

# INFORMATION PACKET

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Thursday, February 25, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### March 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting Work Session/Council Meeting Date Changes					
Pre-Meeting Financial Policy Guidelines?					
Pre-meeting NAPA IBS					
Pre-Meeting Golf					
Approval of Feb. 16 Executive Session Minutes - Personnel & Litigation					
Establish March 16th public hearing date for Amending Section 13.04.060 of the Casper Municipal Code - Application Requirements and Procedures – Water Distribution/Sanitary Sewer Collection Facilities.	C				
Establish March 16th public hearing date for consideration of an Ordinance Approving a Vacation and Replat Creating Central Services Addition No. 2.	C				
Establish March 16th public hearing date for consideration of fiscal year 2020-2021 Budget Amendment #4	C				
Vacation of a Portion of East 7th Street. 3rd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 3rd Reading			N		
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 2nd Reading			N		
Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 2nd Reading			N		
Amending the Financial Administration Guidelines as Adopted by Resolution No. 20-168.				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$384,307 for the Industrial Avenue Drainage and Surfacing Improvements - Spruce to Elm Project.				C	
Approving a Contract for Professional Services with All Traffic Data Services for the FY 2021-2021 Traffic Counts Data Collection Services for Three (3) Consecutive Years in an Amount not to Exceed \$90,000.				C	
Authorizing the Appointment of Kenneth Bates to the Casper Housing Authority Board of Commissioners.					C
Accepting Proclamation Guidelines					C
Executive Session Personnel & Litigation					

## The Grid

A working draft of Council Meeting Agendas

### March 9, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Capital Budget Review	Direction Requested	60 min	4:35
Council Review of Proposed Fiscal Year 2020-2021 Budget Amendment #4	Move Forward for Approval	20 min	5:35
Community Promotions Funding (Part 1)	Direction Requested	40 min	5:55
LWCF Grant	Move forward for Approval	30 min	6:35
Parking on Parkways & Parking Manual Follow-up	Direction Requested	30 min	7:05
Agenda Review		20 min	7:35
Legislative Review		20 min	7:55
Council Around the Table		10 min	8:15
Approximate Ending Time:			8:25

### March 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>Pre-Meeting Aquatics</b>					
Public Hearing: Amending Section 13.04.060 of the Casper Municipal Code. 1st reading		N			
Public Hearing: Vacation and Replat Creating Central Services Addition No. 2. 1st reading		N			
Public Hearing: Adoption of fiscal year 2020-2021 Budget Amendment #4		N			
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement. 3rd Reading			N		
Creation of Local Assessment District 158 - Coates Road Surfacing Improvements. 3rd Reading			N		

### March 23, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Second Sheet of Ice Feasibility Study	Direction Requested	30 min	4:35
Ford Wyoming Events Center Update	Information Only	20 min	5:05
Community Promotion Funding (Part 2)	Direction Requested	40 min	5:25
Agenda Review		20 min	6:05
Legislative Review		20 min	6:25
Council Around the Table		10 min	6:45
Approximate Ending Time:			6:55

## The Grid

A working draft of Council Meeting Agendas

**April 6, 2021 Councilmembers Absent:**

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action

**April 13, 2021 Councilmembers Absent:**

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Fort Caspar Seasonal Hours/Closure		40 min	
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Council Goals & Objective - Part 2			

### Staff Items:

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Budget Review			May 17 & 19, 2021
2021 International Building Code			April 13, 2021
Final Public Participation Plan			April 27, 2021
GIS Demo			

### Potential Topics-- Council Thumbs to be Added:

Resolution for Removal of Majestic Trees?			
Handheld Device Use While Driving?			

### Future Regular Council Meeting Items:

Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

### Retreat Items:

Economic Development and City Building Strategy
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# March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>5:00 p.m.</i> - CNFR (Freel, Cathey)	2 <i>6:00p</i> -Council Meeting	3 <i>11:30a</i> -Drug Court (Engebretsen) <i>1:00 p</i> -Civil Service Commission (None) <i>5:30p</i> -Platte River Restoration Advisory Committee (Pacheco)	4 <i>7:00p</i> -Youth Empowerment (Pacheco)	5	6
7 <i>4:30 p.m.</i> - Casper Youth Council (Gamroth, Pacheco)	8 <i>8:30a</i> -Historic Preservation (Engebretsen)	9 <i>4:30p</i> -Council Work Session	10 <i>11:30a</i> -DDA (Gamroth) (Nov, Jan, Mar, May, Jul, Sep) <i>6:00p</i> -Amoco Re-use JPB (Lutz)	11 <i>7:00a</i> -Advance Casper (Freel, Gamroth) <i>4:30p</i> -Leisure Services Board (Engebretsen) <i>7:00p</i> -Youth Empowerment (Pacheco)	12 <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	13
<i>Spring Forward, 14</i> 	15	16 <i>11:30a</i> -Regional Water JPB (Cathey, Powell, Knell, Freel) <i>1:00p</i> - MPO Policy Committee (Pollock) <i>4:00p</i> - Chamber of Commerce (Cathey, Freel) <i>6:00p</i> - Council Meeting	17 	18 <i>7:30a</i> -Mayor/ Commissioner <i>11:00a</i> -Housing Authority (Knell) <i>4:00p</i> -Contractors' Licensing Board (Knell) <i>5:30p</i> - City County Board of Health (Freel) <i>6:00p</i> - Planning & Zoning (Knell) <i>7:00p</i> -Youth Empowerment (Pacheco)	19 <i>3:00p</i> -LGBTQ Advisory Committee (Freel, Pacheco)	20
21	22 <i>12:30p</i> -Senior Services (Engebretsen) <i>2:00p</i> -CATC (Pacheco) <i>4:00p</i> -OYD Advisory Committee (Pollock, Freel)	23 <i>11:30a</i> -Travel & Tourism (Freel, Johnson) <i>4:30p</i> -Council Work Session	24 <i>7:00a</i> -CPU Advisory Board (Cathey) <i>11:30p</i> -NIC (None) <i>5:15p</i> -CAP (None)	25 <i>11:30a</i> - Disability Council (Pacheco) <i>1:00 p</i> -Civil Service Commission (None) <i>7:00p</i> -Youth Empowerment (Pacheco)	26	27
28 	29	30	31			

**From:** Shad Rodgers <TRODgers@casperwy.gov>

**Sent:** Wednesday, February 24, 2021 9:27 AM

**To:** Renee Jordan-Smith <rjordanSmith@casperwy.gov>

**Cc:** Jolene Martinez <jmartinez@casperwy.gov>; Andrew Beamer <abeamer@casperwy.gov>

**Subject:** Potholes

Good morning,

Just an update since January 1<sup>st</sup> and the introduction of the new 311 app, we have patched 220 potholes with 4,900lbs or 2.45 tons of cold mix.

Shad

**Casper's Council of People with Disabilities (CCPD)**  
**Transportation Survey Results and Recommendations for Transportation Projects**

Primary takeaways from the CCPD transportation survey:

- 64% of respondents feel that they don't have adequate transportation
- 69% of respondents rely primarily on friends/family for transportation
- 84% of respondents feel that lack of transportation limits their ability to get to medical appointments
- 75% of respondents cited limited transportation on weekends and evenings as their biggest challenge
- 50% of respondents feel lack of transportation limits their ability to participate in community events and activities, shop, and have access to food
- 79% of respondents said a centralized contact regarding transportation options would improve transportation in our community
- 62% of respondents said helping service providers organize and support transportation for customers would improve transportation in our community

In response to these findings, the CCPD plans to focus on the following projects in 2021:

1. Continue strong partnership with the Casper Area Metropolitan Planning Organization (MPO) regarding the 5 Year Transit Strategic Development Plan
  - a. Attend all stakeholder and public meetings to advocate for the disabled community
  - b. Provide feedback for the project when requested (surveys, workshops, etc.)
  - c. Invite MPO to periodically attend CCPD meetings to provide updates on the project
2. Pursue expanding ride share (Uber and Lyft) access for people with disabilities
  - a. Determine if/how many drivers/vehicles within the rideshare networks can accommodate wheelchairs and other disabilities
  - b. If not drivers/vehicles, advocate for companies to expand their network; assist in recruiting
  - c. Research the possibility of a voucher program to discount rides for the disabled
3. Pursue expanding taxi access for people with disabilities
  - a. Determine if/how many taxi vehicles in the local company fleets can accommodate wheelchairs and other disabilities
  - b. If there are no vehicles, advocate for companies to expand their fleets
  - c. Research the possibility of a voucher program to discount rides for the disabled
4. Facilitate discussions between ride-share companies and medical service providers to introduce rideshare options for healthcare access
  - a. Do more research on existing rideshare programs available for healthcare access
  - b. Examine the possibility of coordinating a webinar to introduce healthcare providers to these programs and encourage partnerships that benefit disabled clients
5. Develop a list of all transportation resources for disabled people in our community
  - a. Create a document or web page that lists all of the transportation options and resources for people with disabilities
  - b. Include schedules, rates, vehicle equip (such as for wheelchairs), etc.
6. Pursue grants to help fund transportation projects
  - a. Funds could pay for ride tokens or vouchers, advertising, other transportation project related expenses
  - b. Few options we already know about:
    - i. Daniel's Fund - <https://danielsfund.org/grants/overview>
    - ii. Wyoming Governor's Council on Developmental Disabilities - <https://wgcd.wyo.gov/projects/mini-grants>



**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS  
January 27, 2021  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, January 27, 2021 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English – By Phone  
                  Council Liaison Cathey

Absent:

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  Administrative Technician, Janette Brown

Others:       Wayne Coleman  
                  Mary Coleman  
                  Caleb Coleman

The regular meeting was called to order at 7:00 a.m. by President Bell.

1. Mr. Martin stated that he has a couple of announcements before the Election of Officers. Mr. Martin introduced Council Liaison Cathey to the Board. Mr. Martin stated that Council Liaison Cathey was just appointed to the Board.

Mr. Martin stated that Board Member English's term expired December 31, 2020, but he has agreed to be reappointed to the Board.

Mr. Martin stated that Wayne, Mary, and Caleb Coleman are in attendance today as the Outside-City Water Contract for their property is on the agenda.

President Bell asked if there is a motion for Board Officers. A motion was made by Board Member Jay and seconded by Vice President Jones to retain the existing Board Officers – Mike Bell, President; Jim Jones, Vice President; John Lawson, Secretary. Motion passed.

2. President Bell asked for a motion to approve the minutes from the October 28, 2020 meeting. A motion was made by Board Member English and seconded by Secretary

Lawson to approve the October 28, 2020. Motion passed, with Vice President Jones abstaining as he did not attend the meeting.

3. Mr. Martin asked the Board to reference the December 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in December was 150 MG, 6 MG more than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 2.16 BG, which is 115 MG more than the five-year average.

Mr. Martin stated that there were five water main breaks for December, which puts it at a total of sixteen for the fiscal year. Mr. Martin stated there were fourteen water main breaks last year at this time.

Mr. Martin stated that there were two service line breaks in December, putting the fiscal year total at nine.

Mr. Martin stated that there were two sewer main stoppages in December, with a total of seven for the fiscal year. Mr. Martin stated there were five sewer main stoppages last year at this time.

Mr. Martin stated that there are 22,337 Active Accounts. Mr. Martin stated that this figure seems low to him. Mr. Martin stated that the Utility Billing was changed over to the new financial software, so he will ask the Finance Department to double check this figure.

Board Member Jay asked what caused the sewer stoppages. Mr. Martin stated that the sewer stoppages were caused by tree roots and grease, which is not out of the normal.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Wayne and Mary Coleman for 4511 Squaw Creek Road. Mr. Martin stated that this property is located in the Squaw Creek area. Mr. Martin stated that the Board might remember the Garling contract from earlier last year. Mr. Martin stated that the Coleman's property surrounds the Garling property. Mr. Martin stated that the Colemans were issued a License Agreement from the County, Exhibit "B" of the contract, to run a water service line in the Squaw Creek Road right of way.

Mr. Martin stated that a portion of the Coleman property is outside of the pressure zone, and will be unable to be serviced. Mr. Martin stated that the portion of the property with their house can be serviced. Mr. Martin stated that CEPI Engineering completed a Water Distribution Study which is included as Exhibit "C" in the contract.

President Bell asked if a new service line would be run down Squaw Creek Road. Mr. Caleb Coleman stated that a new service line would be run down the opposite side of the road from the Garling service line.

Mr. Wayne Coleman stated that they could run their service line on the same side of the road next to the Garling service line if needed. Mr. Caleb Coleman stated that there are less gas lines on the west side of the road.

Board Member English asked how long the service line will be. Mr. Martin stated that the service line will be approximately 1,600 feet long.

Vice President Jones stated that there are not too many more people in this area that are within the pressure zone.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water Service with Wayne and Mary Coleman for 4511 Squaw Creek Road. Motion passed.

President Bell informed Mr. and Mrs. Coleman that this contract will be forwarded to Council with a do pass recommendation. The Colemans thanked the Board for their time.

5. In Project Updates:

- a. WWTP Emergency Power Project – Under Construction – ITC Electrical Technologies is the contractor. This project started in 2014 with the design. There have been a couple of startup attempts, but they failed. In December, there was a startup attempt, which blew out the surge arresters in the Blower and Dewatering building electrical transformers. These systems are now running on backup power. There is a lot of finger pointing going on between the engineer and contractor. Getting the systems on utility power is the priority. The emergency generator transferred, it just could not power up the equipment.
- b. CY Booster Station Replacement – Under Construction – The water main is installed and they are now working on the SCADA. This project will be completed soon.
- c. WWTP Boiler Project – Under Design by HDR – This project is to add another boiler to heat the Anaerobic Digesters. This project has been out to bid a couple of times, but came in over budget. This project will be rebudgeted with additional funds and will be put out to bid again. The project has been revised to get better bids.
- d. WWTP MCC Replacement Project – Under Design by CH2M – The costs for this project have increased significantly to meet the Fire Code. The funds were moved to the Secondary Rehabilitation Project. The design for this project is ready to go to bid.
- e. Ten Million Gallon Reservoir Renovations – On Hold Pending Water Master Plan – The reservoir has been inspected and the decision needs to be made whether to repair it, or build above ground tanks. The Water Master Plan tech memo is

completed; it will be reviewed and a decision will be made on how to move forward.

- f. Midwest Avenue Reconstruction – Elm to Walnut – Under Construction – 71 Construction is the contractor. The project is in winter shutdown at this time.
- g. 1st and Poplar Street Improvements – Under Design by CEPI – This is a WYDOT project. This project includes water and sewer main replacement and moving the lift station. Mr. Beamer stated that the bid letting for this project was moved to May.
- h. Casper Marginal (I-25 and Walsh Drive) – Under Design by CEPI – This is also a WYDOT project. Mr. Beamer stated that this project has an April bid letting.
- i. Ridgecrest Drive Water Main Replacements – Under Construction – Zone 2 and 3 watermain. Lennox, from A Street to Yellowstone was added to the project and completed. Treto is the contractor for this project. The project is in winter shutdown.
- j. WWTP Secondary Rehabilitation Project – Under Construction – This project includes replacing piping in the secondary building. Bids came in way over budget. The project was broken out into five items and put out for bid. Three of the work items were awarded to Myers and Sons, and they are working on submittals at this time. The project includes a lot of bypass pumping so wastewater can still be treated. The improvements made in this project will be used in future upgrades to the WWTP.
- k. North Platte Sanitary Sewer Rehabilitation Project – Under Design by Jacobs – An \$8 M State Lands and Investments Board loan was taken out for this project. The original design called for rehabilitating 10,000 feet of the sewer line. The sewer line was recently inspected and approximately 4,500 feet of additional line needs rehabilitated. We will see how much of the work can be accomplished with the \$8 M loan. Vice President Jones asked when this project will be bid out. Mr. Beamer stated that it will go out for bid in the spring.


