



## Casper Alcova Irrigation District

### Regular Board Meeting –July 12, 2022

July 12, 2022, at 12:10 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, and Drew James, District Manager and Tony Jensen, Field Manager. Brad Olson, Board Member was attending via phone.

Revised and Corrected Minutes-The revised/corrected minutes from May 10, 2022, Regular Board meeting were reviewed by the board. Bob Butler made a motion to accept the revised/corrected minutes for May 10, 2022, Regular Board Meeting. Ric Herman second the motion. The minutes were accepted. The board reviewed the Revised /corrected minutes for the May 17, 2022, Special Board Meeting, Ric made a motion to accept the Revised /corrected minutes for the May 17, 2022, Special Board Meeting. Bob second the motion, the revised/corrected minutes were accepted.

The minutes from June 14, 2022, the Regular Board Meeting were reviewed by the board. Bob noted that the Page 7, end of the first paragraph didn't make sense. The board agreed to strike the second part of the sentence. Bob made a motion to accept the June 14, 2022, Minutes with correction. Len Camp second the motion. The minutes were approved.

The board reviewed the minutes for June 30, 2022, Special Meeting. Ric made a motion to accept the Minutes for the June 30, 2022, Special Meeting. Bob second the motion and the Minutes for the June 30, 2022, special meeting was accepted.

**Financials:** Ron Richner reported the current balances in the Operating account \$90,189.83 Casper Betterment \$36,797.51, Savings \$ 20,155.48, Payroll \$ 1,437.10, Assessment Savings \$ 639,291.62, and Petty cash \$669.10. The board reviewed the financial reports. Drew went over the upcoming large expenditures to the board, which included closing the Project Overflow 102 and the payment for the excavator in August. The board discussed the amount listed in the accounts and the expenses needing to be paid currently. Ron suggested a transfer funds from the Assessment Account to the Operating Account to cover the expenses currently and



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the upcoming expenses. Bob made a motion to accept the Treasurer reports for June 30, 2022. Len second it. The treasurer's report was approved.

**Public Comment:** No Comment from the Public.

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

Audit- 2022- Paula told the board the Audit was scheduled for July 25, 2022, which will last a full work week. The Auditors will be using the board room for the audit. Paula mentioned that there was a letter of intent that needed to be signed by the board president and returned to the Auditors. Paula told the board that she and Leah have been emailing and sending compiled information for the audit to help lower costs and expedite the audit. Drew explained that an audit points out checks and balances to keep us from fraud. The board agreed that it was beneficial to CAID. Paula reminded the board that it helps when she prepares the F-32 (state tax return) and the state asks for a copy of the annual audit.

2 Budget- Paula updated the board that the Budget hearing was held on July 8, 2022, at 3 pm in Rm 2B at the Natrona County Court house. The judge did approve the budget and she included a copy of the approved budget in the packet with the financial statements. Paula suggested the board members keep it for reference for next year.

3. Assessments- Paula told the board there was \$14,182.23 overdue assessments and she has contacted each person on the list. She went on to say that quite a few of the delinquent accounts have come in and paid up since last meeting. She let the board know that the delinquent list will be shared with the county by the end of this month. Paula explained that we have a lot of regulars on the list, and that when it is sent to the county for collections, they are 100% paid by the end of the year.

4. June Water Usage Statements - Paula told the board that the statements are ready to go for most of the areas except for the upper end and she has not received the



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meter readings for them. She is ready to start sending out the statements for Ditch rider area 2 and 3. We are planning to combine the water statements and newsletter for both emailed and US postage users. Paula explained to the board we are emailing to the landowners that have given us a email address and we are mailing the others via US postage 1<sup>st</sup> class. Ric asked how the Storm system was going. Paula replied that she and Leah are using it and have been comfortable with it. Paula told the board that she lets Ken know the report that she is needing, and he builds it.

