

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

MEETING PROCEEDINGS

November 19, 2024

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, November 19, 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, Pollock, Tom Brauer, Jill Johnson, Cindie Langston, Nicholas Gassman, Logan Wood, Mark Anderson, 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.; Pat Holscher, Sabrina Kemper, Mike Coleman – City of Mills; Jeff Yennie – Ketel Thorstenson (virtual attendance)

The Board meeting was called to order at 11:37 a.m.

1. In Announcements:

- a. Mr. Brauer introduced Mr. Ethan Yonker, who is the New Water Operation Officer.
2. Chairman Bertoglio asked for a motion to approve the minutes from the October 15, 2024, Regular meeting. A motion was made by Vice-Chairman North and seconded by Treasurer Cathey to approve the minutes from the October 15, 2024, Regular meeting. Motion put and carried.
3. Chairman Bertoglio asked Mr. Yonker if he will present the voucher listing.

Mr. Yonker listed the voucher from the City of Casper, for Regional Water OPS Reimbursement in the amount of \$303,791.86.

Chairman Bertoglio asked Mr. Yonker if this will be the only voucher for approval today. Ms. Chavez handed the CWRWS Bills & Claims list to Chairman Bertoglio for the Board's review.

Chairman Bertoglio reviewed the following vouchers with the Board:

Civil Engineering Professionals, Mountain View Tank Improvement in the amount of \$6,390.00.

Engineering Associates, FY22 Well Rehabilitation in the amount of \$4,302.10.

State of Wyoming Office of State Lands & Investment, Loan #DWSRF 129 in the amount of \$8,182.83.

Wyoming Water Development Commission, New Construction Loan & Rehab Loan Payments in the amount of \$654,316.77.

Chairman Bertoglio stated that this brings the total for the Bills & Claims \$976,983.56.

A motion was made by Board Member Pollock and seconded by Treasurer Cathey to approve the November 2024 Bills and Claims in the amount of \$976,983.56. Motion put and carried.

4. Chairman Bertoglio stated that Ms. Johnson is in attendance today to discuss the Budget Comparisons on the Financial Report.

Ms. Johnson stated there are two items to discuss, the first being Federal Dollars, which is the Rehab Project, which is funded by ARPA dollars. Ms. Johnson stated that in FY24 the Board received \$890,000.00, and \$469,000.00 that is expected to be received this fiscal year. Ms. Johnson stated that there is \$135,000.00 available for the Board to draw on.

Ms. Johnson stated that the second item to discuss is the Interest Earned. Ms. Johnson stated that the Interest is still doing really well, as 71% of the budgeted revenue has been

received, and we are only four months into the year. Ms. Johnson stated that the Board may want to look into approving a Budget Amendment to increase those Revenues. Ms. Johnson stated that she would recommend using \$450,000.00.

Ms. Johnson stated on the Expense side, there are two items she would like to point out, one is the Reimbursement to the City of Casper for \$303,791.86. Ms. Johnson stated that there are still Water Loan Payments that are through the JPB which are listed on the November Bills & Claims. Ms. Johnson stated that the Board will see them in the next fiscal year, which will reflect the principal amount of \$530,000.00. Ms. Johnson stated that overall, everything is going very well as revenues are exceeding expenses.

Treasurer Cathey asked Ms. Johnson if the ARPA Funds need to be committed by the end of the year or are they free to spend it whenever. Ms. Johnson stated that she believes that the funds are all fully committed to the Rehab Project. Treasurer Cathey wanted to have clarification about not losing the funds knowing that there is that break at the end of the year. Ms. Johnson stated that is correct, right now the funds are obligated to the Rehab Project.

Chairman Bertoglio asked Ms. Johnson if the \$450,000.00 is strictly related to Interest. Ms. Johnson stated that was correct.

Chairman Bertoglio asked Ms. Johnson if she would like to discuss the Financial Statement format. Ms. Johnson stated that she would like to turn the Financial Statement discussion over to Mr. Gassman.

Mr. Gassman handed out the CWRWS JPB Financial Statement Report to each Board Member to follow along with him. Mr. Gassman focused on the two-year comparison. Mr. Gassman asked the Board Members if they would like to move from a two-year comparison down to a one-year comparison. Secretary Waters asked if there is a reason why they would go from a two-year down to a one-year comparison. Mr. Gassman stated that when preparing the Financial Report, it would make it a little bit easier and there will be less things that will need to be reviewed in order to make sure that they are correct. Mr. Gassman stated the City of Casper is doing that now and would like the CWRWS JPB to be on board for the same process. Chairman Bertoglio stated that he needed clarification on which report Mr. Gassman is referencing. Mr. Gassman stated that the Audit Report is the yearly report he is referring to. Mr. Gassman stated that what Ms. Johnson currently went over was the Monthly Report. Mr. Gassman asked the Board Members if that would be something they would consider. Chairman Bertoglio stated that we will have the Auditors make that decision, that is why they are independent to see if they are comfortable with making changes.

Chairman Bertoglio asked for a motion to approve the October 2024 Financial Report as presented. A motion was made by Treasurer Cathey and seconded by Board Member Bond to approve the October 2024 Financial Report as presented. Motion put and carried.

5. In the Operations Update:

Mr. Wood stated that production is about 5.5 MGD. Mr. Wood stated that staff is working on performing monthly/yearly wintertime maintenance on the Plant. Mr. Wood stated that the three Cassion wells are like new. Mr. Wood stated that things have been slow due to the time of the year.

