



CITY OF GILLETTE

Administration
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5203
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, Interim City Administrator
RE: General Information
DATE: September 22nd, 2017

M. Cole, Acting/Interim

The following meetings are scheduled for the week of **September 23rd – September 29th**

Tuesday, September 26th

6:00 p.m. City Council Special Meeting, Agenda Attached

- **ACTION ITEM:** An Ordinance amending Section 16-1 of the Gillette City Code to Amend Sentencing Penalties for Violations of Gillette City Code, City Ordinance or Other Rule or Regulation Promulgated by the City of Gillette. (**Ordinance Third and Final Reading**)
- Chapter 17 Review (Utility Rate Update) – Utilities Director Cole
- Antelope Valley and Crestview Annexation Update – Interim Development Services Director VonEye
- Review October 3rd Agenda
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

Tuesday, September 26th

4:00 p.m. Adult Felony Drug Court Graduation

- Campbell County Courthouse, Courtroom #1

Wednesday, September 27th

6:00 p.m. Blessings in a Backpack Event

- 606 W. 1st Street (just North of the Community Garden)

1. Interim City Administrator Davidson will be out of the office September 22-25th, Utilities Director Cole will be Acting Interim City Administrator in his absence.
2. Attached please find a letter regarding Proposed Revision to WDEQ Water Quality Rules & Regulations; Chapter 5 dated September 15, 2017 provided by Utilities Director Cole.
3. Attached please find a press release regarding Business Council Board Recommends Three Grant, Loan Requests dated September 15, 2017 provided by the Wyoming Business Council.
4. Attached please find a press release regarding Made in Wyoming Program Announces New Website dated September 20, 2017 provided by the Wyoming Business Council.
5. Attached please find the agenda for the Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors dated September 20, 2017 and meeting minutes dated August 9, 2017 provided by the Campbell County Fire Department.
6. Attached please find information regarding Energy Capital Economic Development Quarterly Breakfast on October 12th at 7:00 a.m. at Pizza Carrello provided by Energy Capital Economic Development.
7. Attached please find information regarding Adult Felony Court Graduation on September 26, 2017 at 4:00 p.m. at the Campbell County Courthouse, Courtroom #1.

8. Attached please find a **flyer** for the **Whiskey & Wine Fundraiser Event** on **September 29, 2017** at **5:30 p.m.** at **Rapscallions Barber Shop** at **223 S. Gillette Avenue**.
9. Attached please find a **flyer** regarding **Patti Davidsmeier's Retirement Party** on **October 2, 2017** at **3:00 p.m.** in the **2nd Floor Community Room**.

* Item previously discussed by Council

PGD/adw

	<p style="text-align: right;">Special Meeting Tuesday, September 26, 2017 Meeting: 6:00 p.m. 2nd Floor Community Room</p>

Dinner served at 5:30 in the 2nd Floor Community Room

Agenda Topics:

- **ACTION ITEM:** An Ordinance Amending Section 16-1 of the Gillette City Code to Amend Sentencing Penalties for Violations of Gillette City Code, City Ordinance or Other Rule or Regulation Promulgated by the City of Gillette. **(Ordinance Third and Final Reading)**
- Chapter 17 Review (Utility Rate Update) – Utilities Director Cole
- Antelope Valley and Crestview Annexation Update – Interim Development Services Director VonEye
- Review October 3rd Council Agenda
- Executive Session

Upcoming Work Session Topics:

October 10

- Budget Amendment #1 Discussion
- Snow Season Pre-Brief
- Mowing Debrief
- Review October 17th Agenda
- Executive Session

October 24 - Canceled

October 31

- Crestview Improvement Service District Discussion (Tentative)
- Review November 7th Agenda
- Executive Session

November 14

- Review November 21st Agenda
- Executive Session

November 28

- Review December 5th Agenda
- Executive Session

December 12

- Review December 19th Agenda
- Executive Session

December 26

- Review January 2nd Agenda
- Executive Session

City/County/Town – November 1

- (Tentative)

Upcoming Council Pre-Meeting Topics

October 3

- Introduction of Citizen Advisory Board Member
 - Gillette Historic Preservation Commission
- Pre-Corp Franchise Agreement Discussion
- Review October 3rd Agenda
- Executive Session

October 17

- Madison Update
- Information Systems and ESRI Involvement & Update
- Review October 17th Agenda
- Executive Session

November 7

- Review November 7th Agenda
- Executive Session

November 21

- Review November 21st Agenda
- Executive Session

December 5

- Review December 5th Agenda
- Executive Session

December 19

- Review December 19th Agenda
- Executive Session

January 2

- Review January 2nd Agenda
- Executive Session

Upcoming Activities

New Agenda Items for October 3, 2017

1. Council Consideration of a Resolution Initiating Annexation of a Tract of Land Contiguous to the City of Gillette, Wyoming, Known as the Antelope Valley and Crestview Addition Annexation, and Establishing a Public Hearing Date of November 7, 2017 for the Annexation Public Hearing. Pending Approval of the Planning Commission on October 24, 2017.

(New Business – Minute Action)

2. Council Consideration of an Ordinance Concerning the Creation of the City of Gillette, Wyoming, Special Improvement District No. 52 for the Subdivision Commonly Referred to as Interstate Industrial Park; Ordering the Water System Improvements Within the Proposed Improvement District to be Upgraded to City Standards and Directing the City Engineer to Prepare the Plans and Specifications Therefor.

(New Business – Minute Action)

3. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the Madison Water Load-Out Facility and Pine Ridge Tank Drain Project with Morrison-Maierle in the Amount of \$35,854.00.

(New Business – Minute Action)

4. Citizen Advisory Board Member - Gillette Historic Preservation Commission (Partial Term, Expiring December 31, 2017)

(Appointments)

5. Public Hearing to Consider the Transfer of Ownership of Retail Liquor License RTL-25 from R&L, Inc., to DLM Investments, LLC, d.b.a. Energy Station, and Transfer of Location of Said Retail Liquor License RTL-25 from 309 W Lakeway Rd to 302 W Lakeway Rd, Ste. 110.

(Public Hearings and Considerations)

6. Council Consideration for the Transfer of Ownership of Retail Liquor License RTL-25 from R&L, Inc., to DLM Investments, LLC, d.b.a. Energy Station, and Transfer of Location of Said Retail Liquor License RTL-25 from 309 W Lakeway Rd to 302 W Lakeway Rd, Ste. 110.

(Public Hearings and Considerations)



CITY OF GILLETTE

Utilities Department

611 N. Exchange Ave. • Gillette, Wyoming 82716
Phone 307.686.5262 • Fax 307.686.6564
www.gillettewy.gov

ELECTRONIC SUBMITTAL

<http://wq.wyomingdeq.commentinput.com/?id=hJpge>

September 15, 2017

DEQ/WQD

Attn: Gina Thompson
200 W 17th Street, Suite 400
Cheyenne, Wyoming 82002

RE: Proposed Revision to WDEQ Water Quality Rules & Regulations; Chapter 5

The City of Gillette has reviewed the proposed revisions to the Water Quality Rules & Regulations, Chapter 5, *Certification of Operators of Public Water and Distribution Systems and Publicly Owned Wastewater Treatment and Collection Systems*.

