



**Casper Alcova Irrigation District
Regular Board Meeting Minutes – March 14, 2023**

March 14, at 12:00 pm the board of commissioners meeting was called to order by Ron Richner, President. Board Members that were present were Ron Richner, Ric Herman, Dan Robinette, Brad Olson and Melanie Peterson. Please see attendance sign-in sheet attachment for others present at the meeting.

Public Comments:

Special Committee has been formed for the purpose of modifying Bylaws and rules of CAID. There will be ten committee members, with two representatives from each district.

Ed Atzhley identified that their intentions are to do what is best for CAID because that is what will also be best for every user of CAID. Greg and Chad suggested that Jason Gutierrez should be the Chairman for the special committee. Ric motioned to have Jason as the Chairman and Brad seconded. All were in favor. Motion was carried.

Jason: Wanted to know from the Board general guidance like why the current bylaws needed to be updated and what the Board's concerns are so that they are aware of issues that need to be addressed.

Greg: Wants to modify language in a way that is more descriptive and clearer.

Discussion on what a reasonable timeline for the draft of the new rules and regulations occurred. The determination was in the event the timeline takes longer than anticipated CAID can still run on the old bylaws until the new bylaws are completed. Jason volunteered to come on the monthly meetings to give the Board updates on how the modifications are coming along. Melanie volunteered to clip the comments out and organize them by sections. The special committee will meet Tuesday the 21st at 1:00 pm to get started.

JUB Engineering:

Brian Deeter: Brian came to CAID to represent and describe what type of product his company could provide CAID with. JUB has been working on irrigation projects since 2008. Brian Identified multiple projects that his company has previously worked on. JUB performs Level 1, Level 2 studies, water shed, and grant writing. Brian described specific options that could be done.

Watersmart programs gives multiple grants. The water energy and efficiency grant is the most common grant. Quantifiable water savings is often the most useful portion for obtaining value. It will be due in June or July. All grants require NEPA studies. Studies are time consuming. Basically, takes about 3 years from the time that you submit for the grant to when the work is completed. Funding caps out at \$5M, and you have to have 50% capital to match. Brian suggested that you must be strategic in how you file grants to maximize value. Another program is water resource grant is another that caps at \$2M. Biggest



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use can be water improvement/savings. NEPA is also required for this option. Additional funding is not likely to occur, so preference is best to have contingencies built in if possible. NRCS also has funding that can be applied for. The review of the report takes time on the order of several years. NRCS funds the PFR study. It was recommended to keep it under \$25M because it keeps you under a level that requires more stringent environmental studies to be performed. Environmental assessments can take up to \$700K. Our level 1 study will likely filter into the PFR study.

JUB Engineering can get us pricing on individual non-funded projects. Closest office is in Ft. Collins.

Mike Rodgers:

Mike would like to petition the board to move the boundaries of his water rights by 80 acres.

Drew: The petition is to modify the boundaries of the District and then at a later date take the water acres from a different location to that acreage. The boundary change will also require filing of the boundary change for a public hearing with the state water board. There will be attorney fees, engineering and survey associated, but the costs are minimal. The engineering will be the largest cost to determine how to get the acres over to the property. \$2500 will likely be on the low side. A suggestion is to find out what the cost will be and then negotiate between Mike and CAID to determine who will bear the costs.

Dan: Makes a motion to move the boundary and assess the cost before determining who shall bear the brunt of the cost. Ric seconds the motion. All were in favor. The motion was carried.

Previous Minutes of the Board Meeting

Board read the minutes. Several edits identified. Minutes will be approved, with corrections. Ric motions, Dan seconds and all are in favor. The motion was carried.

Jeff Wilnetti: SST wants to discuss an encroachment access easement on their property. WLC needs permission for access a road that they are currently utilizing. He has the encroachment description with plats for the group to review. They would like an easement that would overlap the CAID easement so that if that acreage is sold the party would have access to an area on the back portion of the acreage.

Dan makes a motion to give permission to allow the easement. Ric seconds the motion. All were in favor. Motion carried.

Treasury report:

Melanie identified current account balances. The whole board reviewed the account reports.

Tony: We have been in the process of changing over from Sage to Quickbooks. The balance sheets were printed from both so the group could review. Group took time to review, ask questions and approve.



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Roxy Chamberlan: Wanted to know if the CAID roads must be maintained by CAID.

Tony: Yes as needed.

Ric: Makes a motion to approve the treasury report. Brad seconds the report. All were in favor.

Ric makes a motion to accept the Special board meeting on Feb 24, Ron seconded and all were in favor.

