA. There will be space for smaller groups to use for meetings, space for workforce trainings and provide the local community a state-of-the-art library. The increased foot-traffic in downtown Worland will increase sales tax for local businesses and restaurants, retain and attract new employees and an increase in out-of-town visitors to the community. These figures will be tracked by the library in the number of visitors to the new facility, the Chamber via surveys from local businesses on sales figures, and WDA in trainings and services provided to businesses/entrepreneurs.

## Strategic Value Proposition

In 2015, the Worland community undertook a collaborative process to develop its 2015 Grow Worland Community Comprehensive Plan, and one of the major themes identified in that process was the community's prioritization of an active downtown. Emphasizing downtown as the "community core", the plan prioritizes "attracting new mixed-use development, increasing foot traffic, increasing community interest and involvement, and restoring, revitalizing, and beautifying downtown Worland".

Additionally, the components of this project that align with the WBC Strategic Plan include:

- Invest in amenities like downtowns, connectivity and recreation that draw and retain knowledge, creative and advanced manufacturing workforce
- Develop a culture of innovation that attracts transformative companies and people to Wyoming

## Project Readiness

The domino effect of this project shows the readiness of this project. The BRC Enhancement application is the final domino to fall into place to ensure the success of this larger economic development strategy.

This project will also meet the following goals and objectives:

- Renovation of an existing downtown 19,452 square-foot building;
- Increase downtown activity – anticipated 50% increase in annual Chamber traffic, 50,000 expected annual visitors to the library;
- Encourage economic development and innovation in Worland by creating three coworking spaces for support and incubation of start-up businesses and entrepreneurs; support 50 businesses annually through coworking space and/or networking/mentoring with the Chamber and WDA;
- Conduct four or more workforce training classes per year in conjunction with the WDA, Chamber, North West Community College, or other community partners.

## Performance Measure Chart

|                        | Washakie Co Library & Economic Development Enhancement Project      |              |  |            |              |
|------------------------|---|--------------|--|------------|--------------|
| Project Budget         | Projected Grant Expenditure Schedule                                |              |  |            |              |
|                        | Description   | BRC          | Match  |            | Total        |
|                        |   |              | Cash   | In-Kind    |              |
|                        | Land  | \$ -         | \$ -   | \$ 525,625 | \$ 525,625   |
|                        | Non-Construction Costs  | \$ 22,092    | \$ 79,608  | \$ 13,800  | \$ 115,500   |
|                        | Construction Costs  | \$ 477,908   | \$ 1,722,104   | \$ -       | \$ 2,200,012 |
|                        | Total Project Cost  | \$ 500,000   | \$ 1,801,712   | \$ 539,425 | \$ 2,841,137 |
|                        | Percentage BRC of all cash:   |              | 22%  |            |              |
| Performance Measures   | Measure   | Quantity     | Notes  |            |              |
|                        | Businesses to be assisted   | 50           | Annually through coworking spaces and networking/mentoring services with the Chamber and Washakie Development Association (WDA).   |            |              |
|                        | Dollars leveraged (ratio)   | \$ 2,339,112 | 1:4 + ratio of grant dollars to matching dollars: \$500,000/\$2,339,112.   |            |              |
|                        | Proposed Coworking Spaces Created                                   | 3            | Spaces created for support and incubation of start-up businesses, entrepreneurs, etc.  |            |              |
|                        | Increase in Chamber Traffic   | 50%          | Anticipated annual number of Chamber visitors.   |            |              |
|                        | Increase in downtown foot-traffic/library attendance                | 50,000       | Annual library visitors, anticipated increase in downtown foot traffic.  |            |              |
|                        | Proposed number of annual workforce training classes to be provided | 4            | Creation of four or more workforce training courses to be created in conjunction with the WDA, Chamber, NW College, and/or other community partners.   |            |              |
|                        | Jobs to be retained/jobs to be created                              | ??           | Increase in downtown foot traffic and library attendance will result in increased downtown shopping, increase in local restaraunts which will retain workers and create new positions. These will be tracked through the Chamber, WDA and library in the number of visitors to the library and surveys conducted by the Chamber & WDA. |            |              |
| Project Infrastructure | Existing building square-feet                                       | 19,452 sf    | Total building square-footage  |            |              |
|                        | WDA space square-feet   | 243 sf       | Office space, storage closet and common area on 2nd floor.   |            |              |
|                        | Chamber space square-feet   | 510 sf       | 210 sf office space on 2nd floor and 300 sf on main floor with bathroom.   |            |              |

## Funding Sources and Uses

The local match for this project is 82% of total project costs. The community has raised over \$1 million in private donations, and the remaining cash and in-kind matches are being funded by the WDA and Washakie County.

## Staff Recommendation

Staff recommends funding as requested.

| Sources                                     |                     |
|---|---------------------|
| BRC amount                                  | \$ 500,000          |
| Cash Match                                  | \$ 1,801,712        |
| In-Kind Match                               | \$ 539,425          |
| <b>Total eligible project cost</b>          | <b>\$ 2,841,137</b> |
| BRC % of total eligible project costs       | 18%                 |
| Local % of total eligible project costs     | 82%                 |
| Uses  |                     |
| <b>Property Acquisition Costs</b>           |                     |
| Property Purchase (In-Kind Match)           | \$ 525,625          |
| <b>Non-Construction Costs</b>               |                     |
| Architectural and Engineering fees          | \$ 112,300          |
| Other fees (surveys, tests, etc.)           | \$ 3,200            |
| <b>Construction Costs</b>                   |                     |
| Demolition and removal                      | \$ 75,415           |
| <i>Building Components:</i>                 |                     |
| Electrical Systems                          | \$ 312,785          |
| Mechanical, plumbing, HVAC systems          | \$ 628,502          |
| Landscaping                                 | \$ 5,000            |
| Foundation and/or Structural Framing system | \$ 148,364          |
| Interior Finishes                           | \$ 491,891          |
| Fire Protection                             | \$ 80,062           |
| General Conditions, Bonds & Insurance       | \$ 283,791          |
| Contingencies (8%)                          | \$ 174,202          |
| <b>Total Uses</b>                           | <b>\$ 2,841,137</b> |

Business Ready Community Grant and Loan Program

## CITY OF EVANSTON/UINTA COUNTY (joint project) WYOMING STATE HOSPITAL REDEVELOPMENT PLAN

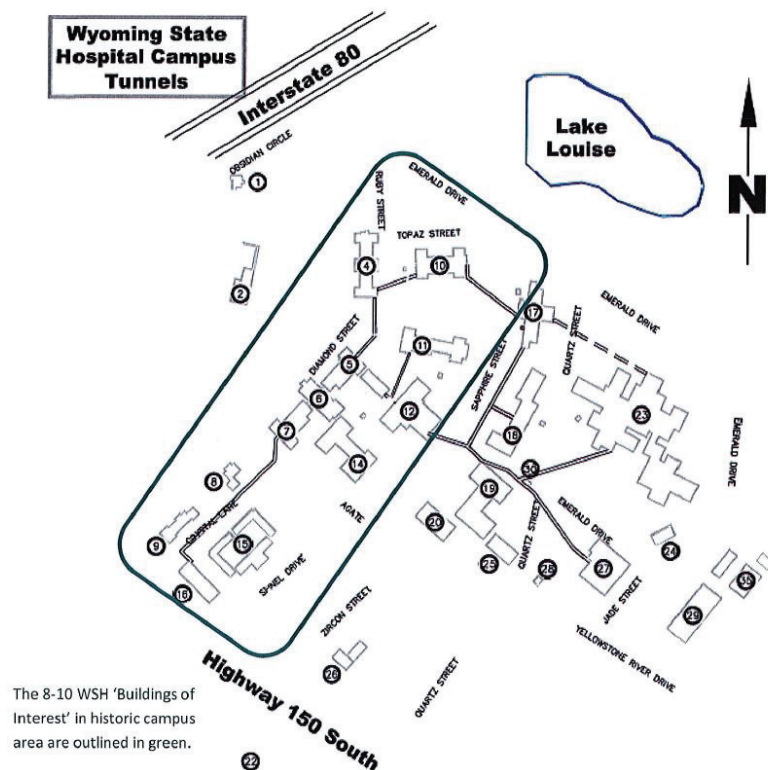
**BRC Planning Project/Feasibility Study**  
**\$25,000 (Evanston Request), \$25,000 (Uinta  
 County Request), \$50,000 – EDA grant  
 match (pending)**

Staff Recommendation: Fund as Requested

### Project Description

The city of Evanston and Uinta County are requesting \$25,000 each in BRC Planning funds to conduct a detailed architectural/engineering assessment and redevelopment plan for a portion of the existing historic Wyoming State Hospital (WSH) campus for various economic, educational, community and other development opportunities.

The WSH campus is currently owned and used by the Wyoming Department of Health. Most of these buildings will be vacated in 2021 once the new WSH facility is completed. The Wyoming Department of Health does not have the funds to do any future studies or renovations to the campus and are poised to turn the property over to Evanston in the future.



The WSH campus is approximately 100 acres consisting of 35 structures. This plan will specifically evaluate six to 10 structures on the eastern end of the WSH campus, which are most visible from the city of Evanston and Interstate 80 and possess the most potential for economic development reutilization. They are also the most aesthetic, dynamic and historically iconic buildings on the campus.

The WSH has been a fundamental part of Evanston's economy, employing between 400 and 500 healthcare professionals. While these jobs will continue at the new hospital facility, the specific six to 10 buildings will be vacated. The public benefits of this plan will be significant to the city as well as the region and state. The completed plan will provide valuable, concrete data about the viability of the designated structures and how they can be best preserved, razed and/or renovated for other business, educational or vocational opportunities.

## Economic Strategy

A WSH task force spearheaded by the City of Evanston was created in 2019. This task force has examined several needs in the community based on public input at meetings and from the recent regional study that demonstrated the need for the following:

- Expansion of higher education and/or entrepreneurial programs. Evanston is the only city of its size (appx. 12,000) without a community college. Evanston has been in conversations with WWCC about having a campus in the city. This could attract students located in Utah to attend at this location, as well as keep Evanston's high school graduates in town as opposed to having them go outside of the area and state for higher education.
- Evanston has a growing retirement demographic and need for assisted living and/or senior housing.
- Business recruitment/expansion. Evanston has a unique industry sector in manufacturing, clean energy and healthcare, to name a few. Evanston also lacks available space of decent size for business development and recruitment of similar industry types that would locate in the area. The WSH campus could be developed to attract these businesses.

Based on these findings of the Task Force, this project aligns with the WBC Strategic Plan by helping to activate one of the new economic sectors identified (healthcare).

## Project Readiness

Evanston was awarded funding for a U.S. Environmental Protection Agency Phase II Environmental Site Assessment that was conducted and completed in November for buildings #4, #5, #6, #7, #10, #11, #12 and #14, which are part of the six to 10 buildings identified in this planning grant request. The assessment did come back with identified levels of contaminants of concern (COC) in asbestos-containing materials, lead-based paint, polychlorinated biphenyl- containing equipment (florescent fixtures, etc.), mercury-containing equipment and mold in the basement of building #4. All of these will need to be assessed and remediated by an accredited remediation company prior to any demolition and/or renovations made to these structures.



## Funding Sources and Uses

### Evanston:

| Sources                                 |                   |
|---|-------------------|
| BRC amount                              | \$ 25,000         |
| Cash Match - EDA Grant pending          | \$ 50,000         |
| Grant Match - Evanston request          | \$ 25,000         |
| <b>Total eligible project cost</b>      | <b>\$ 100,000</b> |
| BRC % of total eligible project costs   | 25%               |
| Local % of total eligible project costs | 75%               |
| Uses                                    |                   |
| <b>Consultant Costs</b>                 |                   |
| Planning/Consultant fees                | \$ 100,000        |
| <b>Total Uses</b>                       | <b>\$ 100,000</b> |

### Uinta County:

| Sources                                 |                   |
|---|-------------------|
| BRC amount                              | \$ 25,000         |
| Cash Match - EDA Grant pending          | \$ 50,000         |
| Grant Match - Uinta County request      | \$ 25,000         |
| <b>Total eligible project cost</b>      | <b>\$ 100,000</b> |
| BRC % of total eligible project costs   | 25%               |
| Local % of total eligible project costs | 75%               |
| Uses                                    |                   |
| <b>Consultant Costs</b>                 |                   |
| Planning/Consultant fees                | \$ 100,000        |
| <b>Total Uses</b>                       | <b>\$ 100,000</b> |

## Staff Recommendation

Staff recommends funding as requested for both requests. This is an opportunity for Evanston and Uinta County that is time sensitive and beneficial for future development efforts.





Business Ready Community Grant and Loan Program

## TOWN OF MOORCROFT TOWN CENTER FEASIBILITY STUDY

### BRC Planning Project/Feasibility Study

**\$18,750 Grant Request, \$6,250 Cash Match**

Staff Recommendation: \$43,750 for a more comprehensive economic and community development master plan

### Project Description

The purpose of this grant request is to hire a consulting firm to prepare a feasibility study for the improvement and growth of the Moorcroft Town Center. The study will define potential economic growth opportunities, stimulate additional employment, prioritize cost-effective renovation projects, and identify other possible building uses with a focus on improving the community of Moorcroft and Crook County.

The Moorcroft Town Center that previously served as an elementary school is approximately 58,000 square-feet, was constructed in late 1920s and has had several additions and renovations done over time. The building did not meet the Crook County School District standards for the use of the school and was deeded to the town in 2010/2011.

The facility is currently in use, but not to its fullest capacity. The town maintains the facility but does not receive enough funds through lease/rents to maintain the building long-term. Finding the needs for the community and utilizing this facility to fit these needs is important for the town and the future of this facility, otherwise it cannot be operated and maintained and could be demolished if future use and funding is not found.

The building has space to rent for the day and/or weekend and does have some long-term tenants leasing space in it as well. These leases include:

- Teen Room space for at-risk junior-high and high-school students for homework assistance, crafts and socializing
- Weston County Region III Children's Developmental Center/ pre-school
- A physical therapist office
- Election polling space
- Local food pantry who utilizes the kitchen about three times a month

- Moorcroft Senior Center – also uses the kitchen for meal prep
- Eastern Wyoming College Outreach Program
- A non-profit entity, Starfish, which provides low- or no-cost second-hand clothing and household items to community members
- Moorcroft High School Athletic and Youth Programs that rent the gym for practices and games
- Gym, kitchen, library and classroom space is rented by groups and individuals for various events

The existing “stage area” has been converted to a small gym with local memberships and is used by outlying communities and visitors. The building is also used as a community gathering space for meetings, town halls, funerals and more.

The town completed a structural assessment study in 2014. Some of the findings included:

- Upgrades to roofs and soffits
- Replacement or upgrades to windows
- Replacement of interior doors and frames with fire-rated doors and frames in portions of building
- Electrical upgrades
- Lighting upgrades to energy efficient lighting
- Site work – drainage upgrades on the east side of building

A workshop between the town and local electrical company focused on the growth of the building and its potential uses for the town. The town formed The Moorcroft Town Center committee and, along with community members, has talked about several opportunities and needs assistance with what is feasible for the building.

The town seeks planning funds to determine economic and community needs and how this facility can meet these goals and become financially stable to operate and maintain in the future.

## Strategic Value Proposition

The proposed feasibility study will help identify the potential of the building. Aspects of the WBC Strategic Plan that this Plan would correspond with include those that target business needs, community needs and educational/training uses.

### Business needs

- create entrepreneurial space for start-ups
- set aside dedicated space for businesses to lease

### Community needs

- create an emergency shelter for the community and outlying areas
- utilize the existing library in the building for the County Library
- space for childcare center

## Educational/training use

- increased space for outreach programs and business trainings
- after school programs

## Project Readiness

The Town of Moorcroft has held multiple community meetings to discuss the future for the Moorcroft Town Center. The group developed a mission statement at their January 16, 2018, meeting:

*“Make the Moorcroft Town Center self-sustaining by promoting economic and community growth in Moorcroft and the surrounding area; provide educational and recreational opportunities in Moorcroft and the surrounding area.”*

Community members were given the task of giving three ideas for the Moorcroft Town Center. Groups of three were then formed with one presenter and presented their ideas. The top ideas ranged from:

- Marketable business spaces
- Head Start
- Boys & Girls Club
- Thrift/consignment store
- Business/office spaces
- Room designated for parties and other events
- Designated library space
- Senior citizens space
- Teen room
- Community gym/workout facility

## Funding Sources and Uses

Grant request of \$18,750 will be matched by \$6,250 in cash from the Town of Moorcroft.

| Sources                                 |                  |
|---|------------------|
| BRC amount                              | \$ 18,750        |
| Cash Match                              | \$ 6,250         |
| <b>Total eligible project cost</b>      | <b>\$ 25,000</b> |
| BRC % of total eligible project costs   | 75%              |
| Local % of total eligible project costs | 25%              |
| Uses                                    |                  |
| <b>Consultant Costs</b>                 |                  |
| Planning/Consultant fees                | \$ 25,000        |
| <b>Total Uses</b>                       | <b>\$ 25,000</b> |

## Staff Recommendation

### Sources/Uses

Staff recommends funding in the amount of \$43,750 for the community to complete a more comprehensive Master Economic & Community Development Plan. This type of plan can provide the community with a comprehensive overview of their unique economy and identify strategies, programs and projects that can help grow their community.

Staff further recommends that the cash match be reduced from 25% to 12.5%, which equals \$6,250, for a total project cost of \$50,000.

| Sources                                 |                  |
|---|------------------|
| BRC amount                              | \$ 43,750        |
| Cash Match                              | \$ 6,250         |
| <b>Total eligible project cost</b>      | <b>\$ 50,000</b> |
| BRC % of total eligible project costs   | 88%              |
| Local % of total eligible project costs | 13%              |
| Uses                                    |                  |
| <b>Consultant Costs</b>                 |                  |
| Planning/Consultant fees                | \$ 50,000        |
| <b>Total Uses</b>                       | <b>\$ 50,000</b> |



Business Ready Community Grant and Loan Program

## **TOWN OF PINE BLUFFS**

### **ASSISTED LIVING FEASIBILITY STUDY**

#### **BRC Planning Project/Feasibility Study**

**\$18,750 Grant Request, \$6,250 Cash Match**

Staff Recommendation: \$43,750 for a more comprehensive economic and community development master plan

### **Project Description**

The Town of Pine Bluffs requests \$18,750 in BRC Planning funds to conduct the feasibility of an assisted living facility on three properties identified by the town. The proposed study will conduct comprehensive research and review data to include the community's economic indicators, competitive senior assisted living availability, and facility demand generators. The study will also conduct the research as a macro and micro market analysis of Pine Bluffs and the surrounding areas to determine the viability to support development potential.

Pine Bluff's population as of 2017 was approximately 1,177. The median age was 40.5, and the percentage of age demographics were more than 50% of the population ages 18 – 64; and less than 20% of the population ages 65 or over. Not considered in the population were the outlying areas of Burns, Albin, and Carpenter.



The Town of Pine Bluffs completed the North Wells Land Use Study in November 2018. This study identified potential land uses of a parcel of agricultural land the town purchased to determine future uses. The town has already begun working on recommendations from the study in completion of a northwest water loop to serve this property, planning stages for sewer infrastructure and working with WYDOT and UPRR for relocation of the current railroad crossing into the site.

A large portion of the property has been identified for residential use, multi-family dwellings and potential senior housing along with other commercial and industrial potential.

## Strategic Value Proposition

There is potential for this project to “help existing knowledge, creative and advanced manufacturing businesses expand,” one of the items identified in the WBC Strategic Plan. Healthcare has been identified as one of the State’s new economic sectors, and this plan would help determine the feasibility of an assisted living facility.

