

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

MEETING PROCEEDINGS

March 21, 2023

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, March 21, 2023 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 Bertoglio, Secretary Waters, Treasurer Cathey, and Board Members Pollock and Sabrosky. Board Members Knell and North were absent.

City of Casper – Bertoglio, Cathey, Pollock, Andrew Beamer, Bruce Martin, Tom Edwards, Mark Anderson, Janette Brown, Andrew Colling

Natrona County –

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Sabrosky

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 — Charlie Chapin – Williams, Porter, Day & Neville, P.C.; Jolene King; Mike Coleman and Sabrina Kemper – City of Mills

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, 2023

Regular meeting, the December 20, 2022 Executive meeting, and the January 17, 2023 Executive meeting. A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the February 21, 2023 Regular meeting, the December 20, 2022 Executive meeting, and the January 17, 2023 Executive meeting. Motion put and carried.

3. Mr. Martin informed the Board that one additional voucher for Sheet Metal Specialties was added to the voucher listing that was sent out in the agenda packet.

Mr. Martin stated that voucher 8556 for the City of Casper in the amount of \$11,500 is for the Engineering fees for the WTP 42" Steel Waterline Replacement Project No. 21-045. Mr. Martin stated that this project was engineered in house by the City Engineering Department.

Mr. Martin stated that vouchers 8558 and 8565 for Sheet Metal Specialties in the total amount of \$32,214.50 is for the CWRWS HVAC Chiller Replacement Project No. 20-030.

Mr. Martin stated that voucher 8560 for Immense Impact, LLC in the amount of \$457 is for the annual subscription fee for the RWS website.

Mr. Martin stated that voucher 8561 for CNA Surety in the amount of \$125 is for the Board Officer Bond for the Treasurer. Mr. Martin stated that when the other Officer Bonds were renewed, this one was not on the same renewal date.

Mr. Martin stated that the vouchers are in good order and recommended approval of vouchers 8556 through 8565 in the amount of \$371,522.17.

Chairman King asked for a motion to approve the March 2023 vouchers. A motion was made by Secretary Waters and seconded by Board Member Pollock to approve the March 2023 voucher listing to include voucher numbers 8556 through 8555 in the amount of \$371,522.17. Motion put and carried.

4. Mr. Martin asked the Board to reference the Water Production table on the screen. Mr. Martin stated that there were 159 MG of water produced in February, which is 12 MG above the five-year average of 147 MG.

Mr. Martin stated that year to date water production for February was 2.76 BG, which is 184 MG above the five-year average of 2.58 BG. Mr. Martin stated that it has been a very good year for water sales.

Mr. Martin stated that Water Utility Charges for FY23 is \$6,158,153, which is approximately \$839,000 more than last year at the same time. Mr. Martin stated that the increase is due to the rate increase, and the above average water sales.

Mr. Martin stated that Interest Earned is a total of \$133,041 for the fiscal year. Mr. Martin stated that this is due to the WYOSTar I and II investment accounts.

Mr. Martin stated that Reimbursable Contract Expense is \$2,618,049. Mr. Martin stated that the current figure also includes the February Operations Reimbursement. Mr. Martin stated that this line item is on track for where it was expected to be. Mr. Martin stated that as we get to the end of the budget year, we will have to look at the Chemicals line item and determine if a budget amendment will be needed.

Chairman King asked for a motion to approve the February 2023 Financial Report as presented. A motion was made by Board Member Sabrosky and seconded by Secretary Waters to approve the February 2023 Financial Report as presented. Motion put and carried.

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

Mr. Edwards stated that production is currently averaging 5.6 MGD and is being met using eleven Casper wells, seven Morad wells, and two Caissons.

Mr. Edwards stated that Maintenance staff installed valve actuators on the Surface Water High Service pumps.

Mr. Edwards stated that Maintenance staff replaced a turbidimeter on Morad 11, and repaired the thermostat on Morad 13.

Mr. Edwards stated that the check valve on Morad 7 was replaced.

