

INFORMATION PACKET

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Friday, March 26, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

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 |
|--|---------------------|----------------|------------|-------------|---------------|
| Pre-meeting Parking on the Parkways | | | | | |
| Pre-Meeting Johnson Group Liquor | | | | | |
| Establish April 20, 2021 as Public Hearing Date for Consideration of: Transfer of Retail Liquor License No. 28 from Propper Management, LLC d/b/a 307 Sunrise, Located at 4370 South Poplar Street to 307 Bar, LLC, Located at 4370 South Poplar Street. | C | | | | |
| Establish April 20, 2021 as Public Hearing Date for Consideration of: Transfer of Three Retail Liquor Licenses Location and Three New Bar and Grill Liquor Licenses. | C | | | | |
| Amending Section 13.04.060 of the Casper Municipal Code. 2nd reading | | | N | | |
| Vacation and Replat Creating Central Services Addition No. 2. 2nd reading | | | N | | |
| Rescinding Resolution No. 14-33 and Establishing Fees for Geographic Information Systems and Engineering Products and Services. | | | | C | |
| Authorizing a Lease Agreement with Casper Mountain Racers Association, for Management and Operation of the Casper Speedway. | | | | C | |
| Authorizing a Contract for Professional Services with Rooter Service Incorporated for Rental and Servicing of Portable Toilets. | | | | C | |
| Authorizing the Filing of a Grant Application for Federal Transit Administration (FTA) Operating Funds for FY 2022. | | | | C | |
| Authorizing the Filing of a Grant Application for Wyoming Department of Transportation (WYDOT) Operating Assistance Funds for FY 2022. | | | | C | |
| Authorizing the Filing of a Grant Application for Wyoming Department of Transportation (WYDOT) Transit Capital Funds. | | | | C | |
| Authorizing an Agreement with Installation and Service Co., Inc., in the Amount of \$129,255, for the North Park Street Mill & Overlay Project. | | | | C | |
| Authorizing an Agreement with Limmer Roofing, Inc., in the Amount of \$19,956, for the 2021 CPU Roof Replacements Project. | | | | C | |
| Authorizing a Contract for Outside-City Sewer Service with JR and Heather Boyles Living Trust. (tentative) | | | | C | |
| Authorizing the Release of Various Local Assessment District Liens for LAD 156. | | | | C | |
| Authorizing an Amendment to Professional Services Contract with Thyssenkrupp Elevator Corporation, in the Amount of \$95,108.81, to Repair the Freight Elevator at Ford Wyoming Center. | | | | C | |
| Authorizing a Professional Services Agreement with Valor Construction, LLC, in the Amount of \$26,716.25, to Refinish the Exterior of the Main Building at Stuckenhoff Shooters Complex. | | | | C | |
| Authorizing the Appointments of Doug Hall, Jason Magnuson, Jim DeGolia and Olivia Cole to the Leisure Services Advisory Board. | | | | | C |

The Grid

A working draft of Council Meeting Agendas

April 6, 2021 (cont.) Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|--|---------------------|----------------|------------|-------------|---------------|
| Authorizing the Purchase of Six (6) New Mid-Size Police Utility Vehicles, Two (2) New Mid-Size Unmarked Utility Police Vehicles, Two (2) New Half-Ton Four Door Unmarked Police Trucks, and One (1) New Mid-Size Hybrid Utility Police Vehicle, from Greiner Motors, Casper, Wyoming, in the Total Amount of \$391,063, for Use by the Casper Police Department. | | | | | C |
| Authorizing the Purchase of Two (2) New Fire Engine Chassis and Bodies, from MaxFire Firefighting Solutions, Castle Rock, Colorado, in the Amount of \$1,228,574, for Use by the Casper Fire Department. | | | | | C |
| Authorizing the Purchase of One (1) New 2021 CCTV Vehicle from Western Precision, LLC, Robertson, Wyoming, in the Total Amount of \$225,038.10, for Use in the Waste Water Collection Division of the Public Services Department. | | | | | C |
| Exec: Litigation | | | | | |

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 | Direction Requested | 80 min | 4:35 |
| Council Goals & Objectives - Part 2 | Direction Requested | 60 min | 5:55 |
| New Delta Addition Public Feedback | Info Only | 15 min | 6:55 |
| Agenda Review | | 20 min | 7:10 |
| Legislative Review | | 20 min | 7:30 |
| Council Around the Table | | 10 min | 7:50 |
| Approximate Ending Time: | | | 8:00 |

April 20, 2021 Councilmembers Absent:

| Regular Council Meeting Agenda Items | Est. Public Hearing | Public Hearing | Ordinances | Resolutions | Minute Action |
|---|---------------------|----------------|------------|-------------|---------------|
| Public Hearing: Transfer of Liquor License No. 28 from Propper Management, LLC d/b/a 307 Sunrise, Located at 4370 South Poplar Street to 307 Bar, LLC, Located at 4370 South Poplar Street. | | N | | | |
| Public Hearing: Transfer of Three Retail Liquor Licenses Location and Three New Bar and Grill Liquor Licenses. | | N | | | |
| Amending Section 13.04.060 of the Casper Municipal Code. 3rd reading | | | N | | |
| Vacation and Replat Creating Central Services Addition No. 2. 3rd reading | | | N | | |

The Grid

A working draft of Council Meeting Agendas

April 27, 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 |
| 40th Anniversary (Brook Kaufman) | Direction Requested | 30 min | 4:35 |
| Health Department Budget Request | Direction Requested | 30 min | 5:05 |
| Advance Casper | Direction Requested | 30 min | 5:35 |
| Final Public Participation Plan | Direction Requested | 30 min | 6:05 |
| Agenda Review | | 20 min | 6:35 |
| Legislative Review | | 20 min | 6:55 |
| Council Around the Table | | 10 min | 7:15 |
| Approximate Ending Time: | | | 7:25 |