## Project Readiness

Pine Bluffs has had success with past BRC projects including the Pine Bluffs Main Street Building; Pine Bluffs Business Park; Veteran’s Memorial Park; Pine Bluffs Medical Clinic (funded through Laramie County as a Community Readiness project); and the start-up of Pine Bluffs Distillery in the North Wells land site (funded through Laramie County as a Business Committed grant and loan).

However, the Town’s Master Community Development Plan is outdated, and while the town has been working on updates, there is no current plan that identifies assisted living as a top priority for the community.

## Funding Sources and Uses

### Sources/Uses Original Request:

| Sources                                 |                  |
|---|------------------|
| BRC amount                              | \$ 18,750        |
| Cash Match                              | \$ 6,250         |
| <b>Total eligible project cost</b>      | <b>\$ 25,000</b> |
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| <b>Consultant Costs</b>                 |                  |
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## Staff Recommendation

### Sources/Uses Staff Recommendation:

Staff recommends funding in the amount of \$43,750 for the community to complete a more comprehensive Master Economic & Community Development Plan. This type of plan can provide the community with a comprehensive overview of its unique economy and identify strategies, programs and projects that can help grow their community.

Staff further recommends that the cash match be reduced from 25% to 12.5%, which equals \$6,250, for a total project cost of \$50,000.

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| <b>Consultant Costs</b>                 |                  |
| Planning/Consultant fees                | \$ 50,000        |
| <b>Total Uses</b>                       | <b>\$ 50,000</b> |



TM



## Addendum Correspondence

### TOPIC

### PAGE

Letters of public input are in the following order:

Town of Saratoga . . . . . B-32-68

City of Laramie . . . . . B-69-73

Washakie County . . . . . B-74-86

City or Evanston/Uinta County . . . . . B-87-90





# **Town of Riverside**

RECEIVED DEC - 5 2019

P.O. Box 657

Riverside, WY 82325

(307) 327-5266

email: [riverside@union-tel.com](mailto:riverside@union-tel.com)

Office Hours Mon.-Fri. 8 a.m. to 4 p.m.

• Council Meeting second Thurs. of each month at 6 p.m.

November 20, 2019

Lorraine Werner  
Program Director  
USDA Wyoming State Office  
100 East B Street, Room 1005  
Casper, Wyoming 82601

Dear Ms. Werner:

This letter is to inform you the council of the Town of Riverside supports the work of the Healthcare Sustainability group to bring a critical care assess hospital and senior care facility to the Platte Valley.

Leslie McLinskey and Will Faust came before the council last week with a report that plans are moving forward to make the facility a reality. This group has worked tirelessly for many months to give the valley much needed medical care.

Everyone in the valley has their own reason for living here. It could be retirement, job related or the pleasure of just living in such a beautiful area. Quality health care is a must for all who reside here. Visiting specialists, telemedicine, 24 hour care, emergency room access will give people what they expect and need-quality health care.

At last week's meeting, a Riverside council member told the story of taking his wife to a visiting specialist in Saratoga. He said previously they had driven to Walden or Steamboat or Laramie for medical care. This time they drove 18 miles to Saratoga, went to the medical appointment, walked a block for physical therapy and ended the visit with a trip to the local grocery store. He was excited to be able to take advantage of the visiting specialist.

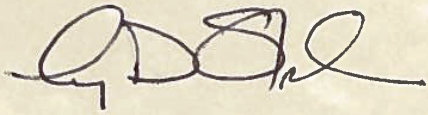
As or valley population grows older, it is important to have quality senior care. Having a new state of the art care facility along with the hospital will ensure that seniors can remain close to home if they require senior care.

The Riverside Town Council supports the Healthcare Sustainability group in their application to the USDA to develop a Critical Access Hospital in Saratoga, Wyoming.

Thank you.







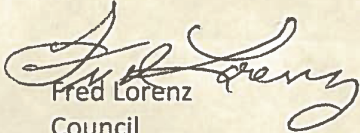
Leroy Stephenson,  
Mayor,



Katie Cheesbrough  
Council



Ed Golden  
Council



Fred Lorenz  
Council



RECEIVED NOV 25 2019



## TOWN OF ENCAMPMENT

P.O. Box 5 614 McCaffrey Avenue ENCAMPMENT, WY 82325  
PHONE 307-327-5501 FAX 307-327-5787

November 18, 2019

Lorraine. M. Werner  
USDA Community Programs Director  
PO Box 11005  
Casper, WY 82062-5006

Dear Ms. Werner;

The Town of Encampment is pleased to provide a letter in support of a critical access hospital and clinic facility to be located in the Town of Saratoga. There are a number of factors that need to be taken into consideration when looking at the need for this facility.

- Under the best of circumstances, the Town of Encampment is a little more than one hour away from the emergency room at the Carbon County Memorial Hospital in Rawlins. This delay for travel to the nearest emergency facility for urgent care, especially in the middle of the night or during the winter, can sometimes mean life or death. It can cause treatment outcomes to be less effective. With the number of residents increasing in our rural areas, we need a 24-hour emergency facility located closer to our rural areas.
- A properly managed critical access facility might also offer opportunities for residents in Encampment and our outlying areas to avoid driving over an hour to obtain medical care or to see a specialist. This travel time is costly and not necessarily convenient for residents, especially our senior population or during inclement weather.
- A viable option is also needed for long-term nursing care. Many of our residents that have lived in Encampment and our rural areas for their entire life will be forced to look for housing elsewhere if we are not able to provide a facility that meets their needs in Saratoga. Saratoga is a great central location for such a facility. Our seniors have committed their lives to working, living and supporting this area and deserve better options.
- A community-based non-profit hospital and clinic in Saratoga is a great solution for the North Platte Valley. Local politicians should not exclusively drive health care decisions for our communities. There are many residents that are motivated to serve in capacities to help improve local health care options for everyone. These residents and volunteers have come up with this great long-term solution.
- Residents have been living with decreasing and ever-changing health care options and solutions for much too long. In Encampment and its rural areas, residents are seeking health care options outside of Carbon County or even outside of the state due to the instability in local healthcare. Building a critical care hospital and clinic with state-of-the-art emergency care is the long-term



solution that we have been looking for. Once health care options become more stable, residents will be much more likely to seek their medical care closer to home.

- One of the difficulties in providing quality medical care has been the recruitment and retention of dedicated and quality medical professionals. A brand new up to date facility with state-of-the-art equipment will help to attract quality professional care givers. Care givers are more likely to commit to long-term employment in an environment that is as well designed, professional and suitable to the care giving that is needed for the area in which it is located.
- The need for a closer option for regular services such as physical therapy and occupational speech therapy is also prevalent. Encampment area residents traveling to Laramie or Rawlins for such services would be likely to obtain them in Saratoga at a great savings to them in both time and money. The convenience of these services offered locally would increase the use of the clinic. Some residents currently may not be getting the care they need on a regular basis due distance travel requirement. Especially in the winter time.
- Many of the residents in our area are involved in very dangerous occupations. Farming, ranching, logging, lumber mill activities and oil field occupations, just to name a few. There are accidents with these industries and time between an accident and reaching proper treatment is a definite issue. We also have a number of tourist attractions and great areas for camping, fishing, hunting, hiking, ATV and 4-wheel driving, snow machining, cross country skiing and many other outdoor recreational activities that can be inherently dangerous. Some of these activities are becoming large scale and commercial in nature. When accidents occur, it can sometimes be an hour before emergency personnel can reach a victim and even with a flight crew, critical time can be lost. A critical care hospital and clinic in Saratoga can reduce that time significantly.
- It also has to be considered that having a state-of-the-art medical facility in Saratoga will add economic stability and viability for the entire North Platte Valley. When businesses or families relocate to any area, medical care this is one of the top necessities that they look for. Having a up to date facility will be a catalyst in attracting new business and residents to our area.

It is our hope that when you are considering the viability of the Saratoga Critical Care Hospital and Clinic that you take these comments into consideration.

Sincerely,



Greg Salisbury, Mayor

RECEIVED NOV 25 2019



## Shively Hardware Company

North Highway 130 / P.O. Box 605  
Saratoga, WY 82331  
(307) 326-8880 / (800) 300-8389  
Fax (307) 326-8581  
[shivelyhardware@yahoo.com](mailto:shivelyhardware@yahoo.com)

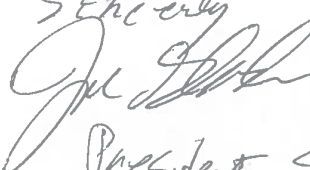


11-19-19

Letraine:

Just a quick note in support of the CAH project in Saratoga. As a life long resident and a third generation business man my points will be simple & short. First, Saratoga has never been without long-term nursing home care. As it stands now the CAH project is the only way we have continuing that care. Many in my family and other close friends have finished their lives in our nursing home.

Second, I realize there are options as to providing medical care. However, locally based care is the most convenient, especially considering our weather conditions. Also, a modern locally based facility will greatly enhance the ability to community build, attract younger workforce, and best take care of our elderly, especially the more medically indigent.

Sincerely  
  
President SHC

---

Serving the North Platte River Valley Since 1925.

Representative **Jerry Paxton**  
Wyoming House of Representatives **House District 47**  
P.O. Box 692  
Encampment, WY 82325



RECEIVED DEC - 6 2019

home (307) 327-5373  
email [Jerry.Paxton@wyoleg.gov](mailto:Jerry.Paxton@wyoleg.gov)

November 29, 2019

Lorraine Werner  
Community Program Director  
P. O. Box 11005  
Casper, WY 82602-5006

Dear Director Werner,

As the State Representative of House District 47 I would like to add my enthusiastic support of the Platte Valley Critical Access Hospital initiative. As a forty-eight-year resident of the Platte Valley and a former K-12 Principal I am well aware of the many issues surrounding a lack of quality health care in our area. At first glance the initiative seems like a rather ambitious undertaking. After reviewing the financial plan and the size and scope of the project I am convinced that it is not only feasible but the right solution for our health care challenges we now face but also for the foreseeable future.

The USDA Rural Development Loan program is essential to move this initiative forward. The sponsors of this proposal have done an exceptional job of keeping citizens of the valley well informed about all aspects of the project. As a result, they have been able to secure commitments from several interested parties to meet the local financial responsibility required for the loan.

The distance and time required to receive essential medical services has been a deterrent to economic growth in the valley. As a retired School Principal, I know first-hand the challenges of recruiting qualified staff. The number one concern among job applicants is the distance from health care services. Our aging population and the influx of retirees from other states has been an important consideration in the development of this project. Although our population may seem rather small the recreational opportunities in the valley brings a large number of visitors year-round.

I would appreciate your favorable consideration of the loan application. If you have any questions I would be more than happy to meet with you or visit with you on the phone. My email is [jerry.paxto@wyoleg.gov](mailto:jerry.paxto@wyoleg.gov) and my cell number is (307)710-5373.

Sincerely,

A handwritten signature in black ink that reads "Jerry D. Paxton". The signature is written in a cursive style with a large, stylized "J" and "P".

Jerry Paxton  
House District 47



## *First Presbyterian Church*

Corner of 3rd & Bridge  
P.O. Box 116  
SARATOGA, WYOMING 82331  
307-326-5337

RECEIVED NOV 25 2019

*"Serving the Platte Valley and World Since 1890"*

Ms. Lorraine M Werner, Community Programs Director  
P.O Box 11005  
Casper WY 82602-5006

November 22, 2019

Ms. Werner;

On November 21 the Session (governing board) of First Presbyterian Church of Saratoga voted unanimously to write a letter of support for the creation of a critical access hospital in Saratoga.

We recognize the need for a medical center that can provide timely professional care to our community. Currently, the nearest hospital to the Town of Saratoga is 40 miles away. In the best case scenario our residents are a minimum 45 minutes away from a hospital. When one considers our ambulance service is staffed by volunteers and is not reliable, it is more likely the time between the medical emergency and getting professional medical care will be over an hour. When minutes count, the fact that a realistic expectation that high level care is over an hour away is disconcerting.

The CAH would also provide a stable nursing care solution to our community that has been lacking for a long time. Our church has a couple of residents living in the town's care center. Likewise, many in Saratoga are retirees and may be needing long-term care in the near future. The proposed CAH's plan of having 20 extended care beds will provide peace of mind for the families of these residents that will be able to remain in Saratoga and not need to be transferred to a different facility many miles away from home.

For the reasons stated above, the Session of First Presbyterian Church, Saratoga unanimously support the creation of a CAH in our town

Sincerely,

*John Wickstrom*  
Elder John Wickstrom  
Clerk of Session

*Rev. Steven R. Nicolls*  
Rev. Steven R. Nicolls  
Pastor and Moderator of Session





RECEIVED FEB - 7 2020

February 2, 2020

Lorraine M. Werner  
USDA Community Programs Director  
Box 11005  
Casper, WY 82062-5006

**New York Life Insurance Company**  
204 W. Bridge Street  
PO Box 1168  
Saratoga, WY 82331  
Tel. 307 326 8400 Tel. 800 400 6954  
Fax 307 326 9801 Cel. 307 329 8002  
bcary@ft.newyorklife.com

**Bradford C. Cary, CLU, ChFC, CFP®**  
Financial Services Professional

*The Company You Keep®*

RE: North Platte Valley Health Care Project

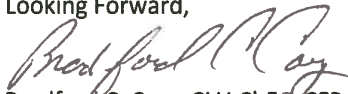
I would like to add my support to the proposed Critical Care facility in Saratoga, WY. As a former Mayor, EMT, and active 43 year member of the Saratoga Fire Department I have been actively involved in and witnessed first hand the important need for timely, 24 hour critical emergency care in the Platte Valley.

The value of this and need for this cannot be overstated. The current situation in Saratoga is not acceptable by any standard. Patients are experiencing transport times in excess of 1 hour to the nearest hospital in Rawlins and oftentimes, this can exceed 2 hours due to incident location and weather.

The successful completion of this facility will most certainly assist in attracting and retaining the first class physicians and caregivers necessary to fulfill the goals of having a sustainable, long-term solution to the current health care crisis which presently exists today.

I understand the local committee has received their 501(c)3 status and are moving forward. I would appreciate your favorable recommendation of this project. Please call on me if you have any questions.

Looking Forward,

  
Bradford C. Cary, CLU ChFC, CFP



Chartered Financial Consultant  
Business and Personal Insurance Planning

Licensed Agent  
New York Life Insurance Company  
New York Life Insurance and Annuity Corporation  
(A Delaware Corporation), New York, NY

Registered Representative offering  
securities through NYLIFE Securities LLC  
Member FINRA/SIPC

6000 E 2nd, Ste 2001,  
Casper, WY 82609  
T 307 266 1485

# Corbett Medical Foundation

RECEIVED JAN 23 2019

P.O. Box 343  
Saratoga, WY 82331

Directors  
Laura Bucholz  
Michael Glode  
John Lunt, MD

Martin Huntley  
William L. Speer

January 20, 2020

Lorraine M. Wernor  
USDA Community Programs Director  
PO Box 11005  
Casper, WY 82602-5000

Dear Lorraine,

I am writing this letter to express the support offered by Corbett Medical Foundation for the building of a Critical Access Hospital in Saratoga, WY. As stated in our bylaws, Corbett Medical Foundation was formed in 1994 "To respond to the critical medical needs of the citizens of School District No. 2, Carbon County, State of Wyoming, and the recognized extreme difficulty in encouraging members of the medical profession to locate in a small community in the State of Wyoming .....". Further ".....to promote and ensure the presence of a medical clinic and a medical practitioner in the Town of Saratoga.....".

At the time the Foundation was formed we had a clinic and a physician and physician's assistant who were providing 24-7 call service as well as a full service clinic. Our intention was to build a new clinic to make Saratoga more attractive to future practitioners since our physician had reached retirement age and needed assistance in recruiting a replacement. Since then we have experienced increasing difficulty recruiting and retaining practitioners. We no longer have 24-7 call service and the Foundation has been compelled to heavily subsidize the operation of the clinic since physician and mid-level wages have increased substantially. Gone are the days when a doctor would be willing to provide 24-7 call and operate a full service medical clinic while being paid between \$100,000 and \$200,000 when he or she could relocate to larger communities and be paid over \$300,000 with limited after hours call. The current nursing home has similar issues with long term viability.

The plan for the proposed Critical Access Hospital is the best option for addressing these needs. With the support of CMS and USDA similar facilities in similar communities have been successful recruiting physicians and other providers such as physical, occupational, and speech therapists as well as operating a sustainable long term nursing home. No other options available to us promise this level of care. We believe locally controlled quality medical care is as important as good schools and a thriving local community in attracting new businesses and residents to our communities.

Sincerely,



Michael S. Glode, President





## **R. G. RAYMER CONSTRUCTION, INC.**

P.O. Box 1078 • 1101 West Bridge Ave.

Saratoga, Wyoming 82331-1078

307-326-8448 • Fax 307-326-5782

raymerconst@union-tel.com

**Randy G. Raymer**

**Richard G. Raymer**

RECEIVED DEC 23 2019

November 26, 2029

Lorraine M. Werner

USDA

Community Programs Director

PO Box 11005

Casper, WY 82602-5000

Dear Ms. Werner:

Recently my wife and I sent you a support letter for the Platte Valley Critical Access Hospital, as it is important to our family and friends. This is a separate letter with a focus on the importance of continued and expanded care for the Valley from my perspective as a long term business owner.

With approximately 15 employees, plus an additional 10 subcontracting firms that each bring 2-4 staff at any one time, my general contracting firm, which does residential and commercial building, remodeling and major repair, has up to 50 working staff that have acute issues (on the job injury that can be minor up to major falls or wounds), illness (flu or unexpected symptoms of illness) and / or ongoing family care or rehab (exams, inoculations, physical or occupational therapy).

Since we work throughout the Platte Valley, our travel time to receive care in Saratoga can be up to an hour. This is not only for the weekday hours of 8-5, as we regularly work longer hours as well as 7 day weeks, to take advantage of longer daylight hours in summer or to compensate for weather conditions, both forecast and actual (a major consideration in the high altitude winters that start as early as September and end as late as May).

Our needs are not only about care availability and the immediacy in specific instances. Our needs also cover the financial health of ourselves and our families. Our staff does not get paid unless they are "on the job". Long travel times to receive care for ourselves AND our families or coworkers (when needed) means an economic impact to individuals, families and to the Valley itself.

All of this applies to my business, and also applies to the other half dozen general contractors working in the Valley. Their size ranges from approximately my size, to a single contractor that is 4-5 times larger.

A Critical Access Hospital, in Saratoga, will make a difference in all of our lives. Thank you for your consideration.

Sincerely,

Randy G Raymer.

CC: Will Faust, Platte Valley Healthcare Project.



RECEIVED DEC 23 2019

101 E. BRIDGE AVENUE  
SARATOGA, WY 82331  
307-326-5525

December 20, 2019

Lorraine M. Werner  
Community Programs Director  
PO Box 11005  
Casper, WY 82602-5006

Dear Lorraine,

We are pleased to take this opportunity to advise you of our feelings regarding the proposed Critical Care Access Hospital for Saratoga, Wyoming.

Moving to Saratoga in June of <sup>1977</sup>1967 after purchasing the Hotel Wolf was an easy decision. We were young with four children ages 3 to 9 years. Dr. John Lunt had also moved to town making us confident that we would be in good hands for many years to come – and we were. Our children had their share of emergencies in the middle of the night and illnesses that required the wisdom of very qualified health care providers. We as adults had a few needs also.

In recent years our family has had need of the clinic such as when our oldest child, Kirsten, was struck down with cancer. In the 3 ½ months Kirsten waged her battle, Dr. Bartholomew and his wife Tonya were at her side any time of the day. He offered his wisdom and care for a friend and patient. He made our time with Kirsten more precious.

Today one of our son's is on the Board of the Medical Foundation in Saratoga and a second son is on the Board of Memorial Hospital of Carbon County in Rawlins. We are proud of both of them; however, we have strong opinions about what we, our business and the community of Saratoga needs in the way of health care.

