

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

MEETING PROCEEDINGS

October 15, 2024

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 15, 2024, 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 Bertoglio, Vice-Chairman North, Secretary Waters, Treasurer Cathey, and Board Members Bond, Schwarzrock, Sutherland, and Pollock.

City of Casper – Bertoglio, Cathey, Bond, Tom Brauer, Jill Johnson, Cindie Langston, Pete Meyers, Kris Sexton, Bart Willadson, Lisa Kissack, and Cheryl Chavez.

Natrona County – North

Salt Creek Joint Powers Board – Sutherland

Town of Bar Nunn – Schwarzrock

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 — Matt Sato - Williams, Porter, Day & Neville, P.C.; Two Representatives from HDR, Inc.

The Board meeting was called to order at 11:31 a.m.

1. In Announcements:

- a. Ms. Langston introduced Mr. Logan Wood, is the New Regional Water Plant Manager. He is out on PTO at this time. We will congratulate him at the meeting next month.
- b. Ms. Langston announced Mr. Brauer will discuss some contracts on the agenda that we are recommending.
- c. Ms. Johnson is here to go over the Financial report. Mr. Meyers will talk about the Budget report.
- d. Ms. Langston stated that there are pretty good candidates for the Water Operations Officer. Hopefully we will get good candidates for the Water Plant Lead Operator soon.
- e. Ms. Langston announced Ms. Walker (Chavez) is taking Ms. Brown's roll in the meetings, and assisting her today is Ms. Kissack.
- f. Ms. Langston stated that Mr. Sexton is in for Mr. Wood to give the Regional Water Report update.
- g. Ms. Langston stated that Mr. Willadson is in for Mr. Anderson to give the Water Distribution update.
- h. Chairman Bertoglio announced that Mr. Matt Sato, with Williams, Porter, Day & Neville, P.C. is attending the meeting in place of Ms. Alia Scott, for the next couple of meetings, while needed, in place of Mr. Chapin.

2. Chairman Bertoglio asked for a motion to approve the minutes from the September 17, 2024, Regular meeting. A motion was made by Vice-Chairman North and seconded by Board Member Bond to approve the minutes from the September 17, 2024, Regular meeting. Motion put and carried.

3. Chairman Bertoglio asked Ms. Langston if she will present the voucher listing. Chairman Bertoglio stated that the vouchers sent out in the agenda packet included vouchers 8725 through voucher 8731 in the amount of \$670,938.16.

Ms. Langston stated voucher 8725 for Column Software PBC in the amount of \$187.54 is for Capital Expense – Notice of Final Payment Caisson Rehabilitation Project No. 21-040.

Ms. Langston stated voucher 8726 for Williams, Porter, Day & Neville, P.C. in the amount of \$420.00 is for Legal Expense – C. Chapin – Aug24.

Ms. Langston stated voucher 8727 for Civil Engineering Professionals, Inc. in the amount of \$7,765.00 is for Capital Expense – Mountain View Storage Tank Project No. 24-102.

Ms. Langston stated voucher 8728 for City of Casper in the amount of \$505,209.62 is for Operations Reimbursement – Sept2024

Ms. Langston stated voucher 8729 for HUB International Mountain States Limited in the amount of \$136,481.00 is for Property Insurance Renewal 2024-2025.

Ms. Langston stated voucher 8730 for Ketel Thorstenson, LLP in the amount of

\$20,000.00 is for FY2024 Audit in Progress.

Ms. Langston stated voucher 8731 for Williams, Porter, Day & Neville, P.C. in the amount of \$875.00 for Legal Expense – C. Chapin – Sept24.

Secretary Waters asked how much the total cost will be for the Audit. Chairman Bertoglio asked Ms. Johnson for the amount. She responded with the amount of \$32,225.00.

A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the October 2024 voucher listing to include voucher numbers 8725 through 8731 in the amount of \$670,938.16. Motion put and carried.

4. Ms. Langston stated that Ms. Johnson is in attendance today to discuss the Financial Report.

Chairman Bertoglio stated it will be discussed how to move forward with payments. Have open CD's, Loan interest.

Ms. Johnson discussed the Budget. Ms. Johnson stated interest earnings are at 51% at this time.

Chairman Bertoglio asked for a motion to approve the September 2024 Financial Report as presented. A motion was made by Secretary Waters and seconded Treasurer Cathey by to approve the September 2024 Financial Report as presented. Motion put and carried.

