

# M I N U T E S

STATE BOARD OF EXAMINING  
WATER WELL DRILLING CONTRACTORS and  
WATER WELL PUMP INSTALLATION CONTRACTORS  
Regular Meeting

April 26, 2017  
10:00 a.m.

Ramkota Hotel & Convention Center  
800 N Poplar Street  
Casper, Wyoming

**PARTICIPATING BOARD MEMBERS:**

Nick Bebout, Chairman  
John Midkiff  
Steve Barbour  
Lisa Lindemann  
Jim O'Connor  
Michelle Christopher

**ABSENT BOARD MEMBER:**

Jerry Hunt

**PARTICIPATING PROFESSIONAL STAFF:**

Sheri Culver, Executive Director, WWCB  
Abigail Boudewyns, Senior Assistant Attorney General  
Cricket Hoskins, Financial Officer, SEO  
Chuck Wilson, WWCB Contract Inspector

**GUESTS:**

Travis Hueller, President, Wyoming Water Well Association  
Aaron Wilson, Vice President, Wyoming Water Well Association  
Matt Henderson, At Large Director, Wyoming Water Well Association

**Call To Order:**

Chairman Bebout called the State Board of Examining Water Well Drilling Contractors and Water Well Pump Installation Contractors (WWCB) meeting to order at 10:00 a.m. in the conference room of the Ramkota Hotel & Convention Center, Casper, Wyoming. Everyone introduced themselves.

**APPROVAL OF AGENDA:**

The Agenda was approved as circulated.

### **REVIEW AND APPROVE MINUTES:**

Mr. Barbour moved to accept and approve the minutes from the March 3, 2017, meeting, Mr. Midkiff, seconded the motion. Motion carried.

### **EXECUTIVE DIRECTOR HIRING PROCESS:**

Ms. Lindemann gave a brief overview of the interview process for the Executive Director (ED) position. She explained that they had over 50 candidates for the position and interviewed 5 applicants. The position was offered and accepted by Sheri Culver.

### **WATER WELL INSPECTORS:**

Ms. Lindemann explained that the Boards' Inspectors' contracts expire the end of June 2017. She stated that Mr. Wilson has renewed his contract for an additional 2 years and Mr. Brogen has expressed interest in extending his contract. She also explained that the hourly rate for the contractors was increased to \$40.00 an hour.

Mrs. Hoskins explained that the contract for a third inspector could not be approved since the candidate did not meet the minimum requirements to be an Inspector.

After a brief discussion concerning if a third inspector was necessary, Mr. Barbour suggested that the Board table the discussion until the September meeting to allow the new ED time to determine if a third inspector is necessary.

### **NEW BOARD MEMBER:**

Mr. Bebout introduced the new Board member Michelle Christopher. Ms. Christopher represents a member of the public who owns a well.

Ms. Christopher briefly described her work experience in the water well industry. She works for Wyoming Rural Water as a Circuit Rider and grew up on a ranch near the I-80 Corridor.

### **NEW EXECUTIVE DIRECTOR:**

Mr. Bebout introduced the new Executive Director.

Mrs. Culver gave a brief explanation of her work experience. She worked for the State Engineer's Office, Ground Water Division for the last 20 years.

### **EXECUTIVE DIRECTOR'S JOB DUTIES:**

The Board requested that the Executive Director draft a guidance outlining the testing procedures for water well contractors and water well pump installation contractors pursuing licensure and present it at the next meeting. They also requested that the Wyoming Water Contractors Board (WWCB) brochure, website and desk manual be updated.

### **TREASURER'S REPORT:**

Mrs. Hoskins presented the Boards budget reports. She explained that the Board's revenue was up for the year and answered questions from the Board members concerning the reports. Mrs. Hoskins does not foresee an increase in the Board's budget at this time.

Mrs. Hoskins explained that the software programmer, Jon Fowkes, for the WWCB Licensing database is retiring. Mr. Fowkes's contract ends on June 30, 2018 so a new programmer or new software will need to be purchased in the near future.

**RATIFICATION OF NEW LICENSEES:**

Ms. Lindemann stated three individuals had submitted their application and successfully passed their exams. Each of the three licenses requires ratification by the Board.

Mr. Barber made a motion to approve the three new licenses issued. Mr. Midkiff seconded the motion. Motion carried.

**LICENSING REVIEW COMMITTEE:**

The Board discussed if a Licensing Review Committee should review all license applications required by Chapter 6 of Board's Rules and Regulations.

Mr. Barbour explained that the Board had previously given the Executive Director the authority to review all license applications.

Mr. Wilson explained that he was serving on the Board at the time this discussion took place. The Board authorized the Executive Director to review applications and sign licenses to expedite the process so a contractor would not have to wait six months on a Committee review.

**CONTINUING EDUCATION:**

Ms. Lindemann stated Jeremy Corbin from Franklin Electric will be giving a presentation in Denver, CO on water well pumps. Mr. Corbin requested the Board approve his proposed agenda and determine Continuing Professional Competency Units (CPC) for the class.

Mr. O'Connor moved to approve the Franklin Electric Course presented to the Board with the CPC Units issued as defined in Chapter 7 of the Board's Rules & Regulations. Mr. Midkiff seconded the motion. Motion carried.

**CONTINUING EDUCATION CREDITS:**

Mr. Barbour stated the Executive Director should be able to decide if a Continuing Education Class (CEC) would qualify for CPC Units. He explained that the previous Executive Director had problems with Licensees submitting CPC that comprised reading on-line articles. He stated that the Board needs more professional CECs.