The Hotel Wolf employs approximately 22 employees during the peak season. One employee a few years ago burned herself during a busy night. She had 2<sup>nd</sup> to 3<sup>rd</sup> degree burns. The Clinic gave her excellent care but a hospital stay for a few days was required. Last year an employee became ill while on the job. He ended up spending the night in Rawlins as it was determined he needed to be monitored for this recurring illness. For the safety of staff that is mostly single, immediate care and care that allows them to stay in our community is important.

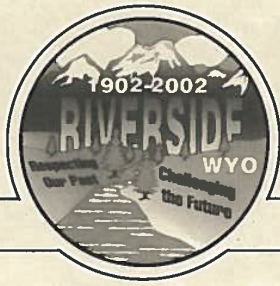
As we are in our 70's, being able to stay in our community to get care is necessary to our peace of mind. This year's winter weather has made travel difficult or impossible with road closures. That is a big concern for many of us. Staying in our community will be difficult or impossible as we require more health care.

I hope you will consider this request for a Critical Care Access Hospital in Saratoga. We want to see this happen. We need it to happen. Saratoga is a wonderful place to live. Quality health care will help to maintain Saratoga as that "wonderful place to live."

Sincerely,

Kathleen and Douglass Campbell  
Owners of the Hotel Wolf  
Citizens of Saratoga, WY





# Town of Riverside

RECEIVED DEC -4 2019

P.O. Box 657  
Riverside, WY 82325  
(307) 327-5266  
email: [riverside@union-tel.com](mailto:riverside@union-tel.com)

Office Hours Mon.-Fri. 8 a.m. to 4 p.m.

• Council Meeting second Thurs. of each month at 6 p.m.

Lorraine Werner

Program Director

USDA Wyoming State Office

100 East B St, Room 1005

Casper, WY 82601

November 18, 2019

Ms. Werner.

I have been following the work of the Healthcare Sustainability group since its inception more than a year ago. They have worked tirelessly to bring more reliable and fiscally responsible healthcare to the Upper Platte Valley. Their research led them to the Critical Access Hospital model they are now pursuing through the USDA.

They have held community meetings almost monthly to try to keep the public informed of the process and to answer questions as they moved along. They invited the Mayors of Saratoga, Encampment, and Riverside to participate in the process. Their committee is composed of representatives from throughout the area and the 501(c)3 board will also include area wide participation.

I am confident this CAH model will improve the quality of life in our part of Wyoming. I have talked with people who are excited at the expanded healthcare opportunities it will present to all of us. With visiting specialists, telemedicine, 24 hour care, emergency room access, and full time doctor(s) people will be able to get their immediate non surgical medical needs met without having to travel hours to another location.

I also see the new CAH as an important piece of our economic puzzle. The addition of a medical center will attract more people to our already growing local population. Having the CAH will also bring more business investment as people will be able to spend more time locally and less time on the road to other locales for medical treatment.

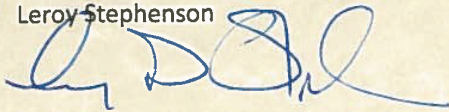
Folding the Senior Care Facility into the new CAH is also a huge local benefit. Allowing our seniors to remain local while receiving the best care possible is important to our community. The current facility is in need of so many updates that it would be better to start from the ground up. Having a new, state of the art facility will not only benefit elder care but the employees that are charged with delivering that care.





As Mayor of Riverside, and personally, I support this CAH application whole heartedly. It will be the pride of the Upper Platte Valley upon completion.

Leroy Stephenson



Mayor

Riverside, Wyoming



LAURA L. BUCHOLZ  
XH LAND AND CATTLE CO.  
HC 63, BOX 17  
SARATOGA, WYOMING 82331

RECEIVED DEC 17 2019

December 12, 2019

Ms. Lorraine M Werner  
USDA  
Community Programs Director  
PO Box 11005  
Casper, WY 82602-5000

Dear Ms. Werner,

My name is Laura Bucholz, and I am the Vice-President of the Corbett Medical Foundation in Saratoga, WY. I am writing this letter in support of the Critical Access Hospital that is being proposed for our community. Having been involved with health care in the Valley for the last 25 years, I have come to know the vital role quality care plays in the health of our community. The Corbett Medical Foundation was founded in 1994 by my late mother-in-law, Gretchen Velde, and my late husband, Kurt Bucholz, with others. The mission of the Foundation was to support a clinic and a physician. Through private donations, the Foundation built the clinic, purchased equipment and computers, and subsidized providers through student loan reimbursements, malpractice insurance, and salary among many other things. Our model worked great...until it didn't. The cost of medical care has ballooned, and frankly, it has been difficult to keep up with it.

The concept of combining long-term care into the Critical Access Model that we envision will satisfy a vital need in our community. A 24/7 ER will also be huge as well as we are so far from Rawlins and Laramie in emergency situations. Our roads have already been closed several times this year due to weather conditions. My UPS driver told me her Christmas crush assistant had a heart attack two days ago when they were delivering packages in Encampment. She drove him to the Platte Valley Clinic in Saratoga (18 miles) where he was stabilized and life-flighted to Casper. I was told that he would not have made it to Rawlins. She is an unsung hero! Our distances are huge in Carbon County. This is just one example.

Thanks so much for listening!!  
Happy Holidays,





## **R. G. RAYMER CONSTRUCTION, INC.**

P.O. Box 1078 • 1101 West Bridge Ave.  
Saratoga, Wyoming 82331-1078  
307-326-8448 • Fax 307-326-5782  
raymerconst@union-tel.com

**Randy G. Raymer**

**Richard G. Raymer**

November 26, 2029

Lorraine M. Werner  
USDA  
Community Programs Director  
PO Box 11005  
Casper, WY 82602-5000

Dear Ms. Werner:

Recently my wife and I sent you a support letter for the Platte Valley Critical Access Hospital, as it is important to our family and friends. This is a separate letter with a focus on the importance of continued and expanded care for the Valley from my perspective as a long term business owner.

With approximately 15 employees, plus an additional 10 subcontracting firms that each bring 2-4 staff at any one time, my general contracting firm, which does residential and commercial building, remodeling and major repair, has up to 50 working staff that have acute issues (on the job injury that can be minor up to major falls or wounds), illness (flu or unexpected symptoms of illness) and / or ongoing family care or rehab (exams, inoculations, physical or occupational therapy).

Since we work throughout the Platte Valley, our travel time to receive care in Saratoga can be up to an hour. This is not only for the weekday hours of 8-5, as we regularly work longer hours as well as 7 day weeks, to take advantage of longer daylight hours in summer or to compensate for weather conditions, both forecast and actual (a major consideration in the high altitude winters that start as early as September and end as late as May).

Our needs are not only about care availability and the immediacy in specific instances. Our needs also cover the financial health of ourselves and our families. Our staff does not get paid unless they are "on the job". Long travel times to receive care for ourselves AND our families or coworkers (when needed) means an economic impact to individuals, families and to the Valley itself.

All of this applies to my business, and also applies to the other half dozen general contractors working in the Valley. Their size ranges from approximately my size, to a single contractor that is 4-5 times larger.

A Critical Access Hospital, in Saratoga, will make a difference in all of our lives. Thank you for your consideration.

Sincerely,

Randy G Raymer.

R. G. Raymer Construction Inc.

CC: Will Faust, Platte Valley Healthcare Project.



100 E. Willow Ave.  
P.O. Box 579  
Saratoga, WY 82331



RECEIVED DEC 11 2019

(307) 326-5206  
(800) 359-0249  
info@carbonpower.com

Monday, December 2, 2019

Lorraine M Werner  
PO Box 11005  
Casper, WY 82602-5006

Dear Ms. Werner

The purpose of this letter is to inform you of the support that the Board of Directors of Carbon Power and Light Inc, have regarding the critical care facility that the Platte Valley Healthcare Sustainability Project is working to complete just south of Saratoga, Wyoming. At the November 20<sup>th</sup> meeting, the Board unanimously voted to support the efforts of the Platte Valley Healthcare Sustainability Project.

Just as electricity is paramount to a communities' sustainability, healthcare is needed to attract and keep employees, members, businesses and industry to keep our communities viable. Supporting healthcare demonstrates our concern for community, a cooperative principle.

Sincerely,

Russell Waldner General Manger,  
ON BEHALF of Carbon Power and Light Inc's Board Members

Gary Jacobsen, Riverside, WY  
Dan Hodgkiss, Saratoga, WY  
Dick Clifton, Centennial, WY  
Kenny Curry, Rock River, WY  
Jim Rogers, Laramie, WY  
Laurie Forster, Saratoga, WY  
Clay Thompson, Laramie, WY  
Shae Johnson, Elk Mountain, WY

# TOWN OF SARATOGA

P.O. BOX 486  
SARATOGA, WYOMING 82331

[www.saratoga.govoffice2.com](http://www.saratoga.govoffice2.com)

Mayor John Zeiger

RECEIVED DEC 16 2019

Councilman Bob Keel  
Councilwoman Judy Welton

Councilman Jon Nelson  
Councilman Steven Wilcoxson

Phone: 307-326-8335

Fax: 307-326-8941

Email: [townhall@saratogawyo.org](mailto:townhall@saratogawyo.org)

November 19, 2019

USDA Rural Development

RE: Platte Valley Critical Access Hospital

Dear Ms Werner,

The Town of Saratoga Town Council supports the Critical Access Hospital project because it will expand and improve access to healthcare in our community. By improving and sustaining senior care, adding acute care, adding 24 hour emergency care and improving local access to labs and imaging our constituency will be better served. We also believe that partnering with other regional providers to expand access to specialty care will be of great benefit to our community residents and visitors.

Sincerely,

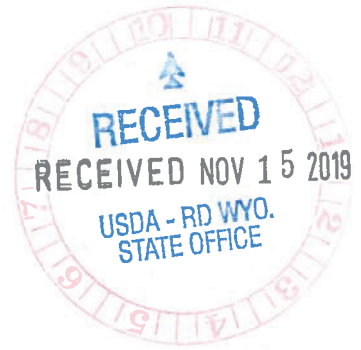
JOHN ZEIGER

John Zieger  
Mayor Town of Saratoga

Judy Welton  
11/19/19

11/13/2019

USDA Rural Development  
Atten: Lorraine Werner  
PO Box 11005  
Casper, WY 82602



Ms. Lorraine Werner,

I am writing to you in support of the proposed Acute Care Hospital project in Saratoga, Wyoming as I believe it is a much-needed facility in this Valley.

I understand that Memorial Hospital of Carbon County is proposing to bring in a mobile unit to serve as a clinic but as an employee at the Saratoga Care Center I feel this is a bad idea. Not only do we need to address stabilizing our clinic we also need to address the issues at the nursing home. The current facility is dilapidated, has plumbing and air quality issues, the bathrooms are non-compliant for handicap persons and too small to provide safe quality care, not to mention the shower/bathroom has no heat.

The ACH addresses and solves many much-needed improvements and services for our immediate and outlying communities and I am hopeful that you and USDA will support this project.

With Gratitude,

A handwritten signature in blue ink that reads "Kristen Teubner".

Kristen Teubner

RECEIVED NOV 25 2019

P.O. Box 602  
Encampment, WY 82325  
November 21, 2019

Lorraine M. Werner  
Community Programs Director  
P.O. Box 11005  
Casper, WY 82602-5006

Dear Ms. Werner:

We live just outside Encampment/Riverside, WY and are writing to you to express our support for the Critical Access Hospital currently being proposed to be built in or near Saratoga, WY by the Platte Valley Healthcare Sustainability Project (PVHSP). We have attended a number of the public information meetings held over the past year, and several smaller meetings at local organizations, and we have read news articles in local newspapers to stay informed on this development. As senior citizens, we rely on local healthcare for day-to-day health issues, and we know as we grow older having a local healthcare facility is important, even necessary for us to live in and remain in this area. We currently have health care specialists in Laramie, WY and Fort Collins, CO for major health issues. However, we must rely on local healthcare for minor health issues such as colds, vaccines, diagnosis, emergencies, and referrals for major health issues. We currently use the resources of the Platte Valley Medical Center in Saratoga (and appreciate the excellent care we receive from the mid-level providers presently there), but would prefer this facility have a full time, on site, M.D. or D.O. A 60 mile drive to Rawlins or the 90 miles to Laramie, especially in the winter time when Interstate 80 may be closed for days, is not an acceptable option for us.

One feature of the Critical Access Hospital being proposed by the PVHSP that especially appeals to us, and may someday apply directly to us, is the combination of "clinic" and "nursing home". This model appeals to us, because the current nursing home is antiquated, and the combining of common functions for the two purposes makes functional and economic sense.

We believe the PVHSP group has done its homework well, and we support the proposal this group has developed. We ask that you favorably consider this group's proposal for funding for a Critical Access Hospital for the Upper North Platte Valley.

Thank you.

Sincerely,

  
John and Phyllis Smith



RECEIVED NOV 25 2019

November 20, 2018

Lorraine M Werner  
USDA  
Community Programs Director  
PO Box 11005  
Casper, WY 82602-5000

Dear Ms. Werner:

As both longtime residents and visitors to the Platte Valley we have had the good fortune to have Healthcare provided through the Platte Valley Clinic, which is financially backed by the Corbett Medical Foundation. Along with our friends and family, we have been provided checkups and inoculations, been patched up, sent to specialists and received ongoing care for acute and chronic conditions.

Today, we as a nation, expect even more. We expect care that spans a lifetime, prolongs our lives and is available to all. We expect that our healthcare providers should have a full life, being able to raise their families, with reasonable compensation, without being an isolated provider to a valley of more than 3,500 people.

What this means is we support the creation of a Critical Access Hospital here in the Platte Valley:

- where injuries that occur at ranches, resorts, businesses or at home, can expect to receive emergency treatment within the first critical hour.
- where health emergencies such as heart failure or stroke can receive stabilization and transfer to specialists, again within the first hour
- where our family elders can remain in the Valley for care as their ability to function independently deteriorates
- where our children can receive diagnostic attention, enabling them to stay in school, without requiring hours of transportation, by working parents and/or relatives

Since we are part of the 20% of the US population that resides outside of a metropolitan area, we know that specialists and unique care may require us to travel to distant locations. Our travel in this case, while longer in distance, is often shorter in time than it would be in traffic congested metropolitan areas. We accept this as part of the price we pay to live and maintain our businesses here in the Valley.

We are also aware that with a facility that provides a significant volume of care, with appropriate facilities and Equipment, including TeleMedicine, the recruiting and retention of the needed 24/7 healthcare providers can be achieved. This move will ensure stability, enabling the Valley to keep the talented staff that serves us in the Platte Valley Clinic today and expand critical care to 7/24.

Sincerely,



Ellie Dana Raymer  
Randy Raymer  
PO Box 707  
Saratoga, WY 82331

CC: Platte Valley Healthcare Project c/o Will Faust.

RECEIVED NOV 25 2019

Dear Ms. Werner,

I want to express my support for the proposed Critical Access Hospital in Saratoga Wyoming. My family has been in the Valley for over 60 years. In that time, my grandparents have seen doctors come and go. They have witnessed economic growth and decline. One thing they have always said is Saratoga needed was a place to go if there was an Emergency.

My Grandmother is now in her late 80's with dementia, heart failure and high blood pressure. Prior to these diagnoses we would take her up to the local clinic. If she needed anything more than the standard we were forced to go out of town. We desperately tried to make all necessary appointments during the summer months to avoid the weather. Things seemed to work out ok, until last winter. In December, she began having mini strokes. We would call the ambulance and try to keep her stable for the 15-20 minutes it takes for the EMT's to arrive. She would then be loaded into the ambulance and taken to Memorial Hospital of Carbon County, which is 45 miles away. My husband and I had to then find care for our two young daughters, so we could be at the hospital with her. After running their tests and finding that the cause could "possibly be a mini stroke" but could not be certain as they didn't have the equipment. We would then be discharged at 1am, with the instructions "If anything happens just turn around" By the time we would get home and Grandma settled it was almost time to go to work. She has had 8 of these incidents in the last 12 months. We are now looking at having to send her to Denver to live with her daughter as the risk of having another stroke is high. We can't trust the roads or the ability for us to make it to Rawlins in a timely manner. If there was a CAH here in town, there wouldn't be a decision to make. She would have access to care at all hours, without an hour wait. She would be able to be observed in a room and taken care of just a few blocks from home. If Saratoga had a Critical Access Hospital my grandmother would be able to stay in her home, in the town she has called home for 60 years. I truly believe this is what our Valley needs in order to keep our residents healthy and able to stay in the community we love.

Thank you,

A handwritten signature in cursive script that reads "Randi McCargar".

Randi McCargar



I am in support of establishing a CAH in the Saratoga - Encomprment area.

Lila Walby  
Encomprment, Ky.  
307-327-5762



RECEIVED FEB 12 2020

To Whom It May Concern:

I am writing this letter in support of the hospital in Saratoga, Wyoming. There is a great need for a hospital here and the list of reasons is long. My family and I almost decided not to move here twelve years ago because of the lack of medical and emergency care.

I would guess we have lost many people over the years because they couldn't get to the care they needed in time.

As a cancer patient, folks must travel daily for treatment, blood tests, and other tests that could be done locally. As a teacher and former coach, local and emergency care is greatly needed. Please help us get the funding needed to start this project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Scott Ruhl".

Saratoga, WY

RECEIVED JAN - 2 2019

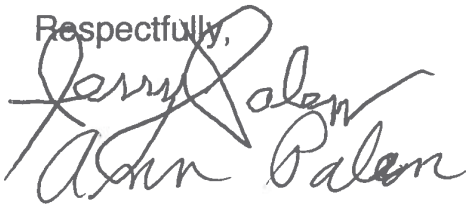
December 28, 2019

Lorraine Werner  
Community Programs Director  
P.O. Box 11005  
Casper, WY 82602-5006

Dear Ms. Werner,

My husband and I are full time residents of Saratoga, and in our seventies. We wish to inform you that we are in support of the Critical Access Hospital here. Living in a small town makes dealing with health issues a problem due to traveling difficulties, especially in the winter. We feel that a hospital would offer a great improvement in the lives of Saratoga residents.

Respectfully,

Handwritten signatures of Jerry Palen and Ann Palen. The signature of Jerry Palen is written over the signature of Ann Palen.

Ann and Jerry Palen

RECEIVED DEC 23 2019

To: Lorraine M. Werner  
Community Program Director  
P.O. Box 11005  
Casper, WY 82602-5006

From: Gerald James  
Trees Unlimited  
P.O.Box 543  
Saratoga, WY 82331

December 19, 2019

Dear Director Werner,

We had the opportunity to attend a presentation by Sonja Collamer regarding the Critical Access Hospital project in Saratoga. It covered building layout, site plans, interior layout of the different purpose areas, affordability and need, future status of existing facilities, ownership, costs, services and community benefits. We believe the Platte Valley Healthcare Sustainability Project members have done an outstanding and thorough job in putting together all the necessary elements to proceed to a successful completion. We hope that your continuing interest and support will help enable the community to secure this much needed facility.

Thank you for your time and support; it is very much appreciated.

Sincerely,

  
Gerald James

and  
Deryl James  
David Quitter



RECEIVED DEC 23 2019

Melissa Faust  
MOPS Organizer  
P.O. Box 484  
Saratoga, WY 82331  
307-710-8486

Lorraine M. Werner  
Community Programs Director  
P.O. Box 11005  
Casper, WY 82602-5006

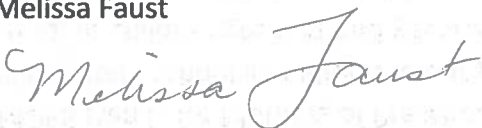
Dear Lorraine Werner,

I am writing a letter of support for the Saratoga Critical Access Hospital Project on behalf of the Saratoga MOPS group. Sonya Collamer and Laura Bucholz, both members of the Healthcare Sustainability Project Committee, visited our group to present information about their progress, the plans for the proposed hospital, and to answer questions. We asked many questions, and unanimously decided that we should provide a letter of support for this project.

