

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

**MEETING PROCEEDINGS**

January 23, 2018

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 23, 2018 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, and Walsh. Board Members Johnson and Waters were absent.

**City of Casper** – Powell, Hopkins, Walsh, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Ethan Yonker

**Natrona County** – Lawson

**Salt Creek Joint Powers Board** – King

**Wardwell Water & Sewer District** – Keffer

**Pioneer Water & Sewer District** –

**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** — Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.; Heath Turbiville – HDR Engineering

The Board meeting was called to order at 11:33 a.m.

1. In Announcements, Mr. Martin thanked the Board Members for changing the date of the regular meeting and stated that it was easier to change the date than to find an alternate

location for the meeting due to the scheduled power outage for the emergency generator tie-in.

Mr. Martin stated that Agenda Item 9 d, Amendment No. 2 with Arcadis for the WTP Emergency Power Project has been removed from the agenda.

2. Chairman King asked for a motion to approve the minutes from the December 19, 2017 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the December 19, 2017 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that four additional vouchers were added to the listing; voucher 7786 for ITC Electrical Technologies in the amount of \$2,421.62 for wiring Filter #2 mag meter; 7787 for ITC Electrical Technologies in the amount of \$2,975.00 for the WTP Path Lighting Project; voucher 7788 for WWC Engineering in the amount of \$367.50 for the Westwinds Road Project easement acquisition; and voucher 7789 for Dell Marketing in the amount of \$600.00 for the Milestone Surveillance Service Software. 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 2018 vouchers. A motion was made by Board Member Hopkins and seconded by Board Member Walsh to approve the January 2018 voucher list to include voucher numbers 7770 through 7789 in the amount of \$2,093,038.63. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for December 2017 was 145 MG. Mr. Martin stated that is 29 MG less than the five year average of 174 MG. Mr. Martin stated that year to date production is 2.17 BG and the five year average is 2.32 BG.

Mr. Martin asked the Board to reference the Water Rates Billed table. Mr. Martin stated that \$248,974 was billed for December. Mr. Martin stated that year to date, \$3,733,729 has been billed. Mr. Martin stated that because production is below the five year average, revenue are slightly below what was projected so far for this year by ~\$300,000. Mr. Martin stated that hopefully production picks up for the rest of the year to make up for this loss.

Mr. Martin asked the Board to reference page 2 of the December Financial Report. Mr. Martin stated that, with the rate increase, Water Sales Revenue for FY18 is very similar to FY17 with a \$389 difference.

Mr. Martin stated that Operating Expenses for FY18 increased \$28,149 over FY17. Mr. Martin stated that this increase is due to timing of chemical purchases and equipment repairs. Mr. Martin stated that Net Operating Income is just over \$2 M.

Mr. Martin stated that Nonoperating Expenses are \$1,314,394 for a Net Asset increase of

\$759,369.

Chairman King asked for a motion to approve the December 2017 Financial Report as presented. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the December 2017 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the Emergency Power Project testing was last week and the tie-in with Rocky Mountain Power has been completed. Mr. Schroeder stated that there is a large punch list of items that need to be finished. Mr. Schroeder stated that he is unsure when it will be completed. Mr. Schroeder stated that Wyoming Machinery is on site working today. Mr. Schroeder stated that the generator was able to be started in manual and some plant equipment ran for approximately 30 minutes powered by the generator. Mr. Schroeder stated that problems were encountered.

Board Member Hopkins asked if the delays will be on the contractor's tab. Mr. Schroeder stated that the delays will be on the contractor.

Mr. Schroeder stated that next week will be the 90% design review with HDR Engineering for the WTP SCADA Project.

Mr. Schroeder stated that during routine aerobic spore sampling last week, the lab detected an amount of aerobic spores higher than the 10 cfu limit. Mr. Schroeder stated that this required the suspected wells to be taken out of service and flushed. Mr. Schroeder stated that everything was clear in the re-sample.

Mr. Schroeder stated that the Actiflo Tube Settler replacement parts have been ordered, but it will be approximately 12 weeks before they arrive. Chairman King asked why it takes 12 weeks. Mr. Schroeder stated that the parts have to be custom built.

Mr. Schroeder stated that water production is ranging between 5 MGD and 6 MGD.

