

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

MEETING PROCEEDINGS

January 21, 2020

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

City of Casper – Cathey, Freel, Huber, Powell, Andrew Beamer, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Ethan Yonker

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.;

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

1. There were no Announcements.

2. Chairman King asked the Board how they wished to proceed with Election of Officers. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to retain the current Board officers for 2020; H. H. King, Jr. - Chairman, Larry E. Keffer – Vice-Chairman, Kenneth L. Waters – Secretary, and Paul C. Bertoglio - Treasurer. Motion put and carried.
3. Chairman King asked for a motion to approve the minutes from the December 17, 2019 meeting. A motion was made by Treasurer Bertoglio and seconded by Board Member Powell to approve the minutes from the December 17, 2019 meeting. Motion put and carried.
4. Mr. Martin informed the Board that two additional vouchers were added to the voucher listing: voucher 8116 for ITC Electrical Technologies for wiring the Dewatering Pump in the amount of \$610.91; and voucher 8117 for Norco Inc. for an Air Monitor in the amount of \$1,301.11. 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 2020 vouchers. A motion was made by Secretary Waters and seconded by Vice-Chairman Keffer to approve the January 2020 voucher list to include voucher numbers 8102 through 8117 in the amount of \$682,114.83. Motion put and carried.

Board Member Huber arrived at 11:34 a.m.

5. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for December 2019 was 179 MG, which is 15 MG more than the five-year average of 164 MG. Mr. Martin stated that year-to-date production is 2.35 BG, which is 63 MG more than the five-year average of 2.28 BG.

Mr. Martin stated that he has been working with Mr. Pitlick of the City Finance Department on the monthly compilation. Mr. Martin stated that there are a couple of changes to the format in order to get the FY20 figures to match closer to the audit report. Mr. Martin stated that some of the funds that were broken out are wrapped up in other lines.

Mr. Martin stated that Total Reserves is down a little bit from last year due to capital project expenses. Mr. Martin stated that Reserves remain strong.

Treasurer Bertoglio asked about the Water Rights Reserves changing \$2. Mr. Martin stated that was due to earned interest. Treasurer Bertoglio asked if the Water Rights Development Reserves Fund is mandatory. Mr. Martin stated that it would have to be researched. Treasurer Bertoglio stated that if not, it could be moved to Capital Reserves. Mr. Martin stated that Mr. Pitlick is making changes to the City Reserve Policy and would like to make similar changes with the RWS Reserve Policy. Mr. Martin stated that the changes would be on a meeting agenda in upcoming months.

Mr. Martin stated that Water Sales for the year are \$4,525,503, which is \$570,846 higher

than FY2019. Mr. Martin stated that this is due to the rate increase and strong water sales this fiscal year.

Mr. Martin stated that in the past few months, the financial report has shown 12-13% over in expenses from last year. Mr. Martin stated that this month while the financial report was being compiled it showed an 18% increase in expenses. Mr. Martin stated that after digging into the figures, an error was discovered where some FY19 funds were transferred into FY20 in the new City financial software.

Chairman King asked for a motion to approve the December 2019 Financial Report as presented. A motion was made by Vice-Chairman Keffer and seconded by Secretary Waters to approve the December 2019 Financial Report as presented. Motion put and carried.

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

Mr. Schroeder stated that he was pleased to report that all the WTP Operators are now in compliance with DEQ licensing. Mr. Schroeder stated that DEQ is going to start putting pressure on Water Plants as operators must be licensed the same level as the plant and since the RWS WTP is a Level 4 plant, all Operators must be DEQ Certified Level IV Operators. Mr. Schroeder stated that the Level IV test is quite difficult, but the Operators put in the study time to pass the test.

Mr. Schroeder stated that the SCADA contractor is on site this week working on the booster station sites. Mr. Schroeder stated that the contractor is behind schedule a little bit, but is moving along. Mr. Schroeder stated that the new SCADA system is nice and friendly as there is more trending and archiving of data. Mr. Schroeder stated that the SCADA contractor has not started on the WTP systems yet; once that starts it will be very hectic as systems will be taken offline and will have to be put back online at the end of the day.

Mr. Schroeder stated that staff is preparing the WTP for the summer season.

Mr. Schroeder stated that things have been going really well this year.

The time was turned over to Mr. Conner to give the Transmission System Update.

Mr. Conner stated that the contactor drain valves have been dug up. Mr. Conner stated that staff is looking into getting a different type of valve as the ozone is eating up the old valves and they are not sealing. Mr. Conner stated that staff is also looking at reducing the size of the drain valve from 16-inch down to a 6-inch as the contactor cannot be drained quickly as it overcomes the lift station.

Mr. Conner stated that a couple of older fire hydrants on Poison Spider and Robinson Road, and on MJB Road were repaired.

Mr. Conner stated that residuals out in the system are looking good.

Mr. Conner stated that a tap on the RWS waterline on Salt Creek Highway was made and two services at the same lot were abandoned.

Mr. Conner stated that ARV's were checked out in the system and a couple need ball valves replaced.

Mr. Conner stated that all the pumps have been aligned.

Secretary Waters stated that at the last meeting Mr. Conner stated he would be getting with Pioneer staff about the fill station valve. Mr. Conner stated that he spoke to Ms. Bayne yesterday and she said that Pioneer is under contract for the fill station. Mr. Conner stated that Ms. Bayne informed him that the fill station company is supposed to come and install a slower valve. Mr. Conner stated that he asked Ms. Bayne to let him know when this will take place.