Mr. Edwards stated that staff replaced the failing motor pulley on the North Chem air handler.

Mr. Edwards stated that staff cleaned out the filter wash sprayer nozzles.

Mr. Edwards stated that staff replaced the thermostat in Casper 12.

Mr. Edwards stated that the monthly turbidimeter calibrations and preventative maintenance workorders were completed.

Mr. Edwards stated that subcontractors for the Chiller Project have installed some conduit and are conducting site evaluations.

Mr. Edwards stated that Carr Coating started the Raw Water Pipe Coating Project and conducted a lead test.

Mr. Edwards stated that Waters & Son are waiting on materials for the front gate.

Mr. Edwards stated that IT will be upgrading two security cameras and installing two new ones as soon as the materials arrive.

Mr. Edwards stated that Energy Management will be on site at the end of the month to wire the actuators that were installed on the Surface Water High Service pumps and test them.

Mr. Edwards stated that Hach was on site to complete the annual maintenance on the chloramine analyzers.

Chairman King turned the time over to Mr. Anderson for the Transmission System Update.

Mr. Anderson stated that Distribution staff has been continuing to service the non-draining fire hydrants, will continue to do so for the next couple of months.

Mr. Anderson stated that the Wardwell Tank was inspected and it looks good.

Mr. Anderson stated that Airport Booster Pump No. 1 had a leak on the control valve that was repaired.

Mr. Anderson stated that the annual pump alignments at all the boosters were completed.

Mr. Anderson stated that staff continues to complete the weekly security checks, and the weekly and monthly tank sampling.

Mr. Anderson stated that staff did a ¾-inch water tap for Pioneer's water system at Poison Spider and Black Widow Road.

Mr. Anderson stated that staff began draining Mountain View Tank yesterday. Mr. Anderson stated that the tank is due for the 5-year tank cleaning and inspection.

Chairman King asked how the pumps are doing at the Salt Creek pump station. Mr. Anderson stated that staff fixed the packing in one pump, and the others are still working fine.

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. Martin stated that in the Summer of 2021, the City of Mills approached the Board about a potential easement for a pathway across the Mountain View tank and booster site. Mr. Martin stated that in August 2021 staff brought this to the Board, and at that time the Board decided that instead of an easement, they would consider a license agreement across the Mountain View tank and booster site outside of the fenced area. Mr. Martin stated that today, the City of Mills is farther along on their project and are ready to make a formal request for the license agreement across the Mountain View tank and booster site. Mr. Martin asked the Board to reference the map of the site, and a map of the City of Mills proposed pathway on the screen. Mr. Martin turned the time over to Ms. Sabrina Kemper and Mr. Mike Coleman with the City of Mills to answer any questions

the Board may have on this request.

Ms. Kemper passed out maps of the entire pathway trail to the Board. Ms. Kemper stated that this pathway will connect both ends of the City of Mills, east and west, to the existing Platte River Trails pathway system and it is approximately three miles long total. Ms. Kemper stated that it is approximately 160 feet across Regional Water property that the City of Mills is requesting access for the pathway.

Mr. Martin stated that today, it is just a request, and if the Board considers this favorable, a license agreement will be drafted for approval by the Board at a future meeting.

Board Member Pollock stated that this item predates her time on the Board, and asked if someone that was here at the time could give her the insight and rationale for a license agreement instead of an easement for the pathway.

Mr. Martin stated that at the time it was originally discussed as an easement, but with the license agreement it is something that can be revoked at any time and is not as permanent as an easement would be.

Vice-Chairman Bertoglio asked where the fencing is on the property, and if it goes all the way out to where the access is requested. Mr. Martin stated that the fencing is just around the tank and booster area. Vice-Chairman Bertoglio stated that it is then no expense to the Board. Secretary Waters stated that was correct as the pathway is outside of the fence area.

