



NATRONA COUNTY PARKS BOARD AGENDA

Stuart Hill, Chairman
Tina Kruse, Vice-Chairman
Jim Miller, Secretary
Open, Member
Open, Member

Thursday, May 13, 2021 at 5:30 p.m.
Natrona County Courthouse, 200 North Center, Casper, Wyoming
2nd Floor, Old District Courtroom #1

Functions as an Advisory Board to the County Commissioners, makes recommendations on Projects, Programs and Policies.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. APPROVAL of the March 11, 2021 Minutes

IV. REPORTS - Parks Director

A. MOUNTAIN PARKS UPDATE:

1. **Mountain water well system:** The water system is still turned off and we are still awaiting the shipment of the replacement chlorinator, first one was damaged in shipment.
2. **Trail Center:** The building still needs an inspection on the sewer and water connection which has been delayed due to the chlorinator and the heavy snow that had blocked the access point. The lift station will not be turned on until we have water to the building again.

The design on the Trail Center has been refocused and is undergoing some revisions to try and reduce the overall cost. We will be performing geotechnical work when the snow melts. This work will define the best site location for the building and then the design of features around it, for example the parking lot proximity, snow removal stacking locations, utilization of the existing septic system, driveways etc. We have also taken into consideration the high cost of materials that have stricken the country at this time and have factored this into the cost of this building.

In addition to this we are exploring the placement of shelters in Beartrap Meadow and hope to have at least two of them installed by late fall.

3. **Rotary Park Bridal Trail Construction:** Still plan on adding stairs at the uppermost end of the new trail were it joins the existing Bridal Trail this spring. We will be placing a new directive sign at the lower end of the trail but as of last week there was still too much snow in the area to allow access.
4. **RDG Planning & Design** out of Dubuque, Iowa has been contracted to Design a Vehicular and User Wayfinding Signage program. The program will include GIS based mapping, Trail Head Identification, Parking signage and Monuments and Pedestrian Trail Kiosks. RDG will prepare the final design documents that will be used to build the project out and they will perform the construction management, final walk through and acceptance of the project. The cost of this work is \$74,500.00. We have had two zoom meetings and we are working with the MPO to facilitate bidding the City signs out along with the County signs.
5. **Kay-Line Enterprises, LLC** out of Boulder Colorado has been contracted to prepare a Summer Trail Master Plan. The cost for their services is \$41,040.00. Kay-Line had proposed a conceptual plan back in 2014 however; it was not acted on at that time. Kay-Line will provide a conceptual plan that includes preliminary cost estimates, GIS mapping and construction documents. In conjunction with this contract Natrona County entered into an MOU with the Casper Area Convention & Visitor's Bureau (Visit Casper) and they have agreed to pay the County for costs incurred in retaining Kay-Linn to provide trail master planning services. The total amount payable shall not exceed \$41,040.

C. ALCOVA/PATHFINDER UPDATE:

1. **Road Maintenance Project:** 71 Construction completed the installation of all the gravel on the roads and have raised the driveway approaches that were left below grade. A final walkthrough was performed on 3/8/21 and advertisement for release of retainage has taken place.
2. **Full Hookup Bath House:** Haass Construction is still planning to charge the water system in the bathhouse facility soon. They will also fix any punch list items and prepare for final inspections.
3. **Disturbance of Federal Land without a permit:** Arrangements were made to resolve the disturbance that took place on 12/16/20 at one of the Cabin Lots. The disturbed materials were placed back in their original location and the area will be seeded yet this spring.
4. **RFP Pathfinder Master Plan Project:** Preparation of a Request for Proposals (RFP) for a Master Plan project near the Pathfinder Marina campground is underway. Please recall the master plan directed conceptual designs for every campground at Alcova and Pathfinder reservoirs. This RFP will be for the design and construction management to build out of a new designed campground, parking area and boat ramp adjacent to Pathfinder Marina. Design will take place during the 21/22 year and construction will follow thereafter.
5. **Water System:** The new pump and pipe string were replaced and some minor infractions that were pointed out during a State inspection two years ago are being addressed. Once the well was tested, we started filling the water tank on Tuesday the 5th

of April and then test the water for compliance. Normally the water is turned on by April 15th as soon as the test pass, we will allow the public to use the water. Until such time as the test results clear we will post the area as having non-potable water.

We did have two serious water leaks that cause a delay in turning on the water however; all of this has been resolved and the water is on.

D. Reservation System (CivicRec online reservation system):

1. The new CivicRec on line system for reserving Camping sites, Picnic sites, Shelters, Docks and Full Hookup sites went live on Wednesday, May 5, 2021, during the first day we booked over \$20,000.00. The following campgrounds will be by reservation only: Black Beach, Okie Beach, Full Hookups, Beartrap, Elkhorn, Skunk Hollow, Deer Haven, Tower Hill and the Archery Range.

We launched some online training video's that walk the public through how to establish an account and how to make a reservation. The public will be able to make reservations on any computer, cell phone or at our office were we can make the reservation for them.

Arrangements were made to have a number of announcements on the Glenn Wood, Wake Up Wyoming show.

The launch was successful and there were very few problems. I want to thank my staff and our IT Department for the support in a successful launch.

E. New Parks Assistant:

Mike Brown was hired as the Assistant to the Roads, Bridges and Parks Director. Mike has been on the job for over a month and has accomplished a lot of work. His background is in the oil and gas industry. He holds an Associate of Science degree in Engineering and a Bachelors of Science degree in Mechanical Engineering. He has had experience in Surveying, HVAC, negotiations, applying for permitting from BLM, State and local entities. He and his family enjoy cross country skiing and the outdoors. Mike is a member in good standing at the Casper Water Ski Club at Alcova.

V. PUBLIC COMMENTS

VI. BOARD MEMBER COMMENTS

VII. ADJOURNMENT

The agenda is subject to amendment