

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

**MEETING PROCEEDINGS**

February 19, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 19, 2019 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, and Board Members Freel, Huber, Powell, Tasler, and Walsh. Treasurer Bertoglio was absent.

**City of Casper –** Freel, Huber, Powell, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Alex Sveda, Ethan Yonker, Andrew Colling

**Natrona County –**

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Tasler

**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 and Kyle Ridgeway – Williams, Porter, Day & Neville, P.C.; Brandon Gebhart – HDR Engineering, Inc.

The Board meeting was called to order at 11:34 a.m.

1. In Announcements, Mr. Martin stated that Ms. Linda Tasler is in attendance and has the proxy for Board Member Waters.
2. Chairman King stated that it is the time of year to elect Board Officers and asked for a motion to elect a Treasurer to replace John Lawson. A motion was made by Board Member Walsh and seconded by Board Member Huber to elect Board Member Paul Bertoglio as Treasurer. Motion put and carried.

Chairman King asked for a motion to elect a Secretary. A motion was made by Board Member Tasler and seconded by Board Member Walsh to elect Board Member Ken Waters as Secretary. Motion put and carried.

Chairman King asked for a motion to elect a Vice-Chairman. A motion was made by Board Member Powell and seconded by Board Member Tasler to retain Vice-Chairman Larry Keffer. Motion put and carried.

Chairman King asked for a motion to elect a Chairman. A motion was made by Board Member Powell and seconded by Board Member Walsh to retain Chairman H.H. (Buck) King. Motion put and carried.

3. Chairman King asked for a motion to approve the minutes from the January 15, 2019 meeting. A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve the minutes from the January 15, 2019 meeting. Motion put and carried.
4. 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 7989 for Landmark Structures I, LP in the amount of \$1,564.00 for the Airport Elevated Tank Project; voucher 7990 for ITC Electrical Technologies in the amount of \$1,952.48 for Raw Water Pump #2 repair; voucher 7991 for Endress + Hauser, Inc. in the amount of \$4,236.93 for the Filter Gallery Level Indicator; and voucher 7992 for Sound Water Services, Inc. in the amount of \$3,550.00 for the South Chem Turbidimeter. Mr. Martin stated that vouchers 7986 through 7988 will be considered later in the meeting. 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 February 2019 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the February 2019 voucher list to include voucher numbers 7974 through 7992 in the amount of \$303,584.72 with vouchers 7986 through 7988 to be considered later in the meeting. Motion put and carried.

5. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for January 2019 was 159.8 MG, which is 12 MG less than the five year average of 172 MG. Mr. Martin stated that year to date production is 2.3 BG which is just under the five year average of 2.44 BG.

Mr. Martin asked the Board to reference page 1 of the January 2019 Financial Report. Mr. Martin stated that Total Reservations are \$6.5 M down from \$7.2 M one year ago. Mr. Martin stated that this decrease was expected due to the large projects that have been under construction over the last year.

Mr. Martin asked the Board to reference page 2 of the Financial Report. Mr. Martin stated that year to date Water Sales are \$4.256 M, which is an increase of \$219,497 over last year due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$1,886,562, which is a 1.97% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this past summer season.

Mr. Martin stated that the Net Assets increase year to date is \$779,829.

Chairman King asked for a motion to approve the January 2019 Financial Report as presented. A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to approve the January 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that the WTP is in wintertime operations, and staff has been replacing instrumentation and turbidimeters in the WTP and wellfields. Mr. Schroeder stated that there are approximately 45 turbidimeters that need maintained/replaced in the WTP and wellfields.

Mr. Schroeder stated that the 2.6 MG Tank was drained, a quick inspection was done, and a sample of the paint was taken. Mr. Schroeder stated that the tank will remain out of service until repairs are made to the tank.

Mr. Schroeder stated that the chlorine residuals are in good shape in the system.

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

Mr. Conner stated that last month he reported that a new meter was installed at Pioneer Booster. Mr. Conner stated that the meter was tested by Meter Services and it tested within parameters.

Mr. Conner stated that staff is continuing to work on GIS by entering waterlines and valves and updating information.

Mr. Conner stated that a couple of diaphragm kits were ordered for some control valves at Pioneer Booster that are leaking.

Mr. Conner stated that the Wardwell Booster emergency generator was run for a couple of hours during a power outage the other morning.

Mr. Conner stated that non-draining hydrants are being checked monthly, and the RWS fire hydrants are being checked. Mr. Conner stated that staff is also exercising valves out in the system.

