

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

**MEETING PROCEEDINGS**

April 18, 2006

A public meeting of the Regional Water System Joint Powers Board (JPB) was held Tuesday, April 18, 2006 at 11:30 AM, in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

**Board Members Present** - Chairman Bertoglio, Vice-Chairman Workman, Secretary Padgett, Treasurer Bentley, Board Members King, Peryam and Opella. Board Member Killean participated by telephone.

**City of Casper** - Bertoglio, Padgett, Opella, Peryam, David Hill, VH McDonald, John Naquin, Janette Brown, Tim Rail

**Natrona County** – Killean – by telephone

**Salt Creek Joint Powers Board** – King

**Wardwell Water & Sewer District** – Workman, Larry Keffer

**Pioneer Water & Sewer District** – Bentley

**Poison Spider Improvement & Service District** -

**Wyoming Water Development Office** -

**Sandy Lakes Estates** -

**Lakeview Improvement & Service District** -

**33 Mile Road Improvement & Service District** – Mary Baughman, Linda Davis

**Central Wyoming Regional Water System** - Steve Garner

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

**Others** – Steve Kurtz - WLC

The JPB meeting was called to order at 11:39 a.m.

1. In Announcements, Vice-chairman Workman introduced Mr. Larry Keffer as the new representative from the Wardwell Board. Vice-chairman Workman stated that he enjoyed his time on the RWS Board and learned a lot from all the members. Chairman Bertoglio welcomed Mr. Keffer to the Board and thanked Vice-chairman Workman for all his time and efforts spent on the Board and

wished him the best for the future.

2. Chairman Bertoglio asked for a motion to approve the minutes of the February 21, 2006 meeting. Motion made by Board Member Opella and seconded by Board Member Peryam to approve the minutes of the February 21, 2006 meeting. Motion put and carried.
3. Mr. Hill asked the Board to reference the March 2006 voucher listing in their agendas to include vouchers 6426 through 6433 for a total amount of \$170,354.55. Motion made by Board Member Opella and seconded by Secretary Padgett to reaffirm the approval of the March 2006 vouchers in the amount of \$170,354.55. Motion put and carried.

Mr. Hill asked the Board to reference the April 2006 voucher listing handed out this day to include vouchers 6434 through 6445 for a total amount of \$138,698.89 and offered to answer any questions. Motion made by Board Member Peryam and seconded by Board Member Opella to approve the April 2006 vouchers in the amount of \$138,698.89. Motion put and carried.

4. Mr. Hill asked the Board to reference the Financial Statement. Mr. Hill asked the Board to reference page 3 of the Financial Report. He stated that the Water Rates shows a 12% increase over last March and that there were no water restrictions this April. A motion was made by Board Member Opella and seconded by Board Member King to accept the Financial Report. Motion put and carried.
5. In the Operations update, Mr. Hill turned the time over to Mr. Naquin for his update.

Mr. Naquin stated that production is 185 million gallons over last year and that so far April is 7 million gallons over last April. He stated that the plant is being readied for the summer season. Mr. Naquin stated that the filter valves have been installed and the new chloramine analyzer is on-line. Mr. Naquin stated that a meeting will be held on April 27<sup>th</sup> at the Water Treatment Plant for all the RWS and City of Casper entities to go over the options for the DBPR. Mr. Naquin stated that it is very important for all the entities to attend. Mr. Naquin stated that the ad for the Actiflo Pilot Plant was placed in the AWWA Journal and the American Public Works Journal.

Mr. Hill turned the time over to Mr. Rail for the Distribution Report. Mr. Rail stated that there have been two leaks on the RWS lines. One was by the Port of Entry and the other was on 7 mile and Zero Road. Mr. Rail stated that the flushing of the Cross Town Pipeline will have to wait until a later time. Board Member King stated that the Salt Creek Joint Powers Board received a letter from Mr. Rail's office about changing the packing at the booster and asked if it would cause any problems if it was done during higher flows. Mr. Rail stated that it should not cause problems whether it was changed during high or low flows.

Mr. Hill stated that the DPBR will require a lot of cooperation from all the entities

because EPA considers all the distribution systems to be one large system and testing will have to be done at the same time.

