

# ***CENTRAL WYOMING REGIONAL WATER SYSTEM***

## ***JOINT POWERS BOARD***

**Meeting Minutes – August 19, 2025**

**Call to Order:** 11:37 a.m., Joint Powers Board Conference Room, Regional Water Treatment Plant.

**Roll Call:** Board Members Present: Bertoglio (Chair/City), Waters (Secretary/Pioneer), Sutherland (Treasurer/SCJPB), Sweeney (City), Sabrosky (Bar Nunn), North (Vice-Chair/County),

**Absent:** Larson (City) & Pollock (City)

**Also Present:** Ethan Yonker (City), Logan Wood (City), Mark Anderson (City), Brandy Coyle (City), Sophie Stalnaker (City), Jace Madsen (WPD&N)

### **1. Announcements**

- a. None

### **2. Approved Minutes**

- a. July 15, 2025, Regular Meeting Minutes approved (Motion by North, seconded by Waters.)

### **3. Bills & Claims**

Vendor Name	Amount
City of Casper	721,358.55
Column Software	153.25
Engineering Associates	869.00
HDR Engineering, Inc.	50,947.84
Sheet Metal Specialties, Inc	24,744.00
Williams, Porter, Day, & Neville, P.C.	588.00
<b>Total</b>	<b>798,660.64</b>

- a. Approved (Motion by Sweeney, Second by Sabrosky)

### **4. Production Report:**

- a. July Production: 10.5 million below the five-year average, likely due to weather conditions this July being cooler and less dry than last July, and the reduction in parks watering between FY24 & FY25.

### **5. Financial Report**

- a. Reported by Jill Johnson
- b. \$1,000,000 has been pulled out of the cash line item to be placed in “restricted cash” for the purpose of abiding by debt agreements.
- c. Federal ARPA Grant became available, and it was recommended by Ms. Johnson to have a budget amendment to reflect that revenue.
- d. Motion to approve the financial report made by Sabrosky, seconded by North

## **6. Operations Updates**

### **a. Plant (Yonker):**

- i. Monthly turbid meter clean and calibrations
- ii. Monthly PM's
- iii. Cleaned and fixed leaks in well houses/Prep for sanitary survey
- iv. Replaced settled water #3 packing
- v. Started prepping for SW #1 rebuild
- vi. Roof vent inspections and greasing
- vii. Break room furniture and faucet replacement
- viii. Fixed leaking seal lines for the sand pump on both trains
- ix. Helped operations with corrosion inhibitor and cleaning bar screens
- x. Mowed and weeded around plant and wellhouses
- xi. Fixed HYPO leak on GW injection quill
- xii. Dewatered east ferric lagoon
- xiii. Greased sump pump motors and cleaned out the sump around the plant
- xiv. Gathering data to create graphs to show improvement in well field flows.
- xv. 20 million gallons daily production average

### **b. Transmission (Anderson):**

- i. Weekly checks and sampling
- ii. Flushing tanks
- iii. Mowing and spraying
- iv. Pioneer Pump #2 parts ordered
- v. Ready for EPA survey
- vi. Small leak on CY Ave fixed

## **7. Public Comment:**

### **a. None**

## **8. Old Business**

### **a. RWS Vehicles/Insurance Updates:**

- i. Mr. Yonker continues to work with WARM to obtain quotes for property insurance
- ii. Regional water vehicles can remain Regional property under the current insurance with no coverage impacts.

### **b. Fort Caspar Area Master Plan Scope:**

- i. The development of a land use plan consists of water source protection plans and cultural resource protection plans based on view of the area, land use, conservation units, archaeological significant areas, historical designations and sensitive natural areas such as wetlands. Additionally, develop a vegetation management plan that maximizes the use of its vegetation and a list of recommended agreements needed for all property owners in the area.

- ii. It was emphasized that Regional Water will not be covering the entirety but rather splitting the cost three ways with the City of Casper Parks Department and the River Restoration Fund.

**c. Budget Amendment 1 Finalization:**

- i. Budget Amendment 1 was approved at the July 2025 meeting, but no resolution was included. The resolution is now provided with Budget Amendment 2, discussed under New Business.

**9. New Business**

**a. Fiscal Year 2026 Budget Amendment No. 1 and 2:**

- i. Budget Amendment No. 2 moves funds originally budgeted in the Operations Budget to the Capital Budget. Operational expenses decrease by \$150,000 and increase \$150,000 capital project for pump, valve, and other capital equipment replacements.
- ii. Motion to approve the Budget Amendment No. 1 & 2 resolution, made by Sweeney, Seconded by North

**b. Ketel Thorstenson LLP Engagement Letter:**

- i. Ketel Thorstenson LLP's five-year contract requires a re-engagement letter once a year.
- ii. Motion to authorize the engagement letter to be signed, made by North, seconded by Sutherland.

**c. Energy Management Corporation Procurement Agreement:**

- i. Authorizing a procurement agreement in the amount of \$7,918.48 with Energy Management Corporation.
- ii. Motion to authorize the procurement agreement made by Sabrosky, seconded by Waters.

**d. Records Retention and Destruction:**

- i. Request for a motion authorizing City Staff to follow the State of Wyoming document retention and destruction protocol, and to utilize the City of Casper Laserfiche system for electronic record keeping. The board was assured all important documents will be preserved in Laserfiche, in the event City staff are unsure if documents should be retained, and said documents will be reviewed with the board before destruction.
- ii. Motion made to adopt the State of Wyoming document retention protocol and authorize the Water Operations Officer, as the official records officer for CWRWS, to maintain the records and sign any purge logs or related documents. Motion was made by Sutherland, seconded by Waters.

**e. Other**

- i. Presented by Chairman Bertoglio, having received an email from Advanced Casper regarding "Regional Water assuming full ownership,


operation, and maintenance of the infrastructure north of West Winds Road.”


- ii. It was determined by the board that Regional Water is not assuming full ownership of the infrastructure north of West Winds Road.

#### **10. Chairman's Report**

- a. Next meeting: September 16th, 2025

**Adjournment: 12:37 p.m.** (Motion made by North, seconded by Waters)

  
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Chairman

  
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Secretary