

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

**MEETING PROCEEDINGS**

January 18, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 18, 2022 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 Waters, Treasurer Bertoglio, and Board Members Cathey, Knell, and Powell. Board Member Freel was absent.

**City of Casper –** Cathey, Knell, Powell, Andrew Beamer, Bruce Martin, Tom Edwards, Clint Conner, Janette Brown

**Natrona County –** Bertoglio

**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 –**

**Mile-Hi Improvement and 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 a, easement for the Pioneer Tank right of way and voucher, has been removed from the agenda in its entirety. Mr. Martin stated that the paperwork for the easement is not quite ready and will be added to

a future agenda.

2. Chairman King asked for a motion to approve the minutes from the December 21, 2021 Regular meeting. A motion was made by Board Member Knell and seconded by Vice-Chairman Keffer to approve the minutes from the December 21, 2021 Regular meeting. Motion put and carried.
3. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing that was sent out in the agenda packet: Voucher 8400 for Northwest Contractors Supply in the amount of \$55.30 for Shop Tools; and Voucher 8402 for Williams, Porter, Day & Neville, P.C. in the amount of \$909.30 for December 2021 Legal Expenses. Mr. Martin stated that Voucher 8401 will be considered later in the meeting.

Mr. Martin stated that Voucher 8389 for Lower & Co. is for the Hoistway project. Mr. Martin stated that there are several Capital Expense vouchers for Shop Tools. Mr. Martin stated that Voucher 8393 for Dragon Products is for a flange adaptor for the Decant Pump Station. Mr. Martin stated that it was less expensive to have the flange adaptor fabricated, and quicker to get it, than trying to get it from the manufacturer. Mr. Martin stated that Voucher 8399 for HDR is for the preliminary design report for the UV System project.

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 January 2022 vouchers. A motion was made by Secretary Waters and seconded by Board Member Cathey to approve the January 2022 voucher listing to include voucher numbers 8389 through 8402 in the amount of \$287,412.38, with voucher 8401 to be considered later in the meeting. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that this has also been updated from what was sent in the agenda packet. Mr. Martin stated that production for December 2021 was 157 MG, which is 7 MG less than the five-year average of 164 MG. Mr. Martin stated that the year to date production total is 2.17 BG, which is 108 MG less than the five-year average of 2.28 BG.

Board Member Knell asked if the decrease in production is attributed to the conservation measures and water restrictions. Mr. Martin stated that was correct. Mr. Martin stated that the decrease in water production is staying right at the 100 MG mark. Mr. Martin stated that unless there is good water production in May or June, he did not see making up the 100 MG.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that Interest Earned is very low. Mr. Martin stated that about a year ago, Mr. Pitlick spoke to the Board before he retired about investing in WyoStar. Mr. Martin stated that Ms. Johnson will be making a presentation on WyoStar investing to the Board at an upcoming meeting.

Mr. Martin stated that Water Utility Charges is \$4,621,578, which is \$227,328 less than the same time last year.

Mr. Martin stated that Reimbursable Contract Expense is \$1,482,772, which is \$209,039 less than the previous year. Mr. Martin stated that he would like to point out that there are approximately \$140,000 in charges from Rocky Mountain Power that are not included. Mr. Martin stated that he expects the total next month to be more in line with what is expected.

Mr. Martin stated that Buildings, under Capital Projects, includes the Filter Gallery Roof, some Security Improvements, and the Hoist Project.

Mr. Martin stated that Improvements Other Than Buildings includes the 2.6 MG Tank, Chiller Project, valve actuators, and other smaller equipment.

Mr. Martin stated that charges under Intangibles is for the UV Project preliminary design report that is being worked on by HDR.

Mr. Martin stated that expenses in Light Equipment are for the shop tools that have been purchased this fiscal year.

Chairman King asked for a motion to approve the December 2021 Financial Report as presented. A motion was made by Board Member Knell and seconded by Treasurer Bertoglio to approve the December 2021 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that production is averaging 5.5 MGD. Mr. Edwards stated that this is being accomplished by running eight Casper wells, five Morad wells, and two Caisson wells.

Mr. Edwards stated that the Maintenance crew is doing all the oil changes, prepping Actiflo for next season start-up, and next week will start replacing the aging sodium hypochlorite line with new polyethylene pipe.

Mr. Edwards stated that CK Mechanical came out and cleaned the roof drains. Mr. Edwards stated that there were issues with leaking at the North Chem Building. Mr. Edwards stated that this will be addressed in the upcoming roof repairs.

Mr. Edwards stated that HOA was on site to reprogram some actuators in the Settled Water Pumps to help prevent water hammer. Mr. Edwards stated that Settled Water is empty, so when Actiflo is started, this will have to be tested.

Mr. Edwards stated that HOA also did some programming on relays at North Park Booster.

Mr. Edwards stated that the pre-construction meeting was held for the Surface Water

High Service VFD Project. Mr. Edwards stated that work on Pump No. 2 will start in the next couple of weeks.