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

Mr. Conner stated that parts for the pump at Metro Road Booster have arrived. Mr. Conner stated that staff will start working on the pump in the next week or so.

Mr. Conner stated that chlorine residuals in the system are looking good.

Mr. Conner stated that the Westwinds Interchange Project has begun and 71 Construction is the contractor. Mr. Conner stated that they are currently rerouting the suction and discharge lines for the Salt Creek Booster. Mr. Conner stated that the 12-inch suction line is installed, but still needs tested. Mr. Conner stated that the 10-inch discharge line is currently being installed. Mr. Conner stated that once the testing is completed on these

lines, the booster will be shut down for 24 hours at a time as each line is tied in. Mr. Conner stated that staff would make sure Salt Creek's water storage tanks are full before the tie-in begins.

Mr. Conner stated that the Airport Elevated Water Storage Tank Project is moving along. Mr. Conner stated that the concrete pedestal and dome have been completed and the contractor has installed the piping and ladders inside the pedestal. Mr. Conner stated that Grizzly is currently working on the drain line and should be finished any day. Mr. Conner stated the water line still needs pressure tested and tied in. Mr. Conner stated that Landmark should be back on site in March to complete the water storage tank.

- a. Mr. Martin gave an update on the following projects listed in the Facilities Plan Update:

The Bulk Sand Crane Loading System Project has been assigned to Mr. Terry Cottenoir, Engineering Technician with the City of Casper.

The Raw Water VFD Replacement quotes have been received. It was decided that this item will be combined with the Raw Water Switch Gear Replacement in FY19.

Ground Water High Service Pump VFD Replacement – Mr. Martin stated that Surface Water High Service Pump No. 1 VFD failed so it will be replaced this year and the Ground Water VFD next year. Bids were opened on December 28, 2017 and Modern Electric was the low bidder. This contract is on today's agenda for consideration.

The Electrical Transformer Testing was completed on January 16<sup>th</sup> during the power outage for the Emergency Generator Project. Results of the testing should be received soon.

The Ozone Flow Meter Replacements have been completed.

Quotes are being obtained for the Raw Water Pump Replacements.

6. There was no Public Comment.
7. There was no Old Business.
  - a. There was no Other Old Business.
8. A motion was made by Treasurer Lawson and seconded by Secretary Powell to adjourn from Regular Session into Executive Session at 11:49 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 12:21 p.m. Motion put

and carried.

9. In New Business:

- a. Mr. Martin asked the Board to reference the Contract for Professional Services with HDR Engineering, Inc. and turned the time over to Mr. Scott Baxter, Associate Engineer with the City of Casper.

Mr. Baxter stated that HDR did research on troubleshooting the issues with the Wardwell Zone IIIB Water Storage Tank roof and cathodic protection. Mr. Baxter stated that once the research was completed, that contract was closed. Mr. Baxter stated that HDR made a formal proposal to review the design, bidding services, and construction administration for a project to replace the roof, and resolve the cathodic protection of the Wardwell Zone IIIB Water Storage Tank.

A motion was made by Treasurer Lawson and seconded by Board Member Walsh to approve the Contract for Professional Services with HDR Engineering, Inc. for design and construction administration services to replace the roof and repair the cathodic protection system of the Wardwell Zone IIIB Water Storage Tank in the amount of \$70,515. Motion put and carried.

- b. Mr. Martin stated that Surface Water High Service Pump No. 1 VFD has failed and needs replaced. Mr. Martin stated that as previously stated, funds were budgeted to replace the Ground Water High Service VFD, but it will be re-budgeted next year.

Mr. Martin stated that Modern Electric Company was the low bidder with a bid of \$88,450. Mr. Martin stated that staff recommends a contingency amount of \$2,550, with a total project amount of \$91,000.

Mr. Martin stated that this work is scheduled to be completed by May 31, 2018.

Mr. Martin stated that Mr. Ethan Yonker, Associate Engineer with the City of Casper is the engineer for the project and is available to answer any questions the Board may have.

Mr. Yonker stated that the original completion date was in April, but he was informed there was a lead time of 60 days for the VFD to arrive.

Treasurer Lawson asked if the completion date of May 31<sup>st</sup> would interfere with the production of surface water. Mr. Schroeder stated that there is one other working Surface Water VFD that will be used when water demand first increases.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the agreement with Modern Electric Company for the Surface Water High Service VFD Replacement in the amount of \$91,000. Motion put and

carried.