Board Member Sabrosky asked if the Board goes forth with a license agreement, in the future, if needed, could the Board could go forward with an easement if that was more suitable. Secretary Waters asked what the thought process would be for moving to an easement instead of staying with a license agreement. Board Member Sabrosky stated that a turnover in Board members, or the continued usage of the pathway, a license agreement could be cancelled, but an easement could not.

Board Member Pollock stated that she understands that the Board wants to make sure that there are no disturbances to the operations. Board Member Pollock stated that she could see where a license agreement could put the City of Mills in a precarious position to move forward with the pathway. Board Member Pollock stated that she does not have an issue moving forward with a license agreement, but does feel that an easement would be more appropriate for a long-term solution.

Treasurer Cathey stated that when you give an easement, you give them the right to do whatever they want with the property because it gives them a vested interest, or partial ownership of that property. Treasurer Cathey stated that if the Board needs to build across it to do anything with their property, they would then have to go to them for their approval to be able to do anything on that piece of

property. Treasurer Cathey stated that an easement gives them property rights to that piece of property, and he would not allow people on the Board's property with the way things are growing and the possibility of having to expand, to give them a preferential right to stop the Board from any improvements down the road.

Board Member Sabrosky asked as far as liability goes, between a license agreement or an easement, if someone gets hurt on the pathway on the Board property, is the Board liable under a license agreement. Mr. Chapin stated that language could be put in the agreement that they are obligated to maintain insurance for such scenarios. Board Member Sabrosky asked if an easement could include conditional language so that the Board could do what they needed as long as the easement is recorded. Mr. Chapin stated that you could, but to try to speculate as to why you would need something different, and then you would get in a wrangle of whether it falls under conditional use going forward.

Vice-Chairman Bertoglio asked if there are pipelines that run along the back of the subdivision in that area. Secretary Waters stated that there is a high-pressure gas line that runs through there. Vice-Chairman Bertoglio asked if it is on the south side. Mr. Coleman stated that the pathway will be on a high-pressure gas line easement. Vice-Chairman Bertoglio asked if the pathway is in the gas line easement. Mr. Coleman stated that it is.

Treasurer Cathey stated that the easement for the gas line will have to be researched, because if it is an exclusive easement, the Board cannot grant the City of Mills an easement. Mr. Chapin stated that is correct. Vice-Chairman Bertoglio stated that the gas line easement has probably been there for a very long time.

Board Member Sabrosky stated that it makes more sense for the Board to go with a license agreement. Secretary Waters stated that his personal opinion is to go with the license agreement right now so they can go forward with their project. Mr. Chapin stated that the easement should state who else could be in the easement and for what.

Board Member Sabrosky asked if the City of Mills has researched the gas line easement. Ms. Kemper stated that they spoke to Black Hills Energy and they were fine with the pathway there because there were many pipelines under driveways and roads. Ms. Kemper stated that Black Hills stated that if something happens and they have to tear up the pathway, the City of Mills will have to replace it.

A motion was made by Board Member Pollock and seconded by Board Member Sabrosky to go forward with a license agreement with the City of Mills for pathway access across the Mountain View Tank and Booster property. Motion put and carried.

Mr. Martin stated that Mr. Chapin will draft the license agreement to be considered formally by the Board at a future meeting.

Mr. Coleman and Ms. Kemper thanked the Board for their consideration.

- b. Mr. Martin stated that the Board approved the agreement for the WTP Raw Water Intake and High Service Piping Recoating, Project No 22-075 in January. Mr. Martin stated that Carr Coatings arrived last week to begin work and after beginning work, suspected the existing prime coat on Raw Water contained lead. Mr. Martin stated that when the project was bid out it was not anticipated that lead was present. Mr. Martin stated that a test was done to check for lead, but results will not be available for seven to ten days. Mr. Martin stated that a quick on-site test was done, and it was positive for lead. Mr. Martin stated that this project is time sensitive, as staff would like to get it completed before the summer season starts and will require the start up of Raw Water and the Surface Water Plant.

