

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

**MEETING PROCEEDINGS**

September 20, 2022

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 20, 2022 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 Knell, Pollock, Sabrosky, and Sutherland.

**City of Casper –** Cathey, Knell, Pollock, Sutherland, Andrew Beamer, Bruce Martin, Tom Edwards, Mark Anderson, Janette Brown

**Natrona County –** Bertoglio

**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.

The Board meeting was called to order at 11:33 a.m.

1. In Announcements, Mr. Martin stated that due to Treasurer Freel moving out of his Ward, he is no longer on City Council or the Board. Mr. Martin introduced Ms. Amber Pollock to the Board Members and stated that she has been assigned by City Council to

replace Mr. Freel for the rest of his term.

- a) Mr. Martin stated that as Mr. Freel was Board Treasurer, the position will need to be refilled.

Chairman King called for nominations for Treasurer. A motion was made by Board Member Knell and seconded by Vice-Chairman Bertoglio to nominate Board Member Cathey as Treasurer. Motion put and carried.

As of the meeting on this date, the Board Officers are as follows:

Chairman – H.H. King, Jr.  
Vice-Chairman – Paul Bertoglio  
Secretary – Kenneth Waters  
Treasurer – Steve Cathey

2. Chairman King asked for a motion to approve the minutes from the August 16, 2022 Regular meeting. A motion was made by Vice-Chairman Bertoglio and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Regular meeting. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

Chairman King asked for a motion to approve the minutes from the August 16, 2022 Executive Session. A motion was made by Treasurer Cathey and seconded by Secretary Waters to approve the minutes from the August 16, 2022 Executive Session. Motion put and carried with Board Members Knell, Pollock, and Sabrosky abstaining from the vote.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8508 for Advanced Pump & Equipment, Inc. in the amount of \$9,295.75 for a Deposit for Replacement Dewatering Pump was added to the listing. Mr. Martin stated that the Dewatering Pump failed and was replaced by the spare pump in inventory. Mr. Martin stated that this particular pump station only has one pump, so a spare pump is kept in inventory in case of failure. Mr. Martin stated that a new pump has been ordered to replace the pump in inventory.

Mr. Martin stated that voucher 8503 for Dave Loden Construction, Inc. is for the Roof Replacement Project. Mr. Martin stated that work was started with materials they had in stock, and they are waiting for the rest of the materials to arrive, which won't be until October or November. Mr. Martin stated that this voucher in the amount of \$17,100 is for work that has been completed; voucher 8504 for Skogen, Cometto & Associates is for the FY22 Audit in process in the amount of \$3,500; voucher 8506 is for WLC Engineering to Survey and Prepare Exhibits for the BLM Right-of-Way application for the Pioneer Tank in the amount of \$4,682.82, Mr. Martin stated that this will be discussed later in the meeting; and voucher 8507 is for Hach Company for Lab Equipment in the amount of \$2,701.45. Mr. Martin stated that the vouchers are in good order and recommended approval.

Chairman King asked for a motion to approve the September 2022 vouchers. A motion was made by Board Member Knell and seconded by Board Member Sabrosky to approve the September 2022 voucher listing to include voucher numbers 8498 through 8508 in the amount of \$573,514.29. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for August 2022 was 683 MG, which is 78 MG more than the five-year average. Mr. Martin stated that year to date production is 1.3 BG, which is 115 MG more than the five year average. Mr. Martin stated that July and August were both good water sales months.

Board Member Knell asked if this was due to the warmer weather. Mr. Martin stated that was correct. Mr. Martin stated that lower production last year was due to the water conservation reductions that were in place due to chemical supply issues.

Mr. Martin asked the Board to reference the monthly compilation. Mr. Martin stated that Interest Earned is (\$8,629). Mr. Martin stated that his understanding is this decrease is due to other entities invested in the Wyo-Star accounts withdrawing funds for capital projects. Mr. Martin stated that Wyo-Star had to sell off some bonds, so everyone took a hit on their interest earnings. Mr. Martin stated that Ms. Johnson, City Finance Director, anticipates that the interest earned will be gained back in the upcoming months and be better off before investing in Wyo-Star.

Mr. Martin stated that Water Utility Charges for FY23 is \$3,094,404, which is approximately \$632,000 more than last year. Mr. Martin stated that last year there was water conservation efforts due to the inability to get chemicals to treat the water. Mr. Martin stated that the increase is due to the rate increase and the above average water sales.

Mr. Martin stated that a couple of items will look a bit different on the Financial Report as Finance is changing things up to make the Comparative Income Statement more accurate. Mr. Martin stated that Reimbursable Contract Expense for FY23 includes the Operations Reimbursement for August. Mr. Martin stated that for some reason, previous years did not include the current Operations Reimbursement.

Mr. Martin stated that the Principal and Interest line items will be different as it will show the total expense when it is processed, instead of being accrued monthly. Mr. Martin stated that the Insurance/Bonds line item will be the same.