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

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

1. **Vehicles-** Drew told the board there were three inoperable vehicles. Drew explained that he and Tony were researching ways to make CAID more fuel efficient by making changes in the policies and other places that will make a difference. Drew mentioned that he was also looking at new vehicle verses good used vehicles, and what was the board's opinion on it. Ric asked what we need. The board and Drew discussed a new vehicle to used and trading in vehicles to liquidating. Drew explained that if we lose one vehicle it will impede our job, two vehicles down will be a big impact on CAID.

#### 2. **Website & Technology-**

A. Drew told the board that he was trying to gain Administration access with Go Daddy so that he can complete the website to get it operational. He told the board that as soon as he completes that he will be working with our IT person to complete the website and get it operational. Laptops- Drew told the board the laptops on the table in front of them were from the office and he plans to give one to each board member to use, do a factory reset and put all the information that we give to them so all the information is on the laptop and if a board member resigns then they will turn the laptop in and all the information stays on it. Drew asked if the board would like him to set up an email address for the board members that information can be sent to them which will cut down on the paper and costs.



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B. Storm Program and New Server- Drew told the board when the new server was purchased there were two hard-drives installed. Drew explained that the server needs more hard drives for storage. He told the board that he ordered six more hard drives to complete that system, so that it will be fully operational. The hard drives will cost \$522.00, and it give us approximately 18 Tera-bites of storage and back up.

C. Tony's Laptop-Drew told the board that he purchased a laptop for Tony costing \$826.00 Tony will use this laptop for field business and communications. Drew told the board that he has implemented Microsoft Teams, which will be beneficial in communicating with the office and the manager. Ric asked if it would be something the board members could use. Drew explained that he might set up another Teams system for the board members. Drew told the board that he and Tony were doing everything they can to improve communication and effectiveness to make the technology efficient.

D. Telephone System- Drew told the board the phones are ringing all lines on one call. Our server is the ubiquity system, and it has a phone line, so I am pricing out that system.

E. Water user contact update- Drew told the board that this is about the only district that someone can have an account and not give an email address. Drew explained that we need to go paperless. He went on to say that the banks are all paper less. He told the board that will be a goal. One of the main benefits to going paperless is transparency. It will help communication with the landowners.

7. Finance-Banking –Drew gave the board members a packet from Platte Valley bank to review. Drew went over the services that the bank offers. He showed the board the folder of checks that they must sign every board meeting and that it would be gone. Drew told the board that his route would be much more efficient. Drew told the board that the banker will be helping with the transition. Drew told the bank also has an in-house employee retirement system and that would be a great benefit for our employees. Ric mentioned that the board should be involved in the transition. The decision was made to table the issue.



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#### 8. Human Resources:

A. Employee Handbook-Drew told the board that we are going to revise and update the employee handbook and vehicle policies. He told the board that he wanted to take a closer look at the vacation pay and sick leave policies. He mentioned that sometimes employee doesn't want to come to work and just uses the vacation pay to cover those days. Drew explained that we need to go update that policy so that there is something in place for the employee that is taking advantage of the vacation pay.

B. Time Management System-Drew told the board about the On the Clock system that he set up. He showed the board on the overhead projector that the employee's clock in and puts it into a printout. Drew went out the benefits for CAID in tracking and accountability. He told the board that the cost is nominal.

C. Hiring More Employees-Drew told the board that we are needing 2 more employees. He explained that he has a prospective employee to hire in the field that Tony has worked with. Tony explained there was not much dedicated employees currently. Drew told the board he was wanting to hire another employee for the office. He explained that the one in the office was to relieve Paula of the phones, as all that she is working on and then stopping to answer phones and take care of all the people coming in. Drew mentioned that we are needing a full-time office help. Drew asked the board what their opinion. Paula asked about having an extra person to approve the payroll. Drew told Paula that he would be getting Tony set up to do that. The board discussed having one of the board members approve the payroll. Ric asked about the ISO 9000 procedure. Drew explaining that he was mimicking the ISO9000 procedures. Drew asked the board if they were in favor of hiring another office person. The board discussed the possibility of hiring more employees.

