

**STATE BOARD OF EXAMINING  
WATER WELL DRILLING CONTRACTORS AND  
WATER WELL PUMP INSTALLATION CONTRACTORS**

January 20, 2016

10:00 a.m.

Parkway Plaza Hotel & Convention Center  
122 West E Street  
Casper, Wyoming

**M I N U T E S**

**PARTICIPATING BOARD MEMBERS:**

John Midkiff, Chairman, Domestic Well Driller/ Board Member  
Steve Barbour, Pump Installation Contractor/ Board Member  
George Moser, State Engineer's Office (SEO)/ Board Member  
Jim O'Connor, Wyoming Department of Environmental Quality/ Board Member  
Jerry Hunt, Well Drilling & Pump Installation Contractor/ Board Member  
Nick Bebout, Well Drilling Contractor/ Board Member  
Van David, Public Member/ Board Member

**PARTICIPATING PROFESSIONAL STAFF**

Abigail Boudewyns, Assistant Attorney General (Boudewyns)  
Lynn Ritter, Executive Director (Ritter)

**ABSENT:**

**GUESTS:**

Charles Wilson, Inspector  
Travis Hueller, President Wyoming Water Well Association  
Cody Smith, Public Member  
Joanette Wardell, Public Member

**QUORUM:**

Chairman Midkiff determined a quorum was present.

**LEGAL NOTICE:**

Legal Notice for the meeting was published on the Board Website at <http://wwcb.state.wy.us>.

**CALL TO ORDER:**

The meeting was called to order at 10:12 a.m. in the Railroad Room at the Parkway Plaza and Convention Center, Casper, Wyoming, by Chairman Midkiff.

**REVIEW AND APPROVE MINUTES:**

Motion by Barbour to accept and approve the minutes from the September 2, 2015, meeting, Second by David, motion passed unanimously.

Motion by Barbour to accept and approve the Executive Session minutes from the September 2, 2015, meeting, Second by Moser, motion passed unanimously.

**REVIEW AND APPROVAL OF PROPOSED AGENDA/ADDITIONS TO AGENDA:**

Motion by David to accept the Agenda as written, Second by Hunt, motion passed unanimously.

**OLD BUSINESS:**

Ritter gave update to the Board on the old Chapter 6 Rules for licensing business and company owners that are not licensed, have a licensed driller, and are obtaining compensation for drilling. Barbour requested that Ritter do further research on business licensing and look into defining "Retired Status" of licensees.

Ritter discussed the meeting that she and Boudewyns attended in November 2015 with the Board of Control. In the meeting the State Engineer was given consent, from the Board of Control, to require the U.W. 6 Statement of Completion from water well drillers and to enjoin water wells that are improperly constructed.

**NEW BUSINESS:**

Boudewyns discussed the Board taking a proactive stance in reference to licensed contractors not following the State Minimum Construction Standards and having inspectors issue a Notice of Violation. Boudewyns said she would bring language to the next meeting so the Board can look at a possible rule change.

O'Connor asked Ritter to have Contract Inspectors compile reports stating some of the problems or issues they are seeing in the field.

Chairman Midkiff called a break at 11:40 am.

During the break Joannette Wardell left the meeting and did not return.

Chairman Midkiff called meeting back to order at 11:54 pm.

Boudewyns gave presentation to the Board on their duties as Board Members, the Governors Handbook, and the state statutes that pertain to Board Members of licensing boards.

Chairman Midkiff called a break for lunch at 12:30 pm.

Chairman Midkiff called the meeting back to order at 12:54 pm.

Ritter shared with the Board a letter from Downey Drilling in reference to their willingness to comply with State Minimum Construction Standards and thanking the Board for sending an advisory letter from the Board Office for non-compliance.

Ritter gave the Board an update on the notices that have been submitted to the Board since the adoption of the rule stating that as of January 19, 2016 the Board Office had received approximately 210 notices from licensed contractors.

Ritter proposed that the Board adopt a new policy in reference to the flexibility of accepting the Notice of Intent from licensed contractors.

Board discussed the flexibility of submitting the Notice of Intent and possibly allowing for more leniency from those who do comply with the Minimum Construction Standards.

Midkiff call a break at 2:11 pm.

Midkiff called meeting back to order at 2:17 pm.

Moser made a motion to adopt the policy stating the flexibility of submitting the Notice of Intent allowing Boudewyns and Ritter to make slight changes as needed. Second by Barbour, motion passed unanimously.

Ritter asked if the Board could move the update from the WWA's President Travis Hueller up on the Agenda so that Hueller could leave to attend another meeting.

Hueller gave the Board an update on from the WWA stating that they hired a new Executive Director Karie Walker and reviewed some of the feedback that he has received from licensed contractors in reference to the Notice of Intent.

Travis Hueller and Charles Wilson left the meeting at 2:25 pm.

Ritter provided the Board with a revised accounting policy that addresses the requirements of the proposed bill for Board Audits.

David made a motion to adopt the revised accounting policy, second by Barbour, motion passed unanimously.

Ritter provided the Board with a copy of her annual report that is submitted to the State Engineer's Office which states the Boards accomplishments, revenue and goals for the past water year.

Ritter provided the Board with an updated budget report from the Fiscal Manager.

Ritter asked the Board to review the new licenses issued since the last Board meeting.

Barbour made a motion to approve the licenses issued since the last meeting, second by David, motion passed unanimously.

Ritter gave update on the license renewals for 2015 stating that 23 licenses were up for renewal and 17 renewed.

Ritter provided the Board with the proposed goals for her annual performance evaluation.

Barbour discussed with the Board his meeting with the Regional Training Center and them offering classes for continuing education.

Ritter discussed with the Board a proposed letter for notification of completion on a docketed complaint settlement agreement and sending notices to the licensed contractor upon completion.

Moser made a motion that Ritter send out letters to contractors that they have met the requirements of their settlement agreement and that the docket is being closed, second by Bebout, motion passed unanimously.

Boudewyns asked the Board to submit any suggestions they have for statute changes so she can draft them for approval at the next meeting and address them with the State Engineer.

Board did not move into executive session.  
3:05 pm.

**NEXT MEETING:**

Next meetings is schedule for March 24, 2016 at the Parkway Plaza, in Casper.

**ADJOURNMENT:**

Chairman Midkiff called meeting adjourned at 3:05pm.

Respectfully submitted,

Lynn Ritter  
Executive Director