The City of Gillette operates the following water and wastewater treatment, distribution and collection facilities:

<u>Facility Description</u>	<u>WDEQ Classification</u>
Wastewater Treatment (sewer plant)	Level 4
Wastewater Collection (sewer pipelines & lift stations)	Level 2
Water Treatment (wells, pump stations & chlorine facilities)	Level 2
Water Distribution (water pipelines & tanks)	Level 2

At this time, the City of Gillette employs 28 certified water and wastewater operators with a combination of training, experience and certification ranging from entry level to Level 4 licensure.

Based upon our review of the proposed revisions, the City of Gillette should be able to meet the more stringent staffing requirements for our existing facilities for the next few months. However, the City of Gillette is very concerned about future staffing levels in 2 to 3 years when several Level 4 licensed operators become eligible for retirement.

Implementation of the proposed Chapter 5 revisions will have significant staffing impacts to comply with the new water/wastewater regulations. Initially, upon implementation of the proposed revisions, our overtime account that we use to pay our water/wastewater operators will increase to ensure adequate staff coverage. On an annual basis, we will need to budget accordingly for additional operators to replace senior operators lost through retirement or attrition. If we cannot find adequate staff resources to comply, the City may need to hire contract operators for interim coverage.

Ultimately, the proposed Chapter 5 Rule Change will have a significant financial impact on private property owners as the costs associated to pay overtime, hire/train/retain staff, and/or hire contract operators to maintain minimum oversight and coverage at our water/wastewater facilities will be passed on to our water and sewer customers through increased water/sewer rates, fees and charges.

The City of Gillette offers the following questions and respectfully requests the Water and Wastewater Advisory Committee provide a written response for each question prior to implementation of the proposed Chapter 5 revisions.

1. Do we need a responsible "in-charge" operator at the same certification level as the designated facility at all times for all staffing shifts?
2. If so, do we need multiple responsible "in-charge" operators for each facility? e.g. one Level 4 operator for the wastewater plant and one Level 2 operator for the wastewater collection system at the same time during the same shift?
3. In an attempt to clarify the certification license, training, experience, continuing education and minimum contact hour requirements, can the existing chart located on DEQ's website, from the following web link

<http://deq.wyoming.gov/media/attachments/Water%20Quality/Operator%20Certification/Documents/WY-Licensing-Requirements.pdf>

. . . .be inserted into the proposed Chapter 5 revisions instead of the proposed language? The proposed language is somewhat awkward and confusing. A chart or table should clarify.

4. Who is going to enforce and implement these rule changes?
5. What is the effective date of the proposed rule change?
6. If we are in violation, after the proposed rule changes take effect, what are the consequences? A fine? If so, what will the fine be? Will a corrective action plan be considered in lieu of a fine to possibly hire or retain contract operators if the City does not have sufficient coverage?
7. Can the City's "on-call" operators still be the "primary" on call if they have a lower level license?
8. Can our cross-trained operators still cover both water/wastewater treatment, distribution and collection facilities, or do we need to separate these duties?

9. If the City copies these requirements into our employee job descriptions, what is a reasonable time period one can expect to obtain a level 4 license if they are hired as an entry-level operator? Three years? Four years? Five years?
10. What *training programs* through Wyoming Community Colleges or the WDEQ are available to meet education criteria for the required certification requirements?
11. What is the total estimated *training cost* to obtain a Level 4 license if an employee is hired as an entry level employee with no experience?
12. What *continuing education* programs are available through Wyoming Community Colleges or the WDEQ to meet the 24 hour continuing education requirements?
13. What is the average continuing education *training cost* per license?

Thank you for your consideration. A representative from the City of Gillette will attend the Water and Wastewater Advisory Committee Meeting in Jackson on September 22 to participate in the deliberation and address any questions you might have.

Please feel free to contact Mike Cole at mikec@gillettewy.gov or 307.686.5262 if you have questions or require additional clarification.

Sincerely,
CITY OF GILLETTE



Michael H. Cole, P.E.
Utilities Director

Copy: Mayor Louise Carter-King
Patrick Davidson, Interim City Administrator
Tony Reyes, Interim City Attorney
John Aguirre, Human Resources Director
Robert Molder, Wastewater Manager
Diane Monahan, Water Manager

Wyoming Department of Environmental Quality

Water Quality Division

Water and Wastewater Operator Certification Program

LICENSE NAME	EXPERIENCE REQUIREMENT for LICENSE	TRAINING REQUIREMENT for LICENSE
(The equivalent of a High School Education (HSE) is required for all licenses.)	(Based on a 40 hr week)	(Lifetime total of training hours)
Level 1 Water Treatment (covers Water Treatment and Distribution facilities) Wastewater Treatment (covers Wastewater Trt and Collection facilities) Distribution (covers ONLY Level 1 Distribution facilities) Collection (covers ONLY Level 1 Collection facilities)	6 months of Water 6 months of Wastewater 6 months of Distribution 6 months of Collection	35 hrs in Water 35 hrs in Wastewater 35 hrs in Distribution 35 hrs in Collection
Level 2 Water Treatment Wastewater Treatment Distribution Collection	1 year of Water 1 year of Wastewater 1 year of Distribution 1 year of Collection	70 hrs in Water 70 hrs in Wastewater 70 hrs in Distribution 70 hrs in Collection
Level 3 Water Treatment Wastewater Treatment	2 yrs, 1 at Class 2 plant or higher 2 yrs, 1 at Class 2 plant or higher	300 hrs in Water 300 hrs in Wastewater
Level 4 Water Treatment Wastewater Treatment	3 yrs, 2 at Class 3 plant or higher 3 yrs, 2 at Class 3 plant or higher	400 hrs in Water 400 hrs in Wastewater

All licenses require 24 hours of continuing education for renewal.

All license renewals require a minimum of eight (8) hours of core topic training. These core topic areas are listed at:
<http://deq.wyoming.gov/wqd/operator-certification/>

Updated 1/29/16

Chapter 5

Certification of Operators of Public Water and Distribution Systems and Publically Publicly Owned Wastewater Treatment and Collection Systems

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Chapter 5

Certification of Operators of Public Water and Distribution Systems and Publicly Owned Wastewater Treatment and Collection Systems

Section 1. Authority. This rule is promulgated pursuant to W.S. 35-11-101 through 1904, specifically 302(a)(iv).

Section 2. Objective. Water treatment systems, water distribution systems, wastewater collection systems, and wastewater treatment systems protect public health and the environment only if they are being properly operated and maintained.

This rule requires all public water supplies and publicly owned wastewater treatment and collection systems be operated by an appropriately certified operator and establishes the standards for experience, training, and certification of such operators for the protection of the public health of the people of Wyoming.

Section 3. Definitions.

The following definitions supplement those contained in W. S. 35-11-103 of the Wyoming Environmental Quality Act.

(a) “Administrator” means, for the purposes of this rule, the administrator of the Wyoming Department of Environmental Quality (DEQ) Water Quality Division (WQD) or their authorized agents.

~~(b) —“Available” means a certified operator shall be on site or shall be able to initiate the appropriate operational and technical actions in a timely manner.~~

(~~b~~) “Certificate” means the document showing the level and area of competency of an operator, the operator’s identification number, issue date, certificate number, and expiration date.

(~~c~~) “Certification” means the level and area of competency of an operator.