MOPS stands for Mothers of Preschoolers. Most of our members have children in the elementary school in addition to our preschoolers. Having access to 24/7 care is very important to us, as children get hurt and get sick often and unexpectedly. We are very grateful to have our clinic, but knowing our children are so far away from emergency care is scary. In addition to having access to around-the-clock care, it will be wonderful to have a wide range of visiting specialists in the area. Addressing specific medical needs in our valley will lead to fewer missed work days for parents and fewer missed school days for kids. It is also very important to us to keep long term care in our community. We know many families who have loved ones living in the current nursing home and it would be devastating to see those families leave the valley if their loved ones could no longer be cared for here.

We appreciate all that the USDA is doing to strengthen access to healthcare in the rural areas of our country.

Sincerely,  
Melissa Faust

A handwritten signature in cursive script that reads "Melissa Faust". The ink is dark and the signature is fluid, with a large, stylized "F".

10-07-2019

USDA Rural Development

Attn: Lorraine Werner

PO Box 11005

Casper, WY 82602



Dear Ms. Werner:

My name is Tammy Lane, we met at the town meeting in Saratoga, WY when you visited our community center town meeting to discuss the possibility of building a critical access hospital. I just wanted to thank you for coming to our town and helping us to determine if this is a good idea for our community.

I am an occupational therapist working in the nursing home in Saratoga; seeing long-term care, short-term care and outpatients. I have seen first-hand the need for the patients and residents to have access to healthcare. Our community is an aging community and older adults typically need greater healthcare. My patients, residents, and neighbors need the proposed critical access hospital. Many go without services due to not be able to travel the distance to other towns to received healthcare services. During the winter months the challenges increase due to the road conditions. My community needs access to healthcare in our town. As a healthcare provider I support building a critical access hospital in Saratoga.

I am a wife and mother, I support a critical access hospital in Saratoga, Wyoming. I want healthcare available for my family, here in my town especially when emergencies arise. Time is critical during emergencies. I believe that Health Management Services (HMS) has the best interest for our community and I support them.

Thank You for your time,

*Tammy Lane*

Tammy Lane, MS OTR/L

Just a quick note to let you know <sup>10/8/2014</sup> that I am in support of the Platte Valley Critical Access Hospital. My current options for health care are limited. I must travel either to Rawlins (60 miles) or Laramie (90 miles), and during times of inclement weather, roads are often closed. In addition, the Platte Valley is not only a great place for families, it is a great place to live for snowbirds - and a great place to visit for tourists and hunters. Having closer access to quality health care is important.

Paula Harris

RECEIVED DEC - 6 2019

## C.J. & LAURIE BOX

PO Box 955, 2416 WYO-130  
Saratoga, WY 82331  
(H) 307.326.7780 (C) 307.220-8947  
E-Mail: [CJBox@cjbox.net](mailto:CJBox@cjbox.net) [www.cjbox.net](http://www.cjbox.net)

December 4, 2019

Lorraine M. Werner  
Community Programs Director, USDA  
PO Box 11005  
Casper, WY 82602-5006

### RE: CRITICAL ACCESS HOSPITAL IN SARATOGA / UPPER NORTH PLATTE VALLEY

Dear Ms. Werner:

We write to you today in full support of a Critical Access Hospital located in Saratoga that would serve the Upper North Platte Valley. We very much prefer the process being undertaken locally rather than as an add-on to another facility headquartered in another location.

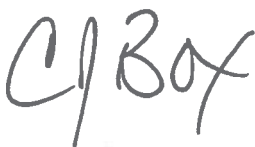
As full-time residents of the area, we've come to recognize how important it is to have high-level professional healthcare available to the residents and visitors of the area. We've been here long enough to see realize that the sustainable, long-term solution a Critical Access Hospital would bring to our community is essential to its well-being and growth.

Our valley is the home to over two-thousand residents year-around. The occupation of locals consists of many high-risk jobs including logging, ranching, energy development, and the guiding and outfitting industry. Thousands of visitors and seasonal residents arrive in the summer and fall. We have a bustling private airport with more guests arriving every year.


The time it takes for injured or sick people to drive to Rawlins, Laramie, or Casper – especially in the winter when I-80 was closed over seventy times last year and appears to be poised to break that record this winter – is dangerous and life-threatening.

We support a local CAH and have committed to support it fully and financially.

Sincerely,



C.J. Box



Laurie Box

# Should the Platte Valley Pursue a Critical Access Hospital?

## Q&A

*Presented by the Platte Valley Healthcare Sustainability Project*

### What is a Critical Access Hospital?

Critical Access Hospital (CAH) is a designation given to eligible rural hospitals by the Centers for Medicare and Medicaid Services (CMS). Congress created the CAH designation through the Balanced Budget Act of 1997 in response to rural hospital closures during the 1980s and early 1990s.

The CAH designation is designed to reduce the financial vulnerability of rural hospitals and improve access to healthcare by keeping essential services in rural communities. Generally, hospitals must meet the following conditions to obtain CAH designation:

- Have 25 or fewer acute care inpatient beds
- Be located more than 35 miles from another hospital
- Maintain an annual average length of stay of 96 hours or less for acute care patients
- Provide 24/7 emergency care services

### Why do we need a Critical Access Hospital?

The realities of healthcare have changed dramatically — especially in rural areas — over the last 30 years. Although Saratoga was able to maintain a clinic with a full-time doctor for many years with help from the Corbett Medical Foundation. At this time, without significant increased subsidy, neither the standalone clinic nor the nursing home are financially sustainable. Both have remained open only because the management company, HMS, has been willing to undertake significant losses while we explore more sustainable options. Without some action by the community, we risk having neither a clinic nor a nursing home available in Saratoga.

### How can we afford a hospital?

There will be no new taxes associated with the hospital. The USDA has a program for which the community can qualify to help pay for construction of these types of facilities. The no-recourse loans can account for 80% of the total cost to construct. The community must come up with the other 20% through monetary donations, loans from local banks, gifts of property from governments and individuals, and in-kind donations. Because the loan is backed by the USDA, in the event of a default, the government would appoint a qualified operator to find a sustainable solution.

Operations costs are subsidized by Medicare, which, as a federal program, ensures equal access to all. The hospital would still charge for services rendered but would be able to take advantage of a subsidy based on the percentage of Medicare patient usage that is designed to cover large portions of hospital costs. Many Wyoming communities successfully operate under this model, including Rawlins, Afton, Sundance, Lusk, Buffalo, Douglas, Wheatland, Torrington, Basin, Powell, Lovell, Newcastle, Cody, Kemmerer, Thermopolis and Worland.

### Have other options been explored?

We have continued to search for service providers and explored relationships with Carbon County Memorial and Iverson Memorial Hospitals as early as March of 2018. We are also grateful for continuing support from HMS, which stepped in when the previous clinic failed. In addition, we have sought advice from similar community healthcare operations in Afton, Sundance and Lusk, Wyoming, as well as Sheridan, Columbus and Red Lodge, MT and Meeker, CO. We were told many times that the Critical Access Hospital model was a vital element in stabilizing these and other communities.



### **What will happen to the clinic?**

Once the hospital is completed, both the clinic and the nursing home will become a part of the new facility. There are opportunities for repurposing both facilities.

### **How will we provide for nursing home patients?**

With the CAH designation, a significant portion of the 25-bed maximum number of beds can be devoted to long-term care. This will enable the community to continue to offer and even expand services for seniors and others in need of long-term care.

### **Who will own the CAH?**

A community-based 501c3 non-profit organization, such as the one used to run the Iverson Memorial Hospital facility. Local government will not have a role in ownership. The board will be made up of a mix of medical and financial professionals and local residents to ensure maximum functionality. A major focus is to keep small town politics out of the local healthcare.

### **When will the CAH be built?**

The long-term financial feasibility study has been completed and a site identified south of the Forest Service facility on Highway 130. Once all approvals are obtained, we anticipate breaking ground in late summer of 2020 and completing construction in the fall of 2021.

### **How much will the CAH cost?**

After careful professional analysis, the total budget to construct a Critical Access Hospital in Saratoga serving the North Platte Valley is estimated at \$22 million.

### **How will we staff the CAH?**

There are many qualified staff currently working in the medical field in the North Platte Valley or elsewhere. With the improved facilities and additional subsidy, we will be able to afford competitive wages to offer more local jobs and to attract new qualified candidates.

### **What services will be offered by the CAH?**

- Primary care clinic
- 24-hour walk-in emergency care
- Advanced imaging, including X-ray, MRI and CT scans
- 3-5 hospital beds
- 20-22 extended-care beds
- 1-2 full-time doctors
- 2-4 nurse practitioners
- Physical and occupational therapy
- Visiting specialists
- Onsite laboratories
- Hospital pharmacy
- Telemedicine services

### **How will the CAH benefit the community?**

With modern, advanced healthcare services in our community, residents will have convenient access to a full range of medical care including specialty medicine and emergency care. EMT services will be improved and the time-to-care dramatically reduced. Seniors and others in need of long-term care will have access to a beautiful, stable facility with appropriate staff and an improved range of services.

A new hospital will create new jobs in the community and a modern healthcare facility will help us attract and retain qualified staff as well as related business. Healthcare dollars formerly spent in other cities will now remain local.

Finally, a new Critical Access Hospital is a long-term solution that will improve the health and well-being of everyone in the North Platte Valley, making it more attractive for business investment as well as for new permanent residents.

### **Learn more**

Please join us in exploring ways to improve our community in meetings with local organizations. Contact us to schedule a meeting for your group. For more details, visit [plattevalleyhealthcare.org](http://plattevalleyhealthcare.org) and like us on Facebook @PVHSP.

*Thank you, the PVHSP: Sonja Collamer, Leslie McLinskey, Teense Wilford, George Haigh and Will Faust.*





November 7, 2019

Lorraine M. Werner  
Community Programs Director, USDA  
P.O. Box 11005  
Casper, WY 82602

Dear Ms. Werner,

On behalf of the Saratoga/Platte Valley Chamber of Commerce Board of Directors, I would like to submit this letter of support for the Platte Valley Healthcare Project for a new Critical Access Hospital to be built in Saratoga.

The Chamber of Commerce has been following the progress of the Healthcare Committee and we are very confident in their ability to complete such a huge undertaking. We also believe that a CAH is the only solution to sustainable medical services that would also address our nursing home needs.

Our mission is **to serve the Valley businesses and visitors to enhance our economic vibrancy**. Economically, it would be devastating to lose our medial clinic, let alone the nursing home and pharmacy. The number of lost professional jobs would decimate the school enrollment numbers if families had to move away. The loss in payroll would affect each of our 180 member businesses. The loss of security and reassurance of quality medical care would make many families and retirees reconsider living here or relocating here.

Every time someone drives out of town for a doctor's appointment, additional money leaves the Valley by way of grocery shopping or lunch at a restaurant. This behavior erodes the communities' ability to be financially stable in our tourism-driven economy.

We also believe a state-of-the-art and modern clinic/hospital would be a huge asset to the community. Recruiting other business professionals and families to the Valley would be much easier. Just as the Platte Valley Community Center had naysayers before it was built in 2007, the community will grow to love, support and use the hospital. Because the community has been capable of such a huge undertaking should reassure those that believe a CAH cannot be done.

Acting as the "go-to" center for businesses and visitors, the Saratoga/Platte Valley Chamber of Commerce is a nonprofit organization serving more than 180 local businesses representing all sizes and sectors of the community and is in touch with the Valley. Founded in 1974, the Chamber is the largest and strongest business association and is a trusted, informative and well-represented organization that is in touch with the Valley.

The Board of Directors of the Saratoga/Platte Valley Chamber of Commerce supports projects that stimulate economic growth, enhance quality of life, and stabilize the population. We believe a new CAH would fulfill those requirements.

Sincerely,

Stacy Crimmins, IOM  
Chief Executive Officer  
[director@saratogachamber.info](mailto:director@saratogachamber.info)

Jonathan Schnal  
Board Chairman

SARATOGA/PLATTE VALLEY CHAMBER OF COMMERCE  
POB 1095 SARATOGA, WY 82331  
307.326.8855 INFO@SARATOGACHAMBER.INFO



SARATOGA AUTO PARTS, INC.  
119 W. Bridge Ave. • P. O. Box 386  
Saratoga, WY 82331



Lorraine E. Werner

Community Programs Director

PO Box 11005

Casper WY 82602-5006

Ms. Werner,

We are writing this letter of support for the Platte Valley Critical Care Hospital. We have attended the majority of the meetings in person or by watching live streaming on the internet concerning our health care in the Valley. As well as read many articles and informational handouts that have been available.

Being a Wyoming resident all of my life and a resident of Saratoga as well as a business owner for 42+ years. We feel we have a good understand of the health care problems that we have faced here in the Valley for some time. The days of having our own Dr owned clinic are gone sad to say. Therefor we needed to see what is our next best available option is. We do believe that the Medical Foundation and their committee have done an excellent job researching the possibilities. We do endorse their plan of trying to bring in the Critical Care Hospital. For the reasons listed below.

- Having a family member hurt involved in a ranching accident on a Sunday afternoon calling 911 was a very poor experience! Ended up driving the hurt patient myself on bad roads as fast as I dared to the Rawlins Hospital. This incident ended ok, but it was terrifying for all involved. We shouldn't have to live like this, even though we live in Wyoming.
- We have a neighbor/friend that watched his wife (she was 58 years old) have a heart attack and die while waiting for the ambulance which took over 30 minutes to arrive. Once again this was on a Sunday afternoon. This is not acceptable!
- One of our family member needed to repair a shoulder. Driving to Casper for appointments was very costly and time consuming which affected our business. Lucky the therapy was done at the nursing home here in Saratoga, which I understand is struggling and would benefit from the Critical Care Hospital that is proposed.
- I do know of several friends some elderly and some middle age that have been forced to move away to seek reliable medical care. Our Communities should be able to provide reliable health care, if we want to remain a viable growing healthy community!
- Having an employee diagnosed and treated for cancer in Laramie was very difficult to our employee, our other employees, our customers, it was very difficult on business. Some simple

test, inoculations and webinar appointments preformed locally would have made the experience for all much easier and not near as expensive for all.

- We have a son with a family also living in Saratoga, numerous times they were forced to take a kid (our granddaughters) to Rawlins to an instant care clinic for minor health care (strep throat test). Because our clinic wait time was a week out. This is very expensive to travel 80 miles and spent hours (using vacation time) waiting and driving.

All of these incidents has happened in the last 2-3 years. We realize that we can't fix all of the problems, but we can certainly do better than what we have. Our family has been contributing members of this valley by being financial donors as well as a past EMT, volunteer fire fighter, Chamber of Commerce Past President, Bank Board Member, Platte Valley Community Center member and past Treasurer, Town Council Zoning Board Treasurer, Water & Sewer Board member and numerous civic organizations. We have worked hard as well as many other Volunteers to keep this community moving forward and thriving, but without a sound and reliable health care system in place we will lose a very important key for our community to survive and move forward in the future. This Valley has been struggling since the downward turn of energy in this state, lucky the tourism industry has picked up in the last few years. With that being said we have to solve the medical care issue. We firmly believe and support that the Critical Care Hospital is needed and is the best answer at this time for this Valley!

Respectfully



Janice Fiedor

Vice President

Saratoga Auto Parts Inc.



Rocky Fiedor

President

Saratoga Auto Parts Inc.



RECEIVED NOV 25 2019

Lorraine M. Werner

Community Programs Director, USDA

P.O. Box 11005

Casper, WY 82602

Dear Ms. Werner,

The Platte Valley Community Center Joint Powers Board would like to express support for the Platte Valley Critical Access Hospital project.

The best way for a community to improve its economic and social well-being is to carefully invest in itself. The Platte Valley Community Center, now in its thirteenth year, is an example of the willingness of residents of Saratoga, Riverside and Encampment to openly discuss the needs of the Platte Valley and make bold, but realistic decisions about their future. The Platte Valley Healthcare Project has spent months gathering data, holding public meetings, reaching out to stake holders and potential partners to identify a long-term health care solution for residents of the Valley. We agree with their conclusion; the best option is a CAH.

A Critical Access Hospital will meet the community's need for 24-hour care, improved radiology and other imaging tools, labs, physical therapy, etc. In an area with long winters and often dangerous roads, these expanded and improved services will give residents quick and local access to quality care. Equally important, the CAH enables us to continue to have senior care and ease the burden on families who might otherwise be forced to move their loved ones elsewhere.

By reducing the need to travel, a CAH will keep more patients (and their dollars) in the Valley. It will also expand the pool of available professional jobs and provide a sense of reassurance and stability to young families or retirees considering moving here.

The PVCC JPB recognizes that quality health care is a cornerstone of the social and economic well-being of the Valley. For a generation, the Platte Valley has relied on an outdated "country doctor" model propped up by private donations. This model is no longer viable. A Critical Access hospital is the most cost-effective investment the Platte Valley can make to preserve and improve its access to health care.