President Bell stated that he thought the Water Master Plan was done last summer. Mr. Martin stated that the engineer had to wait for the SCADA Project to be completed in order to get good information.

- 6. In other business:
  - a. President Bell stated that the Board is scheduled to meet on November 24<sup>th</sup>, which is the day before Thanksgiving. President Bell stated that the meeting date would need to be changed if a meeting is needed.
  - b. Mr. Martin stated that the Board will be meeting the next few months because of budget review, rate review, and outside-City contracts. President Bell asked if the

Board will be meeting in February. Mr. Martin stated there will be a February meeting held on February 24<sup>th</sup>.

- c. Council Liaison Cathey asked if there are upcoming outside-City contracts near the Coleman property. Mr. Martin stated that there are not at this time. Vice President Jones stated that the Board has pushed for bigger lines to service this area, but no one wants to do it. Vice President Jones asked if anyone living in this area is looking into installing additional distribution lines. Mr. Martin stated that there is a waterline in the works to serve eight lots in the Swingle Ranch area.

A motion was made by Board Member English and seconded by Board Member Jay to adjourn the meeting at 7:30 a.m. Motion passed.



Secretary

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS**

**June 24, 2020**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, June 24, 2020 at 7:00 a.m. by Video Conference.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English  
                  Council Liaison Bates

Absent:

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin  
                  Administrative Technician, Janette Brown

Others:       Mike Haigler, Natrona County Road and Bridge  
                  Roger Garling, 4495 Squaw Creek Road  
                  Sheryl Garling, 4495 Squaw Creek Road

The regular meeting was called to order at 7:02 a.m. by President Bell.

Due to the meeting being conducted by video conference, Ms. Brown took roll call as follows:

President Bell – Present  
Vice President Jones – Present  
Secretary Lawson – Present  
Board Member English – Present  
Board Member Jay – Present  
Council Liaison Bates - Present  
Mr. Beamer – Present  
Mr. Martin – Present  
Ms. Brown – Present  
Mr. Haigler – Present  
Mr. Garling – Present  
Mrs. Garling – Present

1. President Bell asked for a motion to approve the minutes from the May 27, 2020 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the May 27, 2020 minutes. Motion passed.
2. Mr. Martin asked the Board to reference the May 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in May was 284 MG, 52 MG more than the five-year average. Mr. Martin stated that fiscal year to date water purchased is 2.99 BG which is 84 MG more than the five-year average.

Mr. Martin stated that there were no water main breaks or service line breaks in May. Mr. Martin stated there is a total of 19 water main breaks for the fiscal year compared to 15 water main breaks last fiscal year and five service line breaks for the fiscal year compared to 22 service line breaks last fiscal year.

Mr. Martin stated that there was one sewer main stoppage in May with a total of ten for the year compared to 15 sewer stoppages at the same time last fiscal year.

Mr. Martin stated that there are 22,818 active accounts compared to 22,737 one year ago.

3. Mr. Martin stated that he intended to have Mr. Craig Collins, City Planner, in attendance today to answer questions on the new Annexation Policy, but he texted at 5:30 am that he would be out sick today.

Mr. Martin asked the Board to reference the new Annexation Policy. Mr. Martin stated that sections C, D, E and F were added to Article 2 of the policy as follows:

2 (c) Upon annexation and thereafter, Outside Property Owners shall dedicate all rights of way and easements deemed necessary to the City, all in a form acceptable to the City and meeting Casper Municipal Code requirements;

Mr. Martin stated that once a property owner has a water or sewer agreement and annexes to the City, they must dedicate all right of ways and easements to the City.

2 (d) Upon annexation and thereafter, Outside Property Owners, at their sole cost and expense, shall plat any unplatted property in accordance with requirements set forth in the Casper Municipal Code.

Mr. Martin emphasized that this must occur after annexation.

2 (e) Upon annexation and thereafter, Outside Property Owners shall agree to waive any statutory right to oppose City zoning requirements or designations as set forth in the Casper Municipal Code.

Mr. Martin stated that once a property is annexed, they cannot oppose zoning requirements or designations.

2 (f) Needed water and sewer main extensions/improvements including, but not limited to, planning, design, land acquisition, and construction are the responsibility of the Outside Property Owner. Water and sewer main extensions must extend to and through the property. Water and sewer service lines must not extend in rights of way beyond the property line without approval of the City Engineer. Outside Property Owners are responsible for the costs associated with the extensions/improvements.

Mr. Martin stated that these are the four sections that were added in April, and that he and Mr. Beamer would answer any questions the Board may have.

President Bell asked if section 2 (f) applies to all properties that are being annexed, or prior to annexation. Mr. Martin stated that it applies to all properties that are applying for an outside agreement.

Vice President Jones stated that last month he got hung up on Article 2 (a) where it states that the Outside Property Owner must annex, and asked if this applies only if the property is contiguous. Mr. Martin stated that is correct, if the property is already contiguous, and the owners want water and sewer service, they must annex at that time. Mr. Martin stated that if the property is not contiguous, a signed Commitment to Annex is required as part of the agreement.

Vice President Jones asked if after annexation is when the main extension requirement kicks in. Mr. Martin stated that his interpretation of the policy is that the main extension is intended to apply to all properties whether they annex or not. Mr. Beamer agreed with Mr. Martin's interpretation of the policy.

Vice President Jones stated that as the policy applies to the Garling property, it is not contiguous, so they don't have to annex, but they have to sign the Commitment to Annex, and with the proper right of ways, a service line, like what is proposed, is acceptable. Mr. Martin stated that the policy states that water and sewer service lines must not extend in rights of ways beyond the property line without approval of the City Engineer. Mr. Martin stated that the intent of that language was so that there wouldn't be a situation where there are multiple water and sewer service lines extending into the right of way and then later when the City annexes the properties, have multiple service lines to deal with. Mr. Martin stated that with that, he would like to move to the Garling request.

4. Mr. Martin stated that the County issued a license to the Garlings where they can extend the water service line in the County right of way, which is the reason that he and Mr. Beamer felt it should be brought to the Board for consideration.

Board Member English asked what happened to the concept the City has used in the past to use public right of way to establish the proximity of the property to the City of Casper to make it adjacent. Mr. Martin stated that was correct, this has been used in the past and is still used today. Board Member English asked why that couldn't be used in this instance with the Garling agreement. Mr. Martin stated that if there was a property on one side of the road that was inside city limits and a property across the road wanted services, in some instances the road right of way would count as City property making



them contiguous. Mr. Martin stated that if there were multiple properties between them and the road right of way, they would not be considered contiguous.

Mr. Haigler stated that the County issued a right of way license on Wolf Creek and multiple other agreements like this in Allendale that are using the County road as the conduit for City water and sewer services. Mr. Haigler stated that he believes the County right of way serves as a conduit for the City's future waterlines, etc. Mr. Haigler stated that if there were a multitude of people that were going to connect to City services in the future, obviously the City would annex and install a main, but there is only one request at this time. Mr. Haigler stated that there was a water district formed in this area years ago that didn't fly because all the people didn't want to connect. Mr. Haigler stated that this is an isolated incident, similar to a number of agreements that were done in the past. Mr. Martin stated that Mr. Haigler is correct that there are a couple of service lines in Wolf Creek, but that does not make that property contiguous to City limits.

Mr. Haigler stated that when there is a public right of way such as the County's, that if there was a high demand for utilities a line would be installed. Mr. Martin stated that was correct. Mr. Haigler stated that he thinks this is a moot point, because if the Garling service line goes in, and then if the City installs a main in the future, the service line would be abandoned. Mr. Martin stated that he believes the intent of the language when it was discussed with Planning and the City Attorney's Office, was to get away from situations where there would be multiple service lines in the right of way that would have to be dealt with at a later time.

Mr. Martin stated that Mr. Haigler mentioned an alleyway in Allendale where the City has told people they wouldn't serve them water for this same reason, that half a dozen or more service lines in the alley wasn't wanted. Mr. Martin stated that this was a much shorter distance, with the likelihood of more people wanting to connect. Mr. Martin stated that with the Garling request, it is a long distance and there is not a high likelihood of additional requests from the neighbors in that area. Mr. Martin stated that it is likely that the Garlings are the only ones that would want to connect, but there is no guarantee.

President Bell asked if this is a dedicated County right of way, or is it just an easement. Mr. Haigler stated that he believes this is a dedicated County right of way, but he would have to look it up. Mr. Haigler stated that the County has scheduled to reconstruct this road next year.

Secretary Lawson stated that he was under the belief that when the County acquired a right of way easement, it allowed other public entities to use the right of way, but that the County didn't have the authority to allow a private individual on private land to utilize the County easement. Mr. Haigler stated that could be interpreted both ways, but the precedent was set long before he started working for the County, that this has been allowed particularly when there is a waterline so close. Mr. Haigler stated that there are a number of Outside-City agreements that have been approved.

Secretary Lawson stated that he brought this up because in the contract, the right of way is to be turned over to the City when annexed, and this is a County right of way.

Secretary Lawson stated that he knows this has been done in the past, but asked if the legality of this has ever been brought up before. Mr. Haigler stated that it has not to his knowledge. Mr. Haigler stated that if the City replaces the service line with a main, it would be in the County right of way.

Board Member English stated that he believes the Board should discuss the particulars specific to the Garling contract.

Mr. Martin stated that the contract was discussed last month by the Board, but due to questions that came up, it was thought appropriate to bring the contract back to the Board for reconsideration.

Mr. Martin stated that this contract is for Roger and Sheryl Garling, 4495 Squaw Creek Road. Mr. Martin stated that this property is able to connect to the new 12-inch West Casper Zone II waterline. Mr. Martin stated that a curb stop and the meter pit will be installed right off the waterline. Mr. Martin stated that the service line will extend approximately 1,600 feet south in the Natrona County right of way. Mr. Martin stated that the County has issued a right of way license for the service line, which is attached to the agreement. Mr. Martin stated that in light of the right of way license granted by the County, he and Mr. Beamer felt it was appropriate to bring the contract to the Board for consideration.

President Bell asked why Mr. Martin and Mr. Beamer suggested approving the contract; if it was because the County license was granted. Mr. Martin stated that because of the language in the agreement, and because the County granted the right of way license, they felt it was appropriate to bring the contract to the Board for consideration.

Board Member English asked if the service line will be in the road right of way. Mr. Martin stated that was correct. Board Member English stated that Mr. Haigler mentioned that the road will be paved next year, and asked if the service line will be paved over. Mr. Haigler stated that the service line will not be paved over. Mr. Martin stated that the service line will be off the side of the road.

Board Member English stated that he is confused as to why it is not being required that a main be installed to their property so the properties beyond can be serviced. Mr. Martin stated that it would be ideal for a main to be looped through this area. Board Member English stated that if that area grows in the future that will be exactly what is needed. Board Member English stated that this service line would be abandoned and he could see an improvement district being formed, and wondered if the Garlings would be willing to participate in that improvement district, and pay their share of the water main, since they already have a service line. Mr. Martin asked the Garlings to chime in with a bit of history of the improvement district that was formed out in that area years ago.

Mrs. Garling stated that an improvement district was formed in the area approximately 20 years ago. Mrs. Garling stated that there were several properties that joined together to form the district during the eleven year drought. Mrs. Garling stated that when Mr. Forslund was the City Manager, he stated that annexation would have to be initiated at

that time or they would not receive City services. Mrs. Garling stated that after that happened, no one wanted to participate and it has been a contentious point. Mrs. Garling stated that the district laid dormant, there was no interest from folks about wanting to annex, and the same philosophy still exists. Mrs. Garling stated that the improvement and service district was eventually dissolved. Mrs. Garling stated that she does not believe a new improvement district would be formed in the near future. Mrs. Garling stated that when the City installed the water line, they decided that they would apply for water service. Mrs. Garling stated that there will not be a lot of people that would want to connect to the waterline unless they are closer to it, and she does not believe they will sign the commitment to annex agreement.

Board Member English asked how many residents are south of the Garling property. Mrs. Garling stated that there are 8-10, and possibly 12 properties south of hers that could get water without installing a pump station.

President Bell asked what size of service line the Garlings would be installing. Mrs. Garling stated that they would have a 1-inch tap with a 2-inch service line installed.

Vice President Jones stated that he thinks he is the one that raised the issue last month based on the non-contiguous annexation concept, and he agrees there are many non-contiguous parcels that are annexed to different municipalities, he sees that as being a factor as to whether a main needs to be run or not. Vice President Jones stated that there may be applications made in the future that would lead to multiple service lines, but he feels this contract is ok to approve under the current proposal and because the Board doesn't know what will happen in the future.

Board Member Jay asked if the four to six properties between the main and the Garlings wanted to connect, if the water main would have to be extended. Mr. Martin asked Mr. Haigler if another agreement came in to extend another service line for that area, if the County would approve another license agreement. Mr. Haigler stated that he kind of agrees with the Board amending their agreements so that if there are several requests for service, the main should be extended. Mr. Haigler stated that he would support not running any more service lines in the County right of way, but would support the City extending the main. Mr. Haigler stated that this is an isolated request.

Board Member Jay stated that the problem is that a precedent is being set with the Garlings, and if someone else requests service and is denied, there would be a good case to fight it.

Board Member English asked that in the future if the City extended a main, would the City fund the construction or would the adjacent property owners have to fund it. Mr. Martin stated that the City would not fund the water line extension, he believes it would be the developer or property owners that would have to pay for it through an LAD, or something of that nature. Mr. Beamer stated that Mr. Martin was correct, the initial costs would have to be funded by the developer or adjacent property owners, and once the water line is installed, the City would take it over for ownership and maintenance. Board

Member English stated that if he was the Garlings, he would squawk if the City assessed him for a water main when he already has a service line.

President Bell asked what the minimum size of main is that DEQ requires to be installed. Mr. Beamer stated that the DEQ minimum size requirement is 6-inch, however the City minimum size required is 8-inch. President Bell stated that he wondered if it would be appropriate to install a 6-inch main in this instance. Mr. Beamer stated that the City would not accept a 6-inch main to their system.

President Bell asked what the DEQ minimum service line requirements are. Mr. Beamer stated that there are minimum pressure requirements, and flows, but he doesn't believe there is a minimum size requirement; if there is, it would most likely be ¾-inch. Mr. Martin stated that he is unaware of a minimum size requirement for service lines.

Mr. Martin stated that he would like to go back to Board Member Jay's questions for a moment. Mr. Martin stated that if another person in the area between the water main and the Garlings approached the City requesting service, the first question would be if they had easements. Mr. Martin stated that it sounds like the County would not issue another license agreement for their right of way. Board Member English stated that they would then take it to court. Mr. Haigler stated that all the past outside-City service lines that the City has allowed the County to run, it would hold true that any of them could go to court if the County or City won't allow another service line. Mr. Haigler stated that it would be up to the City to decide if they want to take the system over through annexation.

Board Member English stated that he hopes the Garlings understand the dilemma the Board has with this issue.

Mrs. Garling stated that the one issue that will always be an underlying problem with folks in this area is the annexation compliance. Mrs. Garling stated that she doesn't know what the people in this area have against the City of Casper. Board Member English stated that the same issue was in Allendale. Mrs. Garling stated that she appreciates the dilemma as she was on the CPU Board for approximately 7 years. Mrs. Garling stated that there is an underlying issue in this area that some of the people in the area don't want to improve their property. Mrs. Garling stated that the people will haul water before they connect to a City of Casper waterline.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water Service with Roger and Sheryl Garling, 4495 Squaw Creek Road. Motion passed. President Bell stated that the contract will be forwarded to Council with a do pass recommendation.

5. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Thomas L. Davenport, 5255 CY Avenue. Mr. Martin stated that this property can connect into the 12-inch West Casper Zone II waterline located in Tavares Road. Mr. Martin stated that this property is not contiguous to the City of Casper and a Commitment to Annex will be signed. Mr. Martin stated that Mr. Davenport owns the entire lot, and if the entire lot was served water, it would be contiguous. Mr. Martin stated that in the

future, Mr. Davenport wants to annex all his lots in this area and get water and sewer to them.

