

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

January 21, 2015
10:00 a.m.
Parkway Plaza
123 West E Street
Casper, Wyoming

M I N U T E S

PARTICIPATING BOARD MEMBERS:

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

PARTICIPATING PROFESSIONAL STAFF

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

ABSENT:

GUESTS:

Travis Hueller, President Wyoming Water Well Association
Roy Weber, Weber Drilling

QUORUM:

Chairman Barbour 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 10:09 a.m. in the Railroad Room at the Parkway Plaza, Casper, Wyoming, by Chairman Barbour.

REVIEW AND APPROVE MINUTES:

Motion by David to accept and approve the minutes from the September 3, 2014, meeting, Second by O'Connor, motion passed unanimously.

REVIEW AND APPROVAL OF PROPOSED AGENDA/ADDITIONS TO AGENDA:

Motion by O'Connor to update the Agenda to add well tags and welcome to John Midkiff to the Miscellaneous section, Second by Bebout, motion passed unanimously.

OLD BUSINESS:

Ritter gave update to the Board on the new Rules and Regulations. There have been no comments on the new rules and the comment period ends January 30, 2014.

Ritter gave update on Title 9 Statute changes to add another \$25 from permit fees to the Boards budget. The Statute changes passed and the extra funds will help cover the cost of the Executive Directors Position becoming a permanent state employee position.

The Board reviewed the applications for Contract Inspectors. Ritter advised the Board that both contracts had been sent to the Attorney General's Office for approval. David made a motion to accept the two applicants for Contract Inspectors, second by O'Connor, motion passed unanimously.

NEW BUSINESS:

Ritter advised the Board that she had not received a budget report from Steve Winders prior to the meeting. Ritter reviewed the Board's budget report that she compiles for Board expenses and income from license fees. Ritter stated she would email the Board's budget report that she receives from Winders.

The Board reviewed the new license log sheet for new licenses that had been issued from September 11, 2014 to November 14, 2014. Motion by Moser to accept the new licenses, second by David, motion passed unanimously.

Ritter gave update on license renewals for 2014 and stated she would send a letter to all those who have expire. Ritter will give a final update on the number of renewals at the next board meeting.

Ritter discussed the contract for Jon Fowkes in the amount of \$2500 to continue to maintain the Board's licensing program and to add changes as needed.

Ritter discussed making rule changes to allow the Board to require a Notice of Intent to Drill and require some type of construction form from drillers to be sent to the Board Office for review. Ritter advised the Board that a notice of intent to drill or start cards would allow notification to the Board Office for review so that an Inspector could be sent out to various drilling sites.

Chairman Barbour called for a break at 11:30 am.

Chairman Barbour called meeting back to order at 11:47 am.

Ritter passed around a notice of intent to drill form that Moser had designed along with some construction forms that Moser had compiled from other surrounding states.

Chairman Barbour called for lunch break at 11:57 am.

Chairman Barbour called meeting back to order at 12:25 pm.

John Midkiff joined the meeting at 12:50 pm.

O'Connor made motion to have the Executive Director implement a Notice of Intent to Drill from both well drillers and pump installers for new construction within 5 days prior to construction and to work on the modification of Boards Rules and Regulations to require contractors to file the notification with the Board and to notify contractors of such during the convention, Bebout second, motion passed unanimously.

Moser made a motion that the Board consider that the Notice of Intent in conjunction with the start of the Contract Inspectors to be reasonable, prudent and important to the Board's functions and that rule changes be made as soon as possible and that the Board should authorize the Executive Director to promulgate said rules, second by O'Connor, motion passed unanimously.

David made a motion to table the construction form requirement so that Ritter can meet with the State Engineer's Office and get feedback, Midkiff second, motion passed unanimously.

Ritter discussed changing the educational requirement in the new rules for dual license holders to require only 6 hours in well drilling and 6 hours in pump installation which would allow the license contractor to obtain 6 hours in other areas.

David made a motion to add a new rule for dual license holders to have 6 hours in pump education and 6 hours in drilling education as it pertains to their industry as a requirement for continuing education, second by O'Connor, motion passed unanimously.

The Board discussed filing injunctions on unlicensed contractors and asked that Boudewyns review the Board's statutes and rules for filing injunctions.

Ritter discussed having a statute that requires a record retention period.

Midkiff made a motion that Boudewyns and Ritter formulate a record retention statute for the Board to review, second by O'Connor, motion passed unanimously.

Board discussed requiring a licensed contractors to have a contract with their clients. Chairman Barbour asked the Ritter and Boudewyns draw up a statute for the Board to review at the next meeting.

Ritter discussed changing the statutes to require a license for contractors areas that require a permit from DEQ.

Ritter reviewed the goals set in her performance evaluation for the state as a new state employee. O'Connor asked that Ritter compile a survey form to hand out to the attendees during her presentation at the water well convention.

The Board suggested that Ritter compile a form for each Board Member to fill out that will allow them to have input on her performance.

Ritter advised that the Board review her annual report compiled for the State Engineer's Office to present to the Governor's Office.

Meeting did not move to Executive Session.

David made motion to accept the Settlement Agreement Stipulation and Order for Docket #12-005, second by Bebout, motion passed, Moser abstained.

Moser made a motion to accept the Dismissal on Docket#13-002, second by O'Connor, motion passed, Barbour abstained.

Motion by Bebout to accept the Settlement Agreement Stipulation and Order for Docket #13-003, second by Moser, motion passed, Weber abstained.

Ritter gave a welcome to the Board to John Midkiff as the Board's new Domestic Well Driller Member.

Ritter advised the Board of a suggestion that was proposed to her by a public member during her presentation for the Campbell County Board of Realtor's meeting for the Board to require that wells have some type of tag on them that shows the permit number.

The Board suggested that Ritter discuss the well tag requirement with the State Engineer and report back to them with her findings.

MISCELLANEOUS:

Ritter advised the Board that they could obtain Board Member ID's upon scheduling it with Loretta Green from the State Engineer's Office.

NEXT MEETING:

The next board meeting was scheduled for March 25, 2015 in Casper.

ADJOURNMENT:

Chairman Barbour called meeting adjourned at 3:40pm

Respectfully submitted,

Lynn Ritter
Executive Director