- a. Payables Process

Ms. Johnson asked the Board to have the Board funds be consolidated to the City of Casper. Secretary Waters had concerns for the fact that the Board will lose all control, along with not having a say to where their finances will be distributed to. Ms. Johnson reassured Secretary Waters that would not be the case.

Ms. Johnson discussed approval for electronic signatures and how it would benefit the Board members. A Bills & Claims will be generated, which is the same thing as a voucher list that is used for the JPB Meetings for check signing. Chairman Bertoglio asked if it will be internal City signatures at the bottom of the Bills & Claims. Ms. Johnson clarified that it will be the Board signatures. Ms. Johnson stated that Dully Audited will be the Treasurer and Approved By will be signed by the Chairman. Ms. Johnson stated that finalization will be by the Board, before any check will be cut. Ms. Johnson stated that instead of two wet signatures, she recommends using electronic signatures. Ms. Johnson needs a Board action to move forward with this action. Chairman Bertoglio explained the previous process to the Board members will be the same except a physical signature would be replaced with electronic signatures. Ms. Johnson stated that was correct, this is the same process which the City follows and has been approved by the auditors and has good internal controls. Treasurer Cathey asked

if the electronic signatures would be through email or if they will stored in the computer. Ms. Johnson states the signatures are stored in the computer and the printing process is a dual control process which involves a key and checks will not be able to be printed without the key. Treasurer Cathey asked for clarification that no one would need to come in to sign checks. Chairman Bertoglio stated that is correct other than the occasional contracts.

A motion was made by Board Member Sutherland and seconded by Board Member Bond to move forward with the new payment process as discussed. Motion put and carried.

b. Interest Rate Reduction on the Loans

Ms. Johnson stated that the current interest rate on the four SRF loans is 2.5% and the SLIB Board is reducing the interest rate to 1.5%. Ms. Johnson stated that a decision will need to be made today on one of the following options. Ms. Johnson stated the options are as follows: 1) Leave the payment at the current amount it is and shorten the time by a year, or 2) Do a reduced payment for the same time period. Ms. Johnson stated that keeping the same payment the interest amount is reduced for the life of the loans. Ms. Johnson asked how the Board would wish to proceed.

A motion was made by Vice-Chairman North and seconded by Treasurer Cathey to keep the payments same with a reduced interest amount of 1.5%.

Treasurer Cathey stated that this would save the Board approximately \$36,000.00 in interest.

Chairman Bertoglio asked if the decision made today apply to all four loans. Ms. Johnson stated that was correct. Ms. Johnson stated that the budget was approved to cover the original payment amounts. Treasurer Cathey stated that the original payment amounts were figured into the cash flow.

Board Member Pollock stated that she thinks the payment amount should be reduced so that money could be used for other projects.

Motion put and carried with Board Member Pollock voting against.

c. WGIF CD Maturity and Investments

Ms. Johnson stated that last year the Board purchased two CD's through the Wyoming Government Investment Fund in the amount of \$250,000.00 each as that is the amount covered by FDIC. Ms. Johnson stated that these CD's will mature soon and asked the Board what they would like to do with them.

Ms. Johnson stated that she would like to talk to the Board about all of their investments. Ms. Johnson stated that the City Of Casper is no longer a participant of the WYOStar Investments. Ms. Johnson stated that the City now uses an

investor for their long- and short-term investments.

Ms. Johnson stated that the City allows the Amoco Reuse Joint Powers Board to tag on to the City investments contract with FIB. Ms. Johnson stated that if the Board would like to join they would get the same benefit as the City with their investments. Ms. Johnson stated that Amoco Reuse Joint Powers Board has a memorandum of understanding with both the City and the County where they can join in the investments with their funds being separate but getting the same investment advice. Ms. Johnson stated that the City pays 12 basis points. Ms. Johnson asked the Board if this is something they would be interested in doing as well with a contracted professional advisor. Ms. Johnson stated that the Boards' funds would stay separate from the City. Ms. Johnson stated that the reason the City got out of WYOStar was issues with the pooled money. Ms. Johnson stated that this would take the money out of the pool and give you full control.

Ms. Johnson reviewed the current investments with the Board. Ms. Johnson stated that the Federal Reserve is looking to lower interest rates which will affect the short-term investments. Ms. Johnson stated that with the offset of investing in Bonds when interest rates drop Bonds become more valuable. Ms. Johnson stated that there is another option if the Board does not wish to stay with WYOStar, they can join the City contract with FIB.