Board Member Jay asked why only part of the lot would be served by water. Mr. Martin stated that there is a house on this portion of the lot.

Board Member English asked what the requirements would be if the lots were developed. Mr. Martin stated that the lots would need to be brought up to City specifications. Mr. Martin stated that Mr. Davenport wants to run water and sewer to the lots in the future as the funding is not in place at this time.

Board Member Jay asked what the trigger would be for annexation. Mr. Martin stated that annexation would be triggered when he wants water and sewer for all the lots.

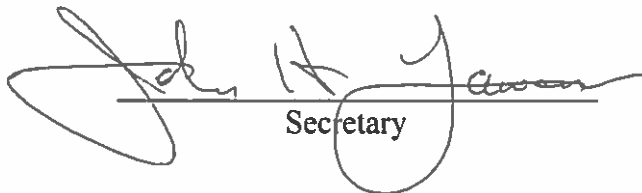
Vice President Jones clarified that the water service will just be to the small piece of the lot and not the entire lot. Mr. Martin stated that was correct.

A motion was made by Board Member English and seconded by Vice President Jones to approve the Contract for Outside-City Water Service for Thomas L. Davenport, 5255 CY Avenue. Motion passed.

6. In Other Business, Board Member English asked if Council ever requested the Board Members to attend Council meetings. Mr. Martin stated that in the past, the Board President has attended Council meetings to let them know that the budget is recommended by the Board for approval, but this has not been the case in several years.

President Bell asked if there would be Board meeting in July. Mr. Martin stated that he recently spoke to someone regarding an Outside-City Water Contract. Mr. Martin stated that if the contract application fee payment is not received before the agenda deadline, there will not be a meeting.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 7:51 a.m. Motion passed.

  
Secretary

**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS**

**August 26, 2020**

**7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, August 26, 2020 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Vice President Jim Jones  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English

Absent:         Council Liaison Bates

Staff Present: Public Utilities Manager, Bruce Martin

Others:

The regular meeting was called to order at 7:00 a.m. by President Bell.

1.     President Bell asked for a motion to approve the minutes from the June 24, 2020 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the June 24, 2020 minutes. Motion passed.
  
2.     Mr. Martin asked the Board to reference the July 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in July was 667 MG, 49 MG more than the five-year average. Mr. Martin stated that it has been a hot dry summer, which is reflected in the water sales.

President Bell stated that he has not yet received his water bill this month. Mr. Martin stated that the Finance Department is switching the utility billing over to the new financial software and has been having a few issues. Mr. Martin also stated that there has also been some redistricting done, so it will change when some people get their bill.

Mr. Martin stated that there were no water main breaks or service line breaks in July.

Mr. Martin stated that there was one sewer main stoppage in July.

Mr. Martin stated that there are 22,838 active accounts compared to 22,754 one year ago.

Board Member Jay asked Mr. Martin to go to the Total Gallons Produced in June. Board Member Jay stated that June's Water Production was up by a good percentage from the previous year. Mr. Martin stated that water demand increased greatly starting in May,

and the WTP has been really pushing water out all summer. Mr. Martin stated that for most of June, July, and August the WTP stayed steady at 24 MGD with peaks of 26 – 27 MGD. Mr. Martin stated that this is much more than typical over the 5-year average.

Vice President Jones asked if the precipitation number comes from the reading at the Airport. Mr. Martin stated that was correct. Vice President Jones stated that the reading at his house was higher, but the storm on July 4<sup>th</sup> must have missed the Airport.

3. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with B & TW Holdings, LLC for 3703 Squaw Creek Road.

Mr. Martin stated that this property will be able to obtain water service by connecting to the new 12-inch West Casper Zone II waterline, which it is adjacent to.

Mr. Martin stated that this property is in the Casper growth boundary, but is not contiguous to the City. Mr. Martin stated that a Commitment to Annex has been signed.

Mr. Martin stated that staff recommends approval of the Contract for Outside-City Water Service with B & TW Holdings, LLC for 3703 Squaw Creek Road.

Board Member English asked if this water service would be for commercial use or residential use. Mr. Martin stated that this is residential, with one service allotted for the property.

Board Member Jay asked if the property was one or two lots. Mr. Martin stated that it is one lot.

A motion was made by Board Member Jay and seconded by Vice President Jones to approve the Contract for Outside-City Water Service with B & TW Holdings, LLC for 3703 Squaw Creek Road. Motion passed.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Steven L. Wilson Living Trust for 4500 Squaw Creek Road. Mr. Martin stated that this property is located west of Casper in the Squaw Creek area. Mr. Martin stated that the property will be able to obtain water by connecting to the new 12-inch West Casper Zone II water main located in Brandywine Road. Mr. Martin stated that the property is located approximately 1,000 feet south of the water main. Mr. Martin stated that the Natrona County Commissioners have authorized a license to the Owners for installation of the water service line in the Brandywine Road Right of Way.

Mr. Martin stated that a curb stop and meter pit will be located within the water main easement with City ownership and responsibility ending at the curb stop.

Mr. Martin stated that this property is not contiguous to City limits, but a Commitment to Annex has been signed.

President Bell asked if Mr. Haigler signed this license before or after the one for the Garlings as he said he wouldn't approve any more. Mr. Martin stated that to clarify, what Mr. Haigler said was that no more licenses would be signed for Squaw Creek Road. Mr. Martin stated licenses would go to the first request. Mr. Martin stated that there has been another request near the Wilson property that wants to get water at the same time. Mr. Martin stated that he informed them they would have to get easements or request a license from the County before a contract would be started.

A motion was made by Vice President Jones and seconded by Board Member English to approve the Contract for Outside-City Water Service with Steven L. Wilson Living Trust, 4500 Squaw Creek Road. Motion passed.

5. Mr. Martin stated that he doesn't have a completed agreement ready as there was a question on the property description. Mr. Martin stated that this sewer service request is for the Babcock Family Trust at 502 East Magnolia. Mr. Martin stated that the Babcocks granted an easement for the North Platte Sanitary Sewer Interceptor, which was installed in 1981. Mr. Martin stated that as part of the easement agreement, two sewer taps were allocated to this property to be used in the future. Mr. Martin stated that the property owner wishes to use the sewer taps at this time.

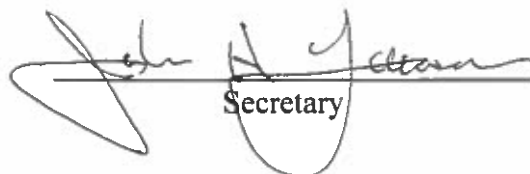
Mr. Martin stated that the property description did not include the middle area, which had a roadway easement that was abandoned. Mr. Martin stated that the owner is in a hurry to get the contract approved, so instead of waiting another month for the property description to be finalized, he decided to bring it to the Board today. Mr. Martin stated that once the property description is finalized, the contract will be completed.

Board Member Jay asked if there is currently a house on the property. Mr. Martin stated that there is a house on the property.

Vice President Jones asked if a commitment to annex will be a part of the agreement. Mr. Martin stated that it will. Mr. Martin stated that even though the easement granted two sewer taps, a Contract for Outside-City Sewer Service must be consummated and system investment fees paid.

A motion was made by Board Member Jay and seconded by Board Member English to approve the Contract for Outside-City Sewer Service for the Babcock Family Trust at 502 East Magnolia contingent upon the standard contract language and the property description being finalized. Motion passed.

A motion was made by Board Member English and seconded by Vice President Jones to adjourn the meeting at 7:36 a.m. Motion passed.

  
Secretary



**CASPER PUBLIC UTILITIES ADVISORY BOARD  
CITY OF CASPER**

**MEETING PROCEEDINGS  
October 28, 2020  
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, October 28, 2020 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present:       President Michael Bell  
                  Secretary John Lawson  
                  Member Richard Jay  
                  Member Bruce English  
                  Council Liaison Bates

Absent:         Vice President Jim Jones

Staff Present: Public Services Director, Andrew Beamer  
                  Public Utilities Manager, Bruce Martin

Others:         J.R. Boyles  
                  Lewis James, JKC Engineering

The regular meeting was called to order at 7:03 a.m. by President Bell.

1.     President Bell asked if there were any revisions to the minutes. Board Member English stated that the August meeting was held in person, and not by Video Conference. Mr. Martin stated that he would make that revision to the minutes.

President Bell asked for a motion to approve the minutes from the August 26, 2020 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the August 26, 2020 minutes with the revision to reflect that the meeting was held in person and not by Video Conference. Motion passed.

2.     Mr. Martin asked the Board to reference the September 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in September was 342 MG, 58 MG less than the five-year average of 400 MG. Mr. Martin stated that July and August were really good months, but water sales slowed down in September with that early snowstorm.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 1.66 BG, which is 88 MG more than the five-year average of 1.56 BG.

Mr. Martin stated that there were three water main breaks for September, which puts it at a total of 4 for the fiscal year.

Mr. Martin stated that there was one service line break in September, putting the fiscal year total at 3.

Mr. Martin stated that there was no sewer main stoppage in September, with a total of one for the fiscal year.

Mr. Martin stated that the Active Accounts on the bottom of the page is greyed out due to the Financial software upgrade and numbers not being available.

3. Mr. Martin stated that up next is a Contract for Outside-City Sewer Service with J.R. Boyles for 4950 Country Club Road.

Mr. Martin stated that Lewis James with JKC Engineering, and J.R. Boyles are in attendance at the meeting today to answer any questions the Board may have on this request for service.

Mr. Martin showed a map of the property in relation to the main location and stated that in accordance to the new policy, service lines cannot extend beyond the property line without easements. Mr. Martin stated that the service line would need to extend through a couple of properties in order to get to the main. Mr. Martin stated that for this reason staff is recommending the extension of the sewer main.

Mr. Martin stated that the owner is running into cost issues and stated that he would turn the time over to Mr. Boyles and Mr. Lewis. Mr. Martin stated that for this reason staff felt they could not bring this to the Board with a staff recommendation for approval. Mr. Martin turned the time over to Mr. Boyles and Mr. James.

Mr. Boyles stated that he is the owner of the property at 4950 Country Club Road. Mr. Boyles stated that they are in a situation where they need to enlarge their septic system, or connect to the City sewer system. Mr. Boyles stated that the Health Department is highly recommending the connection to the City sewer system since it isn't very far away, and sent a recommendation letter to Mr. Martin. Mr. Boyles stated that ultimately what it comes down to is how far the sewer main must be extended and being cost prohibitive. Mr. Boyles stated that one of the issues is crossing the Elkhorn Creek bed that runs on the northeast side.

Mr. James stated that an agreement was reached on where to run the sewer main extension and Mr. Boyles got some costs from contractors. Mr. James stated that where the creek runs through the area is the problem. Mr. James stated that what he is proposing is to install a grinder pump and run the service line to the sewer main.

Mr. Boyles stated that to run the sewer main in the area of the creek is approximately \$73,000, which doesn't even get it to his property. Mr. Boyles stated that the 100 acres to the east of his property is owned by the same gentleman that owns the 10 acres in front of his property where they have an easement to connect. Mr. Boyles stated that the Elkhorn Ranch has agreed to grant a 60-foot easement so they can get the sewer line to

the property where they want to connect. Mr. Boyles stated that they would run an 8-inch into a manhole and connect into it from there.

Board Member Jay asked what the total cost is to extend the sewer main, excluding the \$73,000. Mr. Boyles stated that the cost is approximately \$23,000, without the grinder pump, which was purchased for \$7,500 last year.

Secretary Lawson asked if Mr. Boyles' neighbor is on a septic system. Mr. Boyles stated that he is on a septic system. President Bell asked if the neighbor is wanting to connect to the sewer main. Mr. Boyles stated that he is not wanting to connect to the sewer main at this time.

President Bell asked if that meets the City standards for a force main at 1,050 feet. Mr. Martin stated that the force main would be owned and maintained by the property owner.

President Bell asked if the 1,050 feet is from the property to the manhole. Mr. Boyles stated that was correct. Mr. Boyles stated that the distance for the 8-inch main on the McMurry side is 156-feet.

Mr. Beamer asked if the Elkhorn Valley Ranch has agreed to grant the easement to the City or to Mr. Boyles. Mr. Boyles stated that the easement will be granted to the City and that the last easement template sent to him by the City has been signed.

Mr. Beamer asked if the 8-inch would tie into the existing manhole, and if a new manhole would then be installed to the south. Mr. Boyles stated that was correct.

Board Member Jay asked what the cost is to run the 8-inch the 156-feet. Mr. Boyles stated that he did not have that figure. Mr. Boyles stated that the cost of the easement is \$5,000.

Mr. Martin asked if an easement has been granted by Mr. Davis. Mr. Boyles stated that there is a utility easement there already, but if another easement is required for the City, it would not be an issue.

President Bell asked if cleanouts on the line would be needed. Mr. James stated that cleanouts would most likely be added to the line.

Board Member Jay asked what staff's position is on this. Mr. Martin stated that he and Mr. Beamer have discussed this a couple of times, and originally wanted to see the 8-inch main extended to meet up with the policy. Mr. Martin stated that if the owner has an easement through the Davis property, they could extend the sewer service line past their property line through the private easement. Mr. Beamer stated that he agreed. Mr. Beamer stated that he did not realize that they were going to extend the 8-inch sewer main to the access road in favor of the City. Mr. Beamer stated that he thought the force main was going to go all the way to the existing sewer main. Mr. Beamer stated that he thinks this is a better proposal than what was last submitted. Mr. Boyles stated that originally they were going to install a 1 ¼ -inch force main to the existing sewer main.

President Bell asked why not extend the force main all the way to the sewer main and tie in. Mr. Beamer stated that by extending the sewer main, it would allow other property owners to tie-in to a sewer main and allows for future expansion.

Board Member Jay asked how Mr. Beamer feels about this proposed plan. Mr. Beamer stated that it is better.

Mr. Martin stated that with the easement on the Davis property, and the extension of the 8-inch, he feels it meets the policy.

President Bell asked if there was an existing sewer main to the south. Mr. James stated that is not existing, it was an option they explored, but there are two creek beds to cross.

A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the Contract for Outside-City Sewer Service with J.R. Boyles for 4950 Country Club Road.

Board Member English asked if this will now go to the City Council for consideration. Mr. Martin stated that he has not completed the agreement yet, but would ask for conceptual approval contingent on attorney review and approval of the agreement. Mr. Martin stated that then, once the agreement and commitment to annex has been approved by the City Attorney's Office and signed by Mr. Boyles, it can go straight to Council for consideration.

Board Member Jay amended his motion to conceptually approve the agreement for Outside-City Sewer Service contingent on attorney review and approval, seconded by Secretary Lawson. Motion passed.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Mary Robinett for 7416 Grey Cloud Road. Mr. Martin stated that this property is located west of Casper off Six Mile Road approximately  $\frac{3}{4}$  of a mile north of Highway 20/26. Mr. Martin stated that the property will be able to obtain water by connecting to the 12-inch Airport water line that crosses the property.

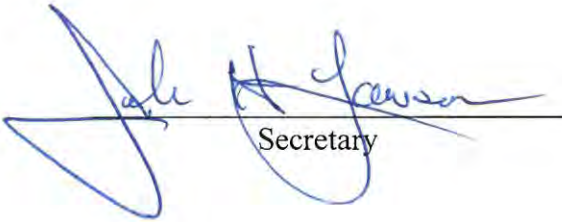
Mr. Martin stated that this property is not contiguous to City limits, but a Commitment to Annex will be signed as it is within Casper's growth boundary.

President Bell asked if this is the old Airport line. Mr. Martin stated that is correct.

Secretary Lawson asked if there are other properties connected to that water line. Mr. Martin stated that there are several properties connected to this water line.

A motion was made by Board Member Jay and seconded by Board Member English to approve the Contract for Outside-City Water Service with Mary Robinett, 7416 Grey Cloud Road. Motion passed.

