

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

April 14, 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  
Lisa Lindemann, 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

**PARTICIPATING PROFESSIONAL STAFF**

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

**ABSENT:**

Van David, Public Member/ Board Member

**GUESTS:**

Travis Hueller, President Wyoming Water Well Association  
Gary Smith, Public Member  
Kevin Palmer, Public Member  
Brad Cole, Public Member  
Joe McRady, Public Member  
Aaron Wilson, 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> and emailed to the list of Public Media Sources.

**CALL TO ORDER:**

The meeting was called to order at 10:05 a.m. in the Senate Room at the Parkway Plaza Hotel and Convention Center, Casper, Wyoming, by Chairman Midkiff.

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

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

**REVIEW AND APPROVE MINUTES:**

Motion by Hunt to accept and approve the minutes from the January 20, 2016, meeting with the correction to remove the name Ritter after State Engineer on page four last paragraph, Second by Lindemann, motion passed unanimously.

**OLD BUSINESS:**

Ritter and Boudewyns reviewed the rule changes for Chapter 5 to add the words "at least" to the five day commencement notice rule number (ix). Also changes to Chapter 6 rules, section 2, adding and clarifying Notice of Violation Letters and Complaints and taking corrective action when State Minimum Construction Standards are not being followed by licensed contractors.

**NEW BUSINESS:**

Johnnie Christensen was not in attendance.

Boudewyns and Ritter discussed statute changes to 33-42-111 censure statute to allow for a probationary period and for the ability to fine as disciplinary actions. Bebout asked that the statute changes be tabled until the next Board Meeting in September.

Ritter discussed with the Board removing social security numbers from the application process and from the licensing program database for identity safety of licensed contractors. Board reviewed the policy presented by Ritter and Boudewyns for the removal of social security numbers.

O'Connor made motion to institute the policy to remove social security numbers from the records and in the application process. Second by Bebout, motion passed unanimously.

Ritter discussed establishing required education through the Regional Training Center in Casper. Rodney Thomas offered to work up a class that covers the Statutes, Rules and Regulations and State Minimum Construction Standards and to offer the course a couple times a year to licensed contractors. After further discussion the Board asked Ritter to bring the information that Thomas comprises and bring it to the next to the September Board Meeting.

Ritter summarized to the Board some of Idaho's Rules and Regulations that she learned while attending their groundwater conference in March.

No further discussion on the Commencement Notice of Intent.

Chairman Midkiff called a break at 12:00 am.

During the break Boudewyns excused herself from the meeting.

Chairman Midkiff called meeting back to order at 12:15 pm.

Travis Hueller discussed questions that the Wyoming Water Well Association Members sent to him. Questions were asked and answered by the Board.

Board directed Ritter to write an article in the next monthly Newsletter explaining the Contract Inspectors Duties in the field.

Chairman Midkiff called a break at 12:55 pm.

Chairman Midkiff called the meeting back to order at 1:17 pm.

Ritter shared with the Board a letter from State Engineer Patrick Tyrrell in reference to supporting the Board and their efforts to require licensed drillers to fill out and submit the U.W. 6 Statement of Completion within 30 days as required by statute.

Ritter read the summary of findings and field observations written by the Contract Inspectors.

Ritter provided the Board with a budget report from the Fiscal Manager and discussed the exception request she presented for additional funds for professional fees and services and its approval by the State Legislature and Governor.

Ritter asked the Board to approve placing notice and accepting applications for an additional Contract Inspector for the Northeast region of the state. Hunt made a motion that Ritter put out a notice for an additional contract inspector and to begin accepting applications, second by Barbour, motion passed unanimously.

Board reviewed the list of new licenses issued since January 2016. Motion by Barbour to approve all the new licenses issued, second by Bebout, motion passed unanimously.

Hueller gave the Board an update from the WWWW stating that they were going to be establishing some educational classes for their members during the summer and fall. Their next meeting will be held June 11, 2016 in Casper. The next convention has been scheduled for January 16 - 19, 2017 at the Parkway Plaza in Casper. Hueller then asked the Board to address and answer questions sent to him from Roy Weber. Hueller read all the questions and the Board answered them.

Board and public member attendees discussed the questions, notice of intent requirement, and submittal of notices to the Board Office. The Board directed Ritter to have ETS design a notification response for online notice of intent submittals.

Midkiff call a break at 2:25 pm.

Midkiff called meeting back to order at 2:35 pm.

Travis Hueller, Brad Cole, Kevin Palmer, Aaron Wilson, Joe McRady, and Gary Smith left the meeting at 2:35 pm.

Motion by Lindemann to move into Executive Session to discuss docketed complaints 12-001, 14-001, and 15-001, second by Barbour, motion passed unanimously.

Board moved into executive session 2:36 pm.

Open meeting reconvened at 2:54 pm.

Hunt made motion to dismiss docket #12-001, second by Bebout, motion passed, Barbour abstained.

Barbour made motion to accept the Stipulation & Order and Settlement Agreement for dockets #14-001 & 15-001, second by Hunt, motion passed unanimously.

**NEXT MEETING:**

Next meeting is schedule for September 7, 2016 at the State Engineer's Office in Cheyenne.

**ADJOURNMENT:**

Chairman Midkiff called meeting adjourned at 3:00pm.

Respectfully submitted,

Lynn Ritter  
Executive Director