(~~d~~) “Certified Operator” means an individual who has met the requirements of this rule and has been certified by DEQ to hold at least one certificate as defined by this rule and who is directly involved in the on-site operational and technical actions of a ~~publically~~ publicly owned wastewater treatment or collection system and/or public water supply. “Certified operator” shall not include an individual whose duties are limited to laboratory testing, general facility maintenance, or who exercises general or indirect supervision only.

(~~e~~) “Contract operator” means a certified water, distribution, collection, or wastewater operator who is offering to provide services to a facility on a contractual basis.

~~(g) —“DEQ” means the Wyoming Department of Environmental Quality.~~

47 (hf) “Distribution system” means all parts of a public water supply system except
48 collection, treatment, or wells.

49
50 (ig) “Equivalent” means experience and education determined in written policy, by
51 the Administrator, to be comparable to a high school diploma.

52
53 (jh) “Facility” means the components of any public water supply, ~~publically~~ publicly
54 owned sewerage, or ~~publically~~ publicly owned wastewater treatment works, including all
55 infrastructure associated with the water/wastewater system.

56
57 (ki) “Facility classification” means the level of operational complexity of a water
58 treatment, water distribution, wastewater collection, or wastewater treatment system based on a
59 nationally recognized point rating system.

60
61 (j) “Lagoon system” means a publicly owned wastewater collection and treatment
62 system where the primary method of treatment is a lagoon.

63
64 (kl) “Letter of good standing” means a letter from the regulatory agency that issued a
65 certificate to an applicant applying for reciprocity, stating the certification is current and has no
66 violations against it.

67
68 (ml) “Operating shift” means the period of time during which certified operator
69 decisions that affect public health are necessary for proper operation of the facility.

70
71 (nm) “Operator Certification Program” means the Wyoming Department of
72 Environmental Quality, Water Quality Division, Operator Certification Program.

73
74 (on) “Owner” means the entity who owns the real estate, easement, or facility.

75
76 (po) “Pertinent continuing education” means training that pertains to, or is consistent
77 with, what an operator needs to understand in order to successfully perform a water or
78 wastewater job.

79
80 (ep) “Pertinent experience” means employment as an operator or employment in other
81 Administrator-recognized professions closely related to the operation of a public water supply,
82 sewerage, or treatment works.

83
84 (rq) ~~“Publically Publicly Owned Wastewater Treatment or Collection System”~~
85 means any federal, state, or local government system collecting or treating greater than 2,000
86 gallons a day average flow of wastewaters containing human waste. This definition includes
87 improvement and service districts and homeowner associations. Underground Injection Control
88 (UIC) facilities permitted in accordance with DEQ ~~WQB~~ Water Quality Rules and Regulations
89 Chapter ~~16 27~~ rules and utilizing septic tanks as primary treatment are excluded.

90
91 ~~(s) —“Public Water Supply” means as defined in W.S. 35-11-103(e)(viii).~~

92

93 (tr) “Responsible charge operator” means the person(s) designated by the facility
94 owner to be the certified operator who makes decisions regarding the daily operational and
95 technical actions of a water treatment facility, distribution system, wastewater treatment facility,
96 or collection system that will directly impact the quality or quantity of drinking water or
97 wastewater treatment.

98
99 ~~(u) “Treatment Works” means as defined in W.S. 35-11-103(e)(iv).~~

100
101 ~~(v) “Wastewater treatment” means treatment works as defined by W.S.~~
102 ~~35-11-103(e)(iv).~~

103
104 (s) “Well system” means a public water system consisting of a well or wells,
105 disinfection equipment, and a distribution system.

106
107 (wt) “Water treatment” means all parts of a water supply that collect or treat water. All
108 disinfection equipment and wells are considered part of water treatment.

109
110 ~~(x) “WQD” means the Water Quality Division of the Wyoming Department of~~
111 ~~Environmental Quality.~~

112
113 **Section 4. Stakeholder Involvement.** The public health objective of the operator
114 certification program is supported by stakeholder involvement. This requirement is satisfied by
115 public meetings and hearings held by the Water and Wastewater Advisory Board, as created and
116 empowered by W.S. 35-11-113 to 114, and the Environmental Quality Council, as created and
117 empowered by W.S. 35-11-111 to 112.

118 **Section 5. Facility Classification.**

119
120 (a) All water and wastewater treatment facilities subject to this rule shall be classified
121 in accordance with the Points and Classification System from the Association of Boards of
122 Certification Program Standards, Copyright 1999-2007.

123
124 (b) All water distribution and wastewater collection systems subject to this rule shall
125 be classified by the Administrator.

126
127 (i) The rating systems used to classify water distribution and wastewater
128 collection systems will be posted to the DEQ/WQD Operator Certification ~~webpage~~ website.

129
130 (c) The Administrator may alter the classification of an individual plant or system
131 because of special conditions including ease or difficulty of operation or extraordinary
132 environmental or public health factors.

133
134 (d) A facility classification review by the Administrator is required for any change to
135 a facility that is significant enough to require a DEQ individual permit to construct.

136
137 (e) Upon completion of a classification or classification review, the Administrator
138 shall notify the facility owner of the classification level.

- 139 (f) Classification levels shall be:
- 140
- 141 (i) Level 1 through 4 for Water Treatment
- 142
- 143 (ii) Level 1 or 2 for Water Distribution
- 144
- 145 (iii) Level 1 through 4 for Wastewater Treatment
- 146
- 147 (iv) Level 1 or 2 for Wastewater Collection
- 148
- 149 (v) Well System
- 150
- 151 (vi) Lagoon System

152 **Section 6. Operator Certification Levels.**

153

154 (a) ~~Requirements for the different levels of certification are to have~~ Operators shall
155 obtain certification for the desired level and all preceding levels listed in Section 5(f) of this
156 chapter.

157

158 (i) ~~Level 1 Water Treatment~~

159 (A) ~~A high school diploma or equivalent; and~~

160 (B) ~~Passed a Level 1 Water Treatment exam with a score of at least~~
161 ~~70%; and~~

162 (C) ~~A minimum of 6 months work experience at or above a Level 1~~
163 ~~Water Treatment system or pertinent experience; and~~

164 (D) ~~35 hours of pertinent continuing education.~~

165 (E) ~~Level 1 Water Treatment operators may also operate Level 1~~
166 ~~Water Distribution facilities.~~

167

168 (ii) ~~Level 1 Water Distribution~~

169 (A) ~~A high school diploma or equivalent; and~~

170 (B) ~~Passed a Level 1 Water Distribution exam with a score of at least~~
171 ~~70%; and~~

172 (C) ~~A minimum of 6 months work experience at or above a Level 1~~
173 ~~Water Distribution system or pertinent experience; and~~

