MINUTES OF THE WARDWELL WATER AND SEWER DISTRICT
APRIL 7, 2020
6:30 P.M.

The Board of Directors met in Regular Session on April 7, 2020 at the Wardwell Water and Sewer District office located at 4150 Salt Creek Highway, Casper, Wyoming.

The Meeting was called to Order by Larry Keffer, President. Present were: Larry Keffer, President, Mark Pepper, Secretary Treasurer, David Levandowski, Director, James Bogart, Director, Alia Scott, Attorney and Gloria Brainard, District Manager. Absent was Larry Forsberg, Vice President. Available via telephone was Todd Mattson, Engineer.

Larry Keffer led the Pledge of Allegiance.

Larry Keffer swore in newly elected Board Member, James Bogart.

Mark Pepper made a motion to keep officer positions as is, with a second by David Levandowski. Motion carried.

The Minutes of the March 10, 2020 were reviewed by the Board. David Levandowski made a motion to approve the Minutes as written, with a second by James Bogart. Motion carried.

The Minutes of the Special Meeting on March 23, 2020 were reviewed by the Board. James Bogart made a motion to approve the Minutes as written, with a second by David Levandowski. Motion carried.

The Treasurer's Report was reviewed by the Board. The balance in the Regular Checking Account is $45,748.73, this is an unconfirmed balance. The balance in the Meter Deposit Account is $68,105.77, this is an unconfirmed balance. The number of taps billed for April 2020 were 1591, 180 were in the arrears and 630 sewer connections. The total amount of gallons billed were 6,133,600 compared to 6,326,400 with 1589 users in April of 2019.

A motion to approve the Treasurer's Report was made by Mark Pepper, with a second by David Levandowski. Motion carried.

There was a discussion about tracking payments daily and water usage when meters are read for the new billing period.

A motion was made by David Levandowski to approve all bills with the proper vouchers, in the amount of $72,764.52 with a second by Mark Pepper. Motion carried.

The Board reviewed the Manager's Report. Larry Keffer asked about the Operators and office personnel during the Pandemic. Alia stated that she has been in touch with Gloria and have a solution to staggering all employees to limit the number of two at all times and suggested to the Board that since all employees are essential and are salaried that pay is not cut. The Board had a discussion. The on - call Operator will work at the office Friday through Thursday, then rotate with the next Operator. All Operators will be on call in case an emergency comes up. Gloria and Mykael will work the shift of 2 and one - half days per week keeping someone at the office the normal eight hours a day. Each person leaving their shift will disinfect and wipe surfaces down before the next person comes in. The Board agreed.

Mark Pepper made a motion for Larry Keffer sign the letters drawn up by the District's Attorney that all employees are essential during the Pandemic and to have on their person at all times, with a second by James Bogart. Motion carried.

Mark Pepper stated that a licensing card for water and sewer Operators may be coming.

There was no Public in attendance.

The Board reviewed the 2nd reading of the 2020-2021 Fiscal Year. Gloria had the figures from the Engineer for the Blair Lane Water Line Replacement Project.

Mark Pepper made a motion to approve the 2nd Reading of Fiscal Year 2020-2021 Budget, with the acknowledgement of looking at income on the 3rd reading, with a second by David Levandowski. Motion carried.

David Levandowski made a motion to approve the No Frost Amendment 3rd reading, with a second by James Bogart. Motion carried. Larry Keffer and Mark Pepper signed and Alia will get is recorded.

Alia had a draft of the County Memorandum of Understanding for dual water and sewer inspections. Alia had sent a copy over to the County and is awaiting comments back. Gloria did have her change the fire line and backflow paragraphs. Alia would appreciate any feed back from the Board. Mark would like to have the names changed and present one to the Town of Bar Nunn. The Board agreed.

There was a discussion regarding the COVID-19 on people not paying their water/sewer bills. Alia suggested that the individual must present documentation that they are directly affected by COVID-19 as being laid off, having the virus or

having to be self- quarantined for two weeks. They need to provide us with a copy of the Doctors order, a letter from their employer or proof of filing for unemployment. Larry Keffer stated that if any new water and sewer taps need to be installed that they be pushed back to a least two weeks to get materials and schedule the other Operators to come in and that this should be effective immediately. Mark stated that if someone has been laid off due to COVID must be documented and each case must be looked at individually. Mark also stated that the District does not have anything to do with the Public Service Commission and that is for gas and electric and that the Governor has not made a mandate regarding Cities, Towns and Districts not to shut off services. Alia stated that if by June, the Customers that have been affected will have to keep their current bills paid and have 90 days on a payment plan to get caught up. She will draw up the wording for notices to be placed on the doors of the people who have not paid their bills and are due to be disconnected. Again, she said we must have documentation they are affected directly from COVID-19. Mark Pepper stated that they should have their paper work from Workforce Services or Doctors orders. Mark also pointed out that this will be difficult for the sole proprietors.