Vice-Chairman North stated that the County is only paying 6 basis points through WYOClass with the same options. Ms. Johnson stated that she did not look into WYOClass as that is not something that the City utilizes but if the Board is interested she can look into that.

Chairman Bertoglio stated that the Boards CD's are maturing so something will need to be done with them. Chairman Bertoglio asked if the Board would like a professional advisor for the investments.

Secretary Waters stated that he likes the idea of someone actively managing the investments for the Board.

Chairman Bertoglio asked if everyone agreed with that and if they want the CD's to mature and move the funds.

Board Schwarzrock asked for a better explanation of the WYOClass as he thought it is for short-term investments. Ms. Johnson stated that WYOClass is a Mutual Fund, and when the City invested with FIB they have Mutual Fund as well. Chairman Bertoglio stated that governmental funds are restricted to money market and a certain type of treasury bonds.

Ms. Johnson stated that there are two types of investments, highly liquid which is cash money and Bonds which are long-term.

Board Member Schwarzrock asked if there was a fluctuation in the fees. Ms. Johnson stated that the City fees stay at 12 basis points. Ms. Johnson stated that

the City does not invest in WYOClass so she is unsure about their fee schedule. Chairman Bertoglio stated that he believes that the WYOClass is just one fund and they do not give you that flexibility of going out and getting bonds. Vice-Chairman North stated that they have not changed that much in the last year, no matter where you go it will be the difference in the fees.

Chairman Bertoglio asked what Amoco gets from piggy backing on the City as he knows with more money less fees. Ms. Johnson stated that the City pays a straight 12 basis points no matter the amount. Ms. Johnson stated that the City has not had losses with their investments using FIB.

Chairman Bertoglio asked if the Board went on their own to FIB if they would see something different or is there something special for the City. Ms. Johnson stated that she did not believe that the Board would get anything different as they would get a professional advisor to manage their investments.

Chairman Bertoglio asked if the Board liked the idea of getting a professional advisor for the investments. Chairman Bertoglio stated that he didn't think they could answer that at this point. Vice-Chairman North stated that he would like to get proposals.

Chairman Bertoglio asked if the Board would like to do anything with the two CD's. Ms. Johnson stated that a 90-day CD with WGIF is 4.9%, transfer to short-term investments at Hilltop would see interest rates drop due to the Federal Reserve, the same with WYOStar I, and WYOStar II would see an increase.

Secretary Waters stated that he thinks the CD's should be rolled over to a 90-day for the time being. Secretary Waters stated that this would give the Board time to get proposals.

A motion was made by Treasurer Cathey and Seconded by Vice-Chairman North to renew the two WGIF CD's for 90 days. Motion put and carried.

Chairman Bertoglio stated that he would work with staff to put out a request for proposals for an investment advisor.

5. In the Operations Update:

Mr. Sexson stated that he is sitting in for Mr. Wood.

Mr. Sexson stated that current daily production is 8 MGD. Mr. Sexson stated that the surface water plant was shut off yesterday.

Mr. Sexson stated that staff has been working on preventive maintenance, working on well houses and corroded pipes.

Mr. Sexson stated that the pump for Morad #10 is being rebuilt.

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

Mr. Willadson stated that the weekly security checks and tank sampling continue to be completed each week.

Mr. Willadson stated that staff started maintenance on the non-draining hydrants.

Mr. Willadson stated that crews are cleaning the tanks and booster station yards for the Winter.

Mr. Willadson stated that a spider spools are being replaced this week at Pioneer Booster.

Board Member Pollock stated that she received an inquiry on why the river is so low and if there is a water shortage. Mr. Brauer stated that the river is managed by the Bureau of Reclamation and this time of year since there is no irrigation flows are lower at minimum flow.

Mr. Brauer stated that he and Ms. Langston have a meeting this week with the Caisson consultant and the Wyoming Water Development on the Well Field Study and will bring information back to the Board.

Board Member Bond asked if this study is for the recharge of the Caissons. Mr. Brauer stated that it is.

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. Meyers stated that every year there are Budget Amendment that are made. Mr. Meyers stated that before the Board today is Budget Amendment No. 1 for FY2025. Mr. Meyers stated that this Amendment includes revenue from Federal Grants for the Caisson Projects as well as roll over of Projects from previous fiscal years. Mr. Meyers stated that the total revenue Amendment is \$609,209.00 and the total for expenditures is \$4,639,244.00. Mr. Meyers stated this will increase the Total Budget Expenditures to \$14,065,845.00.

