

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

MEETING PROCEEDINGS

March 21, 2017

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 21, 2017 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, Treasurer Lawson, and Board Members Johnson, Walsh, and Waters. Secretary Powell and Board Member Murphy were absent.

City of Casper – Johnson, Walsh, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Jolene Martinez

Natrona County – Lawson

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Waters, Linda Tasler

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 — Charlie Chapin – Williams, Porter, Day and Neville, P.C.; Steve Quail – HDR Engineering; T.C. Dinkins – Stantec; Stacey Hellekson, Chad Vaughn – Woodard & Curran

The Board meeting was called to order at 11:30 a.m.

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the February 21, 2017 meeting. A motion was made by Treasurer Lawson and seconded by Vice-Chairman Keffer to approve the minutes from the February 21, 2017 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the voucher listing handed out on this date. Mr. Martin stated that one additional voucher was added to the listing; voucher 7632 for Dana Kepner in the credit amount of \$275.00 for the return of spare parts for the 8-inch backflow preventer installation. 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 March 2017 vouchers. A motion was made by Board Member Waters and seconded by Board Member Walsh to approve the March 2017 voucher list to include voucher numbers 7622 through 7632 in the amount of \$258,514.63. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in their agenda packets. Mr. Martin stated that production for February 2017 was 150 MG which is 17 MG less than one year ago and 10 MG below the 5-year average.

Mr. Martin asked the Board to reference page 2 of the January 2017 Financial Report. Mr. Martin stated that Water Sales is approximately \$45,000 less than last year. Mr. Martin stated that Operations Expense is approximately \$92,000 less than one year ago. Mr. Martin stated that Net Operating Income is approximately \$47,000 greater than last year.

Chairman King asked for a motion to approve the February 2017 Financial Report. A motion was made by Board Member Johnson and seconded by Treasurer Lawson to approve the February 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 WTP Emergency Power Project is underway. Mr. Schroeder stated that a meeting was held with the contractor about their crews signing in and out each day.

Mr. Schroeder stated that water production is picking up.

Mr. Schroeder stated that staff is getting the surface water plant ready for a trial run next month and for flushing of the groundwater system.

Board Member Walsh asked when the emergency generator will be operational. Mr. Martin stated that substantial completion is scheduled for the end of June.

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

Mr. Conner stated that staff has been dewatering the Actiflo lagoons and removing the

sludge in preparation for the summer season.

Mr. Conner stated that staff has been working on the installation of the 8-inch backflow preventer and the filter mag meter.

Mr. Conner stated that the Mt. View Booster pump has been repaired and installed.

Mr. Conner stated that a plugged waterline at the WTP was jetted.

Mr. Conner stated that pumps at the RWS boosters have been aligned.

Mr. Conner stated that the Actiflo lagoons will be cleaned next week.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that last month Mr. Schroeder sent the Wellfield Management Plan to EPA for review. Mr. Martin stated that staff hoped to have comments back from EPA to discuss with the Board, but no comments were received. Mr. Martin stated that this item will be discussed at a future Board meeting.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that the Board has contributed funding for the River Restoration Project in the WTP area. Mr. Martin stated that staff felt it was appropriate that the Board be given an update on the project and turned the time over to Ms. Martinez with City Engineering, and Mr. Dinkins with Stantec.

Ms. Martinez stated that the project update will include the phases by the WTP and Morad Park. Ms. Martinez stated that approximately \$3M has been invested in these two phases of the project.

Mr. Dinkins stated that the River Restoration Project started with a Master Plan that was completed in 2012. Mr. Dinkins stated that the Project Goals are as follows: Bank Stabilization; Water Quality Improvement; Aquatic Habitat Enhancement; Removal of Non-Native Plants; Native Vegetation Replanting.

Mr. Dinkins stated that the Proposed Design Plan for the project includes Russian Olive tree removal; Channel Reconstruction; Wetland Creation; and Re-vegetation. Mr. Dinkins stated that Russian Olive trees are an invasive species, crowd out native vegetation, and are hard to remove.

Mr. Dinkins stated that in order to do construction on the river, it must be at low flows. Mr. Dinkins stated that mini rock vanes were installed in areas of the river

to guide the river away from the banks to the middle of the river channel. Mr. Dinkins stated that woody toe was installed along the riverbank to help stabilize the riverbank.

Mr. Dinkins stated that the riverbank was rebuilt near one of the well houses right along the river. Ms. Martinez stated that the former City Engineer stated that this well house was one major flood incident from being lost to the river.

Mr. Dinkins stated that the Izaak Walton Reach Phase of the River Restoration Project has the worst bank erosion and Chamberlain Road is in danger.

Chairman King asked what the life expectancy of woody toe is. Mr. Dinkins stated that woody toe lasts approximately 40 to 50 years and by the time it decomposes, the bank has stabilized with natural vegetation.

Board Member Waters asked when Phase 4 of the project will begin. Ms. Martinez stated that Phase 4 is currently in design. Ms. Martinez stated that there are many entities involved with Phase 4 and they all must agree on the design. Ms. Martinez stated that funding must be raised before construction can begin. Chairman King asked how funding is obtained. Ms. Martinez stated that funding of the project has been through private entities, Game & Fish grants, Governor's Big Game License grant, Wyoming Business Council, Wyoming Wildlife and Natural Resource Trust, Consensus Funds, 1% Monies, Regional Water, etc.