174 (D) ~~35 hours of pertinent continuing education.~~

- 185 ~~(iii) — Level 1 Wastewater Treatment~~
186
187 ~~(A) — A high school diploma or equivalent; and~~
188
189 ~~(B) — Passed a Level 1 Wastewater Treatment exam with a score of at~~
190 ~~least 70%; and~~
191
192 ~~(C) — A minimum of 6 months of work experience at or above a Level 1~~
193 ~~Wastewater Treatment system or pertinent experience; and~~
194
195 ~~(D) — 35 hours of pertinent continuing education.~~
196
197 ~~(E) — Level 1 Wastewater Treatment operators may also operate Level~~
198 ~~1 Wastewater Collection facilities.~~
199
200 ~~(iv) — Level 1 Wastewater Collection~~
201
202 ~~(A) — A high school diploma or equivalent; and~~
203
204 ~~(B) — Passed a Level 1 Wastewater Treatment Collection exam with a~~
205 ~~score of at least 70%; and~~
206
207 ~~(C) — A minimum of 6 months work experience at or above a Level 1~~
208 ~~Wastewater Collection or Level 1 Wastewater Treatment system or pertinent~~
209 ~~experience; and~~
210
211 ~~(D) — 35 hours of pertinent continuing education.~~
212
213 ~~(v) — Level 2 Water Treatment~~
214
215 ~~(A) — A high school diploma or equivalent; and~~
216
217 ~~(B) — Passed a Level 2 Water Treatment exam with a score of at least~~
218 ~~70%; and~~
219
220 ~~(C) — A minimum of 12 months work experience at or above a Level 1~~
221 ~~Water Treatment system or pertinent experience; and~~
222
223 ~~(D) — 70 hours of pertinent continuing education.~~
224
225 ~~(vi) — Level 2 Water Distribution~~
226
227 ~~(A) — A high school diploma or equivalent; and~~
228
229 ~~(B) — Passed a Level 2 Water Distribution exam with a score of at least~~
230 ~~70%; and~~

- 231
232 ~~(C) — A minimum of 12 months work experience at or above a Level 1~~
233 ~~Water Distribution or Level 1 Water Treatment system or pertinent experience; and~~
234
235 ~~(D) — 70 hours of pertinent continuing education.~~
236
237 ~~(vii) — Level 2 Wastewater Treatment~~
238
239 ~~(A) — A high school diploma or equivalent; and~~
240
241 ~~(B) — Passed a Level 2 Wastewater Treatment exam with a score of at~~
242 ~~least 70%; and~~
243
244 ~~(C) — A minimum of 12 months work experience at or above a Level 1~~
245 ~~Wastewater Treatment system or pertinent experience; and~~
246
247 ~~(D) — 70 hours of pertinent continuing education.~~
248
249 ~~(viii) — Level 2 Wastewater Collection~~
250
251 ~~(A) — A high school diploma or equivalent; and~~
252
253 ~~(B) — Passed a Level 2 Wastewater Collection exam with a score of at~~
254 ~~least 70%; and~~
255
256 ~~(C) — A minimum of 12 months work experience at or above a Level 1~~
257 ~~Wastewater Collection system or pertinent experience; and~~
258
259 ~~(D) — 70 hours of pertinent continuing education.~~
260
261 ~~(ix) — Level 3 Water Treatment~~
262
263 ~~(A) — A high school diploma or equivalent; and~~
264
265 ~~(B) — Passed a Level 3 Water Treatment exam with a score of at least~~
266 ~~70%; and~~
267
268 ~~(C) — A minimum of 24 months experience, 12 of which shall be at or~~
269 ~~above a Level 2 Water Treatment system; and~~
270
271 ~~(D) — 300 hours of pertinent continuing education.~~
272
273 ~~(x) — Level 3 Wastewater Treatment~~
274
275 ~~(A) — A high school diploma or equivalent; and~~
276

277 ~~(B) — Passed a Level 3 Wastewater Treatment exam with a score of at~~
278 ~~least 70%; and~~

279
280 ~~(C) — A minimum of 24 months experience, 12 of which shall be at or~~
281 ~~above a Level 2 Wastewater Treatment system; and~~

282
283 ~~(D) — 300 hours of pertinent continuing education.~~

284
285 ~~(xi) — Level 4 Water Treatment~~

286
287 ~~(A) — A high school diploma or equivalent; and~~

288
289 ~~(B) — Passed a Level 4 Water Treatment exam with a score of at least~~
290 ~~70%; and~~

291
292 ~~(C) — A minimum of 36 months experience, 24 of which shall be at or~~
293 ~~above a Level 3 Water Treatment system; and~~

294
295 ~~(D) — 400 hours of pertinent continuing education.~~

296
297 ~~(xii) — Level 4 Wastewater Treatment~~

298
299 ~~(A) — A high school diploma or equivalent; and~~

300
301 ~~(B) — Passed a Level 4 Wastewater Treatment exam with a score of at~~
302 ~~least 70%; and~~

303
304 ~~(C) — A minimum of 36 months experience, 24 of which shall be at or~~
305 ~~above a Level 3 Wastewater Treatment system; and~~

306
307 ~~(D) — 400 hours of pertinent continuing education.~~

308
309 (b) Operators shall demonstrate that they have achieved a high-school diploma or
310 equivalent prior to requesting certification.

311
312 (c) Operators shall demonstrate compliance with Section 7(c) of this chapter for the
313 desired certification level and all preceding levels listed in Section 5(f) of this chapter.

314
315 (d) The applicant must reside in or be employed as an operator in the State of
316 Wyoming.

317
318 ~~Formerly Section 15(e)-(c)~~ Any system may be operated by an operator with a higher
319 level of certification than the level of the facility.

320
321 (f) Operators shall meet the following requirements for each level of certification
322 prior to requesting a certificate:

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(i) All Level 1 certifications, including Well System and Lagoon System, require:

(A) At least six (6) months of operational experience at a facility in the area of the certification. Other pertinent experience may be used to substitute for operational experience.

(B) Demonstration that the operator has completed at least thirty-five (35) hours of pertinent continuing education.

(C) Level 1 Water Treatment operators may also operate Level 1 Water Distribution facilities and Well Systems.

(D) Level 1 Wastewater Treatment operators may also operate Level 1 Wastewater Collection facilities and Lagoon Systems.

(ii) All level 2 certifications require:

(A) At least twelve (12) months of operational experience at a facility at or above a Level 1 in the area of the certification. Other pertinent experience may be used to substitute for operational experience.

(B) Demonstration that the operator has completed at least seventy (70) hours of pertinent continuing education.

(iii) All Level 3 certifications require:

(A) At least twenty-four (24) months of operational experience at a facility at or above a Level 1 in the area of the certification. Other pertinent experience may be used to substitute for no more than twelve (12) months of operational experience.

(B) At least twelve (12) months of plant operational experience must be obtained at a Level 2 or higher facility in the area of the certification. Other pertinent experience may not be used to substitute for plant operational experience.

(C) Demonstration that the operator has completed 300 hours of pertinent continuing education.

(iv) All Level 4 certifications require:

(A) At least thirty-six (36) months of operational experience at a facility at or above a Level 1 in the area of the certification. Other pertinent experience may be used to substitute for no more than twelve (12) months of operational experience.

368 (B) At least twenty-four (24) months of plant operational experience
369 must be obtained at a Level 3 or higher facility in the area of the certification. Other pertinent
370 experience may not be used to substitute for plant operational experience.

371
372 (C) Demonstrate operator has completed 400 hours of pertinent
373 continuing education.

374 **Section 7. Examinations.**

375
376 (a) The Administrator, the Administrator's designee, or an appropriate proctoring
377 agency selected by the Administrator, will proctor exams.

378
379 (b) Exams will be obtained from a nationally recognized standardized exam
380 development program that uses validated questions.