Sincerely,

Executive Director, PVCC

Chair, PVCC Joint Powers Board of Directors

RECEIVED JAN 24 2019

# ***Saratoga Lions Club***

***P.O. Box 844, Saratoga, Wyoming 82331***

*Tim Dziadon, President  
James Beckmann, Past President  
Hank Jewell, Membership Chairman  
Bob Lauman, Secretary  
Dan Hodgkiss, Treasurer*



*Club Meeting each Thursday at Hotel Wolf  
7:45 Summer Hours  
7:15 Winter Hours  
Dinner follows the meeting  
Board Meeting 2<sup>nd</sup>. Tuesday, 6:30 P.M.*

*Dear Ms. Werner,*

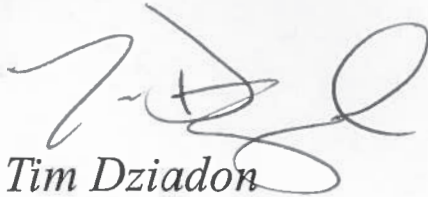
*The Saratoga Lions Club is writing you this letter to express our groups wholehearted support of the Platte Valley Healthcare Project's hospital project. The board's members have done a fantastic job keeping the public informed and up to date on the progress. As a service minded organization our group and its members have played significant roles in improving our community in the past and see this project as another great opportunity for our community to come together to improve the lives of our residents and visitors.*

*It is our hope that this project is successful so that healthcare in our valley is not only stabilized, but significantly improved. Our group is made up of local business owners, employees, parents and grandparents. Having state of the art healthcare locally is critical to our community's economic viability and will improve our communities livability. In particular we feel that the following features are of great importance to our community:*

- Local 24 hour emergency care*
- Expanded imaging and lab services*
- Dedicated space for visiting specialists*
- Sustained care for our elderly residents*
- Improved clinical services*
- Expanded therapy suite*

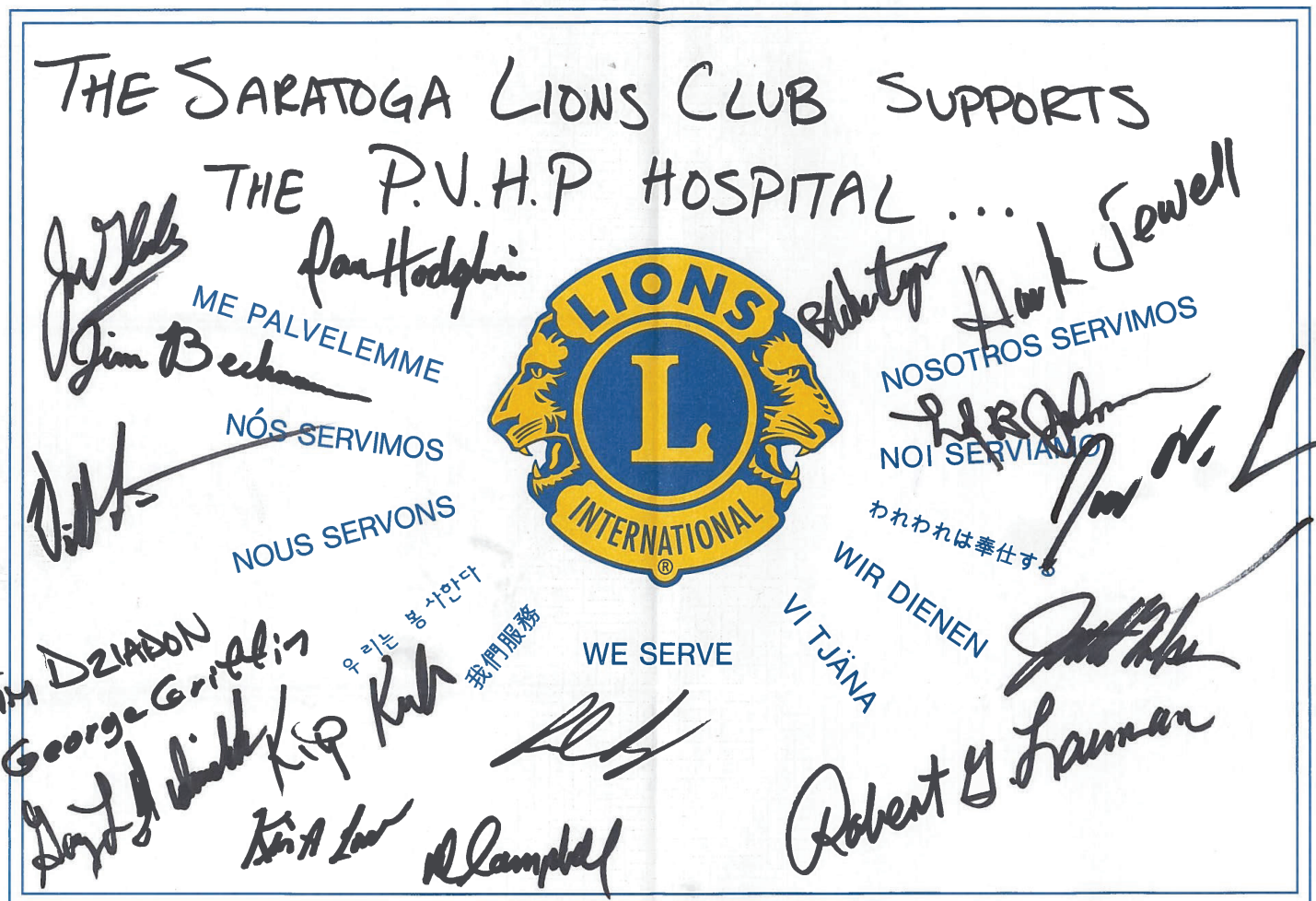


As residents of an isolated rural area, having access to the basics in healthcare locally will not only make our valley a safer place to live, but also a more attractive place to live, work and visit. Our board and some 49 members look forward to the success of the project.



Tim Dziadon

Saratoga Lions Club President







Jan. 15, 2020

Attn. Wyoming Business Council, c/o the City of Laramie  
Re: Wayfinding Fabrication, WBC Community Enhancement Grant

Laramie Main Street is pleased to be part of this community wide, collaborative effort to transform the look and feel of the downtown district, our entryways, and the Third Street and Grand Avenue corridors. Working with our partners, we will provide both financial and technical support for wayfinding fabrication, overhead signage, and entryway signs. We believe these amenities will improve the aesthetic character of our community. The need for directional and gateway signage is clearly documented in our 2012 Downtown Development Plan, 2016 Third Street Enhancement plan, and 2018 Wayfinding plan.

We believe this project will help make the community more attractive for business development, help with recruitment and retention efforts, and provide a quality experiences for visitors.

With a desire to be a good partner on this project, we are pledging a \$45,000 cash contribution towards fabrication costs. \$10,000 our funds are from our annual Brew Fest. \$10,000 is from a grant we received from the Guthrie Family Foundation, and \$25,000 is from a Technical Assistance grant from Wyoming Main Street.

In addition, with the help of Wyoming Main Street, we spent \$22,950 toward the creation of the 2018 Wayfinding plan.

In closing, we are excited to support this project that creates shared community branding, serves as a collaborative win for our community, reduces sign clutter, improves the visitor experience, and increases visitor awareness of the amenities available in Albany County.

Thank you for your time and consideration in reviewing this request.

A handwritten signature in black ink that reads "Trey Sherwood".

Trey Sherwood, Director  
Laramie Main Street Alliance  
115 Iverson Avenue, Laramie, WY 82070  
307-760-3355 or [downtownlaramie@gmail.com](mailto:downtownlaramie@gmail.com)

# UNIVERSITY OF WYOMING

Vice President for Administration

Dept. 3982 • Room 318, Old Main • 1000 E. University Ave. • Laramie, WY 82071  
(307) 766-5766 • fax: (307) 766-3436

January 22, 2020

Attn: Wyoming Business Council, c/o the City of Laramie

Re: Wayfinding Fabrication, WBC Community Enhancement Grant

The University of Wyoming is pleased to be a partner with the Laramie Main Street Alliance, the City of Laramie, the Chamber of Commerce, and Albany County Tourism and to commit \$15,000 in matching funds to support the Wayfinding Fabrication project and application for the WBC Community Enhancement Grant. In conjunction with the WBC Community Enhancement Grant goals, we see this project as an excellent important opportunity to improve the links between downtown, the University, and signature venues across the city, and overall enhancing economic development within Laramie.

By developing Laramie as a destination, we enhance visitor engagement with local attractions, curate the visitor experience within the community, and increase overnight visitation. The University of Wyoming recognizes that collaboration on the fabrication of these signs brings a multitude of benefits that include an improved visitor experience, demarcation of more destinations with less clutter, a way to bring the signage system into compliance with Federal and State guidelines, and providing visitors an increased awareness of the amenities available in the city and within Albany County.

The partners have all come together and now is an opportune time to act on a plan that has been in the works for eight years. Wayfinding appears in the 2012 Downtown Development Plan, 2016 Third Street enhancement plan, Laramie's 2018 Wayfinding Plan, and the City of Laramie's soon-to-be adopted Economic Development plan.

Thank you for your time and consideration in reviewing this request

Sincerely,



William H. Mai  
Interim Vice President for Administration



February 21, 2020

Wyoming Business Council, c/o the City of Laramie  
Re: Wayfinding Fabrication, WBC Community Enhancement Grant

Recently, the Albany County Tourism Board learned of this available grant opportunity to help support the improvement of our community through the community-wide use of wayfinding signs and four overhead street banners at key intersections in town. This is an initiative led largely by Laramie Main Street with support from many other stakeholders, and we as the local tourism board and convention and visitor's bureau would like to offer our support of this initiative and grant opportunity.

The wayfinding signs project would foster collaboration with many local entities, and it would enhance the visitor experience when visiting our destination. The overhead street banners would provide a welcoming experience at some of the main entry points to the heart of our downtown community, and they would allow us to promote more visibly ongoing events as well as special events coming to town for a weekend at a time. We as the local CVB could also offer this service to event planners as part of our grant request process. We also believe these projects would increase locals' awareness of what there is to do in Laramie and the amenities that are available. We feel this project is a clear win for all involved in the community – locals, visitors, and businesses alike.

The Albany County Tourism Board is prepared to come forward with a contribution to this project in the amount of \$15,000.00 in support of both wayfinding signs and overhead street banners in order to do our part and to show our support for this great community and a project that benefits all.

We appreciate the opportunity to be considered for this grant and wish to express our support for this grant application.

Sincerely,

Scott Larson  
Executive Director, Visit Laramie / Albany County Tourism Board



February 27, 2020

Wyoming Business Council, c/o the City of Laramie  
Re: Wayfinding Fabrication, WBC Community Enhancement Grant

I am happy to provide this letter of support from the Laramie Chamber Business Alliance for the WBC Enhancement Grant to support Wayfinding efforts in Laramie. Our organization as well as the other partners in this effort can see clear value to enhancing the visitor and local experience as people seek out attractions and areas in town.

As a community this effort has been on the radar for quite some time. It has been a part of the 2012 Downtown Development Plan, the 2016 Third Street Enhancement Plan, the 2018 Wayfinding Plan, and is part of the City of Laramie's recently adopted 10 year Economic Development plan. Internal to our organization this effort is a part of our mission to enhance the overall business environment and livability of our community. In turn, that makes Laramie more attractive for the recruitment and growth of businesses.

We believe that this effort will enhance visitor engagement with local attraction and make the overall experience of coming to Laramie more enjoyable. Whether this is visitors accessing our world class downtown area, using our community as a portal to the Snowy Range, or collaborating or engaging with the world class education opportunities our community has to offer; this enhancement will work to make Laramie more inviting and accessible which will lead to more and longer visits.

WBC Enhancement grant: Assists communities that want to improve the aesthetic character or quality of life ... efforts must be documented through appropriate planning and show how the effort will make the community more attractive for business development.

We desire to collaborate with our partners in this wayfinding effort to:

- Enhance community branding
- A collaborative WIN for our community
- Reduce sign clutter allowing for motorists to better navigate through the community
- Improve visitor experience
- Increase demarcation of more destinations on fewer signs
- Increase awareness to locals and visitors the amenities available in Albany County
- It will bring the sign system in compliance with Federal and State guidance for wayfinding signs as enumerated in the MUTCD

800 South 3<sup>rd</sup> Street, Laramie, WY 82070

(307) 745-7339

[laramie.org](http://laramie.org)





Project Budget: \$297,000 with a 10% contingency built in

Cash match: \$74,250 representing a 25% cash match

Laramie Main Street Cash: \$38,000 (part of the \$74,250)

Partner Cash: \$9,062.50 each from UW, The Laramie Chamber Business Alliance, Albany County Tourism and The City of Laramie.

We are pleased to offer this letter for your consideration and as memorialization of our commitment to contribute \$9,062.50 to this important effort enhancing our community.

Sincerely,

Brad Enzi  
CEO Laramie Chamber Business Alliance



January 12, 2020

Washakie County Commissioners  
c/o Chairman Frandson

RE: Washakie County, Wyoming 21st Century County Library Project

Chairman Frandson,

As the President and CEO of Wyoming Sugar Company, a business that has existed in Washakie County for over 100 years, I write the Washakie County Commissioner to convey my support for the pending project to move the Washakie County Library into the 21<sup>st</sup> Century.

Wyoming Sugar Company employs over 80 year around employees and an additional 80 seasonal employees. While we are an old and familiar fixture in the community, we have been diligently moving our Company forward with the use of technology. We offer our employees many different benefits and enhancements that range from financial planning to educational opportunities, it is essential that our employees have a place to go in the community and have access to the internet. It is important that our Employees' children have the opportunity to safely participate in appropriate activities and are offered at a modern Library. Further, a modern Library will provide the community with additionally meeting space for a variety of activities and self-improvement opportunities that enhance the lives of our employees and their families

Again, accept this letter on behalf of Wyoming Sugar Company and its many employees as and endorsement of your, and our community's efforts to make Washakie County a great place to live.

Respectfully,

Michael D. Greear  
President & CEO

• 300 SOUTH 1<sup>ST</sup> ST. • P.O. BOX 468-WORLAND, WY 82401 • (307) 347-3261 •  
Michael D. Greear President & CEO  
[mgreear@wysugar.com](mailto:mgreear@wysugar.com)





01/20/2020

RE: Washakie County Library

Chairman Frandson,

I am writing this letter in support of the Washakie County Library project and the application for a Community Enhancement Grant from the Wyoming Business Council.

In the past two decades, we have seen a multitude of technology advances and some would say it makes libraries obsolete. That is far from the truth. I recently read that "The Library is the ultimate shared space, where anybody, no matter their limitations in life, can find a space that will help them." A library is a place that preserves history and connects individuals with the entire world. It aids in teaching children and acts as a learning center for adults who may be looking for employment or studying for job advancement. It is a resource for everyone.

Having the library move to its new main street (Big Horn Ave) location is a huge boost to both the library itself and our community. I feel this is just the start our town needs to help revitalize our struggling downtown. Having it accessible, functional and attractive will be important for our town's economic development, and having it centralized and relatively close to the downtown park enhances the appearance for both our citizens as well as those traveling through our town. The new location will allow the library the ability to grow and expand its programs and services. With the larger building, there are possibilities to house other county operations as well. The building itself could offer short term workspace for potential innovators and entrepreneurs as well as meeting rooms for local businesses. As with any business, it's important for the library to evolve and meet the needs of its community.

In closing, I truly feel this project is important and could potentially be the turning point our community needs for revitalization. I see this location becoming the cornerstone of our whole downtown.

Regards,

A handwritten signature in blue ink, appearing to read "Gil McEndree".

Gil McEndree



MEMBER FDIC



PREMIER SERVICE®

*Dedicated to professional service and  
customer satisfaction since 1915*

Greetings members of the Wyoming Business Council,

I am writing to tell you of my excitement and support for the new library in downtown Worland. My name is Nikki Donahue, I am a new business owner at Real Living Hake Realty on Big Horn Avenue and we are very excited to have new neighbors across the street.

The library news has had our small community buzzing and given stakeholders hope for our main street. It can be discouraging to hear a lot of negativity amongst community members regarding the state of business in our small town. The ideas and possibilities have breathed new life into what was, at times, a very difficult conversation.

Our local economy has always been very diverse in Worland, but there is no denying the impact of retail stores closing on main street. We have to come up with new ideas and services to fill the empty store fronts -- the library building will help us do this. The increased foot traffic can help encourage a coffee shop owner, or a sandwich shop owner, to invest in one of our spaces downtown. The shared work space is a great idea that will benefit the group of investors negotiating an offer on the Pulliam Complex who are interested in opening a UPS shipping store. I have been showing several different business owners the spaces in the buildings to be sure these buyers have tenants or new buyers for the spaces once they are renovated. I feel all of this new activity and motivation is a direct result of the library's new potential location.

I look forward to helping in any way that I can in this process. This move would have a very positive impact on my business as well as the other small businesses around me.

Sincerely,

Nikki Donahue – Broker/Owner Real Living Hake Realty

744 Big Horn Avenue  
Worland, Wyoming 82401  
Office: 307.347.3271  
Fax: 307.347.3274  
hrealty@rtconnect.net

   
[www.hakerealty.com](http://www.hakerealty.com)

104 2nd Street, Box 398  
Ten Sleep, Wyoming 82442  
Office: 307.366.2208  
Fax: 307.366.2207  
haketen@tctwest.net



Banner Health

**Washakie**  
Medical Center

400 South 15th St  
Worland, WY 82401  
(307) 347-3221  
[www.BannerHealth.com](http://www.BannerHealth.com)

January 13, 2020

Dear Messrs. Frandson, Anderson and Wolf,

I would like to add my name to those who are in support of pursuing a \$500,000 Community Enhancement Grant. This grant would assist us in creating a space with high visibility on the street level for the library and a Chamber of Commerce Visitor Center, as well as supporting offices and meeting spaces for community development on the floors above. In my opinion, this is an ideal approach: combining a historically valuable community resource, the library, while providing space for our community's economic development efforts and the Chamber on Main Street for all to see and access.

As leaders in the communities we serve, we are all aware of the many challenges that 'Main Street' in America is facing. As we drive through our own community and see the empty or shuttered store fronts, we hope and wish for solutions that will revitalize Worland, our home. Many of the professionals and support staff I hire have asked me my opinion on the future state of our town and I'm pleased to answer them with optimism about the people, geography and some of the positive investments we've seen occur over the last few years that I've been here. It is in that spirit that I strongly support pursuing this grant to enhance, not only the visitors' experience as they visit or drive through, but also to show our people that we invest in the future of Worland and Washakie County by creating centers of gathering and aesthetic enjoyment. I strongly believe that such a response for our community will be appreciated and highly supported.

Respectfully submitted,

Jay Stallings, CEO  
Banner Washakie Medical Center  
400 South 15<sup>th</sup> St.  
Worland, WY 82401

Cc: Sheri Gunderson



January 20, 2020

To Whom It May Concern:

I am delighted to offer my full support of the new library being proposed for Washakie County. The library board along with the county commissioners, have done an outstanding job in designing a library that will meet the needs of the people living in Washakie County well into the future.

Libraries have evolved into technologically advanced facilities that offer an abundance of opportunity to serve all generations. As a telecommunications company that has invested heavily in fiber to the premise in Washakie County, we are excited to see a proposed state-of-the-art facility being added to our small community – and that they will take advantage of a fiber fed building! As a long-time partner, RT Communications, Inc. has provided free broadband to the library – understanding that the library may be the only source for some folks to explore the world wide web.

I believe whole-heartedly this will be a fantastic addition to town, county and the great citizens of Washakie County.

Respectfully,

Becky Dooley  
VP/General Manager



WASHAKIE DEVELOPMENT ASSOCIATION

P.O. Box 228 ~ Worland, WY 82401  
office 307-347-8900 ~ mobile 307-388-8120

wda@rtconnect.net  
www.washakiedevelopment.com

January 20, 2020  
Wyoming Business Council  
214 West 15<sup>th</sup> Street, Cheyenne, WY 82001

**RE: Washakie County Community Enhancement Grant Application**

Workforce is one of the primary factors in any business locating or staying in place over time. Members of that workforce are demanding more amenities than ever before from communities that they choose to live in. This very factor is why the Washakie County Library Community Enhancement Project is so important.

21<sup>st</sup> Century libraries are a gathering place where networking, research, and entertainment take place. They present opportunities for shared workspace, business incubation and community development services to be housed. They provide technology to all generations and create a welcoming space for families to enjoy activities and events. Visitors can also find information concerning the community and the surrounding area.

Washakie County is planning one such library with the additional benefit of having it located in downtown Worland. The location has already spurred more interest in the revitalization of the downtown area.

The renovation will provide loyal library users with a modern space, additional services and resources. Adequate parking will make access better for all. Proximity to Pioneer Square will provide travelers a welcome respite with Wi Fi, Visitor information, workspace, and more available in the new facility.

The citizens made a new library a priority when passing a general-purpose sales tax initiative with proceeds of 1 million dollars that sparked the generosity of a local family to gift another million. The Washakie County Commissioner are also invested in the project helping to show how important it is to our community.

The Washakie Development Association is pleased to pledge our investment of nearly \$53,000.00 and support towards this project and looks forward to moving our headquarters into the renovated space to take advantage of being downtown in the same facility with other community development entities and the Washakie County Library to better serve our workforce families.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom McKinnon', is written over a faint, light-colored circular stamp or watermark.

Tom McKinnon, WDA President





Washakie County Commissioners  
Washakie County  
P.O. Box 260, Worland, WY 82401

January 23, 2020

To Washakie County Commissioners:

I am writing on behalf of the Worland – Ten Sleep Chamber of Commerce in support of Washakie County's proposal for the Wyoming Business Council Community Enhancement Grant to fund the new Worland Library and county building. We strongly support this grant application and the focus on the economy of Worland and keeping our downtown vibrant.

We are excited about the co-working space that this new Library will bring. There are many remote workers who either live in Worland or travel through Worland who would make use of this space. We at Chamber of Commerce believe that having co-working space available in our downtown area will help attract young professionals to our community who primarily work remotely.

In addition to the co-working space, we are excited for the opportunity to relocate our visitor center and chamber office to a centrally located downtown location with high visibility. The building that we historically occupied was torn down several years ago due to mold, and we have not had a good location that is visible and convenient for visitors since 2015.

We look forward to working with Washakie County in keeping our downtown vibrant and attracting young professionals to our community.