Mr. Martin stated that this change order is for the equipment to handle the lead removal and disposal, and time to complete the removal. Mr. Martin stated that the original contract price was \$87,760. Mr. Martin stated that the original budget for this project was \$200,000, so there is still plenty of funds left in the project budget. Mr. Martin stated that the \$10,000 contingency fund will be used along with additional project funds to cover the change order.

Mr. Martin stated that only two bids were received for this project, Carr Coatings and Riley. Mr. Martin stated that Riley's bid was \$147,000 and even with the cost of the change order added to the contract amount, it is still less than the other bid. Mr. Martin stated that it is unfortunate that there is a time delay. Mr. Martin stated that if staff had known there was lead in the existing coating, the removal cost would have been included in the project. Mr. Martin stated that Mr. Andrew Colling, Project Engineer, is in attendance to answer any questions the Board may have on the change order.

Secretary Waters asked if the change order was for lead abatement only. Mr. Colling stated that it is. Secretary Waters asked if Carr Coatings will be doing the lead abatement or will they be bringing in another contractor to do it. Mr. Martin stated that Carr Coatings will be completing the abatement as they have the equipment and the experience.

Treasurer Cathey asked if the 14-day extension is for calendar days or work days. Mr. Colling stated that it is calendar days. Mr. Colling stated that Carr Coatings stated that they don't anticipate they will exceed the original deadline, but due to the delay of a week, the deadline was pushed out two weeks. Mr. Colling stated that staff is still stressing the April 15th deadline in anticipation of the water season. Mr. Martin stated that the original final completion date was April 30th, and with the change order the new final completion date will be May 14th. Mr. Martin stated that substantial completion was originally April 15th, and with the change order would be April 29th. Mr. Martin stated that the original contract price was \$87,760, and with the change order the contract price increases to \$128,310.

Treasurer Cathey asked if the contractor has to rent the equipment. Mr. Colling

stated that he was not certain if they owned the equipment or not. Mr. Colling stated that they explained to him that this is the expected cost to ship the equipment to the site.

Secretary Waters asked if testing is usually done for lead on these types of projects. Mr. Colling stated that it is. Mr. Colling stated that the project started with just recoating in the High Service area, which was done in the 1990's, which is well beyond the timeframe that lead paint stopped being used. Mr. Colling stated that when the Raw Water piping was added he failed to consider the construction timeframe for it and missed testing for lead.

A motion was made by Secretary Waters and seconded by Vice-Chairman Bertoglio to approve Change Order No. 1 with Carr Coatings, LLC, for the WTP Raw Water Intake Piping Recoating, Project No. 22-075 for an increase in the amount of \$40,550 and a contract time extension of fourteen (14) days, increasing the contract price to \$128,310 and the final completion date to May 14, 2023. Motion put and carried.

- c. Mr. Martin stated that it is the time of year when the Board discusses budgets. Mr. Martin stated that this month the Board will review the capital projects for FY2024, the Preliminary FY2024 budget in April, and the FY2024 Wholesale Water Rate in May. Mr. Martin stated that the Board will wrap everything up in June. Mr. Martin stated that these are proposed Capital Projects, and can be changed until the FY24 Budget is approved in June.

Mr. Martin reviewed the following items in the Preliminary FY2024 Capital Budget:

- FY24 Equipment Replacement - \$150,000 – Annual expenditure set aside for unexpected critical equipment failures throughout the year.
- FY24 Well Rehabilitation - \$500,000 – Annual expenditure - Mr. Martin stated that there are 29 wells that should be rehabilitated on a 3 – 5 year bases. Mr. Martin stated that staff is working with WWDC on a Wellfield Management and Operation Plan, and part of the plan will help develop a schedule for rehabilitating the wells and identify other projects that need to be completed in the well fields. Treasurer Cathey asked how many wells will be able to be rehabilitated with this amount. Mr. Martin stated that four or five vertical wells can be rehabilitated as long there is not major damage to the wells. Mr. Martin stated that the Caissons cost more and are being done in FY23. Mr. Martin stated that the Board was successful in getting \$1.5 M in ARPA funds for rehabilitation of the three Caissons.
- Security Upgrades - \$40,000 – Annual expenditure for security upgrades which includes additional cameras, door upgrades, etc.
- FY24 Turbidimeter Replacements - \$40,000 – Annual expenditure – There are many turbidimeters in the WTP and well fields. These turbidimeters only last a certain number of years before they need to be replaced. This amount will cover four or five turbidimeters depending on pricing.

