

MINUTES
STATE BOARD OF EXAMINING
WATER WELL DRILLING CONTRACTORS AND
WATER WELL PUMP INSTALLATION CONTRACTORS
April 8th, 2020
10:00 A.M.
Teleconference Call

PARTICIPATING BOARD MEMBERS:

John Midkiff, Chairman
Lisa Lindemann
Jerry Hunt
Michelle Christopher
Jim O’Conner
Aaron Wilson
Wes Moody

PARTICIPATING PROFESSIONAL STAFF:

Sean Towles, Assistant Attorney General
Cricket Hoskins, Chief Fiscal Officer State Engineer’s Office
Jimmy Gordon, Executive Director, WWCB

CALL TO ORDER:

Chairman Midkiff called the State Board of Examining Water Well Drilling Contractors and Water Well Pump Installation Contractors (WWCB) meeting to order at 10:01 A.M.

REVIEW AND APPROVE AGENDA:

The agenda was approved as circulated.

REVIEW AND APPROVE MINUTES:

The minutes from the January 14th meeting where approved as circulated.

OLD BUSINESS

Current status of Boards licensing software program

Jimmy Gordon provided an update on the inLumon software program. It is in the final days of development. He is working with members of the State’s ETS team to provide a data migration from the Board’s existing software to InLumon. Once they have the up to date data they can provide the Board a finished product to begin using. Jimmy expressed a strong belief that a finished product was only days away. Jim O’Connor suggested to Jimmy that once a finished software was provided and he had a chance to use it and familiarize with it, he should explore the possibility of working with the WGWA on a training course or presentation for licensed contractors on the new licensing program.

NEW BUSINESS:

Ratification of New License

Jerry Hunt moved to ratify the issuance of 6 new licenses. License Numbers: MTPI003, COPI102, 01PI145, 04PI138, 04WDPI136, and 02PI145. Jim O'Connor seconded the motion. Motion carried.

Return Check Policy

Jimmy presented to the Board an issue he had with a licensed contractors returned check for license renewal fees. He asked the Board if they would like to develop a policy that would address more clearly how to handle a returned check in the future. Aaron Wilson made a motion to direct Jimmy, Sean Towles, and Cricket Hoskins to work up a policy draft that would address a returned check, including sending out a certified letter to the contractor giving 30 days from the date of the letter to submit a new payment or the license would be voided and the contractor would have to re-apply for a new license and pass all requirements and exams required for a new applicant. Michelle Christopher seconded the motion. Motion Carried.

Executive Director Update

Jimmy Gordon provided the Board with the number of new license exams he had given since the last meeting. He had given 14 exams to 6 applicants, 12 of which were given during the WGWA convention in Casper. 2 exams were given in his office in Powell. He had issued 6 new licenses, 5 Pump Installers, and 1 Well Driller & Pump Installer (dual license). He also updated the Board that he along with Eric Easton of the State Attorney Generals office was currently working one official complaint against a licensed contractor in Division One. On the recommendation of Sean Towles no details of the complaint were given to the Board members, in the event the issue came before the Board for a vote on disciplinary actions in the future.

Budget Update

Cricket Hoskins provided the Board with an updated budget report through March, 2019. Overall her opinion was the Boards budget was in a good health, including the contract payments upcoming to InLumon for the Boards software system. She also provided the Board with a detailed breakdown of the Boards revenue over the past several years with a projection of the remainder of year 2020. In future revenue reports she advised the Board she would include the breakdown of revenue from license fees and Groundwater permit fees. Also at the recommendation of Sean Towles she will add in tracking of the Boards current budget and funds balance as a percentage of its yearly expenditures. Discussion was had by several Board members as to issuing a policy setting benchmarking for the amount of reserves the Board kept in its budget. With the addition of tracking the percentage, the Board can in the future set a realistic percentage based on past budget trends. Jim O'Connor motioned to approve the budget. Wes Moody seconded the motion. Motion carried.

Miscellaneous

Jimmy Gordon updated the Board that he had received communication from the State ETS team that a data backup file had been sent to InLumon during the meeting. He felt it would help the board see how close they were to finishing the development phase of the new software that has taken much longer than anticipated to this point.

Next Meeting

The next meeting will take place Wednesday September 2, 2020 at the State Engineer's Office Cheyenne Wyoming.

ADJOURNMENT:

Wes Moody made a motion to adjourn the meeting at 11:46 A.M. Michelle Christopher seconded the motion. Meeting adjourned.