Board Member Powell suggested that the Board send a letter to the WTP Operators that achieved their certification and have the Chairman sign the letters. Chairman King asked Ms. Brown to prepare the letters for his signature.

7. There was no Public Comment.

8. There was no Old Business.

a. There was no Other Old Business.

9. In New Business:

a. Mr. Martin stated that before the Board today is Change Order No. 3 with HOA Solutions for the WTP SCADA Improvements Project No. 17-038. Mr. Martin stated that the Tower Tank and Manor Booster sites were not included in the original scope of work because they were anticipated to be upgraded as part of other projects. Mr. Martin stated that after work began on the SCADA project it was determined that the equipment at these sites did not communicate correctly with the new SCADA equipment and would need to be replaced. Mr. Martin stated that this work will add the replacement of the radio, antenna, antenna cable, and all antenna accessories at these sites. Mr. Martin stated that work to modify PLC programming at the Manor Booster is included so as to be consistent with the programming at the other distribution sites. Mr. Martin stated that HOA Solutions has proposed \$8,120 and 5 contract days to perform required upgrades at these sites.

Mr. Martin stated that the plans and specifications call for the new SCADA equipment at the North Park Tank to be installed in an existing underground pit. Mr. Martin stated that during construction it was determined that there is a structure on site that will no longer be needed for its original intent of emergency

services. Mr. Martin stated that moving the equipment installation into the structure will require the installation of a conduit and wire from equipment in the pit to the structure. Mr. Martin stated that installing the equipment in the structure will eliminate the need for a confined space entry to check the SCADA equipment. Mr. Martin stated that HOA Solutions has proposed \$4,900 and 5 contract days to perform this work.

Mr. Martin stated that HDR has reviewed the costs and additional contract days associated with this change order and finds them reasonable. Mr. Martin stated that the additional costs would come from contingency.

Mr. Martin stated that this change order will increase the contract amount to \$1,360,290.08 and decrease contingency to \$132,525.92. Mr. Martin stated that the DWSRF representative has given approval for this change order.

Mr. Martin stated that Mr. Ethan Yonker, with the City Engineering Department, is in attendance to answer any questions the Board may have on this change order.

A motion was made by Secretary Waters and seconded by Treasurer Bertoglio to approve Change Order No. 3 with HOA Solutions, for a price increase of \$13,020 and a time extension of 10 days for the Water Treatment Plant SCADA Improvements, Project No. 17-038. Motion put and carried.

- b. Mr. Martin stated that before the Board today is a proposal for funding the 2.6M Gallon Water Tank Roof Replacement.

Mr. Martin stated that Riley Industrial Services, Inc. is under contract to recoat the 2.6M Gallon Water Tank. Mr. Martin stated that while they were sandblasting, severe corrosion was identified on the roof rafters and interior beams. Mr. Martin stated that Lower Co., P.C. confirmed that the corrosion damage was severe enough that the roof and support columns would need to be replaced. Mr. Martin stated that at the December 17, 2019 meeting, the Board authorized an agreement with HDR Engineering, Inc. for design and construction administrative services for the 2.6M Gallon Water Storage Tank Roof Replacement Project.

Mr. Martin stated that the FY20 budget was approved prior to knowing the 2.6M Gallon Water Storage Tank would require replacement of the roof. Mr. Martin stated that design is currently underway and the intent is to bid out the tank roof replacement prior to the end of the fiscal year. Mr. Martin stated that staff recommends reallocating the following FY20 capital funds to the 2.6M Gallon Water Tank Roof Replacement Project:

- Filter Monorail Hoist Safety System - \$147,000
- HVAC System Chiller Improvements - \$180,000
- Groundwater High Service VFD Replacement - \$100,000
- Raw Water Switchgear and VFD Replacements - \$186,500

- LOX System Heater Replacement (remaining funds) - \$31,500
- Actiflo Hydrocyclone Improvements - \$56,000
- Misc. Recoating Projects - \$20,000
- Ozone Heat Rejection and Cooling Pumps - \$33,000
- Water Treatment Plant Landscaping - \$20,000
- Total - \$774,000

Mr. Martin stated that while the projects in this list remain important, staff firmly believes that the 2.6M Gallon Water Tank Roof Replacement is of a much higher priority at this time. Mr. Martin stated that the projects listed will be re-budgeted in the FY21 RWS Capital Budget. Mr. Martin stated that he was not sure if this will be enough funds for the project, but if not, the Board may have to consider a budget amendment.

A motion was made by Board Member Powell and seconded by Treasurer Bertoglio to approve reallocating \$774,000 from various projects to the 2.6M Gallon Water Tank Roof Replacement Project.

Treasurer Bertoglio asked if any of the projects in the list were critical to operations and really need to be completed this budget year. Mr. Martin stated that these projects are all critical, however there are still funds in the Major Equipment Replacement line item if anything breaks.

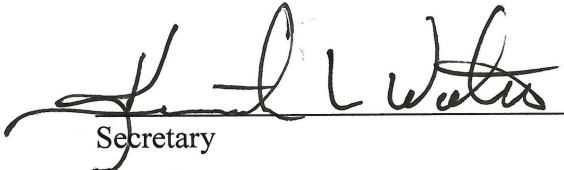
Motion put and carried.

c. There was no Other New Business.

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

A motion was made by Secretary Waters and seconded by Board Member Cathey to adjourn the meeting at 11:57 a.m. Motion put and carried.


Chairman


Secretary