- FY24 Filter Media Replacement - \$100,000 – There are six gravity filters with sand and anthracite in them. This media has to be replaced every 20 years, and the filter media is at the end of its life. Mr. Martin stated that when the filter media is removed an inspection will be done on the filter structure to check for any damage that will need to be repaired, or if it needs to be recoated. Mr. Martin stated that this budget is for one filter, with the remaining filters done in subsequent years. Secretary Waters stated that these should be on a rotation basis for media replacement. Mr. Martin stated that the filters will be placed on a rotation for media replacement once they have all been done.
- GW Ozone Contactor Pipe Lining - \$750,000 – The Groundwater and Surface Water Ozone contactor pipes are 60-inch pipes that are 270-feet long. Multiple leaks have been experienced at the joints. This project will line the whole contactors to eliminate the joint leaks. Secretary Waters asked if steel lining will be used. Mr. Martin stated that these are concrete pipes and different linings will be investigated to see which will work the best for this application.
- Gravity Filter Valve Replacement - \$150,000 – The existing valves on the gravity filters are failing – they don't open or close all the way, they leak, and there is potential for backwash water contamination in the clear wells, and will shut down in the middle of summertime production.
- Ammonia Piping Replacement - \$50,000 – Staff did the sodium hypochlorite piping replacement this fiscal year. This replaced the PVC chemical lines with a HDPE product that is fused to eliminate leaks at the joints. This HDPE pipe has a 50-year life.
- Sodium Hypochlorite Tank Improvements - \$25,000 – One of the fiberglass sodium hypochlorite tanks is leaking, but can be repaired. This is to repair the tank and install transfer pumps that can transfer both directions between the tanks.
- Sand Pump Replacements - \$30,000 - Annual expenditure for the six sand pumps on the Actiflo system. These pumps get beat up all the time due to the environment. Spare sand pumps are kept in inventory in case of a failure as it is critical to replace them during summer production. This will purchase two additional pumps for inventory.
- HVAC Improvements - \$25,000 – In FY23 hot water valves were replaced throughout the HVAC system. This project will replace valves on the chilled water side of the HVAC system. The Chiller Project that is in progress is just for the main equipment of the system, and does not include valves in the system. Several valves have failed already. The new controller system will control the new valves in the system.
- Mountain View Tank Improvements - \$350,000 – This tank needs a new roof hatch, enlarged manways, and interior sand blasting and coating.
- Crosstown Air Release Valve Improvements - \$45,000 – This project will replace all the cast iron air release valves on the Crosstown Pipeline with HDPE or epoxy coated ARVs. The existing cast iron valves are failing and need replaced. Treasurer Cathey asked if the HDPE ARV's as durable as the cast iron, or are they more susceptible to damage. Mr. Martin stated that most

of these ARVs are located in areas where people can't get to them. Mr. Anderson stated that they are used throughout the City system and are located in manholes. Mr. Anderson stated that the only place they are not used are in boosters.

- Airport Booster Pump Replacement - \$35,000 – This booster has been in service over 50 years, one pump was replaced a few years ago after it failed. Replacement of the other pump will be to match that one. The pump has a leaking pump seal which is no longer available. Secretary Waters asked if this booster is located by Quality Petroleum. Mr. Anderson stated that it is.

Mr. Martin stated that the total FY24 Capital Budget is \$2,290,000. Mr. Martin stated that this is in line with the most recent rate model that was approved.