Thank you,

Steve Radabaugh  
President of the Board of Directors  
Worland – Ten Sleep Chamber of Commerce  
401 N. 10<sup>th</sup> St, Worland, WY 82401

Worland Community Center Complex



February 27, 2020

Washakie County Commissioners

Mr. Commissioners:

It has come to my understanding that there may be some concern with a meeting space being proposed in the new library project that could affect the Community Center. As the Executive Director, I am not concerned at all with another small meeting space being available in our community. Our facility has a state of the art, large conference room with a small kitchen area as well as a licensed commercial kitchen to host large meetings, conferences, and family gatherings, that I don't believe can be held anywhere else in Worland. This room is consistently rented for these large gatherings. The past 14+ plus years we have watched most of our smaller meeting classrooms become permanent housing to other organizations and programs, including Big Brothers/Big Sisters, Worland Youth Learning Center, Kathy Smith Counseling Services, Balloon Creations, Albert Vigil Karate and Courtney Seghetti Dance Class. We currently have 2 readily available classrooms for small meetings, our Washakie Room, which is free to Nonprofits and the Board Room, which sits next to our administrative Offices. These available rooms are used as breakout rooms to the Conference room when needed.

Business's housed in our own complex have incorporated their own small meeting rooms to be available to themselves on a daily basis when needed, including the Worland Senior Center, The University of Wyoming Agricultural Extension, Work Force Services and Vocational Rehabilitation offices. When their events are too large, they all take advantage of our larger facilities. I am currently the Board Chairman for the Crisis Prevention and Response Center. We just completed a remodel project that included a meeting room for their building that is available to them when needed, as they have used the WCCC in the past for meetings. However, when the WCCC is booked full, they (as well as other groups) have to find alternative meeting spaces.

In conclusion, the development of the WCCC has left us with much less small meeting spaces available than when we first started back in 2005. Those meeting space classrooms have developed into permanent housing which provides the WCCC a larger and more consistent cash stream, all the while still being able to provide for large and small meetings. We just don't have as many smaller meeting rooms available as we have had in the past.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Hunt', is written over a horizontal line.

Steve Hunt

Executive Director

Worland Community Center Complex



January 8, 2020

Wyoming Business Council  
214 W. 15<sup>th</sup> Street  
Cheyenne, Wyoming 82002

To Whom It May Concern:

The City of Worland supports the grant application of Washakie County for a Community Enhancement Grant for the new Washakie County Library and Community Development renovation.

As leaders of the City of Worland, we focus on giving back to the community and are committed to making Worland a better place to live and visit. The new Washakie County Library will help to fulfill our commitment by providing a central location for the library and other Community Development organizations like the Chamber of Commerce, Washakie Development and Youth Alternatives. It will provide easy access to community outreach services.

We hope that the Wyoming Business Council will help fund this project.

Sincerely,

James R. Gill  
Mayor

*[Faint, illegible text, likely a carbon copy or bleed-through from the reverse side of the page.]*



PHONE 307-347-5400  
FAX 307-347-3571

P.O. BOX 726  
821 PULLIAM AVENUE  
WORLAND, WY 82401

January 29, 2020

Washakie County Commissioners  
1001 Big Horn Avenue, #104  
Worland, Wyoming 82401

RE: *Washakie County Library*

Dear Sirs:

We have been asked to submit a letter in support of moving the Washakie County Library to what is soon to be the former Ace Hardware Store. With the constant decline of businesses and the increase in empty store fronts, we believe it a wonderful idea to make this much needed move. Not only will it fill an empty building, but it will also allow them the room to expand and move into the 21<sup>st</sup> Century.

We wholeheartedly support this move, and sincerely hope that this letter will aid in the effort to secure a new home for the Washakie County Library.

Respectfully,

F. Kelly Clay  
President/CEO

FKC/tlm



## STATE LIBRARY DIVISION

Mark Gordon, **Governor** | Patricia L. Bach, **Director** | Jamie Markus, **State Librarian**

January 17, 2020

Washakie County Commissioners  
PO Box 260  
Worland, WY 82401

Dear Commissioners,

Washakie County Library's plan for a newly renovated library building in the heart of Worland's downtown will have numerous benefits that will enhance the community. The Wyoming State Library encourages funding of this project under a Business Ready Community Enhancement grant.

Research from the Urban Libraries Council notes that "Public libraries build a community's capacity for economic activity and resiliency." This library will serve as a destination that will strengthen commercial and cultural development in the surrounding downtown. Job-seekers and entrepreneurs will have expanded access to the resources they need for career and business success, including the public internet access and co-working space that lower the barriers to entry into the market. Improved library services to the youngest patrons will bolster long-term economic success when children enter school ready to read and learn. Better access to meeting spaces will support civic and volunteer organizations and contribute to Washakie County's social capital.

Here at the State Library, we've seen library building projects in other communities across Wyoming. Every time a beautiful new library space has opened, we've seen a sense of civic pride and an improved ability to provide the services that enhance local economic development

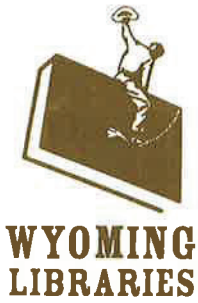
The Washakie County Library has a strong tradition of serving its community. The proposed renovation will give them the modern space they need so local residents can learn, explore, and transform their lives.

A quality public library is the vibrant heart of a community and truly makes its local surroundings "business ready." The Wyoming State Library wholeheartedly supports this project.

Sincerely,

Jamie Markus  
Wyoming State Librarian  
jamie.markus@wyo.gov  
(307) 777-5914





**Washakie County Library Foundation**  
**1019 Coburn Ave. • Worland, WY 82401**  

---

**washakiecountylibrary.org • (307) 347-2231**

Washakie County Commissioners  
January 20, 2020

Gentlemen,

While driving down Big Horn Avenue in Worland one would easily become aware of the empty store fronts and vacant buildings. Yet, wouldn't it be wonderful to envision the hustle and bustle of activity on the north west corner of Eighth Street – the proposed new home of the Washakie County Library. Oh the tales it could tell! The multi morning children's story hour and the making space for arts and crafts. The continued use of the computer bank just to pop in to check your e-mail or read the latest news. The availability of free Wi-Fi for travelers or those conducting research. Look into genealogy – explore the microfilm archives of previous newspapers or the extensive Wyoming history section. Need an audio book for a jaunt across our vast state or for listening while working in you hobby room – find it here. Help downloading books from i cloud to your devise – we're here for you. Do your teens like to gather with friends for games and socializing – we'll provide a space for that. Need a movie but don't necessarily want to own it – check out the selection at the library. Interested in the latest best seller or looking for a large print edition – we have them. Does your book club or civic group need a meeting room – we'll have one for you.

Parking won't be a problem. The lot between the City Hall and the east entrance of the Library is easy to access and is well lit. This area will also provide a safe and secure outdoor area for children's activities and garden reading.

Picture the sun pouring in from the south windrows or the warm glow illuminating the street in the evenings. All of this will be available on Big Horn Avenue – Main Street Worland.

The heart of a community can be found beating in its Library.

The purpose of the Washakie County Library Foundation is to see to the long term aims and goals of the entire Washakie County Library system. Therefore, we the undersigned members of the Washakie County Library Foundation support the proposed construction and relocation of the Washakie County Library to 801 Big Horn Avenue.

Sincerely,

Jonna Abel      Vicky Gopp      Bonnie Hefenieder      Phyllis Roseberry

H. Richard Hopkinson      Deanna LeBarron      Margaret Lungren

January 20, 2020

Washakie County Commissioners  
P O Box 260  
Worland, WY 82401

Dear Commissioners:

"The dissemination of knowledge is one of the cornerstones of civilization." John F. Budd  
A public library is essential and priceless to a town's well being.

The local library is a free educational resource to everyone: local citizens of all ages, tourists, history groups, homeschoolers, avid readers, and study groups. The library provides - free of charge - books, internet access, programs, and information. These services are provided to all.

Libraries are also a safe haven for those who use the institution. Our community's children, their parents, and patrons realize that the library offers a place they can be without worrying about their safety.

Libraries provide a place for telecommuters to work. This is a vital service for tourists, the rock climbers, and those seeking employment opportunities in the community. The entire community benefits from this service.

Public libraries provide a wealth of information. Librarians assist those patrons who are researching a specific topic; they offer information on local programs, training, and services available in the community. Libraries have multilingual books that create inclusion for nonEnglish speakers. Libraries are the communication hub of a community.

Libraries preserve accounts of local, national, and global history. Patrons can remain current on the day's events by using the services of the library. All angles of an issue can be researched.

Libraries build connections to communities. Families can find story hour for their children, they can receive help using the public computers or their own electronic devices, and they can be entertained by the books, fact or fiction, they check out.

The newly renovated building that will house the Worland Library has an optimal location in downtown Worland. The location and the new, modern, and upgraded space will encourage an increase in usage not only by the local citizenry but also vacationers, summer residents, tourists, and rock climbers.

Friends of the Ten Sleep Library support this project knowing the Worland Library and its staff will continue to be part of the community's well being. We anticipate the positive addition the Worland Library will contribute to downtown Worland.

"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."  
Walter Cronkite

Sincerely,



Friends of the Ten Sleep Library



Wyoming State Hospital  
P.O. Box 177  
Evanston, WY 82931-0177  
(307) 789-3464 • 800-525-1116  
Fax (307) 789-7373  
[www.health.wyo.gov/statehospital](http://www.health.wyo.gov/statehospital)



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Michael A. Ceballos  
Director

Mark Gordon  
Governor

---

August 20, 2019

Wyoming Business Council  
214 West 15<sup>th</sup> Street  
Cheyenne, WY 82002

Ref: WR-2019-034

Dear Council Members:

The Wyoming State Hospital (WSH) Historic Campus Assessment & Redevelopment Plan Phase I will create a detailed architectural/engineering blueprint of a portion of the historic state mental health property for economic development purposes and opportunities. The plan will specifically evaluate six to ten structures on the eastern end of the site, which are the most visible from the City of Evanston and Interstate 80, contain the most potential for economic development reutilization, are the most aesthetically dynamic, and are the most historically iconic of the 35 buildings on the campus (see attached maps and photos). The plan will also, in part, evaluate the seismic integrity of the six to ten buildings, as well as, examine some of the aging and expansive infrastructure of the site. In addition to the detailed architectural/engineering designs of the designated structures, the plan will analyze their reuse for educational, residential and/or business/entrepreneurial space. The final plan will include building conceptual schematics and cost estimates to rehabilitate the buildings for the proposed uses, to suspend or "mothball" them for a timespan of three to seven years, and to raze them, if it is so determined.

The entire historic campus of the Wyoming State Hospital spans nearly 100 acres and is comprised of 35 structures. Indeed, the institution is older than the State of Wyoming itself, as the very first building was constructed in 1887 when Wyoming was still a territory. The earliest of the facilities currently on the site were built between 1913 and 1923, and the entirety of the property is listed on the National Register of Historic Places. Subsequently, these buildings are much more than a mixture of mere brick and mortar to the City of Evanston. These grand, emerald-roofed structures are an integral part of Evanston's very identity. They are buildings most citizens see on their morning commutes every day, as they can be viewed from almost any location within the community. Most community members have worked, are related to, or know someone who has worked in these very structures. The stately hospital grounds can be seen by the nearly 8 million passersby along Interstate 80 each year, and are a distinguished landmark throughout the state and the region.

Moreover, these buildings have been a fundamental part of Evanston's economy, employing between 400-500 healthcare professionals. While these jobs will continue at the new hospital, the specified six to ten buildings will be vacated. In fact, several buildings in this area of the historic campus have already been unoccupied for many years. Without proper care and reutilization, these majestic and quite useable structures at this time, will only further deteriorate and become less appealing for reinvestment. Therefore, time is of the essence to create this plan and develop a strategy to promote and showcase these extraordinary structures for economic redevelopment and vitality.

The Wyoming State Hospital is in full support of the City of Evanston's grant application to study and create architectural/engineering plans for a portion of the Wyoming State Hospital's historic campus for use as higher education, housing, business/entrepreneurial space or a combination thereof. Should you need further information from me, please do not hesitate to contact me at 307-789-3464, Ext. 355. Thank you for your consideration of this request.

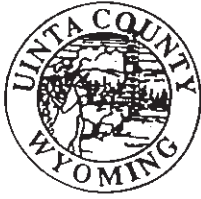
Sincerely,

A handwritten signature in black ink, appearing to read "William C. Rein". The signature is fluid and cursive, with a large initial "W" and a stylized "R" at the end.

William C. Rein, J.D., M.A., Administrator

WCR/jjs





# UINTA COUNTY

225 9th Street • Evanston, Wyoming 82930



## Uinta County Economic Development Commission

Wyoming Business Council  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82002

August 21, 2019

### RE: **Wyoming State Hospital Historic Campus Assessment & Redevelopment Plan Phase I**

Dear Wyoming Business Council Members:

The Uinta County Economic Development Commission is pleased to support the Wyoming State Hospital Historic Campus Assessment & Redevelopment Plan Phase I application by the City of Evanston. The plan will create much needed architectural/engineering blueprints for a portion of the historic campus, which will be vacated by the end of 2021 as the majority of the hospital operations will relocate to a newly built facility nearby.

As the Wyoming State Hospital transitions to their newly facility in the coming years, they have not been allocated funds to assist with any planning, reconstruction, or demolition of the historic campus structures. While some cursory studies on the older structures have been performed and will be helpful to this proposed planning project going forward, it is not anticipated any other sources of revenue will be provided.

Like the City of Evanston, UCEDC does not want these remarkable buildings to deteriorate and go unutilized for years to come. We, too, would like to see these structures redeveloped for new and vital economic purposes, including higher education, business and/or housing. Developing this plan will be crucial in achieving this goal, and we fully support it.

We hope you will strongly consider funding this planning grant application put forth by the City of Evanston.

We appreciate your time and attention to this important matter.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Brent Hatch".

Brent Hatch,

Chairman

Uinta County Economic Development Commission

(307) 679-1199



*Evanston Historic Preservation Commission  
1200 Main Street  
Evanston, Wyoming 82930  
(307) 783-6320*



August 21, 2019

Wyoming Business Council  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82002

Dear Wyoming Business Council Board Members:

The Evanston Historic Preservation Commission (EHPC) is pleased to support the Wyoming State Hospital Historic Campus Assessment & Redevelopment Plan Phase I application by the City of Evanston. The plan will create much needed architectural/engineering blueprints for a portion of the historic campus, which will be vacated by the end of 2021, as the majority of the hospital operations will relocate to a newly built facility nearby.

As the Wyoming State Hospital transitions to their newly facility in the coming years, they have not been allocated funds to assist with any planning, reconstruction, or demolition of the historic campus structures. While some cursory studies on the older structures have been performed and will be helpful to this proposed planning project going forward, it is not anticipated any other sources of revenue will be provided.

Like the City of Evanston, EHPC does not want these remarkable buildings to deteriorate and go unutilized for years to come. We, too, would like to see these structures redeveloped for new and vital economic purposes, including higher education, business and/or housing. Moreover, we desire to see this site, which is listed on the National Register of Historic Places, preserved for generations to come. Having this plan created will ultimately achieve this crucial objective.

We hope you will strongly consider funding this planning grant application for this important first phase of the project.

Sincerely,

Jim Davis/Shelly Horne

Evanston Historic Preservation Commission



# SECTION C

## PERSONNEL, BUDGET AND AUDIT COMMITTEE

May 7, 2020 · Online, Wyoming





# AGENDA ITEMS

**May 7, 2020**

## **Personnel:**

- C-4 Personnel Report and Organizational Charts
- C-7 Memo regarding Amendment to WBC Policy Manual Chapter 1

## **Financial:**

- C-8 Financial Update

## Personnel Report

*April 24, 2020*

### Farewells:

None

### New Hires & New Roles:

Justin Mabie, Business Finance Analyst – March 2020

Jill Tregemba, Agribusiness Development Manager – March 2020

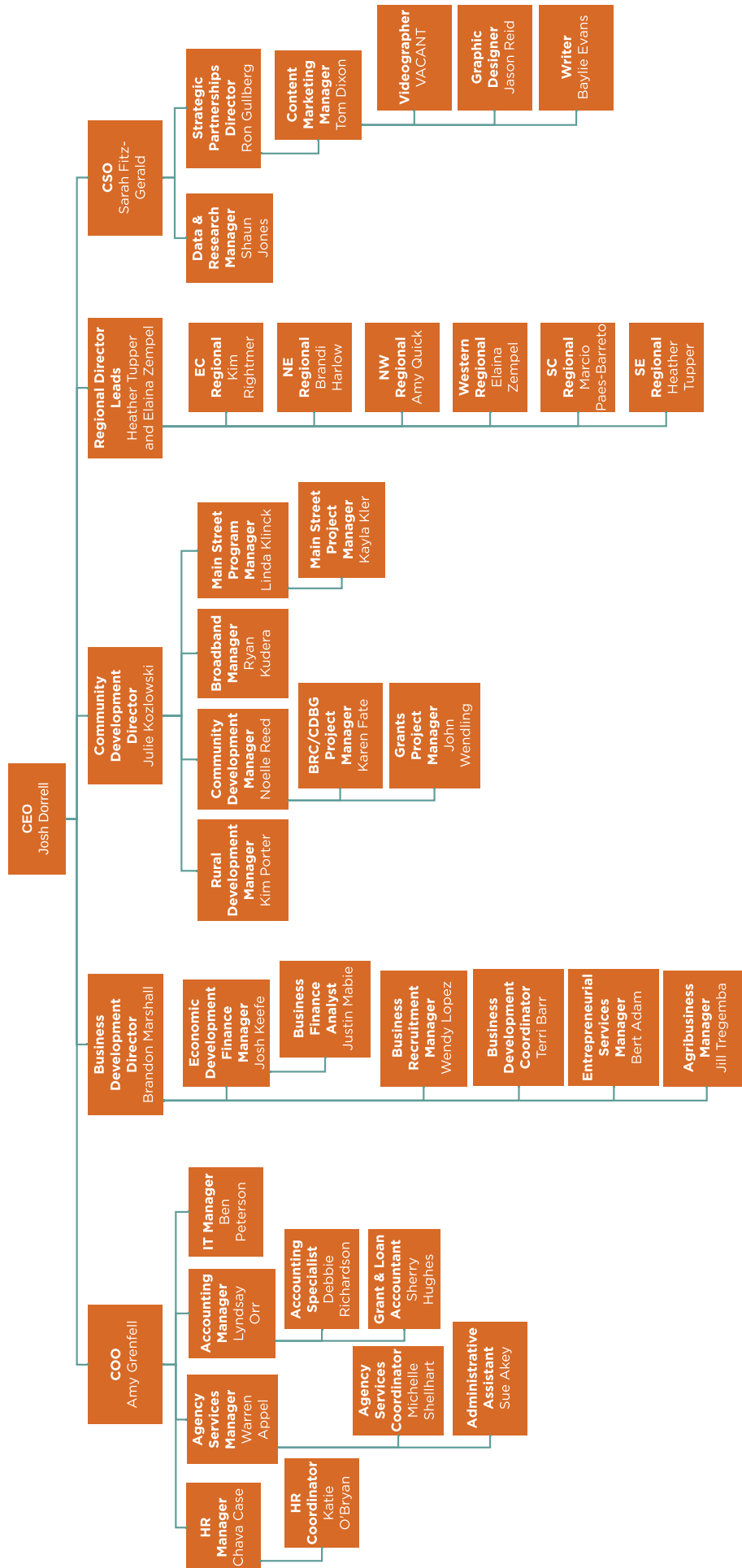
Bert Adam, Entrepreneurial Services Manager – March 2020