May 4, 2021 Councilmembers Absent:

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

May 11, 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 |
| 2021 International Building Code | Direction Requested | 30 min | 4:35 |
| | | | 5:05 |
| Tentative Budget to Council | Information Only | 5 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 | | | |
| Stormwater Enterprise | | | After July 1 |

Staff Items:

| | | | |
|-------------------------|--|--|-------------------|
| 6th Cent Survey Results | | | |
| Limo Amendment | | | |
| Sign Code Revision | | | |
| Blood Borne Pathogens | | | |
| Budget Review | | | May 17 & 19, 2021 |
| GIS Demo | | | |

Potential Topics-- Council Thumbs to be Added:

| | | | |
|---|--|--|--|
| Resolution for Removal of Majestic Trees? | | | |
| Restructure of Community Promotions | | | |
| 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 |
|---|

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



WAM Week 3 Report: 2021 General Session of Wyoming Legislature

The third week of in-person session of 66th Wyoming Legislature concluded on Friday March 19th. The sessions on Monday and Tuesday were canceled due to the massive snowstorm. The 66th resumed on Wednesday March 17th. The two legislative days will be made up by working an extra 1 ½ hours per day for a week and the schedule for the second make up day has not yet been determined.

The WAM Website contains information on all the bills we are tracking, the following paragraphs identify the bills most significant to WAM. The bill tracking site may be found at <https://wyomuni.org/follow-legislation/>. The following is a summary of the status of the bills WAM is tracking. As noted, the full legislative summaries and most current bill status are on the WAM website

Third Week Highlights.

The abbreviated 3rd week saw continued work on the budget. The House and Senate reviewed and amended each other's budget bills. The Joint Conference Committee will begin meeting shortly to resolve the difference in the bills. Education funding (HB173 & 174) were laid back until Monday. Senator Cynthia Lummis visited the Capitol and spoke to both the House and Senate.

The deadline for interim topics is March 26th. Suggested topics may originate from any source, but must be submitted and presented to the committee by a legislator at the interim topic meetings at the end of the legislative session. Forms should be submitted to LSO by Friday, March 26 by 5 p.m.

The following paragraphs provide a brief summary of the week's activity and a preview of coming bills. ***Bill that have a strike through text have been defeated and are no longer active. Bills that are shaded are bills that have already passed both houses.***

House Bill 12 - Bond Elections

This bill would provide that bond elections be held only during general elections. This would restrict a municipality's ability when it holds bond elections. WAM opposed this bill, and it was tabled indefinitely by the House Corporations Committee.

House Bill 13 - Alcoholic beverage regulation

This bill included a number of technical changes to the statutes regulating the sale of alcoholic beverages. There are two aspects of this bill that affects cities and towns. The first removed the requirement that the town clerk physically post the renewal application on the premise and will save work for municipal clerks. The bill also changed the definition of dispensing room for restaurant liquor licenses to “dispensing area” . This bill passed both the House and Senate and assigned Chapter 22.

House Bill 26 – Fuel Tax

This bill would increase the fuel tax by 9 cents per gallon. If passed, this bill would generate an additional \$6 million for cities and towns. The bill passed the House Transportation Committee and has been placed the House General File, but is unlikely to get a vote in the House.

House Bill 33 - Interference with public contracting

This bill creates criminal offenses related to interference with public contracts such as bid rigging, accepting kickbacks, etc. It creates state felonies (as opposed to federal felonies) for these offenses. WAM opposed this bill as the bill was poorly written and these activities are already illegal under federal statutes. The bill was amended to make the bill better. The amended bill passed the House and has been scheduled for a hearing before the Senate Judiciary on Monday.

HB 50 - Local Government Distributions

This bill addresses reductions in the Direct Distributions to local governments. It is the House version of the Governor’s reduction to direct distribution. The Senate’s version of this is Senate File 64. This bill reflects a direct distribution amount of \$99,750,000, which is a 5% reduction. WAM is opposing this bill. It has been placed on the House General File and does not appear to be moving. If neither HB50 or SF64 passes, local direct distributions will not be cut this biennium.

House Bill 55 - Tobacco Tax

This bill would increase the cigarette tax from \$0.60 per pack to \$0.84 per pack and increases the tax on moist snuff from \$0.60 per ounce. This bill is estimated to increase municipal revenues by \$830,000 in FY 22 and \$920,000 in FY 23. The bill passed the House Revenue Committee and is on the House General File, but appears to be going nowhere. WAM supports this bill.

House Bill 65 – Political Subdivisions Deposits

This bill would authorize political subdivisions to deposit public funds in financial institutions other than state and federal chartered banks. The bill passed the House and has been introduced in the Senate and referred to Senate Corporations. WAM is supporting this bill.

House Bill 72 – Transfer of Water and Sewer District Operations

This bill authorizes the assumption of water and sewer district operations, assets and liabilities by cities and towns. This bill has been introduced and referred to the House Corporations Committee. WAM is neutral on this bill and at this time, pending amendments.

~~**House Bill 74 – Elected Official Removal**~~

~~This bill would provide a process to remove local elected officials from office. The bill was heard by the House Corporations Committee and failed by a vote of 4-5.~~

House Bill 99 – Property Taxes

This bill would limit the maximum taxable value increase for purposes of property taxes to 20% per year. The bill passed the House Revenue Committee and placed on the House General File. WAM is monitoring this bill.