7. There was no Public Comment.
8. There was no Old Business.
  - a. There was no Other Old Business.
9. In New Business:
  - a. Mr. Martin stated that last month the Board reviewed and discussed the draft WTP Emergency Generator change order and Mr. Alex Sveda with the City Engineering Department is in attendance to review the amended change order with the Board.

Mr. Sveda stated that the final testing of the emergency generator has been completed and was approved.

Mr. Sveda stated that this change order includes a request of 554 days, the additional fees included in the amendment with the Consulting Engineer for extra work that was required, and unused contingency funds. Mr. Sveda stated that the total of the deduct change order is \$76,010.

Mr. Sveda stated that the contractor had delays, but was responsive to engineer requests. Mr. Sveda stated that the project was supposed to be completed on April 27, 2017, but there were delays by sub-contractors not being able to meet the timeline. Mr. Sveda stated that there were also delays because the contractor had to wait for the WTP surface water plant to shut down for the season before testing could be completed.

Chairman King asked if there is a warranty period for the emergency generator. Mr. Sveda stated that there is a one year warranty period for the emergency generator.

A motion was made by Board Member Powell and seconded by Vice-Chairman King to approve Deduct Change Order No. 1 for the Water Treatment Plant Emergency Generator Project No. 10-09 in the amount of \$76,010 and a time extension of 554 days. Motion put and carried.

- i) Mr. Martin stated that voucher 7986 in the amount of \$335,338.14 is for Partial Payment No. 3 to Wyoming Machinery for the WTP Emergency Power Project and recommended approval.

A motion was made by Board Member Tasler and seconded by Board Member Walsh to approve voucher 7986 for Wyoming Machinery Company in the amount of \$335,338.14 for Partial Payment No. 3 for the WTP Emergency Power Project. Motion put and carried.

- b. Mr. Sveda stated that he has been in contact with the State regarding the completion of the project. Mr. Sveda stated that because this project is funded with a State loan and met substantial completed almost a year ago, the loan needs to be closed out.

Mr. Martin stated that the Board must relinquish the remaining funds of Loan Number DW115 with the Wyoming State Loan and Investment Board in the amount of \$13,356.41 in order to close out the loan.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the relinquishment of the remaining funds of Loan Number DW115 in the amount of \$13,356.41. Motion put and carried.

- i) Mr. Martin stated that voucher 7987 in the amount of \$78,347.84 is for the interest from Loan Number DW115. Mr. Martin stated that once the interest payment is received, this will move the loan to an amended promissory note and put it into repayment status.

A motion was made by Board Member Walsh and Seconded by Vice-Chairman Keffer to approve voucher 7987 for the Wyoming Office of State Lands and Investments in the amount of \$78,347.84 for the interest payment for Loan Number DW115. Motion put and carried.

- c. Mr. Martin stated that once the State receives the interest payment and relinquishment of remaining funds for Loan Number DW115, they will send the Amended Promissory Note for the loan. Mr. Martin stated that there will be a very tight timeframe to send the signed Amended Promissory Note back to the State as repayment of the loan must start within one year of initiation of substantial completion, making the latest start repayment date March 15, 2019. Mr. Martin stated that for this reason it is requested that the Board authorize the Chairman and Secretary to sign the Amended Promissory Note after it has been reviewed and approved by Mr. Chapin.

A motion was made by Board Member Walsh and seconded by Board Member Powell to authorize the Chairman and Secretary to sign the Amended Promissory Note for Loan Number DW115 after it has been reviewed and approved by Mr. Chapin. Motion put and carried.

- d. Mr. Martin stated that the Variable Frequency Drive (VFD) for the Surface Water High Service Pump was replaced last year and the Groundwater High Service Pump VFD needs replaced this budget year. Mr. Martin turned the time over to

Mr. Andrew Colling with the City Engineering Department to discuss the project.

Mr. Colling stated that there was only one bid received for this project; Modern Electric submitted a bid in the amount of \$90,785. Mr. Colling stated that Modern Electric replaced the Surface Water VFD last year and had good success.

Mr. Colling recommended awarding the contract for the Groundwater High Service Pump VFD to Modern Electric in the amount of \$90,785 with a contingency amount of \$4,215, for total project amount of \$95,000.

Mr. Colling stated that the estimate prepared by the City Engineering Department was \$95,000.

A motion was made by Board Member Powell and seconded by Vice-Chairman Keffer to approve the contract with Modern Electric, Co. for the Groundwater High Service Pump VFD in the amount of \$90,785 with a contingency amount of \$4,215, for a total project amount of \$95,000. Motion put and carried.

- e. Mr. Martin stated that recently the bid opening was held for the SCADA System Upgrades Project and Mr. Ethan Yonker with the City Engineering Department, and Mr. Brandon Gebhart with HDR Engineering are in attendance to discuss the project and answer any questions.