6. In the Project Update, Mr. Garner stated that the SCADA contract is ongoing. He stated that there have been a couple of glitches arise but that it is still on track. Mr. Garner stated that he has a meeting scheduled with EPA in September. He stated that he has been working on the rate model and has a preliminary rate. Chairman Bertoglio asked when this phase of the SCADA will be wrapped up. Mr. Garner stated that it should be implemented in May. Chairman Bertoglio asked when the hardware upgrades for the plant will take place. Mr. Garner stated that they will take place in Phase II which is in next year's budget. He stated that early implementation must be completed by mid-April next year in order for everything to be up and running for the summer season.
7. There was no Public Comment.
8. Old Business:
  - a) Mr. Hill asked the Board to reference the contract with CEPI in their agendas. He stated that the contract is for \$31,000 to include the Salt Creek system in the Water Master Plan Update. He stated that the money could come out of Capital. Treasurer Bentley asked for clarification on the amount to be paid. She asked if the WWDC would be paying the \$200 thousand and the RWS would only pay \$31 thousand to include Salt Creek. Mr. Hill stated that was correct. A motion was made by Board Member Opella and seconded by Board Member Peryam to approve and sign the contract with CEPI for \$31,000 to include Salt Creek in the Water Master Plan Update. Motion put and carried.
9. Other Old Business:
  - a) Mr. Hill stated that Brooks Ranch requested to come before the Board and introduced Mr. Steve Kurtz from WLC. Mr. Kurtz stated that Brooks Realty purchased the Brooks Ranch and has subdivided it with all of Phase I lots being sold at this time. Mr. Kurtz stated that Brooks Realty approached the City of Casper for long range development and wished to obtain water. He stated that the request to obtain water would come from a formed district and not individuals. Mr. Hill asked which lots would want water. Mr. Kurtz stated that it would be for the lower parcels now, but there is interest for all the parcels. Chairman Bertoglio stated that this was mostly a heads-up for the Board. He stated that all the parcels are within Casper's growth boundaries. Mr. Hill stated that there are several issues: 1) it is unknown if the existing 12" line and booster will be able to service the area, and 2) the booster and line are owned by Salt Creek Joint Powers Board and there are covenants which prohibit taps on the line. Board Member King stated that if ownership of the line was transferred taps could be made on the line. Chairman Bertoglio stated that a hydraulic study would have to be done first. Mr. Hill asked what the time frame for the 10-acre

parcel development was. Mr. Kurtz stated that he was unsure at this time what the time frame was. Chairman Bertoglio thanked Mr. Kurtz for the information.

- b) Mr. Hill stated that a letter was received from Pioneer requesting guidance on a fire suppression tap for Teton Homes. Mr. Hill stated that in February the Board accepted the inclusion of Teton Homes to Pioneer. Mr. Hill stated that he did not believe the Board has ever covered the issue of fire suppression taps. Mr. Hill stated that the City of Casper does not charge a tap fee for fire suppression because they are not in continuous use. He stated that the City of Casper also requires a separate tap for the fire suppression line, but this would be up to the individual entities to decide for their systems. He stated that City of Casper does not meter the usage on the fire suppression lines, but that they do require a backflow preventer due to the water becoming stagnant with non-use. Treasurer Bentley asked the following questions: How will the fire line be flushed?, Since the water is metered to Pioneer, is it ok to meter to Teton? Mr. Hill stated that typically fire suppression lines are not metered nationwide, but that it is up to the entity. Mr. Hill recommended that the Board not charge system investment fees for fire suppression lines. Chairman Bertoglio stated that the Board needs to decide if it is going to waive tap fees for fire lines. Board Member Keffer stated that Teton has a fire system and asked if Pioneer was going to require that the system be checked annually. Mr. Hill stated that the City Fire Department checks fire systems yearly, but was unsure if the County Fire Department does. Board Member Killean stated that she will ask the County Fire Department to do the same type of fire system check. A motion was made by Board Member Opella and seconded by Board Member King to not charge system investment fees for fire suppression systems. Motion put and carried. Chairman Bertoglio asked Ms. Brown to type up a policy statement for the next meeting.

10. New Business:

- a) Mr. Hill stated that two requests to approve the enlargement of the water system were received from 33 Mile Improvement and Service District. The first request is for an 80-acre enlargement for Jeff and Annie Clark which includes one tap. Chairman Bertoglio asked how close the house is to the line to be tapped. Ms. Linda Davis of 33 Mile Improvement and Service District stated that she could get more information for the Board.

Mr. Hill stated that the second request is from the Robert L. Bressler Family Limited Partnership and includes approximately 1800 acres of land. Ms. Davis stated that the main line does not go through the land to be included in the district. She stated that 33 Mile has a moratorium on extending any lines for five years and the land owners were told they would have to extend the line themselves. She also stated that 33 Mile did not guarantee any more taps for the line extension. Board Member Peryam asked if there was any indication from the land owner if they were planning to sub divide the land. Ms. Davis stated that there was no

indication. Chairman Bertoglio stated that he is concerned about the unknown with the land. He also stated that he saw no problem if it was for a single tap. Board Member Peryam stated that she would be uncomfortable without more clarification. Ms. Davis stated that more information will be requested from the land owners and it will be passed on to the Board.