~~**House Bill 117 – Repeal of Gun Free Zones**~~

~~This bill would repeal all gun free zones currently established in the Wyoming Statutes. Because this is a preemption of local authority, WAM is opposing this bill. The bill was not considered for introduction and is dead for the session. SF 67 is a similar bill and is moving through the Senate.~~

~~**House Bill 128 – County Option Real Estate Transfer Tax**~~

~~This bill would provide for a local option real estate transfer tax. The tax would impose following a county voter, a 1% tax on transfers of property. All transactions under \$1 million would be exempt from this tax. The bill failed the House Revenue Committee by a vote of 4-5.~~

House Bill 143 – Municipal Services Recovery Act

The bill will preempt cities and towns who provide service (water, sewer, etc.) from seeking payment from the property owner when a renter defaults on the payment. When a renter defaults on the fees, most of the cities will seek payment from the property owner. WAM was successful in defeating this bill in last year's session but has been introduced again this year. Because this is a preemption of local authority WAM is opposing this bill. The bill was defeated in the Committee of the Whole but was revived on a procedural vote late Friday afternoon after most of the House members had left the building for the weekend. It remains to be seen whether the bill will get another vote.

House Bill 158 – Local Land Use Planning and Zoning

This bill clarifies that a local comprehensive plan is a community vision and guiding document and cannot be used to regulate land use. It specifies that land use regulations must be done through local zoning ordinances. The bill passed the House Committee of the Whole.

~~House Bill 168 – Sales and Use Tax Application~~

~~This bill provides that sales taxes be collected on services such as landscaping and gardening services, beauty and barber services, financial and graphic artists. It is estimated to generate \$55 million to the state general fund and \$52 million for cities, towns and counties. The bill failed to pass has the House Revenue Committee.~~

House Bills 173 & 174

HB 173 is a School Finance Funding bill and HB 174 is a bill concerning Local Government Sales and Use Taxes. These are companion bills.

HB 173 reduces school funding by \$66 million and implements one additional penny of statewide sales and use tax to fund education if the Legislative Stabilization Reserve Account dips below \$650 million. This would bring the statewide sales and use tax to five cents. HB 173 was laid back on third reading on Friday.

If HB 173 is implemented, HB 174 provides that the three pennies for local government funding with one permanent penny, a penny to be enacted by the local governing body or by ballot and the opportunity for another penny by the vote of the people. Both bills combined would raise the state and local maximum from seven cents to eight cents. This bill was also laid by on third reading. If these bills pass the House, they will have a harder time in the Senate.

House Bill 179- Municipal Option Tax - Election

This bill amends the Municipal Option tax passed during last year's session. Specifically, it removes the requirement that a municipal option tax be voted only during a general election and allows a municipal option tax to be held in May, August or November of any year. This bill passed the House and has been referred to Senate Corporations. WAM initiated this bill and is supporting it.

House Bill 181- Specific Excise Tax Revisions

This bill would remove limitation on the expenditure of tax revenues on the ordinary operations of local government for Specific Purpose Excise Taxes. The House Revenue Committee tabled the bill this week. WAM is supporting this bill.

~~House Bill 200- Sales and Use Taxes Exemptions Repeal~~

~~This bill would repeal all the exemptions currently in the sales tax statutes. This bill was not considered for introduction. WAM was supporting this bill.~~

House Bill 211- Property Taxes

This bill incrementally increases the assessment percentage for the industrial property class and for all other property classes. HB 211 increases the taxable value of industrial property from 11.50% to 11.75% and provides increase of .25% annually in the following years. Residential taxable value increases from 9.5% to 9.75% and .25% increases in the following years. The bill has been introduced and referred to House Revenue Committee. WAM is supporting this bill.

House Bill 247 – Law Enforcement Hiring Practices

This bill prohibits the hiring of peace officers with who have been dismissed for serious misconduct; or resigned/retired while under investigation for serious misconduct. The bill passed House Judiciary and has been placed on the House General File. WAM is monitoring this bill.

House Bill 250 – Ban on Sanctuary Cities

This bill prohibits the implementation of immigration sanctuary policies by cities, towns and counties. This bill was defeated last year and has been reintroduced this year. The bill has been introduced and referred to House Minerals Committee. This bill is a preemption of local authority and is being opposed by WAM.

House Joint Resolution 09 – Local Government Investment in Equities

This resolution proposes a constitutional amendment that would allow local government to invest in equities under terms established by the Wyoming Legislature. The bill has passed the House COW and is on 2nd reading. WAM is supporting this resolution.

~~**House Joint Resolution 15 Taxpayers Bill of Rights**~~

~~This resolution at proposes to amend the constitution by creating a new section establishing the taxpayer's bill of rights; prohibits any tax increase by the state or any local government or increase of debt unless approved by the voters; specifying ballot; provides for the refund of excess taxes; prohibits increasing state expenditures; and provides for distribution of surplus state funds. This bill was not considered for introduction. WAM opposed this resolution.~~

Senate File 04 – Airport Districts

This bill would authorize counties and municipalities to establish airport districts. This bill passed the Senate and been referred to the House Transportation Committee. WAM is monitoring this bill.

Senate File 06 – Public Works Contracting Requirements Amendments

This bill requires the adoption of prequalification requirements for contractors to perform public works in cities, towns and counties. This bill has passed the Senate and is headed to the House. WAM opposed the bill but worked with Wyoming Contractors and Wyoming County Commissioners Association to amend the bill to make it workable for cities and towns. The bill has passed the Senate and is scheduled for a hearing before House Appropriations on Monday.

~~**Senate File 17 – Governmental Publications Requirements**~~

~~This bill would eliminate the requirement to publish the minutes of city council and county commission minutes in the official newspaper and allow the minutes to be published on the town or county website. This bill died on 3rd reading in Senate. WAM strongly supported this bill.~~

Senate File 20 – Public Records – Personnel Records

This bill clarifies the right for the inspection for personnel records for specified public employees. This bill affects only the city managers in the state. This bill has been referred to the Senate Judiciary Committee. WAM testified against the bill and was successful in killing the bill.