A motion was made by Board Member Pollock and seconded by Secretary Waters to approve FY2025 Budget Amendment No. 1 for the increase of \$609,209 for revenue and the increased amount of \$4,639,244 in expenditures. Motion put and carried.

b. Mr. Brauer stated that the WTP Disinfection System Upgrade Project has been discussed for a while. Discussions were had as to whether or not to use the same consultant as was used in the beginning of the project or go out for proposals. Mr.

Brauer stated that all were in agreement that they were happy with the services provided by HDR. Mr. Brauer stated that he believes that HDR has provided a detailed scope and fair price for their services. Mr. Brauer stated that this project includes the replacement of the Ozone generators and adding Ultra Violet Disinfection. Mr. Brauer recommended approval of the agreement with HDR, Inc. for the WTP Disinfection System Upgrades, Project No. 24-049, in the amount of \$745,000.00. Mr. Brauer stated that representatives from HDR are in attendance should the Board have any questions.

Treasurer Cathey asked when the design will be done. One of the HDR representatives stated that design should be completed by next Fall. Treasurer Cathey stated that if he remembers correctly the deadline for design is 2026 and to be in operation in 2028. The HDR representative stated design is due in October 2025 with construction completion in April 2028.

A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the agreement with HDR, Inc., for design and bid support of the Casper Water Treatment Plant Disinfection System Upgrades, Project No. 24-049, in the amount of \$745,000.00. Motion put and carried.

Treasurer Cathey left the meeting at 12:27 p.m.

- c. Mr. Brauer stated that he spoke to the Board in the past regarding updating the Water Resources Master Plan. Mr. Brauer stated that in the last year there were discussions with the Bureau of Reclamation regarding water right issues. Mr. Brauer stated that in his opinion we don't have a good handle on the water rights inventory. Mr. Brauer stated that the scope for this project is wide but we will be looking at all of the water rights and return flow credits from the waste water plant. Mr. Brauer stated that it is very important to know what our water rights portfolio includes. Mr. Brauer stated that HDR has been the water rights consultant for the City of Casper for many years.

A motion was made by Secretary Waters seconded by Board Member Pollock to approve the agreement with HDR, Inc., for the CWRWS Water Resources Master Plan, Project No. 24-060, in the amount of \$225,000.00. Motion put and carried.

- d. Chairman Bertoglio stated that a resolution is needed in order to remove Ms. Brown and authorize a replacement for her. Chairman Bertoglio stated that Ms. Allen is in the City Finance Department and would be the point of contact.

A motion was made by Board Member Bond seconded by Secretary Waters to approve Resolution No. 24-02 authorizing revisions to the Central Wyoming Regional Water System Joint Powers Board Bank Account held at Hilltop Bank to Revise authorized contracts. Motion put and carried.

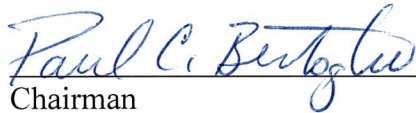
- e. Chairman Bertoglio asked Mr. Sato to introduce himself to the Board. Mr. Sato stated that he is only two years into his career and Ms. Scott will be the lead. Mr. Sato stated that Ms. Scott has six years of direct interest with the Board. Mr. Sato

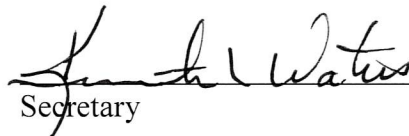
stated that that the Board has been with their firm for years and would like to keep them as clients. Mr. Sato stated that he has experience with local government and is familiar with how these meetings work.

Chairman Bertoglio stated that for the short-term they will continue as Ms. Scott does have a background with the Board. Chairman Bertoglio stated that they used Mr. Chapin for Legal advice on contracts and other things.

- f. There was no Other New Business.
- 9. In the Chairman's Report, Chairman Bertoglio stated that the next Regular Meeting will be held on November 19, 2024, and asked that if any Board Member will be unable to attend the meeting, to let staff know.

A motion was made by Secretary Waters and seconded by Vice-Chairman North to adjourn the meeting at 12:48 p.m. Motion put and carried.


Chairman


Secretary