



## Casper Alcova Irrigation District

### Regular Board Meeting –September 13, 2022

September 13, 2022, at 12:15 the board of commissioners meeting was called to order by Ron Richner, President. Attending the meeting were, Bob Butler Vice President, Paula Stewart Secretary, Ric Herman Board Member, Len Camp Board Member, Brad Olson, Board Member, Drew James, District Manager and Tony Jensen. Also attending was John Bentley.

**Minutes**-The minutes from August 9, 2022, Regular Board meeting were reviewed by the board. Bob Butler made a motion to accept the minutes for August 9, 2022, Regular Board Meeting. Ric Herman second the motion. The minutes were accepted.

**Financials**: Ron Richner reported the current balances in the Operating account \$141,328.43, Casper Betterment \$36,807.18, Savings \$ 20,160.78, Payroll \$1,433.16, Assessment Savings \$ 353,598.65, and Petty cash \$609.18. The board reviewed the financial reports. Drew mentioned that we are waiting for the retainage check used for Underdrain 102 to Western Plains Logistics for \$31,593.90 to clear the bank. Drew explained that Paula called Western Plains Logistic and confirmed they received the check, and they told her they had not cashed it yet. Drew asked the board members if they would like a copy of the monthly account balances from the bank. The board members were agreeable to receiving a copy account balances at the next board meetings. Len Camp made a motion to accept the Treasurer reports for August 31,2022. Bob seconded the motion. The treasurer's report was approved.

### **Public Comment:**

John Bentley-John asked the board about the AG funds being put into the Savings account and that it was only to be used on the farm. He explained that the funds from the AG were supposed to be used for on farm use. Drew asked John where he heard that CAID was putting the funds in savings. John told Drew that Kelly Burch told everyone that we had \$400,000 in savings. Drew explained that we had the same amount of last year in the budget. John stated that the funds in the AG Account was pass through funds and not for CAID to use and it is for the farmer. Drew mentioned that he had a meeting with the director of Water Development,



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and they would be discussing that topic. John told the board that the funds were a shared deal with the Natrona County Conservation District for Selenium Remediation and used to purchase pivots and side roll type of sprinklers for the landowners. Drew assured John that we do not have access to the AG funds unless through water development. Ron mentioned that the previous funds were used for the Selenium project.

John asked Brad if Oftedal was going to bid out any of the upcoming projects. Brad answered no. John asked who did the work on the ground penetrating radar on the 15 ft weir. Drew answered a company called New Locate. John asked if it was attached to the Bureau of Reclamation (BOR) and who had it done. Drew answered the manager before him. John asked about any report or photos he can look at. Drew told him he would provide him with a copy of the report. John asked what the water usage for this irrigation season is so far to date. Drew told John the usage as of September 8, 2022, is 59,014-acre feet, which is low compared to last year. John was lamenting that it was a drier year than last year and there were cracks in the soil. John asked about who is going to fix the meters. Drew told John that he was working to get the repairs & replacement to the meters through a water-smart grant. Drew told him the getting the funding to do that large project would be the focus. He went on to say it depends on if we have the funds in reserves to do the 50/50 split. John let Drew know he would like an update on the meters when he gets one.

#### **Office Report:** Paula Stewart

1. **Spectrum Telephone/Internet** –We are scheduled to have our telephone system and Internet change from Mountain West Technology to Spectrum on Friday September 16, 2022. We are going to be paying \$26.less monthly with Spectrum and have faster internet.
2. **Platte Valley Bank**- Paula told the board that we are in the process of changing banks from First Interstate Bank to Platte Valley Bank. She explained the bank provided an information form that each board member will need to fill out and return with a copy of their drivers license to be sent



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to Melissa Carter at Platte Valley Bank. Paula provided an information form for each board member.

3. Health Insurance- Paula told the board that CAID employees blood test hit the 80 % threshold to make us eligible for the 8% discount on Health Insurance premiums for 2022-2023.
4. Accountant/Auditors-Paula told the board that CAID was scheduled to meet with Nic Grooms on Monday, September 19, 2022, here at Drew's office.
5. Storm Software -Update: Paula explained to the board that CAID is getting ready to send the Assessment for the upcoming season. Paula told the board that Ken Wenger; the programmer introduced a mapping part of the program with Mango Maps. She went on to say that Ken requested her to contact Natrona County Geospatial group to obtain an application of the mapping.