Senate File 23 – Public Meetings – Executive Session for Security Plans

This bill adds security planning to the justifications for executive sessions. The bill has passed the Senate and the House Judiciary Committee. WAM is supporting this bill.

Senate File 44 – Solid Waste Cease and Transfer Funding

This bill creates a prioritized of cease and transfer projects for municipal solid waste facilities. It provides for funding these landfill projects. This bill has passed the Senate and has passed the House Minerals Committee.

Senate File 56 – Skill Based Amusement Games – Modifications and Corrections

This bill makes technical changes to the statutes regulating skill-based amusement games. This bill has passed the Senate and been placed on the House General File.

Senate File 65 – Local Government Distributions

The bill addresses the Governors recommendation to reduce direct distribution payments by 10%. The bill passed the Senate with a 10% reduction (\$94.5 million). It was amended by the House Appropriations Committee to \$99,750,000. The bill is now on the House General File.

Senate File 67 – Repeal of Gun Free Zones

This bill is the Senate version of the repeal of gun free zones. It would repeal all gun free zones currently established in the Wyoming Statutes. This bill is similar to HB 117. This bill passed Senate and received for introduction in the House. Because this is a preemption of local authority, WAM is opposing this bill.

Senate 73 – Tolling Authority for I-80

This bill would grant WYDOT the authority to create a tolling program for Interstate 80. The bill passed has passed the Senate and been received for introduction in the House. WAM is monitoring this bill.

Senate File 82 – Local Impact Assistance Payments

This bill reduces the amount of local assistance to cities and counties from project constructed under the oversight of the Industrial Siting Council from 2.77% to 2.25%. This bill has passed the Senate and has been received for introduction in the House. WAM opposed this bill.

Senate File 144 – Public Funds – Lobbying

This bill would prohibit the use of tax funds for lobbying. It was introduced in the Senate and referred to Senate Corporations where it promptly died. WAM is opposing this bill.

Senate 157 – Property Rights – Limitation on local authority.

This bill limits local authority to manage local sewer systems. It has passed the Senate and has been referred to the House Ag Committee. This is yet another preemption bill and WAM is opposing it.

Tracking Bills online

The WAM website contains all the information about all the bills and their status in the legislative process. A direct link can be found at <https://wyomuni.org/follow-legislation>

If you have questions about any legislative issue, please do not hesitate to call Bob McLaurin at (307) 413-3483 or David Fraser at (307) 414-0265.



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

**MEETING PROCEEDINGS
February 24, 2021
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, February 24, 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
 Council Liaison Cathey

Absent:

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

Others:

The regular meeting was called to order at 7:01 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the January 27, 2021 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the January 27, 2021. Motion passed.

2. Mr. Martin asked the Board to reference the January 2021 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in January was 142 MG, 10 MG less than the five-year average.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 2.28 BG, which is 75 MG more than the five-year average.

Mr. Martin stated that there was one water main break in January, which puts it at a total of seventeen for the fiscal year. Mr. Martin stated there were fifteen water main breaks last year at this time.

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

Mr. Martin stated that there were no sewer main stoppages in January.

Mr. Martin stated that there are 22,382 Active Accounts. Mr. Martin stated that he checked with the Finance Department and in the past the final reads were added to the total number of accounts. Mr. Martin stated that this was inflating the number of accounts and is no longer being done. Mr. Martin stated that the account numbers are now more accurate.

Board Member Jay asked if the increases to the New Services are new to the system. Mr. Martin stated that is correct.

3. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with L. L. Enterprises for 3222 Six Mile Road. Mr. Martin stated that this property is located at Six Mile and Grey Cloud. Mr. Martin stated that the property is currently fed water from a shared water tap between 7340 and 3222. Mr. Martin stated that the owner wishes to separate the services and will provide an easement on his property for the new water service line. Mr. Martin stated that the easement requirement is included in the contract for water service.

Mr. Martin stated that there are several services in this area, and is within the Casper growth boundary. Mr. Martin stated that a Commitment to Annex will be signed as the property is not contiguous to the City.

Vice President Jones asked if the meter pit will be off the water main. Mr. Martin stated that is correct.

Board Member English asked if the easement must be in place before they will receive service. Mr. Martin stated that the easement must be in place before service is provided.

President Bell asked if Grey Cloud Road is paved. Mr. Martin stated that it is not paved.

President Bell asked what size of water service is being requested. Mr. Martin stated that they will get either a ¾-inch service or a 1-inch service.

Board Member English stated that as long as they get a defined easement in front it should be fine. Vice President Jones stated that the Board cannot direct the easement as it is the owner granting it to himself.

A motion was made by Vice President Jones and seconded by Board Member Jay to approve the Contract for Outside-City Water Service with L. L. Enterprises for 3222 Six Mile Road. Motion passed.

4. Mr. Martin stated that the water and sewer rates are set every other year, and was last set in 2019. Mr. Martin stated that the City Manager assured Council that the rates would be reviewed every year to see how they are doing.

Mr. Martin asked the Board to reference on the screen the comparison of where it was estimated reserves would be to actual. Mr. Martin stated that the black line is the

minimum required balance, the green line is 10% above actual, and blue line is actual. Mr. Martin stated that this is based on the actual audited figures.

Mr. Martin stated that Water Reserves are higher than anticipated right now due to higher water sales this past summer and less expenses. Mr. Martin stated that the rate model was updated in the fall with the rate increases: 1% in 2020, and 2% in 2021.

Mr. Martin stated that this is for information only. Mr. Martin stated that with a 3% rate increase included in the out years there is still a downward trend.