Mr. Edwards stated that the contractor for the Caisson No. 2 work will be on site tomorrow for a site visit. Mr. Edwards stated that hopefully Caisson No. 2 will be up and running for the summer water season.

Mr. Edwards stated that he is working on the capital project list for the FY23 budget.

Mr. Edwards stated that he is also putting together the numbers for the 2021 Consumer Confidence Report.

Mr. Edwards stated that the new WTP Admin will be starting on Monday.

Chairman King turned the time over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that staff has been servicing fire hydrants, and checking non-drainer fire hydrants.

Mr. Conner stated that painting was done on the base and piping for the pump that was replaced at Mountain View Booster. Mr. Conner stated that the pump is running and performing well.

Mr. Conner stated that the Service crew has been out servicing ARV's on the Crosstown pipeline and at the booster stations.

Mr. Conner stated that staff has also been doing pump alignments at the booster stations.

Mr. Conner stated that residual levels out in the system are looking really good. Chairman King stated that the chlorination station has been installed at Salt Creek and is working well.

6. There was no Public Comment.

7. In Old Business:

- a. Mr. Martin stated that HDR is working on the preliminary design report for the UV Project. Mr. Martin stated that a letter was sent to EPA inquiring that if the UV is working at 2-log inactivation credit, if the Ozone dosage could be lowered and eliminate the Aerobic Spore testing that is required every week. Mr. Martin stated that EPA responded that if the UV was increased from 2-log inactivation, to 2.5-log inactivation, they would allow the Ozone to be reduced to 2-log. Mr. Martin stated that it will be a little bit less expensive to operate the UV system, so that is a good trade-off. Mr. Martin stated that EPA will not eliminate the Aerobic Spore testing, but they did state that the testing is to be done every other week. Mr. Martin stated that will save some money as well. Mr. Martin stated that it was worth submitting the request to EPA. Mr. Martin stated that there won't be any increase in capital costs to increase the UV to 2.5-log inactivation as

it will be oversized to anticipate system growth.

Mr. Martin stated that a letter to EPA has been prepared for the Chairman's signature to acknowledge the revisions to how the UV and Ozone system will be operated, and for the testing to change to every other week. Mr. Martin stated that HDR will continue on with the preliminary design report, which should be ready to present to the Board at the April meeting.

Chairman King stated that the Aerobic Spore testing is still showing practically nothing. Mr. Martin stated that the tests are usually good, but there is always the chance that it could be high and the wells will have to be shut down.

Board Member Cathey asked where things stand in regards to the long-term plan on getting the UV system installed that was submitted to EPA. Mr. Martin stated that things are right on schedule, as April is the deadline for submitting the preliminary design report to EPA. Mr. Martin stated that once the preliminary design report is completed, funding will be applied for, and the final design will be completed.

Treasurer Bertoglio asked how much it costs to run the Aerobic Spore tests. Mr. Martin stated that it costs approximately \$300 for the Aerobic Spore tests. Treasurer Bertoglio asked if EPA just sees the count of the spores. Mr. Martin stated that was correct. Treasurer Bertoglio stated that EPA doesn't know if the spores are an entirely different species. Mr. Martin stated that has been argued with EPA, but they will not budge on the testing.

Board Member Knell asked if the reduced testing will save approximately \$8,500 a year. Mr. Martin stated that it will be a good savings.

Treasurer Bertoglio stated that when a spore plume happens, it's like they are saying that counts are counts. Treasurer Bertoglio stated that when the river is high there are going to be spore plumes showing up in the testing. Treasurer Bertoglio stated that it makes no sense to keep running the tests, because we know what they are going to show. Mr. Martin stated that staff spoke to EPA about doing a study to show this, and EPA responded that staff could do the study, but they aren't going to budge on the testing. Treasurer Bertoglio stated that this is regulators that don't listen.

Chairman King asked how long Treasurer Bertoglio has been fighting this battle. Treasurer Bertoglio stated that this is just the stupidity of regulators. Board Member Powell stated that they are justifying their jobs.

Chairman King stated that this has not been one of Treasurer Bertoglio's favorite subject over the years.

b. There was no Other Old Business.

8. In New Business:

- a. Item # 8 a was removed from the Agenda.
- b. Mr. Martin stated that Mr. Evan Condelario was the City Accounting Supervisor and had Board authorization for online banking access for the RWS accounts at Hilltop Bank. Mr. Martin stated that Mr. Condelario recently left employment with the City of Casper, and Mr. Nicholas Gassman has been promoted as his replacement. Mr. Martin stated that it is requested that Mr. Gassman be given authorization to have online banking access of the RWS accounts at Hilltop Bank.

Board Member Knell stated that Mr. Gassman was recently introduced to Council members at a meeting. Mr. Martin stated that Mr. Gassman attended the Board meeting last month for the presentation of the audit.