D. Safety – Drew told the board that he and Tony are planning to revise the safety plan that is in place, including the drug policy. He went on to say that we have bureau inspections coming up which means we are planning to review all employee's safety training and make sure it is caught up, example- confined space training. Drew explained that CAID is governed by OSHA as well as the Bureau of Reclamation.



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#### 9. Maintenance:

A. Hiser Farms-Lateral 128-Leaking Pipeline on adjacent property that is leaking-Drew assumed that it is a CAID pipeline but after more research Drew told the board about that the pipeline is listed as a Private Pipeline. Reservoir near Hiser, cuts across Mike Sutton's Pivot and leaks in two places, so the delivery of water was stopped. Drew showed the board members where it was at on the overhead.

B. Lateral 102-Drew told the board that he was out at the construction site after a rain, and he observed the water going in the top and back behind the cement and leaking back through the grout. This was occurring around old structure to new. He went on to say that he didn't see any more evidence of it since that last rain. Drew told the board he was requesting compaction reports. Drew mentioned that he plans to discuss it with WLC.

C. Lateral 256 – Drew told the board that an issue that we have had is getting the water down Lateral 256. John Lance has been out of water since Friday, July 8, since then it was at 38. ft. Tony replied that we are gaining on the issue. Drew explained that without a way to measure it, and instead of pulling check boards and put in a manual accordion gate, it can be adjusted as needed, which we then would have the capability to add automation in the future. Tony asked why not install a headgate. Drew answered because you would lose the ability to add automation to the headgate. Drew explained that the control is needed at the top because you want to be able to back up enough of the water to go through the headgate.

Theft in the district- Drew mentioned that the district is aware of the culprit. Jerry Cook -Map- Drew told the board that Jerry Cook handed out a map at the Budget hearing. Drew asked who built the bell end of pipe and put in down in the ground and put an alfalfa valve on top. Drew mentioned that all the alfalfa valves on Lateral 210 were like that and now we are finding them on Lateral 174. The board discussed who designed it and what would be the solution to fix them.

John Dugan/Dale Zitterkopf- Drew explained that it was discovered that the water user is not watering land that is adjudicated for water rights, we are mandated to shut them down until the water user(landowner) has taken the steps to petition the State Board of Control with more and correctly situated water rights. Drew told the board that we are needing a standard procedure for employees of the district and water users. The board discussed allowing irrigation if the petition is in progress and it must be proven. Drew told the board that he talked to the state



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engineers, and they were ok with the board making the decision on how to handle this issue. Drew explained that even though he has the petition after the 15 acres is irrigated, we will not deliver water to him. Drew told the board that Lateral 31, the landowner is using CAID water to irrigate on State Land. Drew explained to the board how it was possible. He went on to say that he shut them down last season.

Mark Warner- Tony explained issue regarding Mark's water delivery. Drew showed the board where the water was coming from on Mark's place on the overhead projector. Drew explained that Mark has 80 acres. Tony told the board the irrigation water comes out of a head gate into a pipe near a tree into a meter pit. Then in a fountain, further down us were the pump pulls out of a can, there is an existing ditch, that goes to Mark Warner's, Tony explained that they were looking to cutting a tree out and installing a weir. The board discussed installing a meter there and who owned the property prior to Mark. There was some discussion about installing a pipeline. Drew mentioned that Mark would need to get an easement. Ric asked if Mark orders water and if he has a turnout number. Tony explained that the previous owner used the alfalfa valve and subdivided the land and sold the land to Tom Straight. Drew told the board that this is an ongoing problem in the district and state with subdivisions. Drew mentioned that Ben Tauscher's easement will need to be reclaimed.

Drew told the board that he has a meeting with Elephant Butte Irrigation District in New Mexico on July 20, 2022. He told the board he would be looking at how they run their operations. Drew told the board that they have an Operations Director, Engineering Director, and Scada Director. He told the board that the Scada Director developed everything for the district. Drew told the board he would give a report at the next board meeting about what he has observed. He told the board that he plans to keep looking at more irrigation districts around the country to learn and use their ideas to improve our district. Drew explained that he plans to start attending all the select water committee meetings in the future. He told the board that they were bringing up possible legislation and talking through the ideas of subdivisions with the state engineer and how the state engineer will look at the subdivisions through the process.