381
382 (i) ~~Information about exams can be found on~~ Exam information is available
383 at the DEQ/WQD Operator Certification website.

384
385 (c) A passing exam score is seventy percent (70%) or other score as determined by
386 the exam development program.

387
388 ~~(e)~~ (d) Applicants who take and pass exams without meeting the experience or education
389 requirement will have two (2) years from the exam date to complete the requirements for
390 certification.

391
392 ~~(d)~~ (e) Special accommodations for testing will be considered for individuals who
393 submit a written request to the Administrator.

394
395 (f) Exams will consist of two separate sections.

396
397 (i) The first section will contain standardized exam questions for each area
398 and level of examination.

399
400 (ii) The second section will contain questions covering state and federal rules
401 that pertain to the area of the exam.

402
403 (iii) Applicants must obtain a passing score on both exam sections in order to
404 pass the exam.

405 **Section 8. Certificates.**

406
407 (a) Upon completion of the requirements of this rule, the Administrator will provide
408 a certificate indicating the level and category for which the operator has qualified and the
409 expiration date of the certification.

410

411 (b) The first certificate from any level and category issued to an operator shall be
412 valid for the remainder of the issuing year plus two (2) calendar years and shall expire on
413 December 31.

414

415 (c) Thereafter, each certificate shall be valid for three (3) calendar years and shall
416 expire on December 31.

417

418 (d) The certificate will be provided through an ~~internet portal~~ online account
419 provided by the Administrator.

420 Section 9. Operator Responsibilities.

421

422 (a) Operators shall maintain accurate pertinent continuing education records
423 ~~including original, signed documents attesting to the completion of the coursework for the~~
424 ~~current three year certification period for each certification.~~

425

426 (b) ~~Certified operators~~ Operators shall be available to any system for which they are
427 designated.

428

429 (i) Operators shall be capable of being on-site within eight (8) hours and shall
430 initiate the appropriate operational and technical actions within one (1) hour of being notified
431 that there is a problem at the facility.

432

433 (ii) If the operator is not available, they shall notify the owner and the
434 substitute responsible charge operator.

435

436 (c) Operators shall ensure that their employment history is accurate and current.

437

438 ~~(formerly 15(d))(d)~~ (d) A substitute responsible charge operator shall ~~fill in and~~ perform
439 the duties and make the decisions of the ~~primary~~ responsible charge operator when the
440 ~~designated~~ responsible charge operator is not available.

441 Section 10. Contract Operators.

442

443 (a) Contract operators shall keep records of the amount of time spent and duties
444 performed at each contracted facility.

445

446 (i) These records shall be accessible for review upon request by the
447 Administrator or the owner.

448

449 (ii) Contract operators shall keep their records for no less than five (5) years
450 from the date of each record.

451

452 (b) Contract operators shall make a physical inspection of each contracted facility at
453 least once per week.

454

455 (i) Upon written request from the owner, the Administrator may make an
456 exception to the frequency of the visits based on:

457

458 (A) Location; or

459

460 (B) Automation; or

461

462 (C) Complexity of the facility; or

463

464 (D) Special conditions including extraordinary environmental or
465 public health factors.

466

467 (ii) No exception shall jeopardize public health.

468

469 (c) DEQ may periodically audit the records kept by contract operators.

470

471 (d) Contract operators shall be certified at a level equal to or greater than the
472 classification level of a facility before they enter into a contract with that facility.

473 **Section 11. Renewal of Certificates.**

474

475 (a) Certified operators are required to obtain twenty-four (24) hours of pertinent
476 continuing education within the three year time period for which the certificate is valid in order
477 to renew their certification.

478

479 (b) Failure to obtain twenty-four (24) hours of pertinent continuing education within
480 the time period for which the certificate is valid shall result in expiration of the certificate.

481

482 (c) If a certified operator is unable to renew their certification because of extenuating
483 circumstances or undue hardship, the Administrator may grant an extension to renewal not to
484 exceed two (2) years. The expiration date of the certification for which the operator is asking an
485 extension shall not be extended.

486

487 ~~(d) — Certified operators that will need to obtain a higher certification as a result of this~~
488 ~~rule will have one year from the adoption of this rule to obtain that certification.~~

489

490 ~~(e) — The requirement for 24 hours of pertinent continuing education for certificate~~
491 ~~renewal will begin on January 1 after the adoption of this rule.~~

492 **Section 12. Continuing Education.**

493

494 (a) A minimum of eight (8) hours of pertinent continuing education, for the purpose
495 of renewing a certification, shall come from ~~courses listed on the DEQ/WQD Operator~~
496 ~~Certification Program website~~ core topic areas.

497

498 (b) A list of core topic areas shall be maintained on the DEQ/WQD Operator
499 Certification Program website.

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~~(b)(c)~~ Operators shall enter their pertinent continuing education information into an online account provided by the Administrator.

~~(i)~~ ~~The exception to operator entered pertinent continuing education information shall be that any training~~ Training obtained through a DEQ-recognized training provider shall be entered by the training provider into the operator's online account.

~~(ii)~~ Training information entered by DEQ-recognized training providers may not be modified by ~~any~~ the operator.

~~(e)~~ ~~Operators shall verify the accuracy of their pertinent continuing education information.~~

~~(d)~~ ~~If a certified operator fails to complete (b) and (c) of this section prior to the expiration date of their certification(s), the certification(s) shall not be renewed.~~

~~(e)~~(d) A single training unit may be applied to no more than one certificate.

Section 13. Audits

(a) Certified operator continuing education records may be audited by the operator certification program.

(b) An audit ~~may~~ shall include a review of documents, signed by the proctor or instructor, attesting to completion of the pertinent continuing education for which a certified operator is claiming hours.

Section 14. Reciprocity. An operator who is certified as a water or wastewater operator in another state may obtain a reciprocal certification in Wyoming ~~if the following criteria are met:~~

(a) Criteria

~~(a)~~(i) The Administrator has received a letter of good standing or similar verification from the regulatory agency that issued the current certification stating the name of the applicant, status of their certification, date originally issued, expiration date, level and area of the certification, and any disciplinary action imposed against the applicant; if any.

~~(ii)~~ The applicant must meet Wyoming certification requirements in Section 6 of this chapter.

~~(b)~~ ~~The applicant's education and experience meets Wyoming's minimum requirements, and;~~

~~(c)~~ ~~The applicant has passed an exam that meets Wyoming's minimum requirements.~~

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~~(d)~~ (b) ~~If all the above requirements are met, the~~ The expiration date of the Wyoming certification will be December 31 of the expiration year of the certification being reciprocated, not to exceed three years. Thereafter, the certification shall be subject to the requirements of this rule.

Section 15. Facility Owner Responsibility.

(a) Owners of facilities in Wyoming subject to this rule shall designate a ~~certified~~ responsible charge operator and a substitute responsible charge operator who ~~is~~ are responsible for the operation and/or direct supervision of that facility.

(i) For facilities with multiple operating shifts, an operator certified to the level of the facility shall be available for each shift.

(ii) Owners shall ensure that either the responsible charge operator or the substitute responsible charge operator is capable of being on-site within eight (8) hours and shall initiate the appropriate operational and technical actions within one (1) hour of being notified that there is a problem at the facility.