A motion was made by Board Member English and seconded by Board Member Jay to adjourn the meeting at 7:32 a.m. Motion passed.



Secretary

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

**MEETING PROCEEDINGS**

January 19, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 19, 2021 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 Bertoglio, and Board Members Cathey, Freel, Knell and Powell. Secretary Waters was absent.

**City of Casper –** Cathey, Freel, Knell, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Linda 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, P.C. – Williams, Porter, Day & Neville, P.C. by Phone; Lisa Burridge – Lisa Burridge & Associates Real Estate

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

1. In Announcements., Mr. Martin stated that Secretary Waters in not in attendance today, but Ms. Linda Tasler from the Pioneer Board is in attendance and has his proxy.

Mr. Martin introduced Mr. Bruce Knell as the new member of the Board representing the City of Casper.

Mr. Martin stated that the Casper City Council asked Board Member Powell to finish out his term on the Board.

Board Members Cathey and Freel arrived at 11:31 a.m.

2. Chairman King asked for a motion to approve the minutes from the December 15, 2020 meeting. A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the minutes from the December 15, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that no additional vouchers were added to the voucher listing that was sent out in the agenda packet. 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 January 2021 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the January 2021 voucher list to include voucher numbers 8238 through 8243 in the amount of \$614,259.22. 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 December 2020 was 164 MG, which is right at the five-year average. Mr. Martin stated that year to date production is 2.38 BG, which is 106 MG more than the five-year average. Mr. Martin stated that even with the decreased production in December, production for the year is still above average.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation.

Mr. Martin stated that Water Utility Charges for FY2021 is \$4.848 M, which is an increase of approximately \$323,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$2,004,652 which is approximately \$48,000 more than last year. Mr. Martin stated that this increase was expected due to the increased production and needed chemical purchases.

Mr. Martin stated that the Balance Sheet is included in the Financial Report this month as Mr. Pitlick has the audited figures. Mr. Martin stated that the Balance Sheet is broken out into Assets, Liabilities, and Fund Balance. Mr. Martin stated that Fund Balance is broken out to Net Assets, Designated Net Assets, and Unassigned Fund Balance. Mr.

Martin stated that the Total Liabilities + Fund Balance is \$53 M.

Chairman King asked for a motion to approve the December 2020 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to approve the December 2020 Financial Report as presented.

Treasurer Bertoglio stated that there is a new comparable fund being started with no introductory fees and pays 17% interest. Mr. Martin asked Treasurer Bertoglio to get the information to Mr. Pitlick. Mr. Martin stated that Mr. Pitlick will be bringing information to the Board about switching some of the accounts up to get a better interest rate.

Motion put and carried.

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

Mr. Schroeder stated that as mentioned at the last meeting, the Lead Operator retired on December 31<sup>st</sup>. Mr. Schroeder stated that the hiring process has begun and the first round of interviews were completed. Mr. Schroeder stated that additional interviews will take place with the remaining four candidates. Chairman King asked if any of the candidates were from in-house. Mr. Schroeder stated that there is one candidate from in-house, two from the City of Casper, and two from out of town.

Mr. Schroeder stated that cleanup continues around the WTP. Mr. Schroeder stated that staff is getting into the settled water chambers, and other places to clean up the ferric chloride, sand, and mud from the summer season.

Mr. Schroeder stated that new magnetic flow meters were installed on the ammonia system this week. Mr. Schroeder stated that they will be connected to the new SCADA system and the Operators will be able to create the chloramine ratio from the SCADA.

Mr. Schroeder stated that staff is working on the Capital Budget for FY22.

Mr. Schroeder stated that the contractor for the Raw Water MCC Project will be on site next week to start the work. Mr. Schroeder stated that the new VFDs and motor control center for the Raw Water will be replacing the old, which are original to the WTP and were installed in 1973.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner.

Mr. Schroeder stated that Water Distribution crews hauled the Actiflo sludge from the drying bed and one lagoon has been cleaned.

Mr. Schroeder stated that Water Distribution staff has also been repairing fencing around boosters and testing wholesale water meters.



Mr. Schroeder stated that Water Distribution staff installed and tested the new magnetic flow meter at Salt Creek Booster.

Mr. Schroeder stated that Water Distribution staff has also been working on hydrants.

Mr. Schroeder stated that Water Distribution staff made sump repairs at the WTP. Mr. Schroeder stated that there were issues with the sump in the High Service area.

Mr. Schroeder stated that Water Distribution staff has been completing weekly sampling on booster checks, and checking the chlorine levels. Mr. Schroeder stated that the nitrification in the system is going away and residuals are increasing. Mr. Schroeder stated that nitrification happens every year.

Board Member Powell asked based on a scale of 1 to 10, how Mr. Schroeder would rate the new SCADA system. Mr. Schroeder stated that he would give it an 8 or 9. Mr. Schroeder stated that he hasn't had a lot of time using the new SCADA system, however the Operators love it, but they were using an antique system. Mr. Schroeder stated that the new SCADA system is very efficient and great for reporting, but for him it is still a learning process to use it.

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 the Board has received a request from Ms. Lisa Burridge regarding relocating a portion of the Airport waterline. Mr. Martin stated this is a similar request to the one that was received from the Town of Mills. Mr. Martin stated that Ms. Burridge is in attendance today to speak to the Board about this request. Mr. Martin pointed out on the map the portion of the Airport waterline that is mentioned in the relocation request. Mr. Martin stated that Ms. Burridge is in the process of developing the land. Mr. Martin turned the time over to Ms. Burridge to speak to the Board.

Ms. Burridge handed out a map to the Board. Ms. Burridge stated that there is no easement, and nothing in public record for the waterline to be located where it is. Ms. Burridge stated that she relied on a Title Commitment, and it didn't have a recorded waterline. Ms. Burridge stated that she is proposing the relocation of the waterline.

Ms. Burridge stated that the waterline runs at a funny angle through this property, and runs under a lot of homes as well. Ms. Burridge stated that the waterline can be relocated to under the street.

Ms. Burrige stated that there are a few issues with the relocation. Ms. Burrige stated that first, it is going to cost approximately \$160,000 to relocate the waterline. Ms. Burrige stated that the second issue is that she understands that the City would like to see this portion of the waterline upsized to 16-inch, from a 12-inch waterline.

Ms. Burrige stated that from the easement perspective, she has been told that the Board has adverse possession and she respects that. Ms. Burrige stated that to prove up the adverse possession, you can't just say you have adverse possession, it takes a court action to prove it up, and she doesn't want to go through any legal action when it comes to proving up adverse possession. Ms. Burrige stated that she was hoping that something simple could be figured out, like maybe splitting the cost of the relocation. Ms. Burrige stated that in the past the City has always covered the cost of upsizing, and assumes that would be the same for the Board. Ms. Burrige stated that she would like to know if everyone is thinking different than that.

Board Member Knell stated that he has two questions; 1) how long has this line been in its existing home? Ms. Burrige stated that she thinks it has been there since the 1950's. Mr. Martin stated that the Airport waterline was installed in 1963.

Board Member Knell stated that his second question is if it is currently under houses, they built over it in the past, and asked what the issue is with where it is right now. Ms. Burrige stated that the houses that are over the waterline are trailer houses, so they were just set over the top of the waterline with no basements. Ms. Burrige stated that the configuration of the waterline as it is now, is right through the center of the property so it doesn't allow for a logical development for this project.

Board Member Knell asked how deep the waterline is currently. Mr. Martin stated that it has to be a minimum of six feet deep. Chairman King stated that the waterline is six to eight feet deep.

Chairman King asked that when Ms. Burrige acquired the property, was she aware the waterline was there. Ms. Burrige stated that she relied on the Title Commitment, but she had heard there was a waterline on the property, and she acknowledges there is a waterline there and has been for a long time. Ms. Burrige stated that without having any kind of an easement, she relied on the Title Commitment to show what was on the property.

Ms. Burrige stated that from the adverse possession perspective, which she thinks is the argument that the Board wants to make, you can't just say that because it has been there, you can have it there. Ms. Burrige stated that there are several elements that go into proving adverse possession, and it actually takes a court of law to do so. Ms. Burrige stated that she isn't here to be ugly, or to say

that she wants to get in a court battle. Ms. Burr ridge stated that she thought that as the Board has an issue, that perhaps they could work together to solve the issue.

Mr. Martin stated that just for clarification, the portion of waterline being requested to be relocated, does not include the portion of the waterline under the trailers farther along the waterline. Ms. Burr ridge stated that was correct.

Board Member Knell asked how big a can of worms would be opened, as from the map it looks like the waterline runs under many lots. Ms. Burr ridge stated that the map she provided is showing proposed lots, there is not anything on the property at this time. Mr. Martin showed on the map on the screen where the proposed waterline relocation is located. Ms. Burr ridge stated that she has spoken to Mr. Art Boatright, with Mobile Concrete, about an easement and then showed the Board the proposed route for the waterline relocation. Ms. Burr ridge stated that the waterline would be under a future street. Board Member Knell stated that it seems to him that there is a lot of work to be done. Ms. Burr ridge stated that she has already spoken to Mr. Boatright and he does not have an issue granting the easement.

Board Member Cathey asked why staff wants to increase the size of the waterline. Mr. Martin stated that during internal discussions, it was discussed that part of the waterline is 12-inch and part of it is 16-inch and if the waterline was going to be relocated, it is the perfect time to upsize it to 16-inch. Board Member Cathey asked how much 12-inch waterline is on both sides of the portion to be relocated. Mr. Martin stated that the waterline is 16-inch on both sides of the portion to be relocated.

Board Member Knell stated that the bid isn't going to be right to upsize the waterline. Ms. Burr ridge stated that the bid is only for the 12-inch.

Board Member Cathey stated that he was just trying to determine where the 16-inch waterline started. Board Member Cathey asked if the waterline was 16-inch clear to the WTP. Mr. Martin showed on the map the areas of 16-inch waterline.

Chairman King asked in the future, if the Westwinds Road waterline is installed, if that would eliminate the need for the Airport waterline. Mr. Martin stated that there are some possibilities of changes in the far future, but it is so far down the road at this point to even discuss.

Treasurer Bertoglio asked for clarification if this relocation of the waterline takes it through the trailer houses, or up to them. Ms. Burr ridge stated that this relocation goes just up to the trailer houses.

Board Member Knell asked at what point the City's liability ends, as he assumes the line would be abandoned, capped and left in place. Board Member Cathey stated that the bid lists removal. Ms. Burr ridge stated that the waterline will be

removed from the property, and relocated in the street.

Board Member Cathey clarified that it would be the Joint Powers Board liability and not the City of Casper.

Board Member Powell asked if when the Town of Mills brought this to the Board, if they included the waterline under the trailer houses as well. Mr. Martin stated that was correct.

Ms. Burrridge stated that part of this project has other lines that are being worked on with funds from the US Department of Agriculture (USDA), and if the Board is interested, she would talk to the lady in charge of the project and see if she would be able to provide a grant to move the waterline since it is under houses. Board Member Cathey asked if they would cover the whole waterline. Ms. Burrridge stated that they would not cover the whole waterline. Board Member Cathey asked why not. Ms. Burrridge stated because they are government and will only do what they want to do.

Board Member Knell asked if the City of Casper and the Town of Mills have any financial responsibility in this. Ms. Burrridge stated that she was told this is a Regional Water waterline and that is why she is at the meeting today. Board Member Cathey stated that basically the Town of Mills said no, and the Board said if they had to, they would get a prescribed easement. Board Member Powell asked if there were any easements for this waterline at all in the Town of Mills. Mr. Beamer stated that there is an easement across Boatright's property, and it follows road right-of-ways.

Board Member Knell informed Ms. Burrridge that he is not for or against anything, he is just asking questions. Ms. Burrridge stated that she appreciated that. Ms. Burrridge stated that she is happy to answer any questions and she would contact the USDA if the Board wants her to.

Board Member Knell asked if the waterline is relocated in this area, what happens with the rest of the waterline that is under houses. Ms. Burrridge stated that there are no houses over the portion of the waterline that she is talking about, but the waterline under the houses could be abandoned in place. Ms. Burrridge stated that the reason it can't be abandoned in her development is because it is too shallow and she is building houses with basements.

Board Member Powell asked for Mr. Chapin's input. Mr. Chapin stated that his opinion at this point in time, is that the Board's position of adverse possession is stronger than what Ms. Burrridge assesses it to be, as he believes all the elements are there. Mr. Chapin suggested that the Board discuss this item in more detail. Mr. Chapin stated that this isn't anything more than what the Town of Mills presented. Mr. Chapin stated that the cost is less than what was presented by the Town of Mills.

Chairman King stated that the Board would go into executive session to discuss and when a decision is made, a letter will be sent to Ms. Burrige.

Treasurer Bertoglio stated that every time government touches something, it's more expensive. Treasurer Bertoglio stated that the estimate is based on if Ms. Burrige does the work, but he is sure that would not be allowed, and asked Mr. Beamer to answer. Mr. Beamer stated that staff would review the construction plans, specifications, and assurances that there are inspection services going on. Mr. Beamer stated that he isn't saying it could not be done under her contract, but additional oversight would be needed. Treasurer Bertoglio asked if Ms. Burrige was saying she would be paying half of what the costs would be. Ms. Burrige stated she would absolutely.

Board Member Powell asked what the cost would be for upsizing to 16-inch. Mr. Beamer stated that the labor cost would not change much, but the cost of materials would increase. Board Member Powell asked Ms. Burrige if she would be willing to split the cost of the upsizing as well. Ms. Burrige stated that she would.

Mr. Martin stated that for clarification, this property belonged to the Town of Mills, and asked Ms. Burrige if she now owns it. Ms. Burrige stated that this is her property.

Board Member Cathey asked if Ms. Burrige purchased the property from the Town of Mills. Ms. Burrige stated that she did. Board Member Cathey asked if they told her about the waterline being on the property before she purchased it. Ms. Burrige stated that she relied on a title commitment. Board Member Cathey stated that the Town of Mills knew that waterline was there.

Chairman King asked if there was a motion to move into Executive Session. Mr. Chapin stated that there is an Executive Session later in the meeting. Board Member Cathey stated that the Executive Session listed is for Potential Property Acquisition. Mr. Chapin stated that if there is to be an Executive Session on this issue, it should be set up and notified as a separate item to be discussed, particularly due to prior discussions on this with the Town of Mills.

Chairman King stated that this item could be tabled until the next meeting. Treasurer Bertoglio asked that staff come up with costs for a larger project to move the waterline. Mr. Chapin stated that all these questions and concerns are better off to be discussed in Executive Session.

A motion was made by Board Member Cathey and seconded by Board Member Knell to table this item for an Executive Session for the next meeting. Motion put and carried.

- b. Mr. Martin stated that the WTP HVAC Chiller needs to be replaced. Mr. Martin

stated that this was in the budget last year, but there were unexpected costs for the 2.6 MG Tank Project, so the funds were reallocated. Mr. Martin stated that \$180,000 for this project was rebudgeted in the FY2021 budget. Mr. Martin stated that the contract before the Board today is just for design and construction administration services. Mr. Martin stated that a couple of proposals were received for the project. Mr. Martin stated that staff recommends West Plains Engineering for the design and construction administration services in an amount not to exceed \$10,950.

Chairman King asked for a motion to approve the contract with West Plains Engineering in the amount of \$10,950. A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the contract for design and construction administration services with West Plains Engineering for the WTP HVAC Chiller Replacement, Project 20-030 in the amount of \$10,950.

Board Member Cathey stated that the other bids were not listed in the memo and asked what they were. Mr. Martin stated that the other proposal received was from EDA in the amount just under \$14,000. Mr. Beamer stated that these were proposals and not bids. Board Member Cathey stated that he understands that these were proposals, but it would still be nice to have the information in the memo.

Treasurer Bertoglio asked if this is just a replacement, or redoing the entire HVAC. Mr. Martin stated that this is to replace the chiller unit, the refrigerant condenser, system pumps, controls, and minor piping changes.

