

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

MEETING PROCEEDINGS

September 19, 2017

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 19, 2017 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, Secretary Powell, Treasurer Lawson, and Board Members Hopkins, Walsh, and Waters. Board Member Johnson was absent.

City of Casper – Powell, Hopkins, Walsh, Andrew Beamer, Bruce Martin, Michael McDaniels, Clint Conner, Janette Brown

Natrona County – Lawson

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.

The Board meeting was called to order at 11:30 a.m.

1. In Announcements, Mr. Martin stated that Agenda Item 8 d. has been removed from the agenda as the materials from HDR Engineering have not been received. Mr. Martin stated that this item will be placed on the October agenda.

2. Chairman King asked for a motion to approve the minutes from the August 15, 2017 meeting. A motion was made by Treasurer Lawson and seconded by Board Member Walsh to approve the minutes from the August 15, 2017 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the voucher listing handed out on this date. Mr. Martin stated that three additional vouchers were added to the listing; voucher 7723 for HDR Engineering, Inc. in the amount of \$15,377.50 for the WTP SCADA Improvements Project; 7724 for Wyoming Financial Insurance in the amount of \$82,423.00 for Property Insurance; and voucher 7725 for Badger Meter in the amount of \$16,177.60 for Ozone Flow Valves. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the September 2017 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the September 2017 voucher list to include voucher numbers 7711 through 7725 in the amount of \$1,202,740.45. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in their agenda packets. Mr. Martin stated that production for August 2017 was 571 MG, compared to 632 MG one year ago. Mr. Martin stated that the five year average is 609 MG. Mr. Martin stated that August 2017 water production is approximately 38 MG less than the five year average.

Mr. Martin stated that Water Rates Billed for August 2017 was \$981,338, with year to date \$2,169,000 compared to \$2,170,000 at the same time one year ago. Mr. Martin stated that less water was sold, but with the FY18 rate increase, revenues are similar.

Mr. Martin asked the Board to reference the Production Graph in the agenda packet. Mr. Martin stated that production for 2017 is below the five-year average.

Board Member Hopkins arrived at 11:36 a.m.

Mr. Martin stated that the June 2017 Financial Report has not been available for the last two Board meetings due to the end of the fiscal year not being closed yet. Mr. Martin stated that the June 2017 Financial Report is in the agenda packet for the Board's review. Mr. Martin stated that this is unaudited information for the end of FY17.

Mr. Martin stated that Water Revenue for FY17 was \$5,912,000 compared to \$6,079,000 for FY16, which is \$167,000 less in FY17.

Mr. Martin stated that Operating Expenses for FY17 were \$3,054,000 compared to \$3,157,000 in FY16. Mr. Martin stated that expenses were \$102,000 less in FY17.

Mr. Martin stated that the July17 and August17 Financial Reports are not available as the spreadsheet used to create the monthly compilation has an issue and was not able to be used. Mr. Martin stated that the City Finance Department provided the Budget

Comparison Reports for July17 and August17, which includes a lot of the data that is compiled for the Financial Reports.

Mr. Martin stated that the August17 Budget Comparison shows Water Rate Revenue as \$2,169,000. Mr. Martin stated that year to date expenses are \$485,000 compared to last August of \$732,000, the difference being timing for payment of chemical and electricity invoices.

Mr. Martin stated that the auditors have begun the FY17 RWS Audit.

Chairman King asked for a motion to approve the Financial Report as presented. A motion was made by Board Member Walsh and seconded by Secretary Powell to approve the Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. McDaniels for the Operations Update.

Mr. McDaniels stated that the WTP made it through the week of the eclipse without any issues. Mr. McDaniels stated that there weren't really any major changes to the flows at the WTP.

Mr. McDaniels stated that August production was lower than last year, but September is looking better. Mr. McDaniels stated that production is 30 MG higher than last year at the same time. Mr. McDaniels stated that water production yesterday was approximately 12 MGD. Mr. McDaniels stated that the rain this week has affected water demand.

Mr. McDaniels stated that the Instrumentation Controls Technician (ICT) position has been filled. Mr. McDaniels stated that the start date for the new hire will be October 2nd. Mr. Martin stated that the previous ICT retired a couple of months ago.

Mr. McDaniels stated there have been communication issues with the Surface Water High Service No. 1 variable frequency drive (VFD). Mr. McDaniels stated that ITC Electrical Technologies and Automation & Electronics (A&E) have both been on-site trying to track down the issue. Mr. McDaniels stated that it was determined that the issue is the input/output board in the PLC. Mr. McDaniels stated that as soon as the surface water plant is off for the season, the PLC board will be replaced.

Mr. McDaniels stated that last weekend the pump motor for Caisson #1 failed. Mr. McDaniels stated that the motor was replaced and the well is back in service.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that some of the VFDs in Wardwell Booster were replaced and are back up and running. Mr. Conner stated that there were issues last year at the Wardwell Booster and a couple of the VFDs burned up.

Mr. Conner stated that pilot valve and control valves on the pumps at the Pioneer Booster

were repaired.

Mr. Conner stated that the PAX mixer in the Airport Tank failed. Mr. Conner stated that this is the first time there has been an issue with any of the PAX mixers. Mr. Conner stated that this mixer will not be replaced as the new Elevated Airport Tank will have a PAX mixer. Mr. Conner stated that water quality in the Airport Tank will be watched closely.