(b) The facility owner shall immediately replace the responsible charge operator with an adequately certified operator or adequately certified contract operator ~~within forty five (45) days~~ in the event of termination of services of the responsible charge operator.

(c) The owner shall ensure that the responsible charge operator and any substitute responsible charge operator ~~shall be~~ are certified at a level equal to or greater than the facility for which they are responsible.

~~(d) — A substitute responsible charge operator shall fill in and perform the duties and make the decisions of the primary responsible charge operator when the designated responsible charge operator is not available.~~

~~(e)~~(d) Any changes made to ~~operating the responsible charge operator, the substitute~~ responsible charge operator or other personnel for positions that require certification shall be reported to the Administrator no later than ten (10) days after the change has been made.

~~(f) — Any system may be operated by an operator with a higher level of certification than the level of the facility.~~

~~(g)~~(e) The facility owner shall make accessible to the responsible charge operator a comprehensive operation and maintenance manual for the facility. Specific guidance for contents of such manuals can be found in Wyoming Water Quality Rules and Regulations Chapter 11 and Chapter 12 under “Operation and Maintenance Manuals”.

~~(h)~~(f) In the case of a contract operator, the facility owner shall outline in writing the services expected of the contract operator. A description of services expected shall be made accessible to DEQ upon request.

592
593 ~~(g)~~ The facility owner shall ensure compliance with the requirements of this rule.

594
595 (h) The facility owner shall not allow inadequately certified or non-certified
596 individuals to operate or maintain any facility.

597 **Section 16. Revocation or Suspension of Operator Certification.**

598
599 (a) In addition to any other penalties or enforcement actions ~~The the~~ Administrator
600 ~~shall may~~ suspend or revoke an operator's ~~certification certificate~~ for ~~a minimum of one year for~~
601 ~~any one of the following~~ violations including, but not limited to:

602
603 (i) Obtaining certification by knowingly making false statements, submitting
604 false information, refusing to provide complete information including continuing education
605 documents, ~~or~~;

606
607 (ii) Falsification of operating records, ~~or~~;

608
609 (iii) Falsification of operating records by a contract operator, ~~or~~;

610
611 (iv) Cheating on an exam, ~~or~~;

612
613 (v) Fraud-

614
615 ~~(b) The Administrator shall permanently revoke an operator's certification for~~
616 ~~the following:~~

617
618 ~~(i)(vi)~~ Willful negligence in operation, ~~or~~;

619
620 ~~(ii)(vii)~~ Falsification of sample results, or;

621
622 ~~(iii)(viii)~~ While acting in the official capacity as a certified operator, being
623 convicted of any act that endangers public health or the environment.

624
625 ~~(e)(b) Appeal of the Administrator's decision suspending or revoking certification may~~
626 ~~be made in accordance with the Wyoming Administrative Procedure Act, specifically 16-3-113~~
627 ~~and the DEQ rules of practice and procedure.~~ The Administrator shall suspend or revoke an
628 operator's certification by providing notice and an opportunity for a hearing to the operator.

629
630 (i) The notice to the operator shall include a statement of the basis for
631 suspension or revocation and shall state the date on which the revocation or suspension is
632 effective.

633
634 (ii) The suspension or revocation shall become final thirty (30) days from the
635 date of such notice unless within that time the operator requests a contested case hearing in
636 accordance with the Department of Environmental Quality Rules of Practice and Procedure,
637 Chapter 2, Contested Case Hearings and W.S. 16-3-113.

638 **Section 17. Reinstatement after Suspension of Certification**

639

640 (a) The operator shall have three (3) months after the end of the suspension period to
641 apply for reinstatement.

642

643 (b) If reinstatement of the suspended certificate is not requested within three (3)
644 months after the end date of the suspension, the certification(s) that was/were suspended shall be
645 terminated.

646 **Section 18. Recertification after Losing Certification for Lack of Continuing**
647 **Education**

648

649 (a) If the operator requests recertification within three (3) months of the end of the
650 certification period, the operator shall provide the Administrator with proof of pertinent
651 continuing education equal to the amount the operator was short for renewal. These pertinent
652 continuing education hours can only be used for this recertification and shall be from courses
653 listed on the DEQ/WQD Operator Certification Program website ~~as~~ and appropriate for the
654 certificate being renewed.

655

656 (i) Operators requesting recertification shall submit their request and all
657 documentation prior to close of business on the last business day of the deadline described in
658 subsection (a) of this section.

659

660 (b) If the operator requests recertification more than three (3) months after the end of
661 the certification period, the operator shall:

662

663 (i) Provide the Administrator with proof of pertinent continuing education
664 equal to the amount the operator was short for renewal. These pertinent continuing education
665 hours can only be used for this recertification and shall be from courses listed on the DEQ/WQD
666 Operator Certification Program website ~~as~~ and appropriate for the certificate being renewed; and

667

668 (ii) Provide the Administrator with proof of pertinent continuing education
669 equal to eight (8) hours for each year or part of year past the termination date, not to exceed
670 twenty-four (24) hours; and

671

672 (iii) Pass an exam at the level of the certification desired, not to exceed the
673 level of the previous certification.

674 ~~**Section 19—Conversion of Level 1 Water Systems and Level 1 Wastewater**~~
675 ~~**Systems Certificates.**~~

676

677 ~~(a) Level 1 Water Systems certificates will be converted to Level 1 Water Treatment~~
678 ~~certificates upon the first renewal cycle after final adoption of this rule. If the operator prefers to~~
679 ~~be certified as a Level 1 Water Distribution or as both Level 1~~
680 ~~Water Treatment and Level 1 Water Distribution, the operator shall request the alternate~~
681 ~~certification prior to the first renewal after final adoption of this rule.~~

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687

~~(b) — Level 1 Wastewater Systems certificates will be converted to Level 1 Wastewater Treatment certificates upon the first renewal cycle after final adoption of this rule. If the operator prefers to be certified as a Level 1 Wastewater Collection or as both Level 1 Wastewater Treatment and Level 1 Wastewater Collection, the operator shall request the alternate certification prior to the first renewal after final adoption of this rule.~~



Angela Williams <angelaw@gillettewy.gov>

Fwd: Business Council board recommends three grant, loan requests

1 message

ADMN ADMN <admn@gillettewy.gov>
 To: Angela Williams <angelaw@gillettewy.gov>

Fri, Sep 15, 2017 at 2:43 PM

For next week's GI

G

----- Forwarded message -----

From: **Wyoming Business Council** <WY-Business-Council@public.govdelivery.com>

Date: Fri, Sep 15, 2017 at 2:19 PM

Subject: Business Council board recommends three grant, loan requests

To: admn@gillettewy.gov

The State of Wyoming's Economic Development Agency

214 W. 15th St. | Cheyenne, WY | 307.777.2800



For release: Sept. 15, 2017

Ron Gullberg

Communications Director

ron.gullberg@wyo.gov | Office: 307.777.2833 | Cell: 307.286.9519

Business Council board recommends three grant, loan requests

A state board charged with improving Wyoming's economic vitality recommended an additional \$12 million loan to help expand a Cody pharmaceutical company Thursday in Alpine.

The recommendation from the Wyoming Business Council Board of Directors means Cody Laboratory's request, which company executives say will allow them to hire 18 new workers, now moves to the State Loan and Investment Board (SLIB). The governor makes final approval on Economic Development Large Project loan requests.