Mr. Martin referenced the Sewer rate model. Mr. Martin stated that the Sewer Reserves are on target for right now. Mr. Martin stated that rate increases of 7% and 6% for 2020 and 2021 are included. Mr. Martin stated that this is just a snapshot of where the fund is currently.

Board Member English stated that a 6% rate increase might not be enough for the out years.

Board Member Jay stated that right now it is holding steady.

Mr. Martin stated that there are Wastewater Treatment Plant projects down the road and it will be important to build up the reserves to cover the costs.

Mr. Beamer asked Mr. Martin to give an update on the WWTP permit. Mr. Martin stated that every five years the WWTP permit is up for renewal. Mr. Martin stated that testing is done for nutrient removal and selenium, but removal is not mandated by the permit. Mr. Martin stated that DEQ has said that nutrient removal could be required in the next ten years. Mr. Beamer stated that this is good news as it allows time to build up the reserves to pay for this project.

Mr. Martin stated that in the past, the City has received grief from the State for having high reserve balances, but if it is for a specific project, there shouldn't be an issue.

Council Liaison Cathey asked if nutrient removal is put as a requirement on the WWTP permit, how long do we have to implement. Mr. Martin stated that usually it is the cycle of the next permit to comply, but we could negotiate time for design and construction. Mr. Martin stated that it is a long process.

Board Member English asked if the cost for nutrient removal is the same as selenium removal. Mr. Martin stated that it is similar, estimated to be \$21 M.

Board Member Jay asked that if it is this much to retrofit the WWTP, what is the cost of a new plant. Mr. Martin stated that a new plant would cost \$100 M plus.

5. In other business:

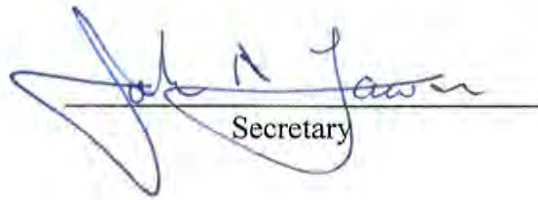
- a. Board Member English asked about the WWTP Emergency Generator Project. Mr. Martin stated that the City is going to hire a consultant to review the design and installation. Mr. Beamer stated that the design and functionality is in question. Mr. Beamer stated that the engineer and contractor are pointing fingers at each other as to who is at fault. President Bell asked how much it will cost to install a new transformer. Mr. Beamer stated it will cost approximately \$60,000 for a new transformer.
- b. President Bell stated that the lift station on Poplar has an exposed black power cable on the side. Mr. Martin stated that staff will have to look into that. Mr. Martin stated that this lift station will be moved to a different location in the near future. Mr. Beamer stated that this WYDOT project is scheduled to bid out in April with construction during the summer.
- c. Mr. Beamer stated that the WYDOT Walsh and I-25 construction project will begin this summer as well. President Bell stated that WYDOT will be taking out the high bridge. Council Liaison Cathey stated that as part of the Rails to Trails the clearance must be kept in case the rails are reinstalled. Mr. Beamer stated that there is not a high chance of the rails being reinstalled.
- d. Vice President Jones stated that recently the sewer line at his mom's house needed replaced, and was done by the Sewer Service Warranty program. Vice President Jones stated that the contractor did the replacement with pipe bursting and ended at the alley line. Vice President Jones stated that it took a while before the Sewer Service Warranty program decided it would be best to replace the sewer service line.
- e. Council Liaison Cathey stated that as part of the Council Goals, strategic plans are being looked at annually instead of two years at a time. Council Liaison Cathey stated that there is a possibility there will not be any State grants and loans in ten years. Council Liaison Cathey stated that Council may institute new reserve requirements. Council Liaison Cathey stated that this will be up for discussion by Council during the upcoming budget sessions. Council Liaison Cathey stated that Council will be looking at how to pay for projects now by building up reserves to pay for them.

Board Member English stated that the State was used to getting Mineral Royalties, but those have pretty much dried up now.

President Bell stated that the WTP and WWTP facility plans look ahead 10 to 20 years for projects so there is a good idea for what is coming up.

Council Liaison Cathey stated that currently we try to keep the reserve balance at 10% above the minimum requirement, but now we need to build up the reserves to pay for future projects.

A motion was made by Vice President Jones and seconded by Board Member English to adjourn the meeting at 8:01 a.m. Motion passed.



Secretary

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

MEETING PROCEEDINGS

February 23, 2021

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, February 23, 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, Secretary Waters, and Board Members Cathey (by phone), Freel, and Powell. Treasurer Bertoglio and Board Member Knell were absent.

City of Casper – Cathey (by phone), Freel, Powell, Andrew Beamer, Tom Pitlick, Bruce Martin, Brian Schroeder, Janette Brown, Andrew Colling, Ethan Yonker

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, P.C. – Williams, Porter, Day & Neville, P.C.

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

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

meeting by telephone.

2. Chairman King asked for a motion to approve the minutes from the January 27, 2021 Regular and Executive meetings. A motion was made by Board Member Freel and seconded by Secretary Waters to approve the minutes from the January 27, 2021 Regular and Executive meetings. 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 February 2021 vouchers. A motion was made by Board Member Powell and seconded by Secretary Waters to approve the February 2021 voucher listing to include voucher numbers 8245 through 8250 in the amount of \$356,065.07.

Mr. Martin apologized to the Board and stated that there were in fact two vouchers added to the voucher listing; voucher 8252 for Automation & Electronics, Inc. in the amount of \$35,282.70 for the WTP Raw Water Building MCC's & Switchgear Project, and voucher 8253 for Computer Professionals Unlimited, Inc. in the amount of \$2,499.00 for a Security Camera Replacement.