District Manager's Report:

Drew: Ken from Makrometer will be visiting April 10th. He received the insurance binder from HUB International and anyone can review if they would like. Feb 14th the board of control denied the water transfer for Vic Backus. Jason Foley's petition was granted with conditions.

Snow pack was 129". Last year's was 92", so we are above average.

WWC is prepping for the Level 1 study. They are planning to have it come out the 14th of April.

Tony got the estimates for a phone service that will transfer the office calls from the office to his phone.

There will be a meeting with the BOR March 28th at 8:30 am, 2023 regarding planning of subdivisions BOR building. There is also a meeting the March 22 with the BOR at 1:00 pm regarding Water Rights at the Court House.

We have one year inspection for the 102 project. Hoping weather permitting so that it will occur the following week. WWLC will be there.

Dan makes a motion to accept the Manager's report. Brad seconded the motion. All were in favor and the motion passed.

Tony: The board room has been getting remodeled since the field is too muddy to perform work. He also got a purchase order estimate for an excavator attachment of a GPS unit to assist with digging at a designated depth. The estimate comes from RDO Integrated Controls. It enhances the rate of efficiency of digging and limits error in digging to a given depth. The Board would like to get several other quotes before deciding on whether to purchase the unit. Tony will get collect several more.

Tony would also like to propose a cost share. There are control panels that are outdated and in need of replacement so the water level can be more efficiently maintained. The conservation district may be able to share costs. Tony will be presenting it to them the following day.

Tony proposed a new screen for the board meeting in an effort to save costs for certain meetings to have zoom options so that CAID can mitigate travel expenses from certain parties being met with. Board was in agreement.

The floor and a waterline is all that is left for the remodeling in the meeting room. New chairs had just arrived.



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Old Business:

RPlus term sheet is proposed from Drew for any potential contracts that may arise from RPlus. The contract is non-binding and only meant to identify that the intent is between the two parties to continue negotiating. It is currently in draft form.

New Business:

There is a petition for John Dugan to move water rights from one set of acreage to another on their property on Poison Spider. The board of control will still have to approve the move. There is a dead spot that will be within the middle of the acreage that is alkali ridden.

Dan makes a motion to approve the petition and send it to the state. Ric seconded the motion, and all were in favor. Motion was carried.

USDA:

Monte, Lee and Shawn: Gave us a sponsorship and watershed guide for NRCS. NRCS provides technical and financial assistance for improving efficiency. They advise not to go over \$20M on projects because there are higher requirements that can up costs from more stringent studies required. The NRCS has a capability to bring in a contractor, but they would prefer local contractors for the area. NEPA studies for this one. Level one needed for this one.

Environmental quality and incentives program. Generally can apply once a year. It is a pool and we would be competing with other districts in an effort to gain funds. There are payment limitations. It is \$450k per farm bill, but can go up to \$900k. Specific projects generally apply and have a higher priority typically. Next signup should be in about October/November. You can structure your equip projects in a longer time frame over several years.

RCPP program is the regional conservation – \$10M is maximum. It is a 1/1 ratio. We would have the capability to find funds for matching through state funds or other funds that are non-NRCS. Application opens up to specific individuals to potentially apply beyond what CAID uses. Makes it possible to have individual projects. It is a 5 year window, but can go up to 10 year. Applications need to be as open as possible with a large list of projects and also go find additional sources of funding. Any other partners need to be identified. Application packets have not come out yet, but will be happening shortly. The Level one is probably needed for this one. Don't have to have the Level 1 study.

Meetings: We would like to move the regular meetings 2nd Thursday at 2 pm. Ric makes a motion to do it. Dan seconds. All were in favor of the motion.

Other special meetings will be March 23th, April 27th and May 25th at 2pm also. Brad makes the motion and Dan Seconds. All were in favor.

Bank accounts



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We need a motion to remove Drew James and Bob Butler and to add Tony Jenson and Dan Robinette. Brad makes the motion. Ric seconds the motion. All were in favor.

The emergency account will only have the president, vice president and manager. Dan motions to only have Ric Herman, Tony Jensen and Ron Richner. Dan makes the motion. Brad seconds the motion. All in favor, motion carries.

For the new District Manager roll a starting salary range of \$75K+ was identified. Ric motioned that we accept the job description as proposed and the salary range of \$75K+ . Brad seconded and all were favor.

Adjourn at 4:40 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Ron Richner", written over a horizontal line.

Ron Richner, President

A handwritten signature in black ink, appearing to be "Melanie Peterson", written over a horizontal line.

Melanie Peterson, Treasurer/Secretary