- b. Mr. Martin stated that System Investment Charges are a one-time fee charged to new connections to the water and sewer systems. Mr. Martin stated that the RWS system investment charges have not been updated since 1998.

Mr. Martin stated that in August 2016 the Board agreed to join with the City for an updated system investment charge study. Mr. Martin stated that the City consummated an agreement with Raftelis Financial Consultants for a System Investment Charge and Cost of Service Study for the City of Casper and the RWS. Mr. Martin stated that the RWS fair share cost portion of the agreement is up to a maximum amount of \$15,498. Mr. Martin recommended approval of the agreement.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Johnson to approve the funding agreement between the City of Casper and the RWS for the System Investment Charge and Cost of Service Study in the maximum amount up to \$15,498. Motion put and carried.

- c. Mr. Martin stated that the RWS website was started in 1997 as part of the Emergency Response Plan. Mr. Martin stated that the website was updated in 2003 by a consultant and maintained by staff with specialized software. Mr. Martin stated that the RWS website has RWS meeting agendas, approved minutes, annual Consumer Confidence Reports, and Groundwater Guardian

information.

Mr. Martin stated that in 2013 staff computers were updated and the website software was no longer compatible with the new Windows operating system and the website software was no longer supported by the manufacturer. Mr. Martin stated that due to these issues the website has not been updated since 2013.

Mr. Martin stated that staff has researched options for updating the RWS website, but none have been viable as they were either labor intensive, highly expensive, or required the purchase of specialized software.

Mr. Martin stated that staff was contacted by Immense Impact, LLC regarding a website subscription program through Rural Water. Mr. Martin stated that this program is designed for small water systems that are members of Rural Water. Mr. Martin stated that this program subscription includes website hosting, unlimited customer support, and all website updates and upgrades. Mr. Martin stated that staff participated in a conference call with Immense Impact where they did an overview of how to make changes on the website and how it would be designed. Mr. Martin stated that staff was very impressed with the website design and the ease of making changes.

Mr. Martin stated that Wardwell Water & Sewer District staff use this website subscription program and are very pleased with their results.

Mr. Martin stated that there is an initial subscription fee of \$390 and a one-time set-up fee of \$299. Mr. Martin stated that at this time there are promotional discounts available in the amount of \$82.50 so the total cost of the initial subscription would be \$606.50. Mr. Martin stated that current pricing for future annual subscription renewals is \$357.50.

A motion was made by Board Member Waters and seconded by Board Member Walsh to approve subscribing to the Rural Water Impact program for RWS website updating and maintenance in the amount of \$606.50. Motion put and carried.

- d. Mr. Martin stated that currently staff uses a 1997 Ford Ranger with approximately 90,000 miles on it for driving to different locations on-site at the WTP. Mr. Martin stated that this Ranger has numerous mechanical issues and is at the end of its useful life.

Mr. Martin stated that staff received three quotes for a utility vehicle to take the place of the Ranger. Mr. Martin stated that of the three quotes, only Bobcat of Casper would take the Ranger as a trade-in. Mr. Martin stated that staff recommends purchasing a Bobcat 3400 Gas M1303 Utility Vehicle from Bobcat of Casper in the amount of \$12,943 to be used on-site at the WTP.

A motion was made by Board Member Johnson and seconded by Treasurer Lawson to approve the purchase of a Bobcat 3400 Gas M1303 Utility Vehicle from Bobcat of Casper in the amount of \$12,943 to be used on-site at the WTP with the trade-in of the 1997 Ford Ranger. Motion put and carried.

e. In Other New Business:

- i. Mr. Martin stated that the bid opening for the WTP Alternate Backwash Water Supply Project was yesterday and turned the time over to Ms. Hellekson with Woodard & Curran.

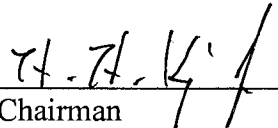
Ms. Hellekson stated that this project has been advertised since mid-February. Ms. Hellekson stated that there were two contractors that bid on the project, COP Wyoming, LLC, from Sheridan, and Park Construction, from Minneapolis, MN. Ms. Hellekson stated that COP Wyoming has the preference for being a Wyoming resident contractor. Ms. Hellekson stated that the bids were sent to WWDC yesterday for review and she just received an email from WWDC stating they concurred with the recommendation to accept the bid from COP Wyoming, LLC.

Mr. Martin stated that staff recommends the Board hold a Special Meeting to consider awarding the contract for this project as time is of the essence for this project. Mr. Chapin stated that the Board could hold a Special Meeting either by phone, or on-site. Treasurer Lawson stated that it would be better to hold the meeting in person on-site. It was the consensus of the Board to hold a Special Meeting on Monday, April 3, 2017 at 9:00 a.m. in the Board Conference Room at the WTP to consider awarding the WTP Alternate Backwash Water Supply Project.

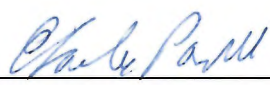
- ii. Mr. Martin stated that the City Manager has requested that the WTP Facilities Plan be presented to City Council at a Work Session to be held on April 25, 2017 at 4:30 p.m. and has requested that the Board attend the Council Work Session. Several Board Members stated they would be able to attend the Council Work Session.

9. In the Chairman's Report, Chairman King stated the next regular meeting will be held on April 18, 2017.

A motion was made by Board Member Johnson and seconded by Board Member Waters to adjourn the meeting at 12:34 p.m. Motion put and carried.



Chairman



Secretary