

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

**MEETING PROCEEDINGS**

November 22, 2004

A public meeting of the Regional Water System Joint Powers Board (JPB) was held Wednesday, November 22, 2004 beginning with an Executive Session at 11:00 AM and the regular meeting at 12:00 PM, in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present** - Chairman Bertoglio, Vice-Chairman Jones, Secretary Padgett, Treasurer Workman, Board Members Killean, and Peryam.

**City of Casper** - Bertoglio, Padgett, Peryam, Phillip Stuckert, David Hill, V.H. McDonald, Tracey Belser, Doug Follick

**Natrona County** - Killean

**Salt Creek Joint Powers Board** – Jones

**Wardwell Water & Sewer District** – Workman

**Pioneer Water & Sewer District** – Sandra Bentley, Steve Dobos

**Poison Spider Improvement & Service District** -

**Wyoming Water Development Office** -

**Sandy Lakes Estates** -

**Lakeview Improvement & Service District** -

**33 Mile Road Improvement & Service District** -

**Central Wyoming Regional Water System** - John Naquin, Janette Brown, Steve Garner

**Central Wyoming Groundwater Guardian Team (CWGG)**-

**Others** - Don Chapin – Crowell, Chapin and Dixon, P.C., Roxy Skogen – Lovelett, Skogen and Associates, P.C.

The JPB meeting was called to order at 12:01 p.m.

1. Secretary Padgett announced that Board Member Lamb was absent and that he had her proxy. Chairman Bertoglio announced that he had a letter of appreciation for former Vice-Chairman Dobos. Chairman Bertoglio read the letter aloud and presented Mr. Dobos with a token of the Board's appreciation for his service.

2. Chairman Bertoglio asked for a motion to approve the minutes of the October 27, 2004 meeting. Motion made by Vice-Chairman Jones and seconded by Board Member Peryam to approve the minutes of the October 27, 2004 meeting. Motion put and carried.
3. Mr. Naquin asked the Board to reference pages 5 and 6 of the agenda as well as the handout dated today to include vouchers 6243 through 6285 for a total amount of \$764,147.25. Mr. Naquin offered to answer any questions the Board had with reference to the vouchers. Motion made by Treasurer Workman and seconded by Board Member Peryam to approve the vouchers as of November 22, 2004 in the amount of \$764,147.25. Motion put and carried with Board Member Peryam abstaining from voucher number 6285.
4. Mr. Naquin asked the Board to reference the financial report contained in their agenda packets on pages 7 through 12. He stated that there were a couple of line items in the budget that were over and would need to be addressed with the Budget Reallocations. Board Member Peryam asked why the Transmission Line Materials line item was so high. Mr. Naquin stated that the line item floats from year to year depending on what is needed.
5. In the Operations update, Mr. Naquin stated that the daily production is averaging 5 to 6 million gallons per day. He stated that production was up 5 million gallons so far for the month compared to last year.
6. There was no Public Comment.
7. Old Business:
  - a) Chairman Bertoglio introduced Ms. Roxy Skogen of Lovelett, Skogen & Associates, P.C. to review the audit for the Board. Ms. Skogen stated that she encountered no problems while performing the audit and that it was a pleasure to work with Ms. Brown and Ms. Hood. Ms. Skogen stated that there were routine adjustments made due to depreciation, and that there were no reportable conditions. She also stated that a Capitalization Policy is needed. Chairman Bertoglio asked for a motion to approve the findings of the Fiscal Year 2004 Audit performed by Lovelett, Skogen & Associates, P.C.. Motion made by Treasurer Workman and seconded by Secretary Padgett to approve the Fiscal Year 2004 Audit performed by Lovelett, Skogen & Associates, P.C. Motion put and carried.
  - b) Chairman Bertoglio asked Mr. Garner to give the update on the EPA Study. Mr. Garner stated that the testing for the EPA Study was completed in September and the Draft Report is finished. Mr. Garner stated that he felt good about the data and that a meeting is scheduled on December 7 to review the report with EPA.
  - c) Mr. Hill stated that the City has been working with the RWS staff on the transfer of operations. He stated that the new organizational chart was complete and the job openings will be posted until November 19 with interviews being done next week. He stated that the Utility II Workers will be stationed at the Distribution Garage. Chairman Bertoglio asked if

the employees insurance has been solved. Mr. Follick stated that the employees will be covered by Blue Cross Blue Shield through the end of December and then the City's insurance will cover them. Chairman Bertoglio asked about the issues with the Liability, Auto, and other insurance. Mr. Hill stated that it was his understanding that a memorandum of understanding will have to be prepared by the City attorney and Mr. Chapin in regards to the insurance. Ms. Belser stated that when the City assumes the employees, they would be covered by the City's liability insurance. She stated that in the memorandum of understanding, it will be stated that City employees will be driving the RWS vehicles. Chairman Bertoglio asked Mr. Chapin if the Board would have to have insurance coverage. Mr. Chapin stated that the Board would have to have their own Directors and Officers coverage.