Mrs. Christopher offered that to identify an option could be that a percentage of the CPC requirements be Core Credits. She explained that Core Credits are directly related to the Industry and do not include defensive driving classes, safety meetings, etc.

Mr. Hueller stated that he would like to see the CEC requirements increased.

After a brief discussion the Board decided that the Executive Director could decide if a CEC was acceptable and assign CPC units.

**WYOMING WATER WELL ASSOCIATION:**

Mr. Hueller gave a brief update on the Wyoming Water Well Association (WWWA). He explained that they have recently hired a new Executive Director, Jade Slaymaker. He continued to explain that Wes Moody, All Round Drilling has filled the vacant position in Area 2. He stated that they are thinking about changing the name of the WWWW Association to the Wyoming

Ground Water Association to possible help increase the membership and expand continuing education opportunities.

Mr. Hueller explained that due to issues with the current website, the WWA will be releasing a new website in the near future.

Mr. Hueller stated that the next WWA Board Meeting will be held July 28, 2017. A location of the meeting has not been determined to date.

**COORDINATING BOARD MEETINGS:**

The Board requested that WWCB future meetings be coordinated with the WWA when possible.

**AUTHORIZATION TO SIGN CONTRACTS:**

Ms. Boudewyns explained that the Board policy on Employment Contract Signatory Authorization should be amended to remove the word “employment.” The individuals hired are independent contractors and not employees of the Board.

Mrs. Hopkins requested copies of Board minutes contracts are reviewed for her records.

Mr. Bebout made a motion to eliminate the word employee from the Employment Contract Signatory Authorization policy. Mr. Midkiff seconded the motion. Motion carried.

**CONTRACT INSPECTOR FORM:**

Mr. Wilson explained that the Inspection Form the Board requires him to complete is not conducive to the inspections conducted at a work site. Mr. Wilson described some of the reasons why he felt the form wasn’t relevant. He would like the ability to submit an inspection report to the Board that is tailored to his needs as the inspector.

After a brief discussion the Board stated that the inspection forms provided to him were a guide only, and that as long as the information submitted to the Executive Director meets the Board’s requirements, they were ok with the inspector creating his own form.

**NOTICE OF INTENT:**

Mr. Wilson explained that there are several well drillers that are not submitting the Notice of Intent form.

Ms. Boudewyns explained that if there is evidence of a well contractor not abiding by the Rules and Regulations of the Board, the contractor’s license could be denied, suspended or revoked.

Ms. Lindemann suggested that a warning letter could be sent to the well contractors who are not submitting the Notice of Intent. If they continue to ignore the Board’s requirements, stronger action could then be implemented.

Mr. Barbour noted there is still some confusion on when a Notice of Intent should be filed and suggested that additional education be provided to the contractors.

After a brief discussion it was determined that a letter should be sent to contractors who are not complying with the Notice of Intent requirement and recognize those contractors in the newsletter who are submitting the Notices.

The Board discussed that it may be helpful to explain the benefits of filing a Notice of Intent. A column in the monthly newsletter, and possibly a guest column in the WWA newsletter may be helpful.

#### **PENALTIES:**

The Board members discussed the recent failure of a bill designed to provide tougher penalties for contractors not complying with Wyoming Statutes and the Boards' Rules and Regulations. It was decided that a committee made up of members from the WWCB and WWA will work together on structuring penalties and possibly develop new legislation for contractors who do not comply with Wyoming Statutes (Chapter 42) and the Boards Rules and Regulations.

Mr. Bebout, Mr. Midkiff and Mr. Hunt will serve on the committee from the WWCB. Mr. Hueller will contact the WWA Board members regarding their interest in serving on the committee.

Ms. Boudewyns suggested the Board hold "Listening Sessions". She explained that these sessions are an excellent way to receive feedback from the regulated community. Ms. Boudewyns offered her assistance to the committee, if needed.

#### **BOARD MEMBER TRAINING:**

Mr. O'Conner stated that Board member training is scheduled for August. He stated that he felt training on the type of documentation needed in gathering information for a complaint and on ethics would be beneficial. Ms. Abigail stated that she would be happy to provide training if requested.

#### **EXAMS:**

Ms. Lindemann explained that the Board needs to review the current exams and possible update some of the questions. She stated that we need to make sure that the Wyoming specific exams touched heavily on Wyoming Rules and Regulations. Ms. Lindemann stated that she would be happy to volunteer to serve as chairman on a committee to review the exams. Mrs. Christopher, Mr. O'Conner and Mrs. Culver will also serve on the committee.

#### **WEBSITE FREQUENTLY ASKED QUESTIONS:**

Mr. O'Connor explained that he thought it would be a good idea to have a Frequently Asked Questions (FAQ) section on the WWCB website. He would be willing to work with Mrs. Culver to develop some FAQ for the website and welcomed suggestions from other Board members.

#### **WWCB LOGO:**

Mr. O'Connor opined that the WWCB currently doesn't have a logo. He stated that he would like to see a logo designed for the Board.

Ms. Boudewyns suggested that Mrs. Culver spend some time researching what it would take to develop a logo, and the ownership aspects of such.

**NEXT MEETING:**

The next WWCB Board meeting is scheduled for July 27, 2017 at 10:00 A.M. via Teleconference.

**ADJOURNMENT:**

Chairman Bebout adjourned the meeting at 2:02pm.

Respectfully submitted,



Sheri R. Culver  
Executive Director