Mr. Martin stated that line item Improvements Other Than Bldgs has only had small equipment expenses charged to it so far this fiscal year.

Board Member Knell stated that he is concerned about the Wyo-Star accounts. He stated that when the Wyo-Star investments were presented, he didn't recall that funds would be lost when entities withdraw their funds. Board Member Knell stated that is pretty risky and wondered if the Board should readdress this at some point.

Mr. Martin stated that is a valid point. Mr. Martin stated that the Board is pretty early in

the Wyo-Star investing, and maybe should wait it out a bit to see how it goes through this fiscal year and make a decision then.

Board Member Knell stated that he agrees that it should be played out, but thinks this should be on the Board's radar and should keep a close watch on it.

Chairman King stated that his town has been on Wyo-Star for year and hasn't lost any significant money yet.

Board Member Knell asked Mr. Martin to tag this item to keep on the radar for discussion at future meetings.

Chairman King stated that was a good thought.

Mr. Martin stated that he will keep this on the Board's radar.

Treasurer Cathey stated that Ms. Johnson could come to a meeting to speak to the Board on this issue.

Board Member Sabrosky stated that Wardwell has opened Wyo-Star accounts, but has not made a large deposit yet, and he is now having concerns.

Board Member Knell stated that the City is investing in Wyo-Star at the recommendation of the City Chief Financial Officer, which is Ms. Johnson, who made the presentation to the Board. Board Member Knell stated that he will be making inquiries to see how the City is doing with this. Board Member Knell stated that as long as this stays on the Board's radar they can revisit it in three months.

Chairman King asked for a motion to approve the August 2022 Financial Report as presented. A motion was made by Board Member Knell and seconded by Board Member Sutherland to approve the August 2022 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 the WTP is steady, but is slowing down. Mr. Edwards stated that the WTP is currently averaging 12 MGD and the surface water plant is being operated intermittently as needed.

Mr. Edwards stated that twenty-seven of the twenty-nine wells are in operation. Mr. Edwards stated that with the river level dropping, some of the wells are being pinched back just to maintain adequate well levels.

Mr. Edwards stated that Maintenance staff repaired a leak on the Groundwater Contactor in the Ozone room.

Mr. Edwards stated that staff repaired Filter 6 flow meter.

Mr. Edwards stated that the backwash turbidimeter was repaired.

Mr. Edwards stated that the South Chem turbidimeter flushing line was replumbed.

Mr. Edwards stated that the float wiring was repaired on the Decant Pump Station.

Mr. Edwards stated that the exhaust fan in Casper 21 was repaired.

Mr. Edwards stated that the Groundwater High Service chlorine analyzer was replumbed.

Mr. Edwards stated that the turbidimeter was repaired on Casper 14.

Mr. Edwards stated that the turbidimeter controller was replaced on Surface Water.

Mr. Edwards stated that tree and brush clearing was done at the Casper well houses.

Mr. Edwards stated that Rocky Mountain Air installed a radio read meter on the Oxygen Tanks in order to provide telemetry for reordering purposes, which seems to be working well.

Mr. Edwards stated that HOA assisted with some SCADA issues at the WTP as well as issues at the boosters and tanks.

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

Mr. Anderson stated that staff has been working on the Sandy Lake Booster by-pass line. Mr. Anderson stated that there was a leak on the line approximately a month and a half ago. Mr. Anderson stated that the whole booster by-pass line will be replaced. Mr. Anderson stated that staff is waiting on parts to be completed at the machine shop.

Mr. Anderson stated that the roads at Airport Booster and Pioneer Tank were graded as they were getting washed out.

Mr. Anderson stated that staff has been working on valve boxes and installing bollards on the Sandy Lake waterline. Mr. Anderson stated that valve boxes keep getting hit by the graders.

Mr. Anderson stated that chlorine residuals are still looking good, but he expects nitrification to show up in the next month or two.

6. There was no Public Comment.

7. In Old Business:

a. There was no Old Business.

b. In Other Old Business, Board Member Knell thanked the Board for their patience

while he has been healing from his airplane wreck. Board Member Knell stated that he should not be missing any more meetings.

8. In New Business:

- a. Mr. Martin stated that the Board entered into an agreement with West Plains Engineering, Inc. for design services for the WTP HVAC Chiller Replacement Project. Mr. Martin stated that once the design was completed the project was put out to bid. Mr. Martin stated that bids came in higher than what was budgeted. Mr. Martin stated that only one bid was received, and it was rejected by the Board. Mr. Martin stated that funds were added to the FY23 budget for this project to account for the shortcoming. Mr. Martin stated that the project will be going back out to bid in FY23.

Mr. Martin stated that Amendment No. 2 with West Plains Engineering in the amount of \$1,500 is for additional services for putting the project back out to bid. Mr. Martin stated that this includes answering questions from contractors, pre-bid meeting, and reviewing bids and making recommendations.