- c. Mr. Martin turned the time over to Mr. Baxter for details regarding Change Order No. 5 with COP Wyoming for the WTP Alternate Backwash Water Supply Tank, Project No. 15-37.

Mr. Baxter stated that the Change Order No. 5 proposal is related to three unexpected conditions in existing underground facilities. Mr. Baxter stated that due to variations in existing grades, including a significant rise from the existing 12-inch PVC distribution pipe end to the tanks, the vertical depth of the 12-inch PVC pipe to the tanks and an associated valve vault were adjusted upward during construction to reduce the overall depth. Mr. Baxter stated that this resulted in a conflict with the new 36-inch steel discharge pipe alignment.

Mr. Baxter stated that the second issue is the tie-in location for the 12-inch PVC pipe from the distribution system near the existing tank contained a large thrust block that was not shown on the drawings, nor mentioned during design or construction meetings. Mr. Baxter stated that in order to make the new 12-inch PVC connection, the thrust block had to be completely removed.

Mr. Baxter stated that the third issue is that the existing tank drain requires modifications to meet WDEQ rules/regulations. Mr. Baxter stated that when the existing drain pipe was exposed to begin the modifications, the contractor found that the existing drain pipe was 16-inch diameter, instead of the expected 12-inch diameter shown on the drawings. Mr. Baxter stated that a pipe reducer is required in order to accommodate pipe parts that were already purchased and delivered for the drain line modifications.

Board Member Hopkins asked if the thrust block was poured at the same time as the foundation or if it was a separate pour. Mr. Conner stated that the thrust block was located on a ninety degree fitting outside the vault so it was not poured the same time as the tank foundation.

Mr. Martin stated that funds for this project come from DWSRF so the DWSRF representative must give approval for change orders. Mr. Martin stated that approval has been given for this change order and will be paid from within the remaining contingency amount of \$61,581.35, reducing this amount to \$46,781.58.

Mr. Baxter stated that the project is still well within the contingency funds. Mr. Baxter stated that there should not be any more underground issues or concerns. Mr. Baxter stated that there is some discussion regarding asphalt resurfacing at the end of the project. Chairman King asked how large of area will need to be resurfaced. Mr. Baxter stated that the area relates somewhat to the generator resurfacing space outside of where the generator project is, and going continuously to over where the tank is.

A motion was made by Board Member Hopkins and seconded by Treasurer Lawson to approve Change Order No. 5 for the WTP Alternate Backwash Water Supply Tank in the amount of \$14,799.77. Motion put and carried.

- d. Amendment No. 2 to the agreement with Arcadis U.S. for the WTP Emergency Power Project was removed from the agenda.
- e. Mr. Martin asked the Board to reference the budget reallocation in their agenda packets. Mr. Martin stated that this budget reallocation is to move funds in the amount of \$14,500 from Consulting to Legal Expense in relations to the Wardwell Zone IIIB Water Storage Tank. Mr. Ridgeway stated that these additional legal costs are related to expert costs for work and opinions related to the issues with the Wardwell Zone IIIB Water Storage Tank.

A motion was made by Board Member Walsh and seconded by Secretary Powell to reallocate funds in the amount of \$14,500 from Consulting to Legal Expense. Motion put and carried.

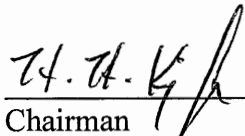
- f. Ms. Brown explained to the Board that the annual banking letters are the annual financial disclosure required by the State and must be signed by Board Members during open session.

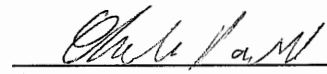
The annual banking letters were signed by the Board Members in attendance at the meeting on this date during open session and are incorporated as part of these minutes.

- g. In Other New Business, a motion was made by Treasurer Lawson and seconded by Board Member Walsh to authorize legal counsel to further investigate, in a legal aspect, the cathodic protection of the Wardwell Zone IIIB Water Storage Tank. Motion put and carried.

- 10. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on February 20, 2018.

A motion was made by Board Member Walsh and seconded by Board Member Hopkins to adjourn the meeting at 12:37 p.m. Motion put and carried.

  
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Chairman

  
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Secretary