A motion was made by Board Member Powell and seconded by Secretary Waters to amend the previous motion to approve the February 2021 voucher listing to include voucher numbers 8245 through 8253 in the amount of \$393,846.77, with voucher 8251 to be considered later in the meeting. 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 January 2021 was 156 MG, which is 10 MG less than the five-year average of 166 MG. Mr. Martin stated that year to date production is 2.54 BG, which is 96 MG more than the five-year average of 2.44 BG.

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

Mr. Martin stated that Water Utility Charges for FY2021 is \$5.165 M, which is an increase of approximately \$333,000 more than FY2020 due to the water rate increase and higher than average water sales this year.

Mr. Martin stated that Accounting/Audit Services is \$36,000, which is \$6,000 more than last year. Mr. Martin stated that a billing error was made and Skogen and Cometto are refunding the \$6,000.

Mr. Martin stated that Reimbursable Contract Expense is \$2,133,813 which is approximately \$27,000 less than last year. Mr. Martin stated that this due to the timing of chemical purchases.

Chairman King asked for a motion to approve the January 2020 Financial Report as presented. A motion was made by Secretary Waters and seconded by Board Member Powell to approve the January 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 flooding that occurred on the 15th was during a time when the Operator was the only one on duty as it was a City recognized holiday. Mr. Schroeder stated that the main entry heating coil was frozen then thawed and dumped water everywhere. Mr. Schroeder stated that there was extensive damage done and the insurance adjuster will be out tomorrow to look at things. Mr. Schroeder stated that the heating coil will have to be replaced.

Mr. Schroeder stated that a Lead Operator was hired and is scheduled to start on March 15th. Mr. Schroeder stated that the new Lead Operator is moving from Washington. Mr. Schroeder stated that he thinks he will be a great benefit.

Mr. Schroeder stated that the Raw Water Building work continues. Mr. Schroeder stated that the lights were converted to LED. Mr. Schroeder stated that the MCC replacement will start this week. Mr. Schroeder stated that once the work is completed, staff will paint the building. Mr. Schroeder stated that the project should be completed in April.

Mr. Schroeder stated that plans for the HVAC Chiller Replacement should be completed soon.

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

Mr. Schroeder stated that Water Distribution staff have aligned the pumps at the boosters, completed weekly sampling and checks, tested the backflow preventer at Salt Creek Booster, and serviced fire hydrants.

Mr. Schroeder stated that a crack was found in the Wardwell Tank roof during an inspection. Mr. Martin showed pictures of the roof and stated that it is still under warranty. Mr. Martin stated that HDR is in contact with the contractor to get the roof repaired. Mr. Martin stated that the new crack seems to be in the same area as the original roof. Board Member Powell asked if the crack was caused by the wind again. Mr. Schroeder stated that the crack is in the Southwest corner of the roof, so it is possible.

Mr. Schroeder stated that Water Distribution staff is getting quotes for pump seals at the Wardwell Booster, and Pioneer Tank drain repairs. Mr. Schroeder stated that the tank drain repairs are a requirement of the Bureau of Land Management.

Mr. Schroeder stated that chloramine residuals around town are looking good.

6. There was no Public Comment.

7. In Old Business:

a. Mr. Martin stated that a couple of months ago a letter was sent to EPA requesting a revised schedule for the UV Disinfection upgrades that they are requiring. Mr. Martin stated that EPA accepted the proposed schedule. Mr. Martin stated that the first step is to complete the preliminary design report by April 30, 2022. Mr. Martin stated that this will be included in the upcoming Capital Budget discussions.

b. In Other Old Business, Mr. Martin stated that the audit was completed for FY2020 by Skogen and Cometto a few months ago. Mr. Martin stated that a portion of the audit was reviewed by the City auditors, Porter, Muirhead, Cornia & Howard, and a discrepancy was found in the schedule of Expenditures of Federal Awards. Mr. Martin stated that the amounts previously reported included the federal portion of the highest loan balance. Mr. Martin stated that the correct amount reported on the restated Schedule of Expenditures of Federal Awards includes project expenditures incurred under this loan during the current audit period. Mr. Martin stated that Skogen and Cometto have updated their audit report, and they indicated that it does not need to be reapproved. Mr. Martin stated that he wanted to make the Board aware of the reissued report, and that it will be resubmitted to the State.

8. In New Business:

a. Mr. Martin stated that it is proposed that a change be made to the Regional Water Reserve Policy as it was last revised in 2007. Mr. Martin stated that each year there is a little bit of confusion on the auditors part, as well as for Finance Staff and himself, as it isn't really specific as to where the amounts in the policy come from.

Mr. Martin asked the Board to reference the comparison of the current policy to the proposed revised policy. Mr. Martin stated that the General Operating Reserve in the current policy is 45 days of operating expense from the most recent approved budget. Mr. Martin stated that it is the same for the Emergency Reserve. Mr. Martin stated that in the revised policy, the Operating Reserves and the Emergency Reserves have been combined into one line with a total of 90 days of operating expenses from the most recent approved budget. Mr. Martin stated that it is the same dollar amount in both policies.

Mr. Martin stated that in the current policy there is a line for Water Rights Fund with no specific dollar amount, as funds are contributed annually at the Board's discretion. Mr. Martin stated that funds have not been added to this line in several years. Mr. Martin stated that it is proposed to eliminate this line in the revised policy.

Mr. Martin stated that the Debt Service Fund is tied to loans referenced in the current policy. Mr. Martin stated that one of the loans referenced is for the Revenue Bonds, which are no longer in effect. Mr. Martin stated that the other loans referenced are for the WWDC New Construction and Rehabilitation loans. Mr. Martin stated that it is proposed in the revised policy to change the criteria for the Debt Service Reserve to the greater of one year annual principal payments or loan contract required. Mr. Martin stated that the amount in the current policy is \$381,685; in the proposed policy the amount is \$2,082,197. Mr. Martin stated that in the current policy, the amount changes each month, but with the proposed policy, the amount stays the same for the year.