Drew told the board that he plans to get involved with the state legislature, while working with Trent Reed and Jerry of Deaver, Shoshone and Hart Mountain



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Irrigation Districts they were able to get a portion of legislation passed that is someone is subdividing water righted land it must go to the State Board of Control for approval before it comes to the irrigation district. Drew told the board that he is planning to start a water shed organization for the North Platte. This will include cooperation from CAID, Conservation District, NRCS, Natrona County and City of Casper and Mills, all working together with the main goal of water delivery and betterment of the water quality. Drew explained that by getting these entities together much more can be accomplished in the right direction. He told the board he would like to restructure the board meetings to make them more efficient. Drew showed the board a sample of the board meeting guidelines from Elephant Butte Irrigation District. He told the board that it would be wise to set up some guidelines like the ones that have been adopted in Elephant Butte Irrigation District to improve the way CAID conducts public meetings.

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 everything is quiet.

District 2- Len Camp: The pipeline that runs through Mike Sutton's Pivot was discussed by Drew. Ron asked about Don Pavack. Drew told the board that for the 1<sup>st</sup> time in a while Don is satisfied with his irrigation.

District 3-Brad Olson: Brad did not attend meeting.

District 4- Bob Butler: Bob told the board his area has been quiet. Drew mentioned that they have been losing 30 ft of water. Tony mentioned that there was 18 ft on Friday, and it seems like we are a day behind, and we need to add to it the night before.

District 5- Ric Herman: Ric talked about a measuring device on Lateral 256, and how much better it would be to have a measuring device. Tony and Ric discussed how difficult it is to determine the measurement on Lateral 256.





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**OLD BUSINESS-**

1. Lateral 102 overflow Project Finalization- Drew told the board that check for \$44,954.70 that was signed today for WLC Engineering the final payment for engineering for the project. The liquid damages came to \$34,000. We will pay Western Plains Logistics the 141,850.20 less the \$34,000 and be reimbursed approximately \$71,000 from Wyoming Water Development from the Grant. Jason Myers sent the verbiage to be in the notice to be in the paper for the notice of Final Settlement. When that is completed the WPL be paid the retainage. Ric asked if the amount was in the budget. Drew answered yes. Drew discussed using the city fund for the retainage.
2. Level one Study – Drew told the board that the short list for the consultants has been finalized to do the level one study. On July 27, 2022, at 9am there is a canal tour scheduled for the consultants that made the short list. We will be conducting the tour to show the consultants what the project consists of and what our needs are. The interviews are in Cheyenne the Oct 3-5, 2022, and all the board members are invited. CAID must buy the GIS software, because of that Drew told the board he will be applying for a grant. We will receive proposals in writing from the consultants.
3. Level two Study – Sept 1 deadline for the Level 3 application and that is when we apply for funding. Drew told the board that he has been working with WWC to find more funding, like Water smart or Equip funds. Drew told the board that his goal to complete the application to be sent to NRCS is mid-August.



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**NEW BUSINESS:**

1. Lateral 256 870 01.60 Drain- Elaine Gold's property, Drew told the board now that we have an easement, we can start bids to bore under the culvert. Ric asked where the easement came from, Drew answered the previous owner of the property. John Lance offered to do the work if we provide the materials.
2. Fuel Receipts- Drew submitted his fuel receipts and needed to be reimbursed for milage use of his personal vehicle.
3. Supplemental water- Drew suggested that we charge for the overage of water allotments at \$20.00 per acre foot and only half of the allotment. This should be a separate charge. The board discussed \$15.00 per acre foot. Bob made a motion to set the Supplemental water charge one extra foot of water at \$ 15.00 per foot. Len seconded the motion. The motion passed.

Ric made a motion to adjourn the meeting 3:32.

Respectfully submitted.

Ron Richner, President

Paula Stewart, Secretary