Motion put and carried.

- c. Chairman King asked how they wished to proceed with Election of Officers. A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to retain the current Board officers for 2021; H. H. King, Jr. – Chairman, Larry E. Keffer – Vice-Chairman, Kenneth L. Waters – Secretary, and Paul C. Bertoglio – Treasurer. Motion put and carried.

Mr. Martin stated that Secretary Waters did indicate that he would be willing to continue being Secretary.

- i. Mr. Martin stated that with the Board Officers staying the same, the current Board Officer bonds need to be renewed.

A motion was made by Board Member Cathey and seconded by Board Member Freel to approve voucher 8244 in the amount of \$400 for Board Officer Bonds. Motion put and carried.

- d. In Other New Business, Treasurer Bertoglio asked if there had been any news from EPA regarding the response letter. Mr. Schroeder stated that he was

informed that EPA did receive the response letter.

9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition. A motion was made by Treasurer Bertoglio and seconded by Board Member Tasler to adjourn into Executive Session at 12:15 p.m. to discuss potential property acquisition. Motion put and carried.

A motion was made by Board Member Freel and seconded by Board Member Cathey to adjourn from Executive Session at 12:34 p.m. Motion put and carried.

A motion was made by Board Member Tasler and seconded by Vice-Chairman Keffer to open the Regular Session at 12:35 p.m. Motion put and carried.

Chairman King stated that the Board discussed getting a Title Commitment report first, then getting a Fair Market Assessment on the property discussed in Executive Session.

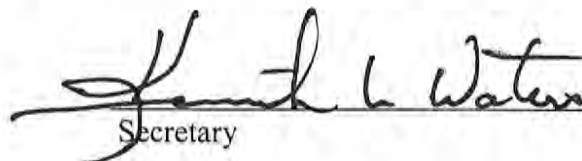
Board Member Knell asked staff to let the property owner know that the Board is doing their due diligence.

A motion was made by Board Member Knell and seconded by Vice-Chairman Keffer to move forward with getting a Title Commitment report and Fair Market Assessment for the property discussed in Executive Session. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on February 16, 2021. Board Member Knell stated that he will be out of town and will not be in attendance at the February meeting.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to adjourn the meeting at 12:36 p.m. Motion put and carried.

  
Chairman

  
Secretary

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

**MEETING PROCEEDINGS**

July 21, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, July 21, 2020 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, Secretary Waters, and Board Members Cathey, Huber and Powell. Treasurer Bertoglio and Board Member Freel were absent.

**City of Casper –** Cathey, Huber, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown, Scott Baxter

**Natrona County –**

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**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 11:31 a.m.

1. In Announcements, Mr. Martin stated that one additional item regarding checking account fees has been added to the agenda to be discussed under Other New Business.



2. Chairman King asked for a motion to approve the minutes from the June 16, 2020 and June 23, 2020 meetings. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the minutes from the June 16, 2020 and June 23, 2020 meetings. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8185 for Equivalent Controls Corporation in the amount of \$8,333.72 for two Ammonia System mag meters. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Board Member Huber arrived at 11:33 a.m.

Chairman King asked for a motion to approve the July 2020 vouchers. A motion was made by Secretary Waters and seconded by Board Member Cathey to approve the July 2020 voucher list to include voucher numbers 8178 through 8185 in the amount of \$527,965.94. 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 June 2020 was 651 MG, which is 150 MG more than the five-year average of 501 MG. Mr. Martin stated that year-to-date production is 3.933 BG, which is approximately 247 MG more than the five-year average of 3.69 BG. Mr. Martin stated that water production was very good through the entire fiscal year.

Mr. Martin asked the Board to reference page 2 of the monthly compilation. Mr. Martin stated that Water Sales is \$7,590,765, which is \$1,397,010, or 22.56% more than last year due to the rate increase and above average water sales.

Mr. Martin stated that Total Operating Expenses are \$3,421,990 for June compared to \$2,843,592 for the same time last fiscal year which is an increase of 20.34%. Mr. Martin stated that increased production caused increased chemical purchases.

Chairman King asked for a motion to approve the June 2020 Financial Report as presented. A motion was made by Board Member Huber and seconded by Board Member Powell to approve the June 2020 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 he will also be giving the Distribution update for Mr. Conner, who is not in attendance today.

Mr. Schroeder stated that Water Distribution staff has been working on cleaning out the Actiflo lagoon drying beds. Mr. Schroeder stated that they are half way done cleaning out the sludge from last year, and then will be cleaning out lagoons that need to be put into service.

Mr. Schroeder stated that Water Distribution staff has been mowing thistle in the well fields. Mr. Schroeder stated that they did a really nice job on that. Mr. Schroeder stated that there has been a really bad thistle crop for the last couple of years and staff has been working on cutting it down just before it goes to seed. Mr. Schroeder stated that the effort has started to work as this year the thistle is not nearly as bad as previous years.

Mr. Schroeder stated that Water Distribution staff has been working at Pioneer Booster installing new seal lines.

Mr. Schroeder stated that Water Distribution staff has been running main line valves on Salt Creek Highway.

Mr. Schroeder stated that Water Distribution staff is waiting on HOA, the SCADA contractor, to install a new power supply at Metro Booster.

Mr. Schroeder stated that sampling for lead and copper has been completed by Water Distribution staff.

Mr. Schroeder stated that Water Distribution staff has been mowing and spraying for weeds at the boosters and tanks.

Mr. Schroeder stated that water demand this month has been 25 MGD+ each day. Mr. Schroeder stated that usually, the WTP will see demand hit 25 MGD a couple of times in a month, but it has been every day this month. Mr. Schroeder stated that he suspects that once people start getting their July water bills, water demand will go down. Mr. Schroeder stated that the Operators have been doing a great job keeping up with demand, and the new SCADA system has been a great help and made it easier. Mr. Schroeder stated that production for July could very easily be over 700 MG.

Board Member Powell asked how the SCADA system is making it easier to keep up with water demand. Mr. Schroeder stated that the new SCADA system is very fast; the old system would take 20 minutes to make a change. Mr. Schroeder stated that it is faster seeing changes to chemical feeds and reporting. Mr. Schroeder stated that the SCADA system is easier for compliance reporting.

Board Member Cathey asked if the mowing of the thistles in the well field was being done instead of using chemical sprays in order to protect the wells. Mr. Schroeder stated that was correct.

Mr. Schroeder stated that there has been a steady flow of chemical trucks each week, and there hasn't been any interruptions.

Chairman King asked if there was any fluctuation in the price of the chemicals. Mr. Schroeder stated that the prices pretty much stayed the same, except for the sodium hypochlorite, which increased.

Mr. Schroeder stated that staff has been working on the HVAC system general maintenance. Mr. Schroeder stated that the HVAC maintenance contract has been renegotiated to where staff will be doing the general maintenance, such as changing belts and filters. Mr. Schroeder stated that the HVAC system has been stressed this summer.

Mr. Schroeder stated that everything is going really well and staff has been meeting demand each day. Mr. Schroeder stated that some mornings get hit so hard it is a challenge to meet demand, but thankfully there is storage out in the system to make up the difference.

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 the Raw Water Building contains a lot of electrical equipment that was installed in 1974. Mr. Martin stated that the Facility Plan identified this electrical equipment as a High Priority for replacement as the pump station is a critical component of the surface water treatment plant and critical to meeting summertime water demands. Mr. Martin stated that the pump station is in need of electrical upgrades in the form of new Motor Control Centers, Electrical Switchgear, and Variable Frequency Drives. Mr. Martin stated that lighting replacements were included as an Add Alternate Bid Item.

Mr. Martin stated that the Board entered into a design contract with West Plains Engineering, which estimated the project cost to be \$200,000.

Mr. Martin stated that seven bids were received on June 30, 2020 for the construction of the project. Mr. Martin stated that Automation & Electronics, Inc. was the low bid with the base bid of \$106,213 and add alternate bid of \$9,832, for a total bid amount of \$116,045. Mr. Martin recommended the Board authorize a construction contingency account, in the amount of \$13,955, for a total project amount of \$130,000.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the contract with Automation & Electronics, Inc. in amount of \$116,045, with a contingency amount of \$13,955, for a total project amount of \$130,000. Motion put and carried.

b. In Other New Business, Mr. Martin stated that in the past few months there has been a service fee of \$25 - \$30 on the Board checking account. Mr. Martin stated that Ms. Brown contacted Hilltop Bank about the service fee and was informed that the Board accounts are Analysis Accounts and the interest that is earned is credited against any service fees. Mr. Martin stated that with interest rates so low

for the last several months, the earned interest has not been enough to offset the service fees. Mr. Martin stated that Hilltop Bank recommended switching the accounts to Snap Shot Checking, which would lower the service fees to approximately \$8 per month.


Mr. Martin asked the Board what they would like to do. Chairman King stated that if it will save the Board some money, he was for the change. Mr. Martin requested the Board make a motion as to how they would like to proceed.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to switch the accounts at Hilltop Bank from Analysis Accounts to Snap Shot Checking accounts. Motion put and carried.

9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on August 18, 2020.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 11:50 a.m. Motion put and carried.

  
Chairman

  
Secretary

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

**MEETING PROCEEDINGS**

August 18, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, August 18, 2020 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, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Freel, Huber and Powell.

**City of Casper –** Cathey, Freel, Huber, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**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.; Lewis James – JKC Engineering; Joseph Parke – Can-Do Construction Company

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 July 21, 2020 meeting. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the minutes from the July 21, 2020 meeting. Motion put and carried.

Board Member Freel arrived at 11:31 a.m.

3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8193 for City of Casper in the amount of \$127,960.40 for the September Loan Payment. 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 August 2020 vouchers. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the August 2020 voucher list to include voucher numbers 8186 through 8193 in the amount of \$536,403.95. 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 July 2020 was 737 MG, which is 53 MG more than the five-year average of 684 MG. Mr. Martin stated that July was a very good water production month, and August is staying steady.

Mr. Martin asked the Board to reference the Rates Billed column. Mr. Martin stated that \$1,496,326.53 was billed in July, which is \$160,000 more than last year at this time. Mr. Martin stated that this is due in part to the rate increase that took effect July 1<sup>st</sup>, but mainly due to the increase in production.

Mr. Martin stated that the July Financial Report is not available due to the switch over to the new financial software, closing out year-end, and preparing for audit.

Chairman King asked for a motion to approve the July 2020 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the July 2020 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 he will also be giving the Distribution update for Mr. Conner, who is not in attendance today.

Mr. Schroeder stated that Water Distribution staff has completed exercising the valves and fixing valve boxes on the Salt Creek Highway water line.

Mr. Schroeder stated that Water Distribution staff has finished cleaning out the Actiflo drying beds.

Mr. Schroeder stated that Water Distribution staff completed a tie-in on the Poison Spider waterline so 71 Construction can run another distribution water line for Pioneer. Mr.

Schroeder stated that there were a few leaks from this tie-in that will need to be repaired.

Mr. Schroeder stated that Water Distribution staff installed the new power supply at Metro Booster and everything is now running in auto at the booster.

Mr. Schroeder stated that Water Distribution staff has been working at Pioneer Booster installing new seal lines.

Mr. Schroeder stated that Water Distribution staff has been mowing at the boosters and tanks and draining fire hydrants.

Mr. Schroeder stated that it was a very busy July for water production, and it has carried on into August. Mr. Schroeder stated that the SCADA system has performed beautifully; there were a few small issues that were easily fixed. Mr. Schroeder stated that the Operators are very happy with how the new SCADA system has performed.

Mr. Schroeder stated that staff is getting through the furloughs. Mr. Schroeder stated that most of the Operators have been here for quite a while, so they have a lot of vacation to use, and then when the furloughs are thrown in, it puts some pressure on the fill-in Operators.

Mr. Schroeder stated that everything is going really well and staff has been meeting demand each day.

Treasurer Bertoglio asked if the budgets have been adjusted to accommodate the furloughs. Mr. Martin stated that the budgets were adjusted to reflect the furloughs.

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 Powder River Development, LLC has submitted a request for two 8-inch water taps on the 12-inch RWS water main running along Salt Creek Highway, which would serve a looped water main through their property at 3019 Salt Creek Highway for Polar Service Centers.

Mr. Martin stated that once the new 8-inch waterline is constructed, it will be owned, operated, and maintained by the Wardwell Water and Sewer District and Polar Service Center would be a customer of Wardwell.

Mr. Martin stated that the Wardwell Water and Sewer District Board has approved the Polar Service Center site plan, and Wyoming DEQ is prepared to issue a permit to construct pending the Board's approval of the tap request.

Treasurer Bertoglio stated that it looks like there is a main building and one behind it, and asked if more buildings are planned. Mr. Parke stated that there is only one more building to be built on the 20-acre parcel.

Chairman King asked what the benefit of these taps will be to the RWS. Mr. Martin stated more water sales to Wardwell.

A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve two 8-inch taps on the 12-inch RWS waterline on Salt Creek Highway to service Polar Service Center at 3019 Salt Creek Highway. Motion put and carried.

Board Member Huber arrived at 11:43 a.m.

- b. In Other New Business, Board Member Cathey stated that there is a person interested in property off 33 Mile Road, and they want to know if there is water and sewer service available to it.

Secretary Waters stated that 33 Mile has a water district in that area. Board Member Cathey stated that the person spoke to 33 Mile District, but their waterline is only 4-inches and doesn't have fire flow capabilities. Chairman Bertoglio stated that the 33 Mile District was built for residential use.

Board Member Cathey asked if Pioneer would be able to service this parcel. Secretary Waters stated that Pioneer District serves the south side of the highway to the south side of the Airport past 10 Mile Road. Secretary Waters stated that Vista West also has a service area out there.

Chairman King asked if there not being water and sewer available to this parcel will stop the business from coming to Casper. Board Member Cathey stated that it could. Board Member Freel stated that they are looking at other locations, so the business isn't stopped yet. Board Member Freel stated that they are looking for approximately 20 acres to build on.

- 9. In the Chairman's Report, Chairman King stated that the next regular meeting will be held on September 15, 2020.

A motion was made by Board Member Cathey and seconded by Secretary Waters to adjourn the meeting at 11:48 a.m. Motion put and carried.

  
Chairman

  
Vice-Chairman



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

**MEETING PROCEEDINGS**

September 15, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, September 15, 2020 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 Bertoglio, and Board Members Cathey, Freel, and Powell. Secretary Waters and Board Member Huber were absent.

**City of Casper –** Cathey, Freel, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –**

**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 —** Mr. & Mrs. James Clark, 2938 Salt Creek Hwy.

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

1. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the August 18, 2020 meeting. A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the minutes from the August 18, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing; voucher 8202 for HDR Engineering, Inc. in the amount of \$4,613.25 for the 2.6M Gallon Tank Roof Replacement; and voucher 8203 for Wyoming.com in the amount of \$5.00 for the RWS Website Domain Hosting 9/7/2020 – 10/7/2020. 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 September 2020 vouchers. A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to approve the September 2020 voucher list to include voucher numbers 8194 through 8203 in the amount of \$606,495.48. Motion put and carried.

4. Mr. Martin stated that the Year-to-Date balances on the Gallons Produced and Rates Billed tables has been updated from what was included in the packets. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for August 2020 was 717 MG, which is 95 MG more than the five-year average of 623 MG. Mr. Martin stated that year to date production is 1.45 BG, which is 147 MG more than the five-year average 1.31 BG. Mr. Martin stated that July and August were both good months.

Mr. Martin stated that he mentioned last month that the Financial Report was not available due to the switchover to the new financial software conversion, closing out year-end, and preparing for audit. Mr. Martin stated that there are still issues with the new financial software, but hopefully there will be a report next month.

Mr. Martin stated that the annual audit will begin on September 28<sup>th</sup>.

Chairman King asked for a motion to approve the August 2020 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve the August 2020 Financial Report as presented.