The SLIB originally recommended an \$11 million loan for Cody Labs in October 2016. The project as it stood then was expected to create 39 new jobs. Since then, the pharmaceutical firm realized the project had potential for greater impact and approached the Business Council, the state's economic development agency, for further support. Cody Labs asked for \$22.75 million in additional funding; on Thursday, the board recommended \$12 million.

All told, the increased scope of the project means Cody Labs would receive a \$23 million loan to increase its production from five to 11 metric tons a year and create 57 jobs with salaries and benefits totaling \$8.5 million annually.

The Business Council board also recommended a \$4.2 million Business Ready Community grant and loan package to Sheridan's local economic development organization. The Sheridan Economic and Educational Development Authority will use the money to build a 40,000 square-foot manufacturing facility in the Sheridan Hi-Tech Park. Vacutech, a company that uprooted from Colorado in 2012, will lease the building from the Sheridan economic group.

Vacutech has grown from 20 to 130 workers in the last five years. Company officials anticipate this expansion creating 76 new jobs in the next five years.

The Business Council board also moved forward a \$37,500 planning grant for Guernsey to study projects that might help the town grow and diversify its economy.

The SLIB, comprising Wyoming's five statewide elected officials, will consider each of these three projects during its 8 a.m. meeting on Oct. 5 at the Herschler Building in Room 1699 in Cheyenne.

The Business Council board is the final authority on federal Community Development Block Grants and approved \$2.6 million for community improvements in Laramie and Platte counties and in Evansville, Alpine and Mills.

Meeting materials are available for review at <http://wyomingbusiness.org/boardbook>.

BUSINESS READY COMMUNITY (BRC) GRANT APPLICATIONS

Business Council staff review each application, conduct site visits, or conference calls in the case of planning grants, and make presentations to a board subcommittee before making final recommendations to the full board.

About the Program: The Wyoming Business Council administers the Business Ready Community grant and loan program, which provides financing for publicly owned infrastructure that serves the needs of businesses and promotes economic development within Wyoming communities.

The Business Council board is required by statute to forward BRC grant and loan recommendations to the State Loan and Investment Board (SLIB) for final approval. The SLIB is comprised of the five statewide elected officials: the governor, secretary of state, state auditor, state treasurer and state superintendent of public instruction.

The SLIB will make final decisions on the BRC project request at its 8 a.m. meeting on Oct. 5 at the Herschler Building in Room 1699 in Cheyenne.

Business Committed

- **Sheridan Economic and Educational Development Authority** requests a \$2,999,496 grant and \$1,225,000 loan to build a 40,000 square-foot manufacturing facility in the Sheridan Hi-Tech Park. The facility will be leased to Vacutech with an option to purchase after five years. Vacutech has grown from 20 to 130 employees since it moved from Colorado in 2012. The company anticipates creating 76 new jobs in the next five years. *(Board recommends full funding of the project as requested.)*

Community Enhancement

- **Newcastle** withdrew its request for a \$500,000 grant for the construction of a bike path, tennis courts and restroom. The city may revisit the project in the future.

Planning

- **Guernsey** requests a \$37,500 grant to conduct a study of projects that might help the town grow and diversify its economy. The project would help Guernsey build on past successes, coordinate with the National Guard at Camp Guernsey, improve community infrastructure, identify uses for town-owned land, promote the community's historic assets and address housing and quality of life needs. *(Board recommends full funding of the project contingent on a request for proposal that includes specific public engagement strategies, target markets and industries and draws upon previous plans.)*

ECONOMIC DEVELOPMENT LARGE PROJECT LOAN APPLICATION

About the Program: The Business Council provides recommendations for the Economic Development Large Project Loan program. The governor has final approval of the projects after a SLIB review. Through the program, the state treasurer is authorized to lend funds for the benefit of Wyoming businesses. The loan may finance purchase, construction and installation of buildings or equipment, which will add economic value to goods, services or resources within the state. A loan amount may not exceed an increase in assessed valuation created by a project.

- **Cody Laboratories** requests an additional \$22.75 million loan to expand its pharmaceutical manufacturing facilities. The company anticipates creating and additional 18 jobs. The expansion will provide a direct and indirect increase in assessed valuation of about \$5.8 million annually in Park County. *(Board recommends a \$12 million loan.)*

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS

Business Council staff review each application, conduct site visits (except for CDBG planning grants) and present projects to a board subcommittee. The Business Council board determines final awards for CDBG projects.

About the Program: The Business Council administers the Community Development Block Grant, which is a federally-funded, pass-through program from the U.S. Department of Housing and Urban Development.

- **Alpine** requests a \$500,000 grant to construct infrastructure for Alpine Park Apartments, a 24-unit development reserved for low- and moderate-income households at or below 60 percent of the area median income. *(Board approved full funding of the project as requested.)*
- **Evansville** requests a \$498,952 grant to provide better fire protection and water quality to the heavily industrial/commercial East Yellowstone Highway and Lathrop Road area. *(Board approved full funding of the project as requested.)*
- **Evansville** requests a \$500,000 grant to construct a mile-long gravel roadway to provide secondary access to the town of Evansville. *(Board approved full funding of the project as requested.)*
- **Mills** requests a \$498,857 grant to replace a 6,770-foot asbestos cement water line with a PVC pipe. *(Board approved full funding of the project as requested.)*
- **Laramie County** requests a \$500,000 grant to expand the Laramie County Meals on Wheels kitchen. *(Board approved full funding of the project as requested.)*
- **Laramie County** requests a \$40,000 grant to fund a portion of the Wyoming Family Home Ownership Program, which assists families by preparing them to be responsible homeowners. *(Board approved full funding of the project as requested.)*
- **Platte County** requests a \$70,000 grant to upgrade the county library's elevator to meet safety codes and handicapped accessibility requirements. The mechanical room will also be updated to meet safety codes. *(Board approved full funding as requested.)*

For more information about these projects, visit the Wyoming Business Council website, www.wyomingbusiness.org, or call 1-800-262-3425.

About the Wyoming Business Council: *Our mission is to increase Wyoming's prosperity. We envision a Wyoming where industries are strong, diverse and expanding. Small business is a big deal. Communities have the highest quality of life. Wyoming is the technology center of the High Plains. Wyoming knows no boundaries. Please go to www.wyomingbusiness.org for more information.*

###

- [Ronald+Kensey.JPG](#)

Wyoming Business Council Board of Directors member Ronald Kensey speaks during a March meeting in Casper. *(Photo credit: Andy Greenman/Wyoming Business Council)*



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Angela Williams <angelaw@gillettewy.gov>

Fwd: Made in Wyoming program announces new website

1 message

ADMN ADMN <admnm@gillettewy.gov>
 To: Angela Williams <angelaw@gillettewy.gov>

Wed, Sep 20, 2017 at 10:57 AM

For G.I.

----- Forwarded message -----

From: **Wyoming Business Council** <WY-Business-Council@public.govdelivery.com>

Date: Wed, Sep 20, 2017 at 8:54 AM

Subject: Made in Wyoming program announces new website

To: admnm@gillettewy.gov

The State of Wyoming's Economic Development Agency

214 W. 15th St. | Cheyenne, WY | 307.777.2800



For release: Sept. 20, 2017

Ron Gullberg

Communications Director

ron.gullberg@wyo.gov | Office: 307.777.2833 | Cell: 307.286.9519

Made in Wyoming program announces new website

Wyoming artisans, crafters and manufacturers will enjoy greater exposure to customers through the Wyoming Business Council's new Made in Wyoming website.