Mr. Yonker stated that three bids were received for the SCADA System Upgrades Project; HOA Solutions, Inc. - \$1,392,816; ITC Electrical Technologies - \$1,632,670; and McMillen, LLC - \$3,372,800. Mr. Yonker stated that ITC Electrical Technologies was given a 5% in-state bid preference, but their bid was still more than the bid from HOA Solutions.

Mr. Martin stated that this project is being funded with a loan from the State in the amount of \$1,600,000.

Board Member Powell asked that staff review what the SCADA project is for the new Board Members.

Mr. Schroeder stated that the SCADA system is the computer system that runs the WTP and all remote sites. Mr. Schroeder stated that this system is how the Operator tells pumps when to turn on and off, regulate the feed of the chemical systems, and shows the Operator the water tank levels. Mr. Schroeder stated that the construction phase of this project will take a lot of scheduling for the down time that will be necessary.

Board Member Tasler asked if the remote sites will experience down time during construction. Mr. Schroeder stated that they will, however, down time will be scheduled carefully so it is for no more than one day at a time.

A motion was made by Board Member Walsh and seconded by Board Member Powell to approve the contract with HOA Solutions, Inc. for the SCADA System Upgrades Project No. 17-038 in the amount of \$1,392,816, with a contingency amount of \$100,000, for a total project amount of \$1,492,816. Motion put and carried.

- f. Mr. Martin stated that last month Mr. Schroeder informed the Board that one of the Raw Water pumps had failed. Mr. Martin stated that it was determined that the pump was out of spec and had a broken shaft. Mr. Martin stated that to repair the pump it will cost \$29,601; a new pump would cost approximately \$60,000. Mr. Martin recommended awarding the contract for pump repairs to Hydro Inc.

A motion was made by Board Member Huber and seconded by Board Member Tasler to approve the contract with Hydro Inc. for the repair of Raw Water Pump #6 in the amount of \$29,601. Motion put and carried.

- g. Mr. Martin stated that based on the *Cryptosporidium* source water monitoring results obtained during the second round of Long Term 2 Enhanced Surface Water Treatment Rule sampling, the EPA has placed a BIN 2 classification on the groundwater and surface water.

Mr. Martin stated that the BIN 2 classification requires additional treatment for *Cryptosporidium* for both the groundwater and the surface water. Mr. Martin stated that the surface water will require additional testing, and the groundwater will require upgrading the existing disinfection system to include ultraviolet light disinfection (UV). Mr. Martin stated that EPA has approved the requested seven year timeline for installation and operations of the UV system.

Mr. Martin stated that a letter dated September 13, 2018 was sent to EPA informing them that a Level II (feasibility study) grant application would be submitted to the Wyoming Water Development Commission (WWDC) by the March 2019 application deadline. Mr. Martin stated that if the application is approved, funding would be available in April 2020.

Mr. Martin recommended the approval of Resolution No. 19-01, for the submittal of the Level II Grant Application for the WTP Disinfection System Upgrade Project.

A motion was made by Board Member Tasler and seconded by Vice-Chairman Keffer to approve Resolution No. 19-01, for the submittal of a Level II Grant Application to the WWDC for the WTP Disinfection System Upgrade Project. Motion put and carried.

- i) Mr. Martin stated that a \$1,000 application fee must be submitted with the Level II Grant Application for the WTP Disinfection System Upgrade Project and recommended approval of voucher 7988.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve voucher 7988 for the Wyoming Water Development Commission in the amount of \$1,000 for the Level II Funding Application Fee for the WTP Disinfection System Upgrade Project. Motion put and carried.

h. There was no Other New Business.

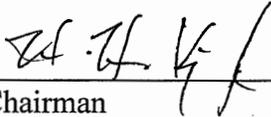
10. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to adjourn from Regular Session into Executive Session to discuss potential litigation at 12:08 p.m. Motion put and carried.

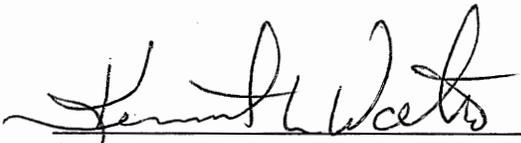
A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to open the Executive Session at 12:09 p.m. Motion put and carried.

A motion was made by Board Member Walsh and seconded by Board Member Powell to adjourn from Executive Session back to Regular Session at 12:48 p.m. Motion put and carried.

11. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on March 19, 2019.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to adjourn the meeting at 12:49 p.m. Motion put and carried.

  
Chairman

  
Secretary