- b) Mr. Hill asked the Board to reference the Draft Property Control Policy in their agendas, and turned the time over to Mr. McDonald from the City of Casper Finance Department. Mr. McDonald stated that the draft policy was just a very standard property control policy. A motion was made by Board Member Opella and seconded by Secretary Padgett to adopt the Property Control Policy. Board Member Peryam stated that she did not realize the Board did not have this type of policy. Mr. McDonald stated that the policy will eliminate the audit comment about needing a property control policy. Motion put and carried.

Mr. McDonald stated that the Chairman and Treasurer signed a letter to stop the automatic rollover of the certificates of deposit. He asked the Board to reference his memo and asked how they wished the matured funds to be invested. A motion was made by Board Member Opella and seconded by Secretary Padgett to move the monies from the matured cd's to the WGIF account. Treasurer Bentley asked how the money is insured. Mr. McDonald stated that the WGIF is very secure. Board Member Peryam asked what percent of the funds are available to invest. Mr. McDonald stated that it was approximately \$5.3 million. Board Member Opella stated that the rates seem to steadily increase and thought that all available funds that can be invested should be put in. Board Member Peryam asked if the WGIF was like a money market account. Mr. McDonald stated that it was. Treasurer Bentley asked if the swing accounts were insured. Mr. McDonald stated that they are, but that they have a different type of collateral than the cd's. Treasurer Bentley stated that she would rather see the funds placed in an account that was more secure. Board Member Killean stated that she thought that bank accounts were only insured up to \$100 thousand. Mr. McDonald explained that government money has government securities to cover. Board Member Opella asked if there would be any problem with the Board keeping any type of minimum balance in the swing accounts. Chairman Bertoglio stated that there would not be any problem. Board Member Opella withdrew his earlier motion. A motion was made by Board Member Peryam and seconded by Board Member Opella to place the funds from the matured cd's into the repurchase account. Motion put and carried. Chairman Bertoglio stated that Mr. McDonald has been working on a policy to deal with all the separate accounts. Board Member Peryam asked Mr. McDonald for a report for the next meeting to compare the different banks.

- c) Chairman Bertoglio asked Mr. Hill for a quick summary on the Draft FY 2007 Budgets. Mr. Hill stated that for the Operations Budget personnel is up approximately 5%, chemical costs are up 12%, and utilities are up 7-9%. Board Member Peryam asked about the personnel increases. Mr.

Hill stated that personnel costs are up with the implementation of the Gerzach study, plus some step increases. He stated that the City of Casper adopted the Gerzach study which came up with a 50% median salary. This raised some of the salaries at the water treatment plant.

Mr. Hill stated that he would like to go over the Draft Agency Budget in detail at a Work Session.

- d) Chairman Bertoglio asked Mr. Garner for a quick summary on the Wholesale Water Rate for FY 2007. Mr. Garner stated that the rate is going up and that he will work with the Board at the next meeting on the specifics.
- e) Chairman Bertoglio stated that instead of scheduling separate Work Sessions for the Budget, he would like to go over the Budget at the May meeting if there is not much else on the agenda. The Board agreed with Chairman Bertoglio. Mr. Hill stated that he will be out of town for the May meeting, but that Mr. Stuckert will be at the meeting in his place.
- f) Chairman Bertoglio stated that with the departure of Mr. Workman, the Vice-chairman position is now open. A motion was made by Board Member Opella and seconded by Board Member Peryam to open the floor for nominations. A motion was made by Board Member Peryam and seconded by Secretary Padgett to appoint Board Member King to the Vice-chairman position. A motion was made by Board Member Opella and seconded by Secretary Padgett to close the nominations. Motion put and carried, Board Member King was elected to the Vice-chairman position.

- 11. In Other New Business, Mr. Hill stated that a decision by the Board is needed on the Choice Gas program. He stated that the Board has gone with the pass along rate in the past. Board Member Peryam stated that her personal opinion is to stay with the pass along rate. A motion was made by Board Member Peryam and seconded by Board Member Opella to stay with the pass along rate for the Choice Gas program. Motion put and carried.
- 12. In the Chairman's Report, Chairman Bertoglio stated that he would like to adjourn into a brief Exec Session to discuss personnel. A motion was made by Board Member Opella and seconded by Treasurer Bentley to adjourn into Exec Session. Motion put and carried. Chairman Bertoglio stated that the next meeting will be held on Tuesday, May 16, 2006 at 11:30 a.m.

A motion was made by Board Member Opella and seconded by Board Member Peryam to adjourn the meeting at 1:15 p.m. Motion put and carried.

Chairman

Secretary