A motion was made by Treasurer Bertoglio and seconded by Board Member Knell to authorize Mr. Nicholas Gassman to have online access to the RWS accounts at Hilltop Bank.

Board Member Knell asked if adding Mr. Gassman to the RWS accounts removes Mr. Condelario from the RWS accounts. Ms. Brown stated that access for Mr. Condelario was removed from the RWS accounts the day he left.

Motion put and carried.

- c. Mr. Martin stated that it is the time of year when the Board elects officers and turned the time over to the Board.

A motion was made by Board Member Powell and seconded by Treasurer Bertoglio for Chairman King to continue as Chairman. Motion put and carried.

A motion was made by Board Member Cathey and seconded by Secretary Waters to maintain the remaining Board Officers with Larry Keffer as Vice-Chairman, Ken Waters as Secretary, and Paul Bertoglio as Treasurer. Motion put and carried.

- i. Mr. Martin stated that Voucher 8401 in the amount of \$400 for Officer Bonds was left off the voucher list until after Board Officer elections.

Treasurer Bertoglio asked if the Officer Bonds were \$400 each. Mr. Martin stated that the Officer Bonds are \$100 each, \$400 total.

A motion was made by Board Member Cathey and seconded by Secretary Waters to approve Voucher 8401 for CNA Surety in the amount of \$400 for Board Officer Bonds. Motion put and carried.

- d. In Other New Business:

- i. Board Member Knell asked if the Board uses Porter, Muirhead, Cornia, Howard (PMCH) for auditing services. Mr. Martin stated that the Board

uses Skogen, Cometto, and Associates for auditing services. Board Member Knell asked if that is an RFP or just a contract. Mr. Martin stated that it is a two year contract, with one year left.

Board Member Knell stated that the reason he asked is that Council just found out the PMCH has been doing the City audit for 25 years without an RFP in place, and has just automatically done the audit each year. Board Member Knell stated that the City recently audited that situation and found out PMCH is charging approximately 6.5 times the amount of every other city our size in the Colorado, Wyoming, Montana area. Board Member Knell stated that the City of Cheyenne pays approximate \$68,000 a year, the City of Loveland pays approximately \$71,000 per year, and the City of Casper is paying \$260,000 per year and was just asked for another \$50,000. Board Member Knell stated that the City of Casper will be going out with an RFP for auditing services to get it back in line where it should be, and he was curious if it was the same thing for the Board.

Mr. Martin stated that it was discussed last year about going out for an RFP for audit services, and it was decided to continue with Skogen, Cometto for the two year contract, but next time an RFP will go out.

Board Member Knell stated that Ms. Johnson, Financial Director, found that no RFP was on record for the City audit.

- ii. Mr. Martin stated there is a budget transfer for the Board's consideration to move funds for the FY21 Roof Replacement Project that was missed at the end of the year to put in Budget Amendment No. 1 for FY22, which rolled over projects from the FY21 Budget to the FY22 Budget. Mr. Martin stated that this is to move \$77,300 from the FY22 Roof Project to the FY21 Roof Project to clean up the budget.

Board Member Knell asked how it was missed. Mr. Martin stated that it was a combination of the new financial software, and a form was submitted through the City process when it should have been submitted through the RWS process. Mr. Martin stated that when Mr. Gassman was going through the City budget amendment items, he found the form and notified us so it could be brought to the Board's attention.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve a Budget Reallocation of \$77,300 from Project No. 3000022010, FY22 Roof Replacements, to Contract No. 21300128, FY21 Roof Replacements. Motion put and carried.

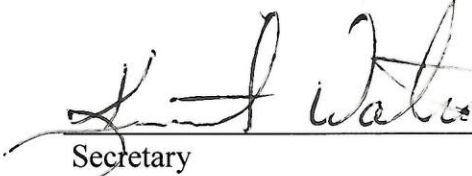
- iii. Mr. Chapin stated that he received the scheduling order for the hearing, and it is as expected. Mr. Chapin stated that the case has been moved to the end of Spring, into the Summer. Mr. Chapin stated that they have yet to submit the documentation they were ordered to provide at the last hearing. Mr. Chapin stated that he submitted the documents for the Board.

- iv. Board Member Powell stated that he received a letter from the Mayor that he will be replaced on the Board with a Council Member, so this will be his last meeting. Board Member Powell stated that it makes sense, as he is no longer dialed in to the City Budget and the things going on with personnel, and he is representing the City without really knowing what's going on with the City. Board Member Powell stated that the Board is doing very important work and it has been an honor to be a member of the Board. Chairman King stated that the Board was very happy to have had Board Member Powell on the Board and wished him well. The Board thanked Board Member Powell for his years of service.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on February 15, 2022.

A motion was made by Board Member Knell and seconded by Board Member Cathey to adjourn the meeting at 12:01 p.m. Motion put and carried.

  
Chairman

  
Secretary