Alia had no up date on the McMurry non-potable water line.

Gloria updated the Board on the Polar Service Center. Mike Smith, Attorney from Cheyenne is drawing up line looping Agreement and is incorporating it into the Main Line Extension Agreement. Gloria informed the Board that she received an email from Karen Farley with DEQ and she has not received any response from JKC Engineering from her comments on February 2, 2020. Gloria also received an email from Natrona County to see if their taps fees had been paid. Gloria called them and informed them that not only do they have to pay the tap fees, they have to extend both the water and sewer mains to get to the property. She said she would not issue them a Permit for building until she heard from her. Gloria also pointed out that until there is an approval of the plans from DEQ she is unable to apply for the WYDOT Permit for the highway right of way to do the water tie in.

Gloria gave the Board an update on Opportunity Subdivision Phase I. Steve Loftin sent her an email a few weeks ago asking her to contact his Bonding Company to have the 80% released and to reissue one for 20% of the project. Gloria told the Company the District had not received the 'As Builts' in digital form. The Bonding Company said he would relay the message to Steve. Today Steve called while she was out wanting a letter to his Bonding Company to release the 80%. Gloria called and left him a message as to her telephone call with the Company a few weeks ago. Gloria stated that the tie in for Phase II was done last Monday and when laying pipe 71 ran into an issue with ground water.

Larry Keffer called Todd Mattson, Engineer for the Blair Lane update. Todd has redone the cost estimate and got it over to Loraine with Rural Development a few weeks ago. Todd wanted to know if the Board would be interested in financing the District's portion with a low interest loan through Rural Development. Todd also told the Board that $718,597.80 would be a Grant. Mark Pepper stated that there would be no penalty for early payoff for the loan and it would be subject to the 1920 B Protection.

Mark Pepper made a motion to apply for the low interest loan to go along with the Grant with Rural Development, with a second by James Bogart. Motion carried.

David Levandowski had driven Blair Lane on Sunday and asked Todd if it was complete. Todd said that it was not complete and the crushed base was not yet down for the final lift. David stated that there were complaints about driveways being messed up and that he did not see anything Sunday but he feels that when the road is completed that we could probably expect complaints after the District replaces the water line. David also asked Todd when did he expect the time line would be for the water line replacement. Todd said when the District commits to the Loan and Grant with Rural Development, he can get it rolling.

Todd asked if the District was set on the Polar Service Center yet. Larry Keffer said they have a lot to do before that will begin. Mark Pepper stated they have no DEQ Permit and there are some issues with that and the Attorney is still working on the Line Looping Agreement.

Larry Keffer gave an update on Regional Water. He has not heard on the ER Power test. The plant is ready to go for the season and they have been cleaning the sludge ponds and everything seems to be running well. Larry stated that the water sales are slightly under the five-year average. Gloria stated that Bart with City came and took the quarterly samples today they are all on a skeleton crew. Mark asked Larry if they plan on having their monthly meeting. Larry said he was going to check as there is one member that can not be exposed to this virus. Mark asked Gloria if she has heard from Krista. Gloria said not in a couple of weeks.

Alia did not have any updates regarding the Mills/Bar Nunn issue and she will plan on attending the Work Session on April 21, 2020 or if they have it virtual.

There was a discussion regarding the Dinosolar Project west of Bar Nunn. Gloria had emailed everyone the copy from Natrona County Development on the Notice of Public Hearing. There was a discussion on the property owner on Westwind would not allow access. Mark stated the District could sell water for dust control and the power washing of the panels. Alia will attend the Public Hearing on May 12, 2020. The Board asked Gloria to put Dinosolar on the agenda for the May 5th meeting.

There being no further business at this time, David Levandowski made a motion to adjourn at 8:08 P.M., with a second by James Bogart. Motion carried.

Respectfully submitted,

Mark Pepper
Sec/Treasurer