Chairman Bertoglio asked if there were any questions for Mr. Wood. No questions were asked.

The time was turned over to Mr. Anderson for the transmission report.

Mr. Anderson addressed the Board with an update on what has been going on in the past month. Mr. Anderson stated that staff are busy winterizing the boosters with no issues being discovered.

Mr. Anderson stated that staff finished the first round of the hydrant checks, which will continue throughout the winter.

Mr. Anderson stated that Salt Creek Booster is getting a complete pump rehab.

Chairman Bertoglio asked if there were any questions for Mr. Anderson. No questions were asked.

- 8a. Chairman Bertoglio stated that he would like to move the presentation of the audit up on the agenda and turned the time over to Mr. Jeff Yennie with Ketel Thorstenson, who is attending virtually. Mr. Yennie explained what the Uniformed Compliance Report is showing. Mr. Yennie explained the comparative format of the audit report to the Board. Mr. Yennie stated that if the JPB has any questions on the audit report, they could direct the questions to Mr. Yennie or to the Financial Team with the City of Casper. Mr. Yennie continued to break down the different parts of the Audit to the Board. Mr. Yennie stated that on page 24 there is a new Schedule of Expenditures.

Chairman Bertoglio asked if there were any questions for Mr. Yennie. The Board had no questions for Mr. Yennie.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve the FY24 Audit as presented by Ketel Thorstenson. Motion put and carried.

6. There was no Public Comment.
7. In Old Business, Mr. Coleman from Mills and Mr. Sato presented a Deed of Easement to the Board. Mr. Coleman stated that the Easement had been brought to the Board years ago and is for a 20-foot Pedestrian Pathway Easement, located in the portion of the SE $\frac{1}{4}$ NW $\frac{1}{4}$ and the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 11 T 33N R 80W 6th P.M. Natrona County Wyoming.

Mr. Holscher stated that Black Hills Energy has given their approval to proceed with the Easement. Chairman Bertoglio requested a copy of the written approval from Black Hills Energy be provided to the Board.

A motion was made by Secretary Waters and Seconded by Vice-Chairman North to approve the 20-foot Pathway Easement north of the Mountain View Water Tank to the City of Mills for purpose of a walking path.

a. There was no Other Old Business.

8. In New Business:

b. Chairman Bertoglio stated that the approvals from the State of Wyoming came back for the resolution of the Town of Bar Nunn to assume Wardwell's position on the Joint Powers Board.

Chairman Bertoglio asked Mr. Sato if he had seen the Water Rights transfer had also been done. Chairman Bertoglio stated that the State approval of the Amended Joint Powers Agreement triggers the submittal of an updated Certificate of Organization to the State.

A motion was made by Board Member Bond and Seconded by Secretary Waters to approve the Certificate of Organization and submittal to the State. Motion put and carried.

c. In Other New Business:

i) Chairman Bertoglio stated that Ms. Johnson had mention the formatting of the Financial Statements for the Audits earlier in the meeting. Ms. Johnson stated that she would like direction on what the Board would like to choose for format of the audit next year. Chairman Bertoglio asked what it would look like with a single year. Ms. Johnson stated that the description would not show the side-by-side comparison between the two years.

Treasurer Cathey stated the Board likes having the comparison.

ii) Chairman Bertoglio stated that the Board had talked about getting an RFP to manage funds and asked if that is still being worked on. Ms. Johnson stated that she is not working on that request currently. Ms. Johnson stated that she can certainly do that. Ms. Johnson stated that she believes that the RWS Board does not have an Investment Policy either, and asked if that is something they would like to see as well. Chairman Bertoglio stated they would like to have an Investment Policy put into place for their Funds. Chairman Bertoglio stated that he will have a meeting with Mr. Yonker to discuss what the RWS Board would like to have in the policy and bring Ms. Johnson in when need be.

iii) Mr. Yonker stated that an Insurance claim was submitted for the front gate and the Insurance company has requested a copy of the video that shows the incident that resulted in damage to the front gate. Mr. Yonker asked the Board for their permission to release the video of the incident to the

Insurance Company. The Board granted Mr. Yonker permission to release the incident video to the Insurance Company.

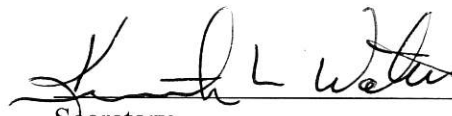
- iv) Mr. Brauer stated that HDR is under contract for both the Water Resource Plan along with the UV Design. Mr. Brauer stated that he and Mr. Yonker will be providing updates to the Board on both of these very important projects in the upcoming months.
- v) Chairman Bertoglio thanked Ms. Langston for her assistance during the transition period. Mr. Brauer also thanked Ms. Langston for all her hard work during the transition and stated that she is a valuable asset to the City of Casper and Regional Water.

Ms. Langston thanked the Board and asked if the Legal Counsel for the Board has changed. Chairman Bertoglio asked if the Boards' Legal Counsel contract was with Mr. Chapin or with the firm of Williams, Porter, Day & Neville. Mr. Brauer stated that he believes the representation letter is with Williams, Porter, Day & Neville. Mr. Sato stated that he believes the representation letter listed Mr. Chapin, so an updated Engagement letter is needed.

- 9. In the Chairman's Report, Chairman Bertoglio stated that the next Regular Meeting will be held on December 17, 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 Treasurer Cathey to adjourn the meeting at 12:42 p.m. Motion put and carried.


Chairman


Secretary