Treasurer Cathey asked if these funds will be used from Reserves. Mr. Martin stated that the Capital Budget is based on the FY24 Budget Revenues, and possibly some funds from Reserves. Mr. Martin stated that the \$1.5 M ARPA money is a FY23 project, which is separate from the FY24 Capital Budget.

- d. Mr. Martin stated that the City of Casper is applying for a WaterSMART grant through the Bureau of Reclamation for the Izaak Walton Reach Project, which is part of the River Restoration Project. Mr. Martin stated that a few years ago they did the stretch past the WTP and ended up right by the Caisson wells. Mr. Martin stated that this project would pick up where they left off and go around just past Fort Caspar and ending before it gets to the bridge going into the City of Mills.

Mr. Martin stated that part of this WaterSMART grant has to be a nexus with a water system that includes water quality improvements, water availability, and such items. Mr. Martin stated that it ties in nicely with this stretch as it includes going past the Fort Caspar wellfield. Mr. Martin stated that included in the project is the 100% removal of Russian Olive trees in the wellfield. Mr. Martin stated that Russian Olive trees are an invasive species that take up a high amount of water. Mr. Martin stated that this project would eliminate them completely in the wellfield. Mr. Martin stated that new plantings would take place with more native vegetation.

Mr. Martin stated that stormwater improvements would include realigning the stormwater sewers to wetlands rather than going straight to the river so there would be some water quality improvements.

Mr. Martin stated that on the screen is a letter of support to go with the City's grant application. Mr. Martin stated that staff is requesting authorization for the Chairman to sign the letter of support for this grant.

Vice-Chairman Bertoglio asked Mr. Martin to explain how this project improves water availability and quality. Mr. Martin stated that it has been determined that each Russian Olive tree takes up to 75 gallons of water per day, it is a high consumption tree. Mr. Martin stated that by removing the trees, that water will be

available for use. Mr. Martin stated that water quality will be improved with the stormwater improvements.

A motion was made by Secretary Waters and seconded by Treasurer Cathey to approve the Chairman signing the letter of support for the City of Casper's application for a WaterSMART Environmental Water Resources grant for the Izaak Walton Reach Project. Motion put and carried.

- e. Mr. Martin asked the Board to reference the most recent Snowpack Map on the screen. Mr. Martin stated that it is the time of year when staff is most concerned about the amount of water available for the upcoming water season. Mr. Martin stated that the Upper North Platte Basin received 128%, the Sweetwater Drainage received 137%, the Lower Platte Drainage received 119%. Mr. Martin stated that it is looking pretty good for this water season. Mr. Martin stated that the Bureau of Reclamation makes a calculation to determine if there is a need for administration on the river for February, March, and April. Mr. Martin stated that the Bureau of Reclamation made the determination that it is not likely that administration of the river will be needed this year. Mr. Martin stated that last year there was administration of the river in April, but this year the snowpack is looking good. Mr. Martin stated that this is a lot better than the last couple of years as the Upper and Lower North Platte Basins only received 90% snowpack in 2021 and 2022. Mr. Martin stated that Sweetwater has only been 80% the last couple of years. Mr. Martin stated that there are still the Spring storms coming, and they are the ones that typically make the biggest difference as they contain a lot of moisture.
- f. Mr. Martin stated that for the last several years audit services have been provided by Skogen, Cometto, & Associates, typically two years at a time. Mr. Martin stated that the last agreement covered FY21 and FY22 audits. Mr. Martin stated that audit services will be needed for the upcoming FY23 and FY24 audits. Mr. Martin asked the Board if they are comfortable just getting a proposal from Skogen, Cometto, & Associates, or if they prefer to send out an RFP. Mr. Martin stated that it was discussed by the Board previously that Skogen, Cometto has done the RWS audit for years and knows the Board's system, and have a report template in place. Mr. Martin stated that the last four years the Board has spent approximately \$30,000 per year for audit services. Mr. Martin stated that an agreement will need to be put in place soon for FY23 and FY24 audit services.