Board Member Freel asked about the financial software issues and stated that he has had several calls from residents about their water bills being double the amount they usually are. Mr. Martin stated that numerous residents have been calling about issues with their water bills. Mr. Martin stated that the utility billing is one of the modules being updated and having difficulties.

Motion put and carried.

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

Mr. Schroeder stated that July and August were very good production months, but that means a lot of chemicals were used, and there was some damage to the equipment.

Mr. Schroeder stated that the storm created some issues for the WTP. Mr. Schroeder stated that there were four storm related power outages. Mr. Schroeder stated that another power outage was due to a bird flying into the power line. Mr. Schroeder stated that damage from the power outages was minor and included motor savers on the wells. Mr. Schroeder stated that when the power stays out for extended periods, the battery back-ups struggle to keep up.

Mr. Schroeder stated that the surface water plant is back online and production is 15 MGD, which is twice the amount of normal wintertime flows.

Chairman King asked how long the battery back-ups last during a power outage. Mr. Schroeder stated that with the new SCADA system, they last approximately 12 hours.

Mr. Schroeder stated that he anticipates that the surface water plant will be off in early October. Mr. Schroeder stated that once the surface water plant is off, staff would start clean up to get it ready for next year. Mr. Schroeder stated that staff would also be working on capital projects during the winter.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner

Mr. Schroeder stated that nitrification is starting to show up in the system, which happens every year at this time.

Mr. Schroeder stated that 71 Construction is continuing to flush the Pioneer loop water line.

Mr. Schroeder stated that Water Distribution staff have been testing the RWS wholesale meters and flushing the system.

Mr. Schroeder stated that Water Distribution staff is also working on dewatering the Actiflo lagoons for cleaning.

Board Member Cathey asked if the wells go down during power outages. Mr. Schroeder stated that sometimes the wells go down, and sometimes the surface water plant goes down. Board Member Cathey asked if the emergency generator kicks in during the power outages. Mr. Schroeder stated that the emergency generator is not available yet as the contractor cannot work on it during high production months. Board Member Cathey asked if the wells and the surface water plant go down if the emergency generator would start up so the surface water plant could be brought online. Mr. Schroeder stated that in a normal year, that is how it was designed to work. Mr. Schroeder stated that hopefully the emergency generator will be online in early fall.

Treasurer Bertoglio asked if the work that will be done on Alcova this fall would cause any problems for the WTP. Mr. Schroeder stated that it should not cause any problems as the river is already at winter flows, 500 cfs. Mr. Schroeder stated that in October Alcova will be lowered 39 feet, including the 10-15 feet that they normally release. Mr. Schroeder stated that would raise the river flows to 2100 cfs, which will help with the well recharge.

Chairman King asked if there would be a call placed on the river this year. Mr. Schroeder stated there would not be a call on the river this year, but depending on snow pack this winter, there is a chance there could be a call on the river next spring.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that staff would like direction from the Board regarding the EPA LT2 requirement of installing an Ultraviolet System (UV). Mr. Martin stated that EPA has requested a phone meeting next week and he would like the Board's thoughts on where to go with this item. Mr. Martin stated that the letter sent to EPA on this issue stated that UV would be installed in 7 years. Mr. Martin asked if the Board would like Treasurer Bertoglio to sit in on the meeting as he has been involved with investigating alternate options. Treasurer Bertoglio stated that he would participate in the meeting. Mr. Martin stated that he would send the meeting information to him.

Mr. Martin asked if the Board wants to go forth with UV, or push back on the issue. Board Member Powell asked if there is any realistic possibility that since this was an anomalous test, if talking to EPA about backing off would do any good. Mr. Martin stated that Mr. Mark Pepper with Rural Water stated that there is a possibility that it would be worth it to fight back. Treasurer Bertoglio stated that the biggest drawback is funding, and EPA doesn't care what it will do to the rates.

Treasurer Bertoglio stated that this is from one bad test in twenty-something years. Mr. Martin stated that was correct.

Chairman King stated that the one-time bad test in this long of time should not put us in jeopardy. Chairman King stated that the Board should push back.

Board Member Powell asked Treasurer Bertoglio if he had spoken to someone about this. Treasurer Bertoglio stated it would be Senator Barasso's Office that he would go to, as he is the Chairman of the Water Resource program and he has a stout staff that has a lot of input with the EPA.

b. Treasurer Bertoglio stated that for the Board's information, the mayors of Mills and Bar Nunn came to the Commissioners a couple of weeks ago and laid out their plan for the dissolution of Wardwell Water & Sewer District. Treasurer

Bertoglio stated that the Commission laid out the steps that they would have to go through in order to accomplish this. Treasurer Bertoglio stated that the Town of Mills proposed that they would take over most of Wardwell and that Regional would provide them water. Treasurer Bertoglio stated that this is in Casper's growth boundary, and Mills stated that they would work with Casper when they decide they want to do something. Treasurer Bertoglio stated that they have not approached this Board, nor have they approached the City of Casper. Treasurer Bertoglio stated that Wardwell has some items that will muddy the waters for the dissolution.

Treasurer Bertoglio stated that the process that Mills and Bar Nunn have to go through is they have to come up with 25% of the voters on a petition to go to the Commissioners. Vice-Chairman Keffer asked if they also have to have 25% of the valuation of the property. Treasurer Bertoglio stated that was correct. Treasurer Bertoglio stated that these are the two hurdles they have to get over just to go to the County Clerk to send out for a formal vote. Treasurer Bertoglio stated that the vote then has to have a complete dissolution agreement that the County Commissioners have to adopt.

Treasurer Bertoglio stated that Wardwell will have the opportunity to go before the County Commissioners to explain where they are at, at this point. Treasurer Bertoglio stated that at some point Mills and Bar Nunn have to come to this Board and to the City and ask if they agree with this, as Mills is not a member of Regional Water. Treasurer Bertoglio stated that he can understand Bar Nunn's case of being a municipality in an Improvement District, but Mills jumping from out of their growth boundary and not being a participant in the Regional Water System is something that this Board will have to have a special meeting to discuss.

Chairman King asked how this will affect the Wardwell District for the future. Treasurer Bertoglio stated that Mills envisions taking over from Melody Lane, south and plan to charge those customers as outside-Mills customers. Treasurer Bertoglio stated that Mills proposes that there will not be an Improvement District for them, and all the funds will flow directly into Mills' Enterprise Fund and won't be segregated.

Treasurer Bertoglio stated that the thing that really bothers him is the annexation that Bar Nunn did of the upper part were 71 Construction is located. Treasurer Bertoglio stated that when they said they could provide all these services to that area, that was not true, as Wardwell has had to serve that area.

Board Member Powell asked where the boundary is located. Vice-Chairman Keffer stated that the By-Pass is the boundary.

Treasurer Bertoglio stated that at some point the Town of Mills and Bar Nunn have to come to the Board and request to be able to sell water. Treasurer

Bertoglio stated that they are not asking to be outside-City service, nor an Improvement District, and they haven't asked the outside-Bar Nunn County residents, this has all been done between the Mayors of Mills and Bar Nunn. Treasurer Bertoglio stated that there are many things that have to be done before this will be resolved.

Treasurer Bertoglio stated that there is a lot of stuff going on with Wardwell that you cannot just simply pull the plug and say it's not going to happen now. Treasurer Bertoglio stated that the Commissioners have received a letter from Wardwell listing some of the items they have ongoing that will create an issue for any attempt at dissolution.

Board Member Cathey asked if the City should send a letter to them regarding the growth boundary issues. Treasurer Bertoglio stated that he has had a conversation with Mr. Napier about this issue. Treasurer Bertoglio stated that the growth boundaries are monitored as they were done years ago. Treasurer Bertoglio stated that where the water is, that is where growth happens. Treasurer Bertoglio stated that was why the growth boundaries were done years ago, and the last thing he wants to happen is for water to become the defining issue instead of what was previously approved. Treasurer Bertoglio stated that he will keep the Board informed as this progresses. Treasurer Bertoglio stated that he is most concerned with the people in the unincorporated area of Bar Nunn that have no representation or voice in this. Treasurer Bertoglio stated that he understands Bar Nunn wanting to do their own stuff, but he does not believe they understand the full cost ramifications of trying to provide all the utilities.

Board Member Powell asked if the system has been working. Vice-Chairman Keffer stated that as far as he is aware, every time they turn on the faucet they have water.

Treasurer Bertoglio stated that if it is to be a simple dissolution, there is 51% or more that agreed to it, and the dissolution of the assets is agreed upon and are fair, but this has got way too many things going on.

Treasurer Bertoglio stated that the least objectionable thing is if Bar Nunn wants to provide their own water and sewer, is that Wardwell dissolve and then reconstitute to provide service to the unincorporated areas. Treasurer Bertoglio stated that this issue is not straight forward, as there are many things that have to be resolved first.

Treasurer Bertoglio stated that if Mills gets the 25% needed to put it to a vote, they will have to come talk to the Board and request the ability to sell water. Treasurer Bertoglio stated that one thing that really bothers him is that it was mentioned that once Mills gets a relationship established with Regional Water, then as they grow they would not have to expand their water plant, they would just buy additional water from Regional. Treasurer Bertoglio stated that they are

talking about connecting to the big water lines to the west. Treasurer Bertoglio stated that the excess capacity that RWS has is for the growth of Regional customers. Treasurer Bertoglio stated that Mills cannot just go out and pay a tap fee and call that good. Treasurer Bertoglio stated that the Regional customers have paid for all the debt and improvements. Treasurer Bertoglio stated that for them to come in without something is not right. Treasurer Bertoglio stated that he doesn't know if this was ever envisioned, and needs to get the Joint Powers Agreement out and read through it again.

Board Member Cathey stated that the Town of Mills had the chance to join Regional Water years ago and decided not to, and now want to be join the party without bringing anything to the table.

Vice-Chairman Keffer stated that there was a valve between Wardwell and Mills when Wardwell was on Mills water, and Mills assumes it is still there. Vice-Chairman Keffer stated that the valve was physically removed from the waterline so there is a gap between the two systems when Wardwell became part of Regional Water. Vice-Chairman Keffer stated that part of their assumptions is that they just need to turn the valve and they will be able to get water.

Vice-Chairman Keffer stated that about 18 months ago Mills approached Wardwell to have them dissolve willingly, with no plan to take care of the people in Wardwell. Vice-Chairman Keffer stated that Mills would take one end of the system, and Bar Nunn the other, and it would be up to Wardwell to take care of themselves. Vice-Chairman Keffer stated that is the original reason why Wardwell opposed the dissolution. Vice-Chairman Keffer stated that the Wardwell Board has tried to have a meeting with Mills and Bar Nunn, but it has not happened yet.

Treasurer Bertoglio stated that Mills and Bar Nunn asked the Commissioners to direct Wardwell to dissolve. Treasurer Bertoglio stated that the Commissioners would not do that.

Vice-Chairman Keffer stated that a survey is being sent out in the water bills this month.

Chairman King stated that now that the Board is aware of this, they will keep their eyes and ears open for more information.

c. There was no Other Old Business.

8. In New Business:

a. Mr. Martin asked the Board to reference the Agreement with the City of Casper for the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Update Project for the City of Casper and the Central Wyoming Regional

## Water System.

Mr. Martin stated that the AWIA, (section 2013) passed on October 23, 2018, requires that water utility providers develop an RRA and ERP for their water system. Mr. Martin stated that the RRA must be completed by December 31, 2020, and the ERP by June 30, 2021.

Mr. Martin stated that RRAs are used to identify and evaluate risks to the water and wastewater system from malevolent acts and natural hazards. Mr. Martin stated that all parts of the system, from treatment, to storage, and distribution lines will be evaluated. Mr. Martin stated that the findings of the RRA are incorporated into a full ERP. Mr. Martin stated that the ERP identifies strategies and resources to improve the resilience of the system, including physical and cybersecurity. Mr. Martin stated that the ERP also provides a cohesive document from which emergency response personnel can obtain the necessary information to respond to a natural or man-made emergency situation.

Mr. Martin stated that in 2004, vulnerability assessments and ERPs were completed for the water utilities in accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. Mr. Martin stated that the existing assessments and plans will be reviewed and updated using the AWWA Risk and Resilience Management of Water and Wastewater Systems standard so they are current and compliant with AWIA and industry standards through 2024. Mr. Martin stated that the RRA portion of this project will include the inspection and evaluation of water and wastewater facilities/sites to identify asset and threat characterizations. Mr. Martin stated that the consequences, vulnerability, and threat likelihood associated with each threat-asset pair will then be evaluated to calculate risk and resilience values to reflect relative risks to critical assets necessary to fulfill the utilities mission. Mr. Martin stated that the ERP will be developed in accordance with the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19. Mr. Martin stated that the overall goal of the ERP is to help protect the health and safety of utility employees, customers, and the general public.

Mr. Martin stated that once completed, and as required by the Act, the plans will be certified with EPA. Mr. Martin stated that thereafter, the plans will be updated in-house and recertified every five years.

Mr. Martin stated that the City of Casper has consummated an agreement with HDR Engineering, Inc. in the amount of \$159,075 to perform the RRA and ERP update project for the City and the CWRWS. Mr. Martin stated that the agreement specifies that at the end of the contract, the CWRWS will reimburse to the City their portion of the project costs up to a maximum amount of \$39,768.75. Mr. Martin stated that by combining the project there is good savings and use of manpower.



A motion was made by Vice-Chairman Keffer and seconded by Treasurer Bertoglio to approve the agreement with the City of Casper for the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Update Project for the City of Casper and the Central Wyoming Regional Water System in the amount not to exceed \$39,768.75.

Mr. Martin stated that after the initial work is completed, HDR will set up staff to update and certify the RRA and ERP in the future. Mr. Martin stated that this is a new mandate by EPA and cybersecurity is a large portion of the requirements.

Board Member Cathey asked how long it will take for EPA to certify the reports. Mr. Martin stated that the certification is completed online and the reports are not sent to EPA.

Motion put and carried.

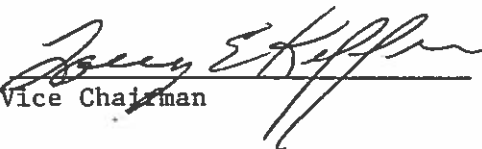
- b. Mr. Martin asked the Board to reference Amendment No. 1 to the FY2021 Agency Budget. Mr. Martin stated that this relates to the RRA and ERP, which were not included in the Capital Budget. Mr. Martin stated that the increase to the FY2021 Agency Budget for the project is \$40,000.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to approve FY2021 Agency Budget Amendment No. 1 in the amount of \$40,000 for the RRA and ERP Update Project. Motion put and carried.

- c. 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 20, 2020.

A motion was made by Board Member Cathey and seconded by Board Member Freel to adjourn the meeting at 12:15 p.m. Motion put and carried.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Vice Chairman

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

**MEETING PROCEEDINGS**

October 20, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, October 20, 2020 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 Cathey, Huber, and Powell. Treasurer Bertoglio, Secretary Waters, and Board Member Freel, were absent.

**City of Casper** – Cathey, Huber (by phone), Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Ethan Yonker

**Natrona County** –

**Salt Creek Joint Powers Board** – King

**Wardwell Water & Sewer District** – Keffer

**Pioneer Water & Sewer District** –

**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. There were no Announcements.

2. Chairman King asked for a motion to approve the minutes from the September 15, 2020 meeting. A motion was made by Board Member Cathey and seconded by Board Member Powell to approve the minutes from the September 15, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that one additional voucher was added to the voucher listing; voucher 8215 for Williams, Porter, Day & Neville, P.C. in the amount of \$122.50 for Legal Services. 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 October 2020 vouchers. A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve the October 2020 voucher list to include voucher numbers 8204 through 8215 in the amount of \$674,218.24. 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 September 2020 was 382 MG, which is 55 MG less than the five-year average of 438 MG. Mr. Martin stated that the snow storm in early September shut down the above five-year average production seen in the last few months, and put it below the five-year average. Mr. Martin stated that year to date production is 1.84 BG, which is 92 MG more than the five-year average of 1.75 BG.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation. Mr. Martin stated the format of the report is different than what the Board is used to seeing in the past. Mr. Martin stated that this is due to the new financial software being used by the City.