Mr. Martin stated that the Capital Improvement Reserve in the current policy has no specific dollar amount specified. Mr. Martin stated that in the proposed policy it has been changed to Capital Reserve and the dollar amount is one year depreciation expense taken from the most recent audit. Mr. Martin stated that this changes the amount in the current policy from \$833,228 to \$2,026,703 in the proposed policy.

Mr. Martin stated that the WWDC Restricted amount of \$1,000,000 stays the same. Mr. Martin stated that he has heard from the WWDC that the Board may be able to do away with this requirement, however without anything in writing, staff does not feel comfortable removing it from the Reserve Policy.

Mr. Martin stated that overall, the FY2020 Current Net Assets of \$6,234,370 will not change. Mr. Martin stated that the Total Reserve Requirement in the current policy is \$3,585,360, and the proposed policy is \$5,992,834. Mr. Martin stated that the Undesignated/Unassigned Balance in the current policy is \$2,649,010, and the proposed policy balance of this line would be \$241,536.

Mr. Martin stated that the proposed policy is cleaning up the language in the policy and tying the amounts to a specific amount referenced in the policy. Mr. Martin stated that Mr. Pitlick is in attendance to help answer any questions the Board may have on the proposed policy.

Secretary Waters asked why the Water Rights Fund is being done away with in the proposed policy. Mr. Martin stated that there is no specific amount listed in the policy as to what should be in that line, and no funds have been added to it in several years so it is just sitting there. Mr. Martin stated that it is proposed that the Water Rights Fund be wrapped up in the overall Reserves amount. Mr. Martin stated that the dollar amount would stay in the Reserves Fund. Secretary Waters asked if some water rights become available if the Board would have to readjust the Reserve Funds to purchase them. Mr. Martin stated that funds could be taken from the Undesignated/Unassigned amount, or from Capital Reserve.

Chairman King asked if this policy is still in draft form, or if the Board needs to make a motion on it. Mr. Martin stated that if the Board has no more questions,

or would like any revisions to the proposed policy, staff would like the Board to consider it today.

A motion was made by Board Member Powell and seconded by Secretary Waters to approve the updated Reserve Policy. Motion put and carried.

- b. Mr. Martin stated that the last couple of months the Interest Earned is down significantly compared to the last couple of years. Mr. Martin stated that Mr. Pitlick has investigated other options for investments. Mr. Martin turned the time over to Mr. Pitlick.

Mr. Pitlick stated that the interest return on accounts has been very small lately. Mr. Pitlick stated that he has a couple of options for higher interest returns to present to the Board.

Mr. Pitlick stated that the largest RWS account at Hilltop is the Operations account, which has a return of 0.0007%. Mr. Pitlick stated that the Board earned \$48 in January on the \$6.7 M in the account.

Mr. Pitlick stated that the other accounts are in the same boat. Mr. Pitlick stated that the \$85,000 in the Rate Stabilization Fund earned \$0.61, and the General Reserve Fund with \$7,200 in it earned nothing. Mr. Pitlick stated that the WGIF accounts have \$535,000 and are earning 0.04%, or \$22.

Mr. Pitlick stated that the City of Casper started using WyoStar, which is managed by the State. Mr. Pitlick stated that WyoStar has an interest rate of 0.05%, and WyoStar-2 for long term investments, minimum of \$1,500 for three months, has an interest rate of 0.43%. Mr. Pitlick stated that there is some risk involved with WyoStar, but overall there have been good returns.

Mr. Pitlick stated that he did some comparisons and if the Board had the Hilltop account with WyoStar, they would have received \$333 in interest.

Mr. Pitlick stated that he wanted to bring these options to the Board's attention and see if the Board had any interest in them. Mr. Pitlick stated that the long term investment does not have a real great return. Mr. Pitlick stated that if the Board has any interest in this, he can get the paperwork on it.

Chairman King asked if the current interest rates are an effect of the times. Mr. Pitlick stated that it is, as it has affected the City as well. Mr. Pitlick stated that he prepared this information for last week, and the interest rates are even lower this week.

- c. Mr. Martin stated that last year two wells were rehabilitated. Mr. Martin stated that this year it was budgeted to rehabilitate Casper Well #10 and Casper Well #20 to improve water production from the wells.

Mr. Martin stated that Engineering Associates is the same consultant that has been used for many years for the well rehabilitation. Mr. Martin stated that Watson Well does the actual rehabilitation work on the wells.

Vice-Chairman Keffer arrived at 12:02 p.m.

Board Member Powell asked what is involved with rehabilitating the wells. Mr. Martin stated that the well house pump is removed, the well is surged, and a chemical is injected to remove encrustation on the screens. Mr. Martin stated that once it is completed, new well pumps from inventory will be installed.

Chairman King asked how long it takes to complete the well rehabilitation. Mr. Martin stated that it doesn't take them long at all to complete, usually within two weeks. Mr. Martin stated that this contract stipulates they must be completed by May 31, 2021. Mr. Martin stated that Mr. Colling with City Engineering is in attendance to answer any questions.

A motion was made by Secretary Waters and seconded by Board Member Powell to approve the contract with Engineering Associates for the 2021 Well Rehab, Project No. 20-032 in the amount of \$71,530. Motion put and carried.

- d. Mr. Martin stated that the Board entered into a contract with HDR Engineering for design and construction administration services for the WTP SCADA Improvements, Project No. 17-038 in May 2017. Mr. Martin stated that the contract time was 12 months, but the project took 16 months to complete. Mr. Martin stated that HDR had expended the available design and construction administration budget for the project several months before the completion of construction. Mr. Martin stated that HDR submitted a request to City Staff for a contract amendment in the amount of \$31,336.78 to cover additional costs beyond the original contract amount. Mr. Martin stated that staff was able to negotiate the cost down to \$24,244.78. Mr. Martin stated that most of the cost were associated with HDR's time. Mr. Martin stated that the price was negotiated down due to an agreement that the Instrumentation Engineer fees would not increase.