Board Member Pollock asked when was the last time an RFP was put out for audit services. Mr. Martin stated that it has been a good number of years as the Board has just stuck with Skogen, Cometto. Board Member Pollock asked if there is some kind of understanding that the price is locked in with Skogen, Cometto, and if it is put out for RFP, if it is anticipated that they would adjust their pricing. Board Member Pollock asked if there is a drawback to going out for an RFP. Mr. Martin stated that is a good question. Mr. Martin stated that it is anticipated that there will be a price increase from Skogen, Cometto either way as they were only under contract for FY2021 and FY2022, so it will be a new price proposal. Mr. Martin stated that they did not have a price increase over FY2019.

and FY2020, but that is not to say that they won't going forward. Board Member Pollock stated that if it has been a while, she would like to see the audit services go out for an RFP if there is time. Board Member Pollock stated that the City saw some significant differences from different firms for audit services, and maybe the Board is due to get an update.

Vice-Chairman Bertoglio asked if there is a price limit for requesting bids. Mr. Martin stated that for consulting services the Board can just request proposals from companies. Mr. Beamer stated that there is no limit for professional services, as it is an RFP and not an actual bid.

Vice-Chairman Bertoglio stated that he thinks it would be worth it to get proposals.

Secretary Waters asked if it is recommended to put out an RFP to get proposals from different companies, or just from Skogen, Cometto. Board Member Pollock stated that she would like to see different proposals since it has been a while.

Board Member Pollock asked if once the proposals come back, does the Board have to take the lowest proposal, or can they choose which proposal they want to go with, with preference being given to Skogen, Cometto as they know the system and have the history. Mr. Beamer stated that selection is based on professional qualifications, and not solely on price for professional services.

- g. Ms. Brown distributed the annual Financial Disclosure letters to the Board for completion and signatures. The Financial Disclosure letters were completed by Board Members in attendance at the meeting on this date.
- h. In Other New Business, Mr. Martin stated that next month is Choice Gas selection. Mr. Martin stated that typically Ms. Brown puts together a comparison table for the Board with all the different options that are available. Mr. Martin stated that historically the Board sticks with the Pass-On Rate through Black Hills Energy, as well as the City of Casper. Mr. Martin asked if the Board would like staff to compile the comparison this year.

Vice-Chairman Bertoglio stated that he has not looked at it this year as prices were set really high for everything, and then in February everything dropped. Vice-Chairman Bertoglio stated that he hasn't looked to see if the fixed rates worked. Vice-Chairman Bertoglio stated that it is always interesting because whenever they project big jumps in gas, it lasts two or three months and then it bottoms out, so they end up overcharging for a quarter, or four months, and then they have to figure out how to make it balance.

Mr. Martin stated that it seems like the Pass-On Rate always seems to work out well. Mr. Martin stated that he wanted to bring this up to the Board before the effort is put in to compile the comparison, and asked the Board for direction on this.

Chairman King stated that he doesn't have a vote in this as he is the Chairman for Wyoming Community Gas.

Vice-Chairman Bertoglio stated that based on futures, he would recommend staying on the Pass-On Rate, because no one is expecting a big jump in gas prices.

Secretary Waters stated that he thinks the Board has been treated very fairly with the Pass-On Rate so is comfortable sticking with it.

Chairman King stated that there was a meeting with Wyoming Community Gas last weekend and there were no indications that they are looking for the gas price to jump.

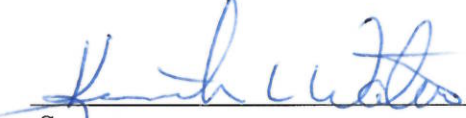
A motion was made by Treasurer Cathey and seconded by Board Member Pollock to stay with the Pass-On Rate for the 2023 Choice Gas Selection. Motion put and carried.

9. In the Chairman's Report, Chairman King stated that the next meeting will be held on April 18, 2023.

A motion was made by Secretary Waters and seconded by Board Member Sabrosky to adjourn the meeting at 12:30 p.m. Motion put and carried.



Chairman



Secretary