Mr. Martin stated that Water Utility Charges for FY2021 is \$3,725,000 which is approximately \$200,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Reimbursable Contract Expense is \$1,096,581 which is approximately \$60,000 more than last year due to the timing of chemical purchases.

Mr. Martin stated that Mr. Pitlick is waiting for the audited figures before submitting the Balance Sheet for the Board's review.

Chairman King asked for a motion to approve the September 2020 Financial Report as presented. A motion was made by Board Member Powell and seconded by Board Member Cathey to approve the September 2020 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 is officially in winter time operations. Mr. Schroeder stated that flows are 6 MGD to 7 MGD. Mr. Schroeder stated that there are a few people

that are still watering, but will probably shut down their irrigation systems this week as it is supposed to get really cold.

Mr. Schroeder state that staff will be working on replacing the 36-inch Groundwater High Service meter this week. Mr. Schroeder stated that Water Distribution staff will be helping with the replacement of the meter.

Mr. Schroeder stated that there has been a lot of the staff out for hunting, vacations, and furloughs, which leaves a skeleton staff, but they are making it work.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner.

Mr. Schroeder stated that nitrification is continuing to show up in the system, which happens every year at this time. Mr. Schroeder stated that he has been receiving a lot of calls from the other entities about the low residuals. Mr. Schroeder stated that he is reminding them that this happens every year at this time. Mr. Schroeder stated that free testing has been offered to the entities, and he has reminded them of the credit given for nitrification flushing.

Mr. Schroeder stated that Water Distribution crews have been doing booster cleaning and pump maintenance.

Mr. Schroeder stated that Water Distribution staff have also been replacing valve boxes, testing the RWS wholesale meters, and have received the materials to move the Sandy Lake meter for better access for testing.

Mr. Schroeder stated that there was an incident at the Salt Creek Booster. Mr. Schroeder stated there was a small flood at the booster and the meter will have to be replaced. Mr. Schroeder stated that the new meter will be sealed, making it waterproof, so if there is an incident in the future, the meter won't be damaged.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that the conference call with EPA that was discussed last month was held, and Treasurer Bertoglio did participate in the meeting. Mr. Martin stated that EPA is not budging from the LT2 requirement of UV Disinfection. Mr. Martin stated that Treasurer Bertoglio was going to meet with Mr. Pepper and Senator Barasso's office on this. Mr. Martin stated that he has not spoken to Treasurer Bertoglio on how his meetings went.

Mr. Martin stated that November is one of the timeline requirements with EPA to let them know what the progress is, if funding is in place, and if design is being done so construction can commence. Mr. Martin stated that there was some discussion from the Board about pushing back on this issue. Mr. Martin stated

that staff needs some direction from the Board as to if they want to push back, or move forward with the project. Mr. Martin stated that EPA left the door open for revision of the schedule due to the Coronavirus, and other things. Mr. Martin stated that he needs to get a letter off to EPA, but with Treasurer Bertoglio not in attendance, there is part of the discussion missing. Mr. Martin stated that he could call EPA and let them know that there wasn't a full Board in attendance today to discuss this and let them know it would be discussed at the November meeting.

Board Member Powell asked what EPA's argument is for this disinfection upgrade. Mr. Martin stated that EPA's argument is that there was a failed test which moved the WTP into BIN 2 Classification, and the requirement for this classification is the installation of UV Disinfection. Mr. Martin stated that he was informed by EPA that there are several water systems in Wyoming that met the requirements, and we would have to meet them as well.

Board Member Powell asked if Mr. Martin got the sense that EPA is wanting all well water systems to have UV disinfection. Mr. Martin stated that the one test failed, which under EPA definitions put the WTP into BIN 2 Classification, and the requirements of that classification is UV. Mr. Martin stated that he does not feel that EPA is over reaching to put every system into this classification.

Chairman King asked if the Feds are going to assist with paying for this project. Mr. Martin stated that an application for funding this project was submitted to the Wyoming Water Development Commission, but was denied. Mr. Martin stated that the next avenue of funding is to submit an application to the State Lands and Investments Board. Board Member Cathey asked how much the project will cost. Mr. Martin stated that the estimated project cost is \$12 M.

Mr. Martin asked if the Board would like him to tell EPA that this would have to be discussed at the November meeting when more Board Members are in attendance, and follow up with a letter after the meeting. Chairman King stated that would be a good recommendation at this point until Treasurer Bertoglio can give a report on his meetings with Mr. Pepper and Senator Barasso's Office.

Board Member Powell asked if staff felt that there is a risk that there could be some of those spores in the water supply. Mr. Martin stated that he didn't think so. Mr. Schroeder stated that he believes the risk is very low as the Operators are already ozonating at four times a 2-log inactivation, doing a pre-chlorine residual in the tank, and chloramine disinfection residual in the system. Mr. Schroeder stated that there is a lot of barrier there already, plus a very good natural sand filter which is being replicated in the WTP. Board Member Powell stated that this is why all the other tests were fine. Mr. Schroeder stated that was correct; the test that failed was from the river source water. Mr. Schroeder stated that EPA wanted to classify the source water.

Mr. Schroeder stated that the Board could not fund the project and the WTP would just run under an administrative order. Board Member Powell asked what that would entail. Chairman King stated that the last administrative order that he had consisted of writing a procedure that has to be approved by EPA. Mr. Schroeder stated that the administrative order would have to be reported on the Consumer Confidence Report, and it would likely show up on the Sanitary Survey as well. Mr. Schroeder stated that also every three years the administrative order would be renewed. Mr. Martin stated that it would not be an ideal situation.

Board Member Powell asked if there were any communities that fought this. Mr. Martin stated that HDR did some preliminary work on this in the Facility Plan, and they informed him that the communities that have fought this, in the end had to do it anyway.

Board Member Huber stated that he thinks the Board should ask for more time until the Board hears from Treasurer Bertoglio. Chairman King agreed.

Vice-Chairman Keffer stated that he feels like pushing back on this, but prepare to do the project. Vice-Chairman Keffer stated that he doesn't like the idea that one bad test in 25 years should not require this. Mr. Schroeder stated that EPA is also pointing to some tests that came back positive for Giardia. Mr. Schroeder stated that Giardia has been found for years.

Board Member Cathey stated that since this was just a verbal conversation from EPA in Washington, a letter should be written outlining the testing procedure and show them the facts and then make them turn it down in writing. Board Member Powell stated that Senator Barrasso should be copied on the letter.

Board Member Powell stated that even if the Board pushes back and still loses, this could help a community in the future. Board Member Powell stated that if the system is flawed, this is the only way to get it changed.

Chairman King informed Mr. Martin that he should write a letter to EPA detailing the proposed testing procedure and request a written response. Mr. Schroeder stated that he is unsure of what the procedure was in the conversation; he believes it was quite extensive with a lot of cost involved with HDR as the consultant. Mr. Schroeder stated that he would just like the opportunity to re-test the river. Mr. Martin stated that EPA informed him we would not be able to test our way out of the classification, we would just need to meet the requirements.

Board Member Cathey asked how often the river has to be tested. Mr. Schroeder stated that LT2 is a five-year sampling schedule, with a 2-year sample process which is sampling on the same day every month for two years. Mr. Schroeder stated that is what caused the issues as in April of 2016 or 2017 there was a huge snowstorm that dumped a foot of snow and the river was running mud, but he had to sample.

Mr. Martin stated that staff would put together costs and a procedure for testing to present to the Board at the next meeting, and then hear from Treasurer Bertoglio. The Board agreed and Vice-Chairman Keffer asked that EPA be informed that the issue will be discussed with the full Board next month.

- b. There was no Other Old Business.

8. In New Business:

- a. Mr. Martin asked the Board to reference Change Order No. 6 with HOA Solutions, for the Water Treatment Plant SCADA Improvements Project No. 17-038.

Mr. Martin stated that his change order has to deal with new issues that were discovered after implementation of the new controls. Mr. Martin stated that as the WTP was started up the Operators were fighting with pumping systems that were fluctuating radically and causing issues with other systems. Mr. Martin stated that HOA was contacted to address the issues. Mr. Martin stated that HOA designed and implemented a new control scheme that has allowed the system to operate smoothly. Mr. Martin stated that as this was additional work beyond the original scope of work and HOA is requesting the additional labor and travel expenses be covered in the amount of \$6,275.00.

Mr. Martin stated that the current contract amount is \$1,419,993.08 with a construction contingency amount of \$72,822.92. Mr. Martin stated that this change order will increase the contract amount to \$1,426,268.08 and decrease contingency to \$66,547.92. Mr. Martin stated that the DWSRF representative, Wade Verplancke, has given approval for this change order.

Mr. Martin stated that Mr. Ethan Yonker is in attendance to answer any questions the Board may have on the change order.

A motion was made by Board Member Powell and seconded by Vice-Chairman Keffer to approve Change Order No. 6 with HOA Solutions, for the Water Treatment Plant SCADA Improvements Project No. 17-038 in the amount of \$6,275.00. Motion put and carried.

- b. Mr. Martin stated that the Decant Pump Station is crucial for the WTP during both summer and winter operations. Mr. Martin stated that in August, the WTP experienced a failure of one of the two pumps installed at the Decant Pump Station. Mr. Martin stated that a replacement pump from inventory was installed and is now in operation.

Mr. Martin stated that due to long pump procurement lead times, 4 to 6 weeks in most cases, it is vital that a replacement pump be in inventory at all times. Mr. Martin stated that this pump purchase is to replace the pump that was used from

inventory. Mr. Martin stated that replacement parts are not available to rebuild the failed pump.

Board Member Cathey asked if this is a sole source purchase. Mr. Martin stated that it is a sole source purchase as this is the only vendor that can supply this brand of pump.

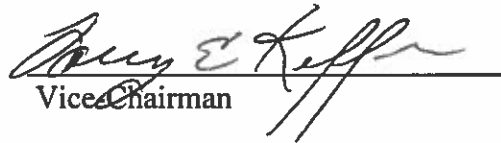
A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve the sole source purchase of a Homa Submersible Pump for the Decant Pump Station from Intermountain Motor Sales, Inc. in the amount of \$23,608.18. Motion put and carried.

c. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on November 17, 2020.

A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to adjourn the meeting at 12:09 p.m. Motion put and carried.

  
Chairman

  
Vice Chairman



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

**MEETING PROCEEDINGS**

November 17, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, November 17, 2020 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, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey and Huber. Board Members Freel and Powell were absent.

**City of Casper –** Cathey, Huber (by phone), Andrew Beamer, Bruce Martin, Brian Schroeder, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**Pioneer Water & Sewer District –** Waters (by phone)

**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.; Steve Quail – HDR Engineering

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

1. In Announcements., Mr. Martin stated that Secretary Waters and Board Member Huber are participating in the meeting by telephone.
2. Chairman King asked for a motion to approve the minutes from the October 20, 2020 meeting. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the minutes from the October 20, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board that four additional vouchers were added to the voucher listing; voucher 8226 for Krohne Inc. in the amount of \$1,459.91 for Parts for GWHS Mag Meter Installation; voucher 8227 for HOA Solutions, Inc. in the amount of \$96,743.61 for SCADA System Upgrade, Project No. 17-038, PP#10; voucher 8228 for West Plains Engineering, Inc. in the amount of \$1,000 for the WTP Raw Water Building MCC Replacement Project No. 18-078, PP#6; voucher 8229 for HOA Solutions, Inc. in the amount of \$71,313.40 for SCADA System Upgrade, Project No. 17-038, Retainage Release. 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 November 2020 vouchers. A motion was made by Treasurer Bertoglio and seconded by Vice-Chairman Keffer to approve the October 2020 voucher list to include voucher numbers 8216 through 8229 in the amount of \$1,380,217.21. 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 October 2020 was 216.3 MG, which is 8.7 MG more than the five-year average of 207.6 MG. Mr. Martin stated that year to date production is 2.05 BG, which is 101 MG more than the five-year average of 1.95 BG.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation. Mr. Martin stated that Interest Earned in FY2020 was \$40,748, while FY2021 is \$1,384. Mr. Martin stated that October 2019 the interest rate was 1.64%, while October 2020 interest rate was 0.03%. Mr. Martin stated that Mr. Pitlick is looking into WGIF to see if they have better interest rates.

Mr. Martin stated that Water Utility Charges for FY2021 is \$4,179,658 which is approximately \$286,664 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated the System Development Charges for FY2021 is \$91,212 compared to \$139,442 for FY2020. Mr. Martin stated that there were several large building projects that took place in FY2020 and paid System Development Charges, but FY2021 is on target for what was projected.

Mr. Martin stated that Reimbursable Contract Expense is \$1,423,535 which is approximately \$14,312 more than last year due to the timing of chemical purchases.

Mr. Martin stated that Mr. Pitlick is waiting for the audited figures before submitting the Balance Sheet for the Board's review. Mr. Martin stated that the audited figures will be presented to the Board at the December meeting.

Chairman King asked for a motion to approve the October 2020 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to approve the October 2020 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 there has been a couple of laboratory confirmed COVID positive cases among the Operators. Mr. Schroeder stated this caused a bit of a pinch as other people have had to fill in for them. Mr. Schroeder stated that they are on the mend and should be back to work next week.

Mr. Schroeder stated that new switchgear and other parts were installed in the Emergency Generator and it had a successful test as it performed how it is supposed to. Mr. Schroeder stated that there was a power outage caused by the wind a few days later and the generator performed beautifully.

Mr. Schroeder stated that now that the surface water plant is off for the season, A&E is on-site tracing wires in Raw Water where the MCCs and VFDs are being replaced. Mr. Schroeder stated that the project will be underway soon, as A&E is waiting on the parts.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner.

Mr. Schroeder stated that the Airport Tank was drained, cleaned, and refilled as a routine sample was positive. Mr. Schroeder stated that he believes the Distribution staff samples the tanks once a month.

Mr. Schroeder stated that Water Distribution crews have been winterizing booster stations and working on fire hydrants.

Mr. Schroeder stated that Water Distribution staff has also finished installing the 36-inch mag meters for groundwater and surface water. Mr. Schroeder stated that the mag meters were over 20 years old and new parts for the controllers were no longer available.

Chairman King stated that Salt Creek has working on PRVs in their system and asked if it interfered with operations here at the WTP. Mr. Schroeder stated that PRVs are very important out there. Chairman King stated that staff hired someone out of Denver to help them. Mr. Schroeder stated that the work did not interfere with WTP operations.

6. There was no Public Comment.

7. In Old Business:

- a. Mr. Martin stated that the LT2 requirement of UV Disinfection was discussed at the last meeting and questions had come up. Mr. Martin stated that the Board was also waiting on information from Treasurer Bertoglio so decided to bring it up again at this meeting. Mr. Martin stated that Mr. Steve Quail with HDR Engineering has worked on this quite a bit and is here to give a quick overview of where we are, what other entities have done, and where we need to go from here.

Mr. Quail gave a quick summary of the Surface Water Treatment Rules from 1989 – 2006. Mr. Quail stated that the RWS wells fall under the Interim Enhanced Surface Water Treatment Rule that requires 2-log (99%) Cryptosporidium removal, and defined Ground Water Under Direct Influence (GWUDI) of Surface Water.

Mr. Quail stated that the Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) requires source water monitoring for Cryptosporidium and established Bin classification of source waters. Mr. Quail stated that the RWS has gone through two rounds of source water monitoring. Mr. Quail stated that the more you are at risk for source water Cryptosporidium, based on the sampling, the higher the Bin classification, which means more treatment is required.