Mr. Martin stated that with the addition of \$1,500 in Amendment No. 2, it brings the total contract amount to \$23,050. Mr. Martin recommended approval of Amendment No. 2.

Chairman King asked for a motion to approve Amendment No. 2 with West Plains Engineering. A motion was made by Board Member Sutherland and seconded by Secretary Waters to approve Amendment No. 2 with West Plains Engineering for the WTP HVAC Chiller Replacement Project No. 20-030 in the amount of \$1,500.

Vice-Chairman Bertoglio asked if there were any changes in design, or if they are sending out the bid documents. Mr. Martin stated that there were no changes to the design of the project.

Board Member Sabrosky asked if the advertising expense was included as it could be expensive. Mr. Martin state that advertising is not included, it just covers the pre-bid meeting, answering questions from bidders, opening bids, etc.

Board Member Knell asked if it is known how much the first bid was over budget. Mr. Martin stated that \$180,000 was budgeted, and the bid came in just over \$400,000.

Board Member Knell asked where the Board is going to come up with an additional \$200,000 when the price of materials hasn't changed. Mr. Martin stated that additional funds were added in the FY23 budget, and hopefully bidding will be a little more favorable this time around.

Motion put and carried.

- b. Mr. Martin stated that the Pioneer Water Storage Tank and facilities are located on BLM property. Mr. Martin stated that there is a right-of-way grant/temporary use permit that has been in place for 30 years but has expired. Mr. Martin stated that the renewal of the right-of-way grant/temporary use permit would be good for 30 years. Mr. Martin showed the map of the site to the Board.

Mr. Martin stated that the temporary use permit includes a fee that is based on fair market value. Mr. Martin stated that the fee is currently \$500 annually.

Mr. Martin stated that once the renewal right-of-way grant/temporary use permit is in place, staff will research to make sure all easements are in place for this waterline. Mr. Martin stated the WLC Engineering did the surveying for this right-of-way grant/temporary use permit.

Mr. Martin recommended approval of the right-of-way grant/temporary use permit.

Chairman King asked if the fee is \$500 per year. Mr. Martin stated that is correct.

Board Member Knell asked if Mr. Martin anticipated any issues with the easement on the private property. Mr. Martin stated that he did not think there would be any issues with the easements on the private property but staff will be verifying that easements are in place for the private property as well.

A motion was made by Board Member Knell and seconded by Secretary Waters to approve the Chairman signing the BLM Right-of-Way Grant/Temporary Use Permit for the Pioneer Water Storage Tank and facilities. Motion put and carried.

- c. Mr. Martin stated that FY23 Budget Amendment No. 1 is for projects that were budgeted but not completed in FY22, and encumbrances for products and services that have not been received as of June 20, 2022. Mr. Martin stated that the spending authority has elapsed for these FY22 funds, and the budget amendment will reauthorize spending authority in FY23. Mr. Martin stated that the amount of the budget amendment is \$1,034,108.67.

Mr. Martin stated that the following items are included in the budget amendment:

FY22 Roof Replacement -	\$120,885
Land Purchase -	\$ 70,000
Chiller Replacement -	\$156,584.80 – additional funds allocated in FY23
Well Rehabilitation -	\$351,492.53 – additional funds allocated in FY23
Service Truck -	\$ 86,981 – Truck is on order

Several smaller pieces of equipment and materials are also on order.

Mr. Martin stated that Budget Amendment No. 1 will bring the total of the FY23 budget to \$9,584,056. Mr. Martin recommended approval of FY23 Budget Amendment No. 1.

Board Member Knell asked how much more funds will be needed to supplement the carry-over projects considering the inflationary period that has elapsed. Mr. Martin stated that he is hopeful that the funds allocated in FY23 will cover the cost of the projects.

A motion was made Board Member Knell and seconded by Treasurer Cathey to approve FY23 Budget Amendment No. 1 in the amount of \$1,034,109.

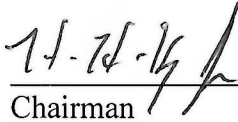
Board Member Sutherland asked if this budget amendment total is comparable to previous years. Mr. Martin stated that he believes it is comparable to last year, but there are a couple of high dollar projects on this budget amendment.

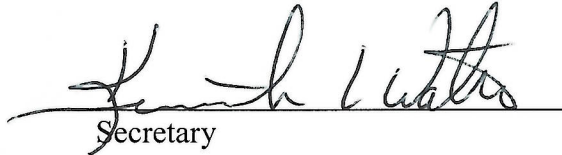
Motion put and carried.

d. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on October 18, 2022.

A motion was made by Secretary Waters and seconded by Board Member Knell to adjourn the meeting at 12:03 p.m. Motion put and carried.

  
Chairman

  
Secretary