- d) Chairman Bertoglio asked Mr. McDonald to make a note of the Capitalization Policy that was recommended by Ms. Skogen. Mr. McDonald stated that he would take care of it. Chairman Bertoglio stated that the Board needs to approve a banking resolution. Mr. McDonald stated that the City met with representatives of Hilltop National Bank and gave them copies of the agreements with the City. A resolution was drawn up by the lawyers for Hilltop National Bank, which gives the City of Casper the authority to operate out of two funds. Chairman Bertoglio asked for a motion to approve the Corporate Banking Resolution and have Secretary Padgett execute the agreement. Motion made by Board Member Peryam and seconded by Treasurer Workman to approve the Corporate Banking Resolution and to and have Secretary Padgett execute the agreement. Motion put and carried.
  - e) Chairman Bertoglio stated that the Temporary Management Agreement Extension would allow the City of Casper and RWS staff more opportunity to iron out issues. Motion made by Board Member Killean and seconded by Treasurer Workman to approve the Temporary Management Agreement Extension with the City of Casper. Motion put and carried.
8. In Other Old Business, Vice-Chairman Jones asked about the wheeling charge agreement. Chairman Bertoglio stated that a resolution had been adopted by the City Council to rescind any past wheeling charges. Mr. Hill stated that he would get a copy of the letter about the wheeling charges to the entities. Mr. McDonald stated that the City of Casper has written off the wheeling charges.
9. The Board elected not to take a break.
10. New Business:
- a) Mr. Naquin asked the Board to reference pages 13 and 14 of their agendas. He stated that Budget Reallocation number 2005-01 is to reallocate money to Legal Expenses in the amount of \$4,441.86. Budget Reallocation number 2005-02 is to reallocate money to Well Testing in the amount of \$258.14 to close out the line item. He stated that money would be transferred from the Consulting line item to cover both Budget Reallocations. A motion was made by Secretary Padgett and seconded by

Treasurer Workman to approve Budget Reallocations numbers 2005-01 and 2005-02. Motion put and carried.

- b) Ms. Belser stated that the Board's vehicle and asset insurance is covered by the Board's policy until October 2005. At that time, the City of Casper will pick up the insurance for the vehicles and assets. The Board will retain ownership of the vehicles and assets. Vice-Chairman Jones asked if the vehicle maintenance would be taken over by the City of Casper. Ms. Belser stated that it would be specified in the insurance memorandum of understanding that when the City secures the insurance coverage that the maintenance will need to be kept up. She stated that she understands that the vehicles have extended warranties through Greiner Ford and she has no problem with the vehicles being taken there for maintenance and service. Board Member Peryam asked if when the City takes over operations and insurance of the vehicles, will the Board retain ownership of the vehicles. Chairman Bertoglio stated that the Board will retain ownership of the vehicles.

- 11. In Other New Business, Mr. Naquin stated that the membership renewals for AWWA and Rural Water are due and it would be up to the Board whether or not they are renewed. Chairman Bertoglio stated that he knows that AWWA is quite pricey, but is a good resource for employees. Mr. Hill stated that the City of Casper is a utility member of AWWA and all the employees are covered by the membership and that it would not be necessary for the Board to retain their membership. Board Member Peryam made the motion to not renew the Board's membership with AWWA. Seconded by Secretary Padgett. Motion put and carried. Mr. Hill stated that the Rural Water Association membership is small and he feels that it would be worthwhile for the Board to be on Rural Water's newsletter list. He stated that it is geared towards smaller entities statewide. Board Member Killean made the motion to continue the Rural Water Association membership. Seconded by Board Member Bentley. Motion put and carried.
- 13. There was no Chairman's Report.
- 14. Chairman Bertoglio stated the next meeting was scheduled for December 8, 2004. Board Member Killean and Treasurer Workman stated that they will not be available to attend the next meeting. Chairman Bertoglio stated that as long as there would be a quorum, the meeting date will stay the same.

A motion was made by Secretary Padgett and seconded by Treasurer Workman to adjourn the meeting at 12:50 p.m. Motion put and carried.

Chairman

Secretary