Treasurer Bertoglio asked if the both the RWS groundwater and surface water treatments have 3-log Giardia removal. Mr. Quail stated the surface water system has removal by the filters, but the groundwater system does not have removal, per se. Treasurer Bertoglio stated that EPA threw out Giardia again during discussions, and he wanted to make sure all EPA requirements for Giardia are currently being met. Mr. Quail stated that all EPA requirements are currently being met.

Mr. Quail reviewed the treatment techniques for both the groundwater and the surface water. Mr. Quail stated that the WTP has a very high Ozone dose that is 2-log x 4 for Giardia inactivation, which translates to 0.5-log for Cryptosporidium, which is more resilient. Mr. Quail stated that there is physical removal through the filters.

Mr. Quail stated that back in 2001, EPA gave conditional approval for alternative filtration technology of the groundwater. Mr. Quail stated that this means that EPA said the GWUDI is doing 2-log, or 99% Cryptosporidium removal.

Mr. Quail stated that in 2005, EPA reviewed data and approved continued alternative filtration technology with the conditions that the RWS monitor turbidity and aerobic spores as Cryptosporidium surrogates. Mr. Quail stated that at this same time, EPA required the Infiltration Gallery not be used.

Mr. Quail stated that in 2010 the first round of Cryptosporidium sampling was done and the North Platte River was classified as Bin 1, requiring 2-log (99%)

Cryptosporidium removal and continued approval of alternative filtration technology was given.

Mr. Quail stated that in 2017 the second round of Cryptosporidium sampling was completed, and there were a couple of tests that came back high. Mr. Quail stated that this put the North Platte River in a Bin 2 classification which requires total 3-log (99.9%) removal and/or inactivation. Mr. Quail stated that the IESWTR requires 2-log removal. Mr. Quail stated that another log of removal/inactivation is required for groundwater.

Mr. Quail stated that the RWS responses to Bin 2 classification were as follows: 1) Operational changes in the surface water treatment; 2) additional treatment with UV for groundwater treatment and requested seven years to comply; 3) EPA replied with requirement to provide detailed schedule.

Chairman King asked how much Cryptosporidium has been found in the testing history. Treasurer Bertoglio stated that there was none. Chairman King asked why EPA wanted the changes if none has been found historically. Mr. Quail stated that because there is a risk that it could be found, EPA wants additional treatment on the groundwater.

Treasurer Bertoglio asked if 3-log removal is now required since we are now in Bin 2. Mr. Quail stated that was correct. Treasurer Bertoglio asked if it is removal, or if it is 2-log removal and 1-log inactivation. Mr. Quail stated that the extra one could be removal and/or inactivation. Treasurer Bertoglio asked what ozone is getting. Mr. Quail stated that 0.5-log removal is being achieved with the current dosage of ozone. Treasurer Bertoglio asked if UV will get a full log removal. Mr. Quail stated that UV by itself can get up to 4-log inactivation. Treasurer Bertoglio asked if ozone could be taken out of the treatment then. Mr. Quail stated that was a possibility, but it would have to be negotiated with EPA. Mr. Quail stated that EPA wants multiple barriers in the treatment of the groundwater, and currently there is only one. Mr. Quail stated that an advantage to ozone is that it improves water quality so that the UV light transmits better through the water.

Mr. Martin stated that ozone would still be needed for the surface water. Mr. Schroeder stated that Actiflo used polymer, and the ozone breaks the excess polymer into particles that lay on top of the filters and are filtered out of the water. Mr. Schroeder stated that ozone is a treatment process.

Mr. Quail stated that the detailed schedule given to EPA is as follows: Nov. 17, 2020 – Board approval of Preliminary Design Report; July 2022 – Financing complete and begin design; Sept. 2024 – Begin construction; Sept. 2026 Construction completed and begin plant startup.

Mr. Quail stated that the schedule was based on WWDC funding, but that fell

through. Mr. Quail stated that the next funding source to consider is a SLIB loan.

Mr. Quail stated that if the Board wants to challenge EPA, a column test would need to be conducted. Mr. Quail stated that this would be like a doctorate study and would cost approximately \$250,000 to \$500,000. Mr. Quail stated that EPA stated that this could be done, but a column test would not be accepted, the test would have to be from the river into the wells. Mr. Quail stated that there is almost no Cryptosporidium in the river to test. Mr. Quail stated that EPA does not recommend doing the test.

Mr. Quail stated that in 2007 Portland, Oregon sued EPA in DC Court of Appeals, but the US Court of Appeals rejected the challenge. Mr. Quail stated that in 2010 Portland increased Cryptosporidium monitoring and improved watershed controls. Mr. Quail stated that in 2014 Portland received a 10-year variance from Oregon Health Authority (OHA). Mr. Quail stated that in 2017 Portland detected Cryptosporidium in samples, OHA rescinds variance. Mr. Quail stated that Portland ended up awarding a final engineering contract for 200 MGD Bull Run UV Facility, and they were not eligible for funding for the project.

Mr. Quail stated that the steps that are needed if the Board proceeds with the UV facility are to complete/update the Facility Plan; Apply for SRF loans and grants; Work with Congressional Delegation for potential Federal Earmark Funding; Begin design and construction.

Treasurer Bertoglio asked if anyone has ever challenged in court the requirements on the basis that they don't meet the Safe Drinking Water Act. Mr. Quail stated that a cost benefit analysis is completed when the rule was put in place. Mr. Quail stated that was what Portland was challenging with their issue.

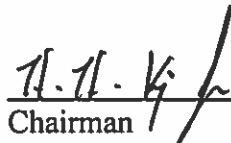
Treasurer Bertoglio stated that he has a question on the Board debt and asked how much the Board still owes the City of Casper. Mr. Martin stated that the City loan will be paid off in 2023 or 2024. Treasurer Bertoglio stated that he wondered if the Board could go to the City and request Perpetual Care Funds. Treasurer Bertoglio stated that it may be possible to get the project bonded. Treasurer Bertoglio stated that the State doesn't have any money and funding from the Feds may not go through.

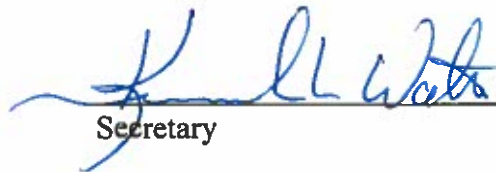
Board Member Cathey asked what needs to be done now as it looks like the Board needs to approve the Preliminary Design Report today based on the schedule. Mr. Martin stated that EPA asked for an update on the schedule to let them know what is going on with the project. Mr. Martin stated that EPA was open to renegotiating the schedule and has requested a letter from the Board.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to have Mr. Martin compose the letter to EPA with a revised schedule and bring it to the December meeting for consideration. Motion put and carried.

- b. In Other Old Business, Treasurer Bertoglio asked if the Board has an agreement with HDR for a Cyber Security review. Mr. Martin stated that HDR was under contract to update the Emergency Response Plan, which included a review of the Cyber Security.
8. There was no New Business.
- a. There was no Other New Business.
9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on December 15, 2020.

A motion was made by Board Member Cathey and seconded by Treasurer Bertoglio to adjourn the meeting at 1:03 p.m. Motion put and carried.

  
Chairman

  
Secretary

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

**MEETING PROCEEDINGS**

December 15, 2020

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, December 15, 2020 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, Secretary Waters, Treasurer Bertoglio, and Board Members Cathey, Huber and Powell. Board Member Freel was absent.

**City of Casper –** Cathey, Huber, Powell (by phone), Andrew Beamer, Bruce Martin, Tom Pitlick, Evan Condelario, Brian Schroeder, Janette Brown

**Natrona County –** Bertoglio

**Salt Creek Joint Powers Board –** King

**Wardwell Water & Sewer District –** Keffer

**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 —** Cynthia Olson – Skogen, Cometto, & Associates, P.C.

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

1. In Announcements., Mr. Martin stated that Board Member Powell is participating in the



meeting by telephone.

Board Member Huber and Treasurer Bertoglio arrived at 11:31 a.m.

2. Chairman King asked for a motion to approve the minutes from the November 17, 2020 meeting. A motion was made by Board Member Cathey and seconded by Vice-Chairman Keffer to approve the minutes from the November 17, 2020 meeting. Motion put and carried.
3. Mr. Martin informed the Board no additional vouchers were added to the voucher listing that was sent out in the agenda packet. Mr. Martin stated that voucher 8230 for BLM is for five years lease for Pioneer Tank right-of-way; voucher 8235 for Wyoming Machinery is for retainage release for the WTP Emergency Power Project that is now completed. 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 December 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the November 2020 voucher list to include voucher numbers 8230 through 8237 in the amount of \$551,517.69. 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 November 2020 was 164 MG, which is 4 MG more than the five-year average of 160 MG. Mr. Martin stated that year to date production is 2.22 BG, which is 105 MG more than the five-year average.

Mr. Martin asked the Board to reference the Income Statement in the monthly compilation. Mr. Martin stated that last month the Board was informed that the Interest Earned in FY2021 was less than expected.

Mr. Martin stated that Water Utility Charges for FY2021 is approximately \$333,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated the System Development Charges for FY2021 is \$51,000 less than FY2020. Mr. Martin stated that there were several large building projects that took place in FY2020 and paid System Development Charges, but FY2021 is on target for what was projected.

Mr. Martin stated that Reimbursable Contract Expense is \$1,691,874 which is approximately \$29,000 more than last year due to the timing of chemical purchases.

Mr. Martin stated that the Balance Sheet is not included in the Financial Report as Mr. Pitlick is waiting on the audited figures. Mr. Martin stated that the audit will be presented to the Board today, so the Balance Sheet should be available at the next meeting.

Chairman King asked for a motion to approve the November 2020 Financial Report as presented. A motion was made by Treasurer Bertoglio and seconded by Secretary Waters to approve the November 2020 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 after 37 years the Lead Operator, Mike McDaniels, put in his retirement notice and December 31<sup>st</sup> will be his last day. Mr. Schroeder stated that Mr. McDaniels will be missed. Mr. Schroeder stated that the Lead Operator job listing is open, and will be open for a month. Mr. Schroeder stated that they have received some good applications so far. Chairman King asked if any applications were from within. Mr. Schroeder stated that there is one application from within so far.

Mr. Schroeder stated that the WTP is back to full staff after several members of staff tested positive for COVID.

Mr. Schroeder stated that staff is still working on the WTP cleanup from the summer season, and are working on putting together figures for the upcoming budget season.

Mr. Schroeder stated that he would also be giving the Transmission System Update for Mr. Conner.

Mr. Schroeder stated that Water Distribution crews have been continuing the fire hydrant checks.

Mr. Schroeder stated that Water Distribution staff will begin hauling the Actiflo sludge next month.

Mr. Schroeder stated that Water Distribution staff has also been installing test ports on the wholesale water meters, and working on the plans for the Pioneer tank overflow.

6. There was no Public Comment.

7. In Old Business:

- a. Mr. Martin stated that the response letter to EPA regarding the updated schedule for the UV System lists several reasons for the delays. Mr. Martin stated that the letter includes the WWDC funding for the project falling through, new Board Members that had to be brought up to speed, and COVID. Mr. Martin stated that the updated schedule moves everything out by 19 months. Mr. Martin stated that the preliminary design report is listed as being completed by April 30, 2022. Mr. Martin stated that funding for the Preliminary Design Report will be included in the FY2022 capital budget, which begins July 1, 2021. Mr. Martin stated that he left out the questions on the Ozone System as they will be listed in the preliminary design report. Mr. Martin requested Board approval to submit the letter to EPA.

A motion was made by Treasurer Bertoglio and seconded by Board Member Cathey to approve the response letter being signed by the Chairman and submitted to EPA. Motion put and carried.

b. There was no Other Old Business.

8. In New Business:

a. Mr. Martin stated that Ms. Cynthia Olson, with Skogen, Cometto, & Associates, is in attendance today to present the FY2020 Audit. Mr. Martin stated that Mr. Tom Pitlik, and Mr. Evan Condelario, with City of Casper Finance Department are also in attendance to answer any questions the Board may have on the audit.

Ms. Olson stated that she brought copies of the draft audit report that has been reviewed by Ms. Skogen and is ready to go with the Board's approval. Ms. Olson stated that there were no adjusting entries required for this audit, but there are reclassification entries, which are always done for the financial statement presentation.

Ms. Olson asked the Board to reference page 11 of the audit book. Ms. Olson stated that Total Assets increased from \$51 M in FY2019 to \$52.2 M in FY2020. Ms. Olson stated that this is primarily due to the addition of \$2.75 M in Capital Assets.

Ms. Olson stated that Total Liabilities decreased \$734,268 due to payments on the debt.

Ms. Olson stated that Net investment in capital assets increased from \$28 M in FY2019 to \$29.6 M in FY2020 due to additions in Capital Assets.

Ms. Olson stated that the Total Net Position increased from \$34.3 M to \$36.3 M.

Ms. Olson asked the Board to reference page 12 of the audit book. Ms. Olson stated that Operating Revenues increased from \$6.3 M in FY2019 to \$7.9 M in FY2020 due to the increase in production and the water rate increase.

Ms. Olson stated that Total Operating Expenses increased from \$3.5 M in FY2019 to \$3.6 M in FY2020.

Ms. Olson stated that there was an increase in Net Position of \$747,272 over FY2019 due to the increase in Water Sales. Ms. Olson stated that this shows that the charges for services are more than covering operations as required by State Statutes.

Ms. Olson asked the Board to reference page 23 of the audit book. Ms. Olson stated that this is a schedule of the most significant capital assets. Ms. Olson

stated that this schedule reflects the changes during the year. Ms. Olson stated that Construction in Process increased \$2,585,262 due to a combination of projects. Ms. Olson stated that there was a transfer out of \$917,374 for projects that were completed during the year and have begun depreciating. Ms. Olson stated that with depreciation subtracted, there was a total of \$719,910 added to Total Capital Assets for FY2020.

Ms. Olson asked the Board to reference page 25 of the audit book, Long-Term Obligations. Ms. Olson stated that the Reductions column is what was paid on the debt during the year. Ms. Olson stated that in FY2019 that column also includes principal forgiveness. Ms. Olson stated that in FY2020 \$1,258,211 was added to the debt for the WTP SCADA Improvements Project loan, and \$2 M of debt was paid down.

Ms. Olson stated that presentation of the Capital Assets and the Long-Term Debt are some things that auditors like to present to the Board as it different from the monthly financial reports presented by the City of Casper.

Ms. Olson stated again that there were no adjusting journal entries this year. Ms. Olson stated that their audit opinion is unmodified, which means it is a clean audit. Ms. Olson stated that she will be able to provide the final bound audit books as soon as they receive the signed Management Representation Letter from the Board.

A motion was made by Board Member Huber and seconded by Vice-Chairman Keffer to approve the FY2020 Audit Report.

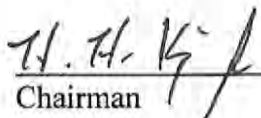
Mr. Martin stated that he wanted to thank Mr. Pitlick and Mr. Condelario for their hard work on the audit this year, and the financial reports throughout the year.

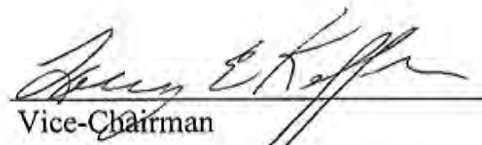
Motion put and carried.

b. There was no Other New Business.

9. In the Chairman's Report, Chairman King stated that the next regular meeting would be held on January 19, 2021.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to adjourn the meeting at 11:47 a.m. Motion put and carried.

  
Chairman

  
Vice-Chairman

# 2021 POST- LEGISLATIVE OUTLOOK

APRIL 21, 2021  
11:30 A.M. - 1:00 P.M.  
RAMKOTA HOTEL



Register online at [www.casperwyoming.org](http://www.casperwyoming.org)

## 2021 Post-Legislative Outlook

Hear directly from Wyoming's Legislators and engage them in a question and answer session about the activities that took place during this year's session!

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