John Wendling, Grants Project Manager – March 2020

| <b>Total Salary &amp; Benefits Biennial Budget: \$9.73M</b> |   |                                      |   |
|---|---|--------------------------------------|---|
| <b>Total Positions: 45</b>                                  |   |                                      |   |
| <b>Filled Positions: 38</b>                                 |   |                                      |   |
|   | <b>Vacancies</b>  | <b>Restructured Option</b>           | <b>Status</b>   |
|   | Research Program Manager (Jackie Westhusing)            | Advanced Manufacturing Manager       | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | Entrepreneurial Services Coordinator (Vivian Georgalas) | Professional Services Manager        | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | Market Development Manager (Will Hardin)                | Entrepreneurial Services Coordinator | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | BRC/CDBG Project Manager (Brayden Connour)              | Community Development Coordinator    | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | Videographer (Andy Greenman)                            | Evaluating                           | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | Administrative Assistant (Ashley Cannon)                | Evaluating                           | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |
|   | Data Project Coordinator (Kayla Kler)                   | Evaluating                           | <b>Pending Pre-COVID. Hiring freeze; will not fill.</b> |

# Wyoming Business Council Org Chart

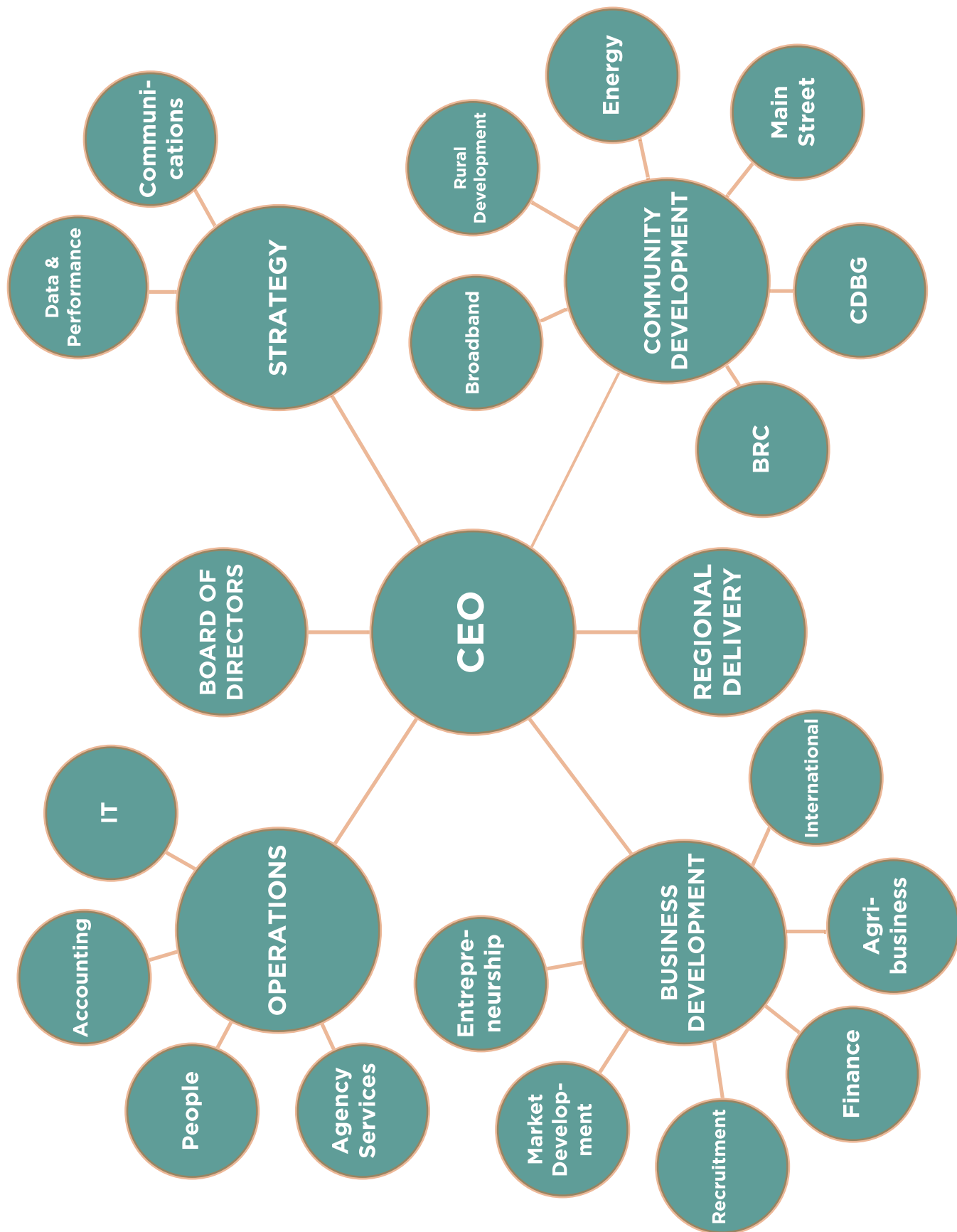
Chava Case | April 22, 2020



Pending Positions:

- Business Development
  - Advanced Manufacturing Manager
  - Professional Services Manager
  - Entrepreneurial Services Coordinator
- Community Development
  - Community Development Coordinator





## MEMORANDUM

**TO:** Wyoming Business Council Board of Directors  
Mr. Mike Easley, Co-Chairman

**FROM:** Amy L. Grenfell, Chief Operating Officer  
Warren R. Appel, Agency Services Manager

**DATE:** April 30, 2020

**RE:** Recommended Amendment to WBC Policy Manual Chapter 1 – Introduction

Mr. Easley and Board Members,

Be it adopted by the Wyoming Business Council Board of Directors, the Policy Approval and Update Process outlined in the WBC Policy Manual, Chapter 1, Section 11.1 shall be amended to read as follows:

**“11.1 Policy Approval Procedure**

- (1) Policy modifications or updates and new policies will be drafted by the appropriate employee; then
- (2) Draft is reviewed by the Division Director and submitted to the Chief Officers and other Division Directors for discussion, revision, and approval; then
- (3) Final draft is submitted to the Personnel, Budget and Audit Standing Committee of the Board of Directors for review, discussion, and adoption.”



WYOMING BUSINESS COUNCIL

# Financial Update

## BUDGET SUMMARY - ALL FUNDS (BFY 19/20 appropriation)

| FY 2020- year to date for the period:                            |                      | 07/01/19 -3/31/2020 |                     | OPTIMUM >>> 75%     |                                   |
|--|----------------------|---------------------|---------------------|---------------------|-----------------------------------|
| PROGRAM BUDGET SUMMARY   | BUDGETED             | EXPENDED            | ENCUMBERED          | BALANCE             | % EXPENDED & ENCUMBERED /BUDGETED |
| <b>General Funds</b>   |                      |                     |                     |                     |                                   |
| Business Development   | \$4,019,790          | \$2,433,594         | \$1,382,651         | \$203,545           | 95%                               |
| Strategic Initiatives  | \$166,196            | \$34,781            | \$127,560           | \$3,855             | 98%                               |
| Regional Offices   | \$109,281            | \$64,656            | \$0                 | \$44,625            | 59%                               |
| Community Development  | \$377,802            | \$38,150            | \$11,940            | \$327,712           | 13%                               |
| Business Ready Communities                                       | \$48,631,703         | \$8,305,236         | \$30,812,469        | \$9,513,998         | 80%                               |
| Main Street  | \$288,453            | \$107,228           | \$90,113            | \$91,112            | 68%                               |
| Executive & Board of Directors                                   | \$216,484            | \$69,222            | \$0                 | \$147,262           | 32%                               |
| Agency Services  | \$404,914            | \$263,134           | \$40,922            | \$100,858           | 75%                               |
| Accounting   | \$52,140             | \$45,572            | \$0                 | \$6,568             | 87%                               |
| Electronic Services  | \$139,266            | \$97,258            | \$5,414             | \$36,594            | 74%                               |
| Human Resources  | \$4,940,771          | \$2,823,598         | \$0                 | \$2,117,173         | 57%                               |
| Communications & Marketing                                       | \$78,450             | \$47,864            | \$10,788            | \$19,798            | 75%                               |
| Women's Council  | \$36,735             | \$20,420            | \$0                 | \$16,315            | 56%                               |
|  | <b>\$59,461,984</b>  | <b>\$14,350,713</b> | <b>\$32,481,857</b> | <b>\$12,629,414</b> | <b>79%</b>                        |
| <b>Federal Funds</b>   |                      |                     |                     |                     |                                   |
| Brownfield Revolving Loan Program                                | \$800,000            | \$0                 | \$0                 | \$800,000           | 0%                                |
| CDBG Program   | \$4,177,879          | \$678,231           | \$1,013,297         | \$2,486,351         | 40%                               |
| Specialty Crop Block Grant                                       | \$21,750             | \$0                 | \$21,450            | \$300               | 99%                               |
| State Energy Repurposed ARRA Funds                               | \$423,259            | \$134,405           | \$80,757            | \$208,097           | 51%                               |
| State Energy Conservation Program                                | \$355,564            | \$114,845           | \$222,922           | \$17,797            | 95%                               |
| State Trade and Export Program (STEP)                            | \$33,110             | \$33,110            | \$0                 | \$0                 | 100%                              |
|  | <b>\$5,811,563</b>   | <b>\$960,591</b>    | <b>\$1,338,426</b>  | <b>\$3,512,546</b>  | <b>40%</b>                        |
| <b>Primary Agency Funds (See Terms on back for descriptions)</b> |                      |                     |                     |                     |                                   |
| Economic Loan Development (fund 039/089)*                        | \$33,426,176         | \$4,896,639         | \$653,960           | \$27,875,577        | 17%                               |
| Wyoming Business Council (fund 085)                              | \$45,425             | \$28,486            | \$0                 | \$16,939            | 63%                               |
| Rural Rehabilitation (fund 499)                                  | \$173,209            | \$82,579            | \$59,858            | \$30,772            | 82%                               |
| Broadband (fund 749)   | \$3,000,000          | \$0                 | \$0                 | \$3,000,000         | 0%                                |
|  | <b>\$36,644,810</b>  | <b>\$5,007,704</b>  | <b>\$713,818</b>    | <b>\$30,923,288</b> | <b>16%</b>                        |
| <b>TOTAL</b>   | <b>\$101,918,357</b> | <b>\$20,319,008</b> | <b>\$34,534,101</b> | <b>\$47,065,248</b> | <b>54%</b>                        |

## FY2020 BALANCES

| Loans Receivable                 | Net Balance         |
|----------------------------------|---------------------|
| Balances as of 3/31/20           |                     |
| Economic Disaster loans          | \$8,493,288         |
| Bridge loans                     | \$1,963,356         |
| Mainstreet loans                 | \$665               |
| Amendment IV loans               | \$23,221            |
| Natural Gas Infrastructure loans | \$213,866           |
| WyoTech loan                     | \$4,900,000         |
| BRC loans                        | \$7,451,473         |
| ARRA SEP loans                   | \$613,897           |
| Unallocated allowance            | (\$90,770)          |
| <b>TOTAL</b>                     | <b>\$23,568,996</b> |



**Governor's Office Funds = \$3,783,778**  
Petroleum Violation Escrows



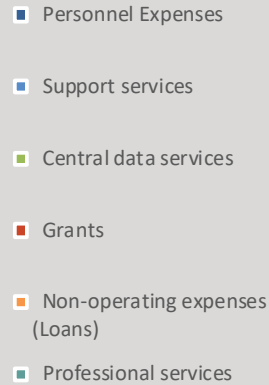
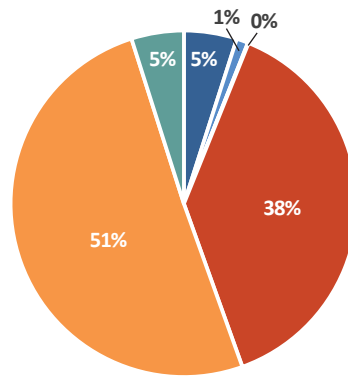
**Lyndsay Orr, CPA**  
Accounting Manager  
lyndsay.orr@wyo.gov | 307.777.2849



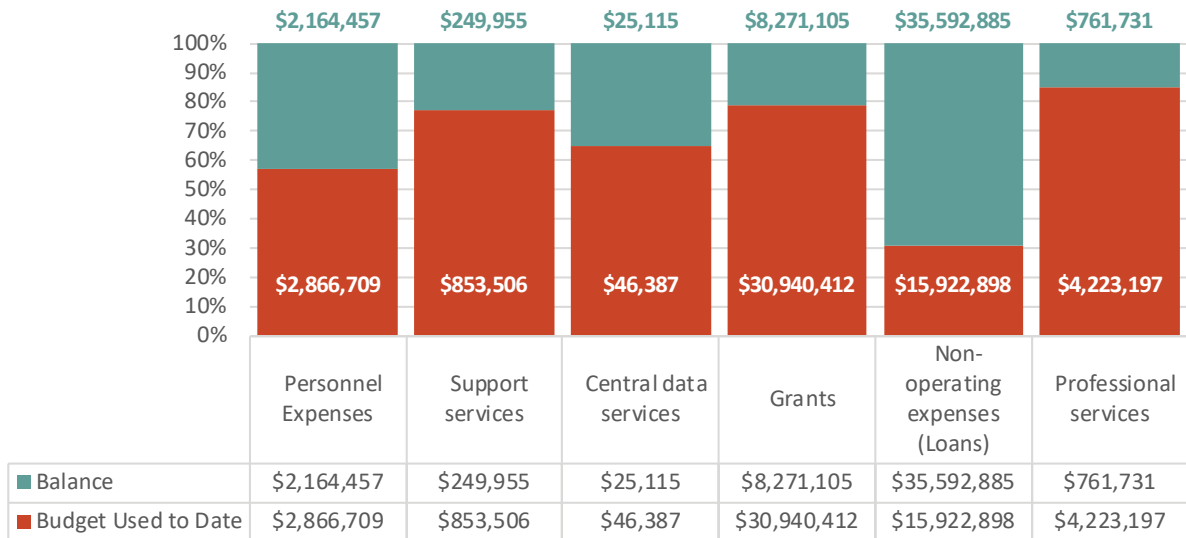
Learn more about Wyoming Business Council Financials at [wyomingbusiness.org/boardbook](http://wyomingbusiness.org/boardbook).

\* \$25 million reserved for Large Loan Enterprise Fund, not included in Available Cash Balance.

## BUDGETED EXPENDITURES BY FUNDING SOURCE



## LINE ITEM EXPENDITURE SUMMARY



## TERMS

- Budgeted** - Year one of two in the biennium budget
- Encumbered** - Funds are committed for a specific purpose
- Expended** - Funds have been spent
- Federal Fund** - Department of Energy, Housing and Urban Development, Small Business Administration, Environmental Protection Agency
- General Fund** - Appropriated by the Wyoming Legislature on a biennium budget
- Agency Funds** - Special revenue funds that carry forward year to year
- 039 Challenge Loan** - Economic Development Loans
- 085 Shared with Tourism** - Selling Wyoming First Program and Tourism sales
- 499 Rural Rehab** - Farm Home Administration Funding for rural development
- 749 Broadband** - Transferred from Governor's Office ENDOW Fund for remainder 19/20 Biennium

## LOANS

- ARRA SEP loans** - for energy efficiency projects
- BRC Loans** - from BRC to a public entity
- Amendment IV Loans** - Pre-Challenge Loan Program
- Bridge Loans** - Participation w/ bank
- Economic Development Loans** - for industry disasters (excl. natural disasters)
- Main Street Loans** - Participation w/ bank
- Natural Gas Infrastructure** - for Natural Gas Fueling Stations

Learn more about Wyoming Business Council Financials at [wyomingbusiness.org/boardbook](http://wyomingbusiness.org/boardbook).



**Lyndsay Orr, CPA**  
Accounting Manager  
[lyndsay.orr@wyo.gov](mailto:lyndsay.orr@wyo.gov) | 307.777.2849





# SECTION D

## ADVISORY BOARD AND REGIONAL DIRECTOR UPDATES

May 7, 2020 · Online, Wyoming







TM

## AGENDA ITEMS

**May 7, 2020**

### **Advisory Board and Regional Director Updates:**

D-5 Regional Directors

D-11 Broadband

D-13 Wyoming Main Street

D-16 Wyoming Council for Women (WCW)



The past two months has found the Regional Director team, like so many others, getting familiar with a new way to get work done. Throughout the months of March and April we have helped to coordinate county and regional efforts to keep partners in communication with one another, worked with our SBDC and SBA colleagues to help businesses around the state access emergency federal assistance funds, and worked with WBC staff on initiatives and services to be sure that we are recognizing the needs of communities across the state. We are seeing innovative collaboration throughout the state as we look to the future recovery efforts post-COVID-19.

And, while it looks a little different now, a lot of the “normal” work that we do is still ongoing. Discussions about community and business development opportunities, capacity building, and work with various economic development partners to continue to address the ongoing opportunities for economic growth is happening daily.

### **Northwest: Amy Quick (Big Horn, Hot Springs, Park, Washakie)**

#### **Big Horn County:**

- The Town of Lovell and Lovell Inc are working with a private developer on a project that could have significant impact in the area. For the developer to proceed, sewer and water infrastructure needs to be expanded to his property and the town and EDO are investigating various options to make that expansion possible.
- Due to COVID-19, the Greybull Community Review scheduled in mid-April was postponed and community organizers and WBC staff are looking at new dates to conduct the review later this year.
- The Town of Greybull is preparing to start work on Phase II of their business park as Phase I of the BRC-funded park is more than 80% full and demand continues to grow for space.

#### **Hot Springs County:**

- Main Street Thermopolis was selected to participate in the National Main Street Center/National Park Service Façade Grant Program, and they already have several businesses and building owners interested in this opportunity which will launch later this spring/summer.

#### **Park County:**

- Construction on Gunwerks’ new building is in the punch list stage and they are hoping for completion and move in by mid-May.
- Forward Cody is working with EDA on a number of projects, including seeking funding on behalf of Wyoming Legacy Meats to expand its slaughter facility, emergency funds to provide COVID-related small business loans through a Park County Revolving Loan Fund, and funding for Wyoming National Labs which hopes to build a large office/laboratory space in Cody. Forward Cody is also hoping to come to the WBC soon for the Wyoming National Labs project.
- The Powell Hotel/Convention Center project that was funded in September 2018 is getting back on track and architects are working on the details to make the visitor experience unique and

memorable. The selected Construction Manager gave an update on the CMAR process and their maximum price guarantee. At this point, the size of the parking lot and the footprint of the conference center are known and groundbreaking for the hotel is planned for late summer. The City of Powell has received and are reviewing the plat for the project and bid packets for the conference center are in progress.

- PEP/Powell Chamber/Powell Visitor Center is working with local attractions and activities on conference packages in preparation for the new hotel and event space. PEP's new Community Relations & Tourism Manager starts May 4<sup>th</sup>; their new hire has great hospitality and events experience and will be a tremendous asset to Powell as they ramp up convention bookings.

#### **Washakie County:**

- A new, larger Kennedy Ace store is open in the old Shopko building and excitement is building for Washakie County to renovate the old ACE for a new library downtown. The county is coming before the board today to request a Community Enhancement Grant for this project.
- Washakie Development Association is using the Tuesday Community Connections live radio broadcast to keep the public informed on the latest information on COVID 19, providing ever-changing information to members, lenders and small businesses.

#### **Northeast: Brandi Harlow (Campbell, Crook, Johnson, Sheridan, Weston)**

- The Northeast Region took the lead on facilitating the volunteer 3D-printed Personal Protective Equipment efforts. The Wyoming Technology Coronavirus Coalition and WyoMakers approached the WBC about potential funding for materials for making PPE in early April.

During the past month, working closely with Manufacturing Works, we assisted in developing a process with the Wyoming Office of Homeland Security and County Emergency Coordinators to determine needs, place orders and accept the delivery of PPE. At the same time, I coordinated the City of Sheridan CDBG application for \$48,000 and the Wyoming Community Foundation donation of \$17,500 to assist with the cost of materials.