The website, launched this week is designed to make it easier for users to renew their memberships, purchase promotional materials for their products and introduce their wares to a wider online audience.

"This is going to make the registration and renewal process faster and more convenient for our members, and we are excited to show off the new site," said Terri Barr, the Business Council's business development coordinator. "We will also feature retailers on the site to say thank you for supporting Made in Wyoming members."

Barr plans to add new features to the website in the coming months. The site will include forums for members selling similar products to network and a listing of retail establishments where Made in Wyoming products can be purchased.

The Made in Wyoming program boasts more than 275 members who receive perks like selling their products at the Wyoming Mercantile during the Wyoming State Fair in Douglas and space in Denver Mart, the region's premier wholesale marketing facility. Members can purchase Made in Wyoming stickers and hang tags.

A new benefit of the program is the ability to incorporate the Made in Wyoming mark on labeling, packaging, social media and web sites. This new benefit is a labor and materials cost savings to members with large production.

"Without the Wyoming Business Council staff and the continued support of our legislators, Wyoming small manufacturing businesses would be out on the windy prairies alone," said Jeff Sawyer, owner of Buffalo-based Wahoo Frontier Toppings and a Made in Wyoming member.

Visit the new website at <http://www.madeinwyoming.org/>. For more information, call Barr at 307-777-2807, or email her at terri.barr@wyo.gov.

About the Wyoming Business Council: *Our mission is to increase Wyoming's prosperity. We envision a Wyoming where industries are strong, diverse and expanding. Small business is a big deal. Communities have the highest quality of life. Wyoming is the technology center of the High Plains. Wyoming knows no boundaries. Please go to www.wyomingbusiness.org for more information.*

###

- [Carl+Ulrich.jpg](#)

Made in Wyoming member Carl Ulrich shows off some of his fossil collection for sale through his Laramie-based company, Ulrich's Fossil Gallery. *(Photo credit: Wyoming Business Council)*



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Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
September 20, 2017 Business Meeting
Station 1, Community Room

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GWCCFPJPB Meeting
Meeting at 5:30 p.m.
September 20, 2017
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
September 20, 2017 - Attendance

ATTENDANCE

Board Members:

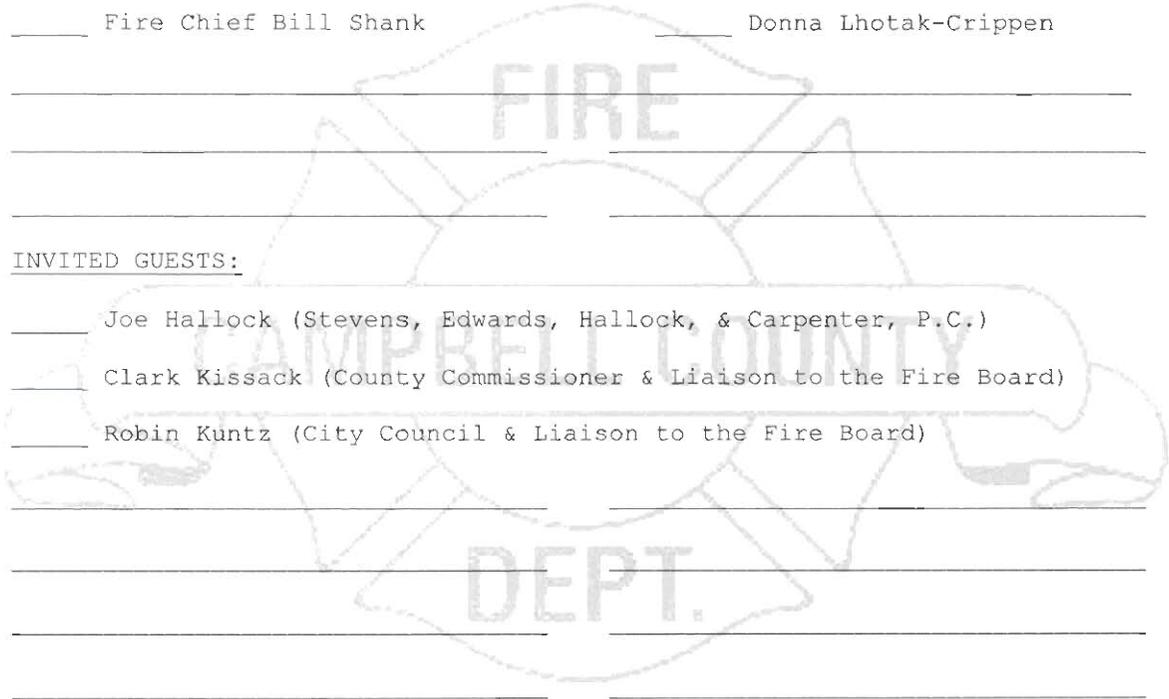
_____ Cory Bryngelson	_____ Steve Crichton
_____ Chuck Davis	_____ Damon Hart
_____ Ryan Gross	_____
_____ Ron Holmes	

INVITED STAFF MEMBERS:

_____ Fire Chief Bill Shank	_____ Donna Lhotak-Crippen
-----------------------------	----------------------------

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, & Carpenter, P.C.)
_____ Clark Kissack (County Commissioner & Liaison to the Fire Board)
_____ Robin Kuntz (City Council & Liaison to the Fire Board)





Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
September 20, 2017

1. CALL TO ORDER

The Meeting was called to order at _____ hours
by _____.

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND INTRODUCTIONS

Guests:

4. BUSINESS ADDITIONS AND DELETIONS:

3.1 Approve the agenda

3.1.1 Approve agenda as amended (if needed)



4. PUBLIC COMMENTS

5. CONSENT AGENDA:

5.1 Consent Agenda Approval Items:

5.1.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
DIRECTORS' MEETING MINUTES
August 9, 2017

ATTENDANCE: Chuck Davis, Lisa Finkey, Damon Hart, Ryan Gross, and Cory Bryngelson.

STAFF and GUESTS: Chief William Shank, Donna Lhotak-Crippen, and County Liaison
Commissioner Clark Kissack.

1.0 CALL TO ORDER

Board Chairman, Lisa Finkey called the meeting to order at 1730 hours at the Campbell County
Fire Department Station One in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

Chairman Finkey introduced the attendees who are listed above under the heading "Staff and
Guests."

3.0 BUSINESS ADDITIONS AND DELETIONS

3.1. AGENDA APPROVAL

6 Motion Ryan Gross moved, seconded by Damon Hart, to approve the meeting agenda as
presented.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

4. PUBLIC COMMENTS

5.1 APPROVE CONSENT AGENDA



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 September 20, 2017 - Discussion/Approval

6 Motion Cory Bryngelson moved, seconded by Ryan Gross to approve the Consent Agenda as presented.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

6.1 MANUAL CHECKS

6 Motion Ryan Gross moved, seconded by Cory Bryngelson, to approve payment of the Manual Checks totaling \$66,753.43.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

7.1.1 FY CASH POSITION/ 7.1.2 FY 2016-2