Mr. Conner stated that there are low chloramine residuals and nitrification in the outlying areas of the system. Mr. Conner stated that this includes the Sandy Lake Tank, Pioneer Tank, and some of the City tanks on the outer edge of the system. Mr. Conner stated that flushing is being done to boost the chloramine residuals and clear up the nitrification.

Mr. Conner stated that anode stations on the Crosstown Pipeline and at the WTP have been tested as part of the annual anode testing and maintenance.

Mr. Conner stated that every three years the Crosstown Pipeline fire hydrants are flushed. Mr. Conner stated that the flushing will be done the first part of October.

Mr. Conner stated that the Pratt Tank on 15th and Carriage was recoated this past summer and a paint inspection needs to be completed. Mr. Conner stated that in order not to waste the water that is in the Pratt Tank, the water main valves will be adjusted to use the water that is in the Pratt Tank to flush the fire hydrants on the Crosstown Pipeline.

Mr. Conner stated that power to the repeater was lost about a week ago. Mr. Conner stated that the repeater takes the information from all the tanks and boosters and sends it to the WTP to be processed. Mr. Conner stated that they believe that the main and backup radio repeaters were struck by lightning. Mr. Conner stated that they were able to use parts from the two radios to make one work. Mr. Conner stated that the radios are obsolete and A&E is trying to find something that will work. Mr. Conner stated that with the SCADA Improvements Project in design, they want to get something that will be compatible to the new SCADA system.

Mr. Conner stated that Landmark Construction is on site at the Airport Elevated Tank. Mr. Conner stated that the foundation crew is working on the pedestal and they said that it would take approximately three weeks to complete this portion of the project.

Mr. Conner stated that staff has been out GPSing hot taps on the RWS waterlines to put in GIS.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. In New Business:

- a. Mr. Martin stated that a letter was received from Salt Creek Joint Powers Board requesting a letter of support to include with their funding application for replacement of a portion of the Salt Creek waterline. Mr. Martin stated that a draft letter has been prepared for Vice-Chairman Keffer to sign.

Treasurer Lawson stated that he thought it is a very good letter and made the motion to approve the signing of the letter. The motion was seconded by Board Member Walsh.

Secretary Powell asked how Salt Creek can be sure the correct materials for the waterline are used this time. Chairman King stated that the contractor will have to use the pipe that is listed in the design specs. Chairman King stated that when the waterline was originally installed, the USDA funding stipulated what type of waterline could be installed.

Motion put and carried.

- b. Mr. Martin stated that a letter was received from 609 Consulting requesting an 8-inch tap on the 16-inch RWS waterline to extend Opportunity Boulevard south of the 20/26 Bypass and west of Salt Creek Highway. Mr. Martin stated that Casper Public Utilities staff would make the physical tap on the waterline. Mr. Martin stated that this location is within the Town of Mills growth boundary, but would be serviced by Wardwell Water and Sewer District. Mr. Martin stated that this extension of the waterline in Opportunity Boulevard has not been approved by DEQ or Wardwell Water & Sewer District at this time. Mr. Martin stated that staff recommends approval contingent upon approval by DEQ and Wardwell Water & Sewer District.

A motion was made by Board Member Hopkins and seconded by Vice-Chairman Keffer to approve the 8-inch water tap on the 16-inch RWS waterline for the extension of Opportunity Boulevard contingent upon approval by DEQ and Wardwell Water & Sewer District. Motion put and carried.

- c. Mr. Martin stated that the City of Casper is having several roofs replaced under one agreement with Dave Loden Construction. Mr. Martin stated that due to manpower efficiencies and cost savings, it makes sense for Regional Water to go in on the same agreement. Mr. Martin stated that the WTP Operations Administration roof was included in the agreement and based on the breakout per roof, the WTP portion is \$28,035 with contingency. Mr. Martin stated that funds are available in the FY18 Capital Budget for this roof replacement. Mr. Martin stated that the funding agreement states that payment to the City is due at the end of the project.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the funding agreement with the City of Casper for roof repairs/replacement at the WTP in an amount not to exceed \$28,035.

Treasurer Lawson asked if the roof project at the WTP has already started. Mr. Martin stated that repairs to the WTP roof have started.

Motion put and carried.

- d. Agenda Item # 8 d was removed from the agenda.
 - e. There was no Other New Business.
9. A motion was made by Secretary Powell and seconded by Treasurer Lawson to adjourn from Regular Session into Executive Session at 11:53 a.m. to discuss potential litigation. Motion put and carried.

A motion was made by Board Member Hopkins and seconded by Board Member Walsh to adjourn from Executive Session back to the Regular Session at 12:13 p.m. Motion put and carried.

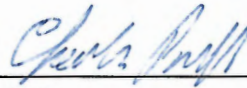
Chairman King asked the Board how they wished to proceed with the Wardwell Zone IIIB Tank roof issue. A motion was made by Board Member Walsh and seconded by Board Member Hopkins to proceed with HDR Engineering as the design and build consultant for the new roof for the Wardwell Zone IIIB Tank subject to review and approval of final numbers. Motion put and carried.

10. In the Chairman's Report, Chairman King announced that a tour of the WTP construction projects would be given to any interested Board Members after the meeting.

Chairman King stated that the next regular meeting will be held on October 17, 2017.

A motion was made by Board Member Walsh and seconded by Treasurer Lawson to adjourn the meeting at 12:16 p.m. Motion put and carried.


Chairman


Secretary