Secretary Waters asked if the SCADA project is complete. Mr. Martin stated that it is. Secretary Waters asked if this should be the final costs for the SCADA project. Mr. Martin stated that it should be.

A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve Amendment No. 1 to the contract with HDR Engineering for the WTP SCADA Improvements, Project No. 17-038 in the amount of \$24,244.78. Motion put and carried.

- i. Mr. Martin stated that with the approval of Amendment No. 1 for the SCADA Project, funds need reallocated to cover the cost. Mr. Martin stated that a recent estimate shows that there are adequate funds in the

FY21 Roof Replacement Project to accommodate this request without requiring a budget amendment to increase the FY21 budget.

Secretary Waters asked if there was that much excess budgeted for the Roof Project. Mr. Martin stated that based on the recent estimates for the Roof Project, there is that much excess in the budget.

A motion was made by Secretary Waters and seconded by Board Member Freel to approve the Budget Reallocation moving funds from the Roof Project to the WTP SCADA Improvements Project in the amount of \$24,245. Motion put and carried.

- e. Mr. Martin stated that Maguire Iron is under contract for the 2.6M Gallon Tank Roof Replacement. Mr. Martin stated that this change order is for a time extension only, with no increase in cost. Mr. Martin stated that the time extension is due to no DEQ permit to construct in place at this time. Mr. Martin stated that there is a little bit of ambiguity in their contract. Mr. Martin stated that before HDR could submit the final plans to DEQ for consideration of the permit, they needed finalized shop drawings in place and apparently Maguire Iron was not aware of that. Mr. Martin stated that there was a delay in getting the shop drawings to DEQ for the permit. Mr. Martin stated that Maguire Iron is requesting the completion date be moved from January 23rd to June 15th. Mr. Martin stated that this could be a better situation with not replacing the roof in the winter wind with a chance of the tank being caved in. Mr. Martin stated that the coating contractor will also need to come back once the roof is completed and this will put the timeframe into when the weather is a bit better. Mr. Martin stated that staff recommends approval of the change order, and Mr. Colling is in attendance to answer any questions the Board may have on this.

Board Member Powell asked if there were any concerns about working with a company that wouldn't know about the shop drawing submittal. Mr. Colling stated that he thinks that HDR's expectation of Maguire Iron submitting the shop drawings in a timely manner weren't expressed to them and Maguire Iron wasn't entirely clear on the process to get the DEQ permit. Mr. Colling stated that unfortunately, a recent event is that DEQ returned the permit for non-activity. Mr. Colling stated that the permit is in the process of being resubmitted for approval. Mr. Colling stated that Maguire Iron's bid was almost 50% of the bid that was received from the other company. Mr. Colling stated that Maguire Iron is a reputable company, and he thinks it was just a miscommunication between HDR and Maguire Iron. Mr. Colling stated that nevertheless, the project cannot move forward without the permit.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve Change Order No. 1 with Maguire Iron, Inc., for a time extension of 143 days for the 2.6M Gallon Tank Roof Replacement Project. Motion put and carried.

- f. Mr. Martin stated that the WTP SCADA Improvements Project is completed, and of the \$1.6 M State SRF loan there was \$173,170.23 not used. Mr. Martin stated that in order to clean up the loan and relinquish the remaining funds to the State to get the loan into repayment status and to apply the loan forgiveness, it is necessary for the Board to relinquish the excess loan funds and pay the interest of \$27,886.64.

Secretary Waters asked with the relinquishment of the remaining balance, and the payment of the interest, the State will give the Board 25% loan forgiveness. Mr. Martin stated that was correct, the State will apply 25% principal forgiveness on this loan once they receive the relinquishment and the interest payment.

A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve relinquishing \$173,170.23 in remaining funds of Loan Number DWSRF #213. Motion put and carried.

- i. Mr. Martin stated that the interest payment for DWSRF #213 could not be placed on the voucher listing for approval as the relinquishment of the excess funds had to be approved first.

A motion was made by Vice-Chairman Keffer and seconded by Board Member Powell to approve voucher 8251 for the Office of State Lands & Investments for DWSRF #213 Loan Interest Payment for the WTP SCADA Improvements Project No. 17-038 in the amount of \$27,886.64. Motion put and carried.

- g. Ms. Brown handed out the annual financial disclosure letters to the Board. Ms. Brown informed the Board the letters must be signed in open session. The financial disclosure letters were completed and signed by the Board members in attendance at the meeting.
 - h. There was no Other New Business.
9. Chairman King asked for a motion to move into Executive Session to discuss potential property acquisition and potential litigation. A motion was made by Secretary Waters and seconded by Board Member Powell to adjourn into Executive Session at 12:18 p.m. to discuss potential property acquisition and potential litigation. Motion put and carried.

A motion was made by Board Member Freel and seconded by Vice-Chairman Keffer to adjourn from Executive Session at 12:55 p.m. Motion put and carried.

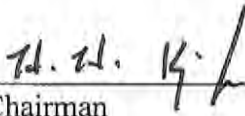
A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to open the Regular Session at 12:55 p.m. Motion put and carried.

Chairman King stated that the Board discussed sending a letter regarding what was discussed in Executive Session.


A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to have staff compose a response letter for the Chairman's signature as 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 March 16, 2021.

A motion was made by Secretary Waters and seconded by Board Member Freel to adjourn the meeting at 12:56 p.m. Motion put and carried.



Chairman



Secretary