- Developed the Northeast Regional Partnership group with economic developers, chambers and main street leaders in Northeast Wyoming. The group meets virtually on a weekly basis to share information and best practices.

#### **Powder River Basin:**

- Northeast Wyoming's economy has been hit especially hard during the last few months. In addition to the significant impacts to small businesses from coronavirus, the minerals extraction industry has been devastated. Over 400 coal miners have been laid off and nearly all oil and gas drilling has halted.

#### **Sheridan County:**

- The Kennon Expansion project is moving forward and will break ground in early May.
- Vacutech was unable to move forward with their expansion plans and did not sign the Business Committed loan agreement with Sheridan Educational and Economic Development Authority. SEEDA's Attorney is in negotiations with Vacutech for expenses on the project.

## **Western: Elaina Zempel (Lincoln, Sublette, Teton, Uinta)**

### **Lincoln County:**

- EDA Grant to City of Kemmerer:

City of Kemmerer continues to work with GLS, Global Location Strategies, from South Carolina, on a Diversification Study to determine additional markets, value-added products and alternative uses for current Naughton Power Plant and Kemmerer Operations, LLC coal mine.

The local Committee with representatives of the mine, power plant, Exxon, City and County, meet on a regular basis and will begin the process of hiring an Impact Manager to move some of the ideas in the Diversification Study, forward.

- Alpine has seen some of its growth curtailed by COVID-19 fall-out and several businesses, who had obtained construction permits, have delayed their capital construction projects. It is anticipated that this is a temporary trend.

### **Sublette County:**

- Pinedale is finishing open projects including the Recreational Use Project that includes dump & fill station and electrical extensions. Pinedale has also issued a Request for Information to solicit ideas for the property located on the main thoroughfare vacated by the former Town Hall.

### **Uinta County:**

- City of Evanston has seen a variety of interest in its available commercial buildings and properties in their business park. Evanston lies mostly within an Opportunity Zone, which is causing some of the interest in the area.

## **East Central: Kim Rightmer (Converse, Natrona, Niobrara, Platte)**

### **Natrona County:**

- In 2014, the Natrona County Economic Development Joint Powers Board was awarded a \$968,486 Business Readiness grant to construct a 30,000 square foot spec building. The building was built on a 5-acre site in the Bar Nunn Industrial Center located on the north edge of Bar Nunn. Although a very generic building, it was constructed specifically to be finished to accommodate a manufacturing firm. Ownership of the building was transferred to Advance Casper (formerly CAEDA) to market to potential manufacturers.

Advance Casper sold the building in March. It will house a local company that has been operating in Natrona County for more than 50 years. Capital improvements are estimated to be about \$2 million and work will be done by a local construction company. The new facility will be



state of the art and will allow the company to expand their product line. They currently employ 10 skilled workers and plan to triple that number in the next few years.

Advance Casper plans to make a more detailed formal announcement regarding this project soon.

- The Federal Aviation Administration has proposed to temporarily adjust the operating hours of around 100 airport control towers across the nation due to COVID-19 safety concerns and a noticeable reduction in traffic. Casper/Natrona County International Airport is on that list. Current operations are from 5 a.m. to 9 p.m. The FAA has proposed new operations to be from 12 p.m. to 8 p.m. to continue to keep staff safe during the pandemic.

This has caused concern in the local aeronautics community, who fear the reductions could potentially create a safety hazard and lead to a permanently reduced level of service at the airport over the long term. To date, the airport has experienced approximately 40% percent decline in traffic. However, it has been able to retain most of its employees – only having to furlough two.

- The Town of Mills continues to work closely with six Wyoming distillers who are manufacturing hand sanitizer from ingredients purchased with funds from the CDBG grant awarded on April 7. Backwards Distilling is acting as the point distiller for the project and is ensuring purchases fall within the parameters of the grant contract. To date, approximately 300 gallons of product have been delivered to county emergency services around the state – who in turn have distributed it to first line medical and emergency providers and other essential workers.

### **Southeast: Heather Tupper (Albany, Carbon, Goshen, Laramie)**

#### **Albany County:**

- Laramie Mainstreet continues to identify ways to help support businesses through online and social media promotion as well as virtual meetings with downtown businesses to help address ongoing concerns and questions. They have been recognized by the National Mainstreet Center for their business support strategies and targeted communication efforts.
  - Some efforts include: a storytelling guide to help business learn how to market themselves online, a virtual shopping guide, and an online marketplace selling gift certificates for businesses that don't have a platform to do so on their own.

#### **Goshen County:**

- Construction on the \$8.4million assisted living facility, Evergreen Plaza, began in March. Approximately \$6 million of that project budget is staying local with contractors and materials coming from within the state.
- In April, Goshen County Economic Development granted \$26,500 to 47 small businesses throughout Goshen County for COVID relief. These grants were funded through their Progress Program which is supported by the ¼ cent sales tax that Goshen County collects for Economic Development.

**Laramie County:**

- New leaders are now in place for Cheyenne LEADS (Betsey Hale started earlier this month), Visit Cheyenne and the Cheyenne DDA.
- The DDA awarded 27 COVID-19 Emergency Assistance grants to downtown businesses. The businesses that received the grant funding employ 179 workers within the Cheyenne community, and have a combined annual revenue of \$8,216,509.41. Based on the annual sales revenue, these 27 businesses alone generate approximately \$492,990 in sales tax revenue per year.
- Partners in Cheyenne are working together to support various relief and promotion efforts. Over the past couple of weeks, we have seen the community rally behind efforts to support small business throughout the county.

**South Central: Marcio Paes-Barreto (Fremont, Sweetwater and Wind River Reservation)****COVID-19 Initial Response - First Week of March**

- Clarified the seriousness of the situation and detailed the potential economic disruption of the pandemic to stakeholders, partners and coworkers.
  - Internally - created a team folder with COVID-19 resources from McKinsey, Bain, BCG, and Goldman Sachs
  - Externally - introduced the idea that the pandemic could lead to a recession or, in the worst case, a depression
- Organized weekly stakeholders and partners' meetings / listening sessions.
  - Rock Springs / Green River
  - Riverton / Lander
  - Wind River Reservation
  - Elected Officials (county-level up)

**Crisis Response - Resilience building and Financial Assistance - Most of March**

- Using stakeholders and partners' meetings:
  - Shared the importance of focusing on business fundamentals, financial resiliency and remaining flexible.
  - Supported businesses and partners navigating the first stages of SBA disaster loans.
  - Shared business and loan resources (examples: State taskforces and Wyoming Business Council sites and other SBA / SDBC resources)
  - Shared leadership and risk management concepts to deal with Adversity and Uncertainty
- Hand Sanitizer Project - supported Wyoming Distillers and Regional Director Kim Rightmer to create operational systems, estimate demand, and capacity, and establish communication with Homeland security and County Emergency teams.

**Economic downturn - Making Sense and Long-Term Perspective - First weeks of April**

- Continued to support the crisis response of different businesses and stakeholders
- Enhanced relationship with elected officials and connected them with Josh Keefe regarding potential use of disaster and challenge loans at the state level

- Collaborated with Josh Dorrell and Sarah Fitz-Gerald on topics related to COVID-19
- Focused the stakeholders and partners' meetings on these topics: What is next, New business paradigms and long-term resiliency
- Continued to provide a large economic perspective during all interactions

**Next Steps** - Current week and May

- Develop / update economic development plans for post-COVID-19 - Sweetwater, Fremont and Wind River Reservation
- Re-engage with local initiatives, collaboratives or projects
  - Rock Springs and Green River - Target Industry study, business recruitment, and revitalization projects
  - Riverton and Lander - Outdoor Recreation collaborative, business recruitment, CWC Ag project, and Healthcare initiatives
  - Wind River Reservation - Broadband, Datacenter, and Food security projects
  - Dubois - Revitalization projects and Outdoor Recreation collaborative
  - Hudson - Community Development
  - Superior - Community Development
  - Shoshoni - Revitalization projects

## **Broadband Advisory Council Update**

### **Grant Program**

**Program Relaunch** – working toward relaunch later in May.

**RFP** - Update to RFP documentation, providing applicants with a guideline for requesting information from potential providers responding to a county's identified needs. Information gathered from the RFP response can be directly utilized in grant application documentation.

**Scoring outline** – Assembled scoring guidelines included in the RFP, to be carried over into the grant assessment, with additional guidance and criteria

**Application materials** – Current grant application materials will be revised to support relaunch.

**Existing applicants** – have maintained communication with applicants, once all documentation is finalized, NATI and Albany County will be provided with documentation and guidance on how to bring their applications compliant for consideration. These two applications will be considered outside of the new application process.

### **Mapping**

**Provider Data** – Teal continues formulation of a digital process that providers can utilize to bring their data to the state broadband mapping website. Silver Star has agreed to participate in the pilot program. Once the process is refined, it will be published to providers, along with a request to voluntarily participate and provide their data. Data will be divided into public/non-public presentation and security, as defined by the provider.

**NTIA** – A contract with NTIA to form a collaboration with BroadBand NOW's Congressional directive to develop a National Broadband Accessibility Map (NBAM). NBAM will serve to provide additional data to the federal efforts to support broadband deployment.

**UW GiSC** – Continue building functionality of the Wyoming Broadband Map, including the Provider supplied GIS data pilot program. Teal Wyckoff, UW Research Scientist with the UW Geographic Information Service center and her staff are working on the interface that will allow Silver Star and our Wyoming providers to upload GIS information directly to the Broadband Website. With Teal's work and Wyoming's providers, we will continue to have a Broadband Mapping system second to none in the nation.

**Education** – Technical education is important to develop today's workforce. Telecommunications and broadband are no different. Initial conversations are happening around the development of a Fiber Optics certification program. Still in conversation stages, WWCC, LCCC and providers from around the region will continue to analyze the possibility.

### **Federal Opportunities**

**USDA** – CARES Act placed additional funding for the Connect America Fund, and the Distance Learning Telehealth Fund. CAF applications are closed, with the DLT program taking applications until July 14.

**FCC** – Work on RDOF continues, webinars are available and program guidance is published. If there is enough interest, we can arrange for a State RDOF Q&A session with the FCC, please contact me with your request.

**Digital Inclusion**

**TeleHealth** – Conversations continue with additional haste around telehealth, One recently identified barrier, lack of access to broadband has been identified. I have extreme interest in verifying the lack of access revealed by this claim.

**TeleEducation** – Another topic amplified by covid-19, not only identifying issues in connectivity, but also devices, home service, etc.

**TeleCommunting** – More of an economic development perspective, the latest events has presented several opportunities and changes in work environments that will only help this facet mature.

**#Broadband2030**

Tagline to outline short- and long-term developmental goals of the program, with specified targets for measurable results.

Update Broadband Plan on Bi-Annual Basis

Forward Reaching planning on 1-, 3-, 5-year basis, with 10-year program goals with milestones.

Committee and Program outlines to align with WBC goals and objectives.

**Connected Nation** – <https://connectednation.org/>

Legislation allows for contractor support for the development and support of the Broadband Program passed in 2018. As more demand, and the requirement for deliberate and decisive action, it is proposed to review with the possibility of entering into contract with Connected Nation, Connected Nation has the ability to provide expertise in many of the areas Wyoming continues to struggle with when relating to Broadband.

Considering the covid-19 epidemic and the unprecedented economic impact, time is of the essence for direction and understanding of how to best use any possible broadband funding that may become available. Connected Nation is uniquely poised to assist in the bolstering of the grant program, assisting with coverage verification, and bring lessons learned from experience in teleHealth, distance learning and digital inclusion initiatives supported in other areas around the nation. Please consider Connected Nation to Partner with the Wyoming Business Council to help push our objective forward.

**Action Items**

**BBAC** – motion for removal of Eric Rasmussen from Broadband Advisory Council for lack of communication and participation. Motion will be presented to Wyoming Business Council for consideration and action.

**BBAC** – Agenda Addition – Consideration of entering into contract with Connected Nation for support of the Broadband Grant program; providing direct support for Wyo Stat. § 9-12-1509 (b)(i,ii,ivandv(A)).

## Wyoming Main Street Advisory Board

The Wyoming Main Street Advisory Board is enthused to embark on an expanded relationship with the Wyoming Business Council Board and the Broadband Advisory Council. While each of our efforts have intersected and overlapped across the years, increased and purposeful collaboration to leverage the expertise and talents of our collective bodies will undoubtedly enhance our impact on Wyoming.

By way of introduction, the Main Street Advisory Board represents a wide cross-section of community and business perspectives. We include local government expertise with a planner and former mayor (Sherri Mullinnix), a city clerk (Marla Brown) and mayor (Roger Miller) to help us appreciate and understand how state activities impact local communities. We have a former Main Street Manager and current local program board member (Bruce Heimback) to enhance our focus on how our decisions impact the day-to-day activities of the boots-on-the-ground program managers. We have a retail store owner (Jim Davis) to remind us of the challenges and opportunities facing small business. And we have two planning and business consultants (Jennifer Ford and Matt Ashby) who work daily to help businesses and communities identify and implement their vision. This roster of accomplished professionals helps to ensure that our actions are on-point and effective in advancing the success of the economic development epicenter in our state – Main Street, Wyoming.

Despite the challenges of gathering in person, each member of the Main Street Advisory Board welcomes the opportunity to get to know the rest of the Business Council players better. During these uncertain and difficult times is when coming together can help us make the greatest impact.

### Our Mission

In advancing our charge to support vitality on Main Street, the Advisory Board recently updated our mission statement and how we communicate the goals of our program. Here's what drives our passion:

#### Pioneers of Economic Development

**We are partners in economic development.**

*Main Street appreciates the power of economic development, with a nationwide approach going back to the 1980s. Like true pioneers, we understand the importance of partnership.*

#### Character-Driven Economic Development

**We believe in the power of place.**

*Our historic towns provide the backdrop of a unique and memorable experience. Main Streets are the lifeblood of the small-town charm that attracts visitors and invites them to imagine sinking roots in Wyoming. The power of place is an infrastructure that simply can't be built – it must be cultivated by experiences.*

#### Grassroots Economy Building

**We empower local economic development.**

*Economic development can be intimidating, with large and complex projects grabbing headlines. Yet Main Street thrives on shining the spotlight on small business, providing resources to the grassroots efforts that build commerce from the ground up.*



**What does this mean to members of the Business Council?** At its core, Main Street is economic development, our ROI is outstanding, and we're treading new ground for generating business activity in Wyoming communities. We believe that quality business investments thrive in quality places. Main Street supports character-driven economic development, establishing fertile ground for businesses who base their decisions on quality of life. Our programs help to support businesses at all levels, and Main Street is well-suited to creating an environment that supports upstarts. We help diversify the Business Council's pursuits, while helping battle the perception that only the "big guys" get assistance.

## **Recent Successes**

2019 represented a successful year for our Main Street communities, encompassing activities across 8 Certified programs, 4 Affiliates, and 3 Aspiring communities across Wyoming. As part of our linkage with the nationwide network, our communities monitor the impact we have across the state. Here's just a few of the biggies:

- 185 Full-Time Jobs Created
- 57 Net New Businesses Created
- 196 Building Rehabilitation Projects Completed
- 14 Public Improvement Projects Completed
- 11 New Construction Projects Completed
- \$2,872,601 Public Investment
- \$22,917,538 Private Investment

We were also honored to share in naming of Evanston Main Street as a Top 10 contender for the Great American Main Street Award. This is the highest honor bestowed by National Main Street recognizing sustained success and impact over time. While the final award announcement has been postponed, we are proud of the accomplishments of the Evanston team. If named a GAMSAs winner, Evanston would join Rawlins and Rock Springs in achieving this significant milestone.

Currently, our programs are on the front line of helping local business manage through the Covid-19 challenges. Doing more with less has become a way of life on Main Street – and the current crisis is not only straining resources, but also spurring innovation. Here's just a few highlights of the ways Main Street programs are making an impact:

- Cheyenne hosted a Virtual Easter Egg Hunt using 3D real estate photography to offer tours of local businesses. The event generated "foot traffic" through local businesses and generated online sales.
- Laramie hosted a Business Bingo, encouraging participants to support business in a variety of ways. Participants were entered into a gift card drawing.
- Gillette is hosting a Virtual Live shopping event to showcase products, encouraging online purchases.

As businesses emerge from a challenging Spring, we look forward to sharing more success stories highlighting the impact our local program managers are having in their communities.

## **Moving Forward**

Key efforts Wyoming Main Street will be supporting in the coming year will likely be focused on recovery and reopening following the Covid-19 crisis. The following efforts are our top priorities:

1. **“Made on Main Street”** – While many people assume that manufacturing only takes place in business parks on the outskirts of town, there are products being made on Main Street. This effort seeks to support the current businesses who are manufacturing downtown, while identifying startups who might need to expand beyond their garage and grow into a larger space.
2. **“Shop Safe, Shop Smart”** – As an outgrowth of the Shop Small Saturday that typically takes place in November, we’ve moved up and broadened the effort to encourage recovery spending at local businesses over the summer.
3. **“Impact Messaging Opportunity”** – Our Main Street programs provide boots-on-the-ground economic development assistance across Wyoming. Yet the humble and collaborative culture of the program at times results in efforts making a quiet yet overlooked impact. This project seeks to help programs shine a light on their impacts to demonstrate ROI and help leverage funding and partnerships.
4. **“Business Assistance Opportunity”** – Small businesses are facing unprecedented challenges and need support to streamline operations and reorient sales to help increase profitability. This targeted assistance will help owners understand current market dynamics and explore strategies to enhance their sustainability over time.
5. **“Main Street Façade Improvement Grant Program”** – As one of four states recently named recipients of grant funds, Wyoming will be able to significantly expand the funds available for façade improvements in Laramie, Rock Springs, and Thermopolis. Funded by the National Park Service, these three communities will receive grants for façade improvements in their downtown districts. Each community is expected to award between two and nine grants of up to \$25,000 each.

In closing, the Wyoming Main Street Board looks forward to providing support statewide to advance grassroots economy building, promoting place-based solutions to attract economic investment, while partnering to leverage resources to create a thriving and resilient Wyoming economy.

Until we can connect again in person and on behalf of the entire Wyoming Main Street Advisory Board, we wish you good health and best wishes for a bright Wyoming economy.

Matt Ashby  
Chairman, Wyoming Main Street Advisory Board





## About the Wyoming Council for Women

The Wyoming Council for Women is a 14-member advisory council to the Wyoming Business Council. The Governor appoints Council members through the Boards and Councils Application process. By statute, they focus on the status of women in Wyoming with emphasis on Employment Practices, Educational Opportunities, Home and Community, and Legal Rights and Responsibilities.

## Recent Activity and Updates from the Wyoming Council for Women

- Along with a rollout of a fresh new logo, in August the WCW board reorganized and updated committee structures to address pieces of the most recent strategic plan.
- An amendment to HB0002 passed out of the legislative session requiring the Wyoming Council for Women to report to the joint minerals, business and economic development committee on their statutory obligations regarding the status of women in Wyoming.
- The WCW is accepting applications for the Woman Entrepreneur Award, which recognizes an outstanding female entrepreneur who has been operating a business for more than three years. The deadline for applications is May 31<sup>st</sup>. The past two years of the award has seen a tremendous variety of businesses from across the state.
- To align and maximize efforts across the state, the WCW is planning a summit that will bring together organizations who are working on issues that directly impact the women of Wyoming. Originally planned for late summer/fall, the WCW will assess later this month to determine next steps given the impacts of COVID-19.
- The WCW was a primary sponsor on the 2020 Self-Sufficiency Calculator (<https://wywf.org/self-sufficiency-calculator/>) that was released by the Wyoming Women's Foundation in February. The Self-Sufficiency Calculator allows the user to input information for a specific situation to determine what the minimum hourly wage that would be needed to meet self-sufficiency standards. This calculator allows stakeholders in the state to determine the needs in particular counties based on regional needs.