Ric made a motion to approve the Office report. Brad Olson second the motion and the motion carried.

#### **District Manager's Report:** Drew James:

**Safety**-Pullin Services – Drew told the board that we are working with Pullin Services, and we intend to apply for grants to Oct 5, to cover all the training and safety equipment for CAID employees. Drew told the board that Workers Compensation gives a 33% discount for a worker's health and safety program. Drew went on to say that the program will be tied into the Employee Policies. He explained that we are currently revising the policies to include job descriptions, expectations, employee's handbook, mandatory employee training such as onboarding and having an employee evaluation process to make sure the expectations are being met every year and restructuring CAID's drug and alcohol policies. Ric asked when he would have that completed. Drew answered the first of the year. Ron asked if we will be paying for the confined space training. Drew answered no, hopefully it will all be paid for with grants. Drew mentioned that Pullin was confident that we would be able to get the grants to pay for the training and safety equipment.



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**Bureau of Reclamation Inspections**-Drew told the board that the inspections CAID's annual Facilities Review on the canal and Johnson Lateral are scheduled for October 24<sup>th</sup> & 25<sup>th</sup>, 2022. After talking with Dave Merrill, siphons 4, 5 & 6 inspections are scheduled for the week of the 14<sup>th</sup> of October.

**Equipment**-Drew told the board that CAID purchased a power jet unit for \$3,000 from Wyoming Pressure Washers. He explained that there needs to be bearings in the pump that will need to be replaced before it can be used.

**Vehicles**-Tony told the board that they replaced two front hubs and the wheel bearings on one of the pickups. He went on to say they purchased 2 tires. Tony told the board there were not a lot of repairs.

Drew told the board that he and Tony are working on an overall maintenance plan for the entire district, we are planning to have a list prepared to present to the board that covers a prioritized list for the maintenance of every lateral for over a 5-to-8-year period for the next meeting.

**Subdivisions**- Drew asked the board if there was a resolution that flood irrigation was prohibited after Hiser Subdivision 2 property was sold. Ron answered that the board left it up to the new landowners because he told the board they couldn't dictate to new landowners how to irrigate. Drew told the board that the board cannot decide what happens within the subdivision. The board discussed the subdivisions that still flood irrigate. Drew told the board that he had talked to Trent, the District Manager of the Shoshone Irrigation District and they are requiring that the subdivisions form an irrigation association, by doing that, it holds one entity liable to the board's specification and there is an enforceable contract to make sure everything is kept up to date. Drew went on to say that it opens the door for the irrigation association to apply for a grant to change from flood irrigation to sprinklers. Drew told the board House Bill 2, the Subdivisions are reviewed and approved by CAID before they are approved by the county, which gives us the opportunity to put stipulations on the subdivisions before they are approved by the county.

**Level 1 Study**-Drew told the board the selection process of a consultant will be done on October 4, 2022. John asked about the Anderson Report. Drew explained the Anderson report was the baseline of the study. The consultants will use the Anderson report as a foundation to build and update the new report. At the same



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time the state is doing an aging infrastructure level one study across the state that will be another source of funding.

**District Rules and Bylaws-** Korry Lewis is drafting the Rules and Regulations of the District that will replace the water policies and bylaws. These will include bylaws and follow the administrative rule review handbook and the Wyoming administrative procedure act and while we are revising, we are making sure we are following the Wyoming Open Meeting Act. Drew explained that we are planning to set rules on conducting business during the Board meeting. Drew told the board that he should have a draft for the board to review at the next meeting. Drew mentioned that after talking with Kory, the consensus was it would be best to wait till after the Annual meeting before final approval from the court so that the landowners would have time to review and comment. Ric asked about having the rules and regulations done by next irrigation season. Drew answered that March 2023 was his deadline.

**Conferences-** Drew asked the board if they were interested in attending any of the conferences coming up this year. He told the board the Wyoming Water Association will be held in Laramie Wyoming on October 17-19, 2022. The Platte River Conference and Symposium will be held in Kearney, Nebraska on October 24-27, 2022. Drew told the board that he would register and reserve the lodging. Four States will be held in Fort Collins Colorado on January 11-13, 2023, and the Upper Missouri will be held in Deadwood, SD on October 17-19, 2022. Drew told the board that he was working with the BOR to set up employees training at the Hydraulics lab in Denver Colorado; dates are still to be determined.

**State Pension and Retirement-**Drew told the board that while he was at Shoshone Irrigation District, he found out that CAID employees were eligible for State Pension and 457 Deferred Compensation, which is like a 401K. Drew asked if the board would be interested in looking into it. Ric asked what the procedures would be. Drew answered that the information has been requested and we are waiting to receive it.

**Annual Meeting-** Drew asked the board what day they would prefer the annual meeting to be held. It was determined that it would be on the second Friday of



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February. Drew told the board that he planned to set up location and other arrangements this month. Drew told the board that we can have everything for the voting on board members sent out by November to facilitate it on time. Drew mentioned the plan to audit each of the landowners' acres so that the landowners will be listed with the correct amounts and location of property. Ric asked about the current contact information for each landowner. Drew explained that all the contact information will need to be audited, which is a very large task.

**Website**-Drew told the board that he is working with the company that set up the website for Shoshone Irrigation District to try to set it up soon.

Bob made a motion to accept the District Manager Report. Len Camp second the motion and it was approved.

#### **District Reports:**

**District 1**- Ron Richner: Ron told the board that he heard from Brian Wing and Chad Harkins that they are requesting a copy of the budget and a report where the funds are going to be spent.

**District 2**- Len Camp: Len told the board that Mark Cardwell called him and told him that Stalkups locked the gate. The lock was cut off and this is the second year this has happened. Mark's concern was the road washing out.

**District 3**-Brad Olson: Brad told the board landowner Bob Jongsma contacted him about noticing flags to mark the location, locate of utilities; Rob was assuming it was for a drain. Drew confirmed that was correct, and there doesn't look like there will be any obstacles in the construction of the drain. Drew told the board that he would be doing another one call.

Brad told the board that he has received several calls asking about when CAID will be shutting off the main canal for the season. Tony mentioned a rumor that it was going to be shut off September 15<sup>th</sup>. Drew told the board that there were no plans to shut off before the last day of September.

Brad told the board that he received a call from a water master asking why the number of acres in the subdivision has fluctuated so much in the past years, Drew explained that we are conducting an audit on the landowners and acres that are



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listed in the water program to confirm the correct location and acres. Drew told the board that he is leaning toward having the subdivision submit a water distribution plan to the board at the beginning of the season. Drew explained that way CAID knows who received water and when they received it, so that we can keep track of our allocations per acre, rather than per subdivision.

District 4- Bob Butler: Bob told the board that everything looks good. He and Tony are keeping his district clean. Tony agreed.

District 5- Ric Herman: Ric told the board that landowners are wanting to know when we are having the budget meeting and how much the increase of rates will be. Ric went on to say that the landowners in his district want a report of what the funds from the increased rates are going to spent on.

### **OLD BUSINESS-**

1. Budget changes – Drew told the board that it would cost approx. \$53,000 per month to keep CAID going, and that is a “bare bones” figure. Tony explained that it would keep the lights on, pay the employees, make equipment payments, and provide gas to get to the locations only. Drew explained the Proposed budget for next year is \$968,424.00 which has been approved but is inadequate to add funds to the reserve account for the grant projects. Brad asked how much we are short, and Drew answered approximately 300,000. The board discussed options that would help CAID financially move forward and cover expenses in the next three years. They came up with 1.2 to 1.3 mil. to get there. The board discussed adding \$10 Per acre, making it \$36.00 per acre. Drew reminded the board that increasing too much could be detrimental by putting producers out of business. Drew and the board discussed what was needed for upcoming grants, budgets in the past and why the fiscal year ends on June 30. The board asked Paula what the due dates for the assessments are. The board discussed a fair increase to the operating and maintenance charge. The board discussed increasing the operating and maintenance charge \$25.00 making the total operating and maintenance charge



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\$600. Ric recalled the motion he made to increase to \$36.00 per acre at the August 9, 2022, meeting. Brad Olson made the motion to increase operating and maintenance charge \$25.00 making it \$600 and increasing the per acre foot \$ 10.00 making it \$36.00 per acre foot. Len Camp seconded the motion. The motion passed unanimously.

**NEW BUSINESS:** - No new business.

Ric made a motion to adjourn the meeting 3:10pm.

Respectfully submitted.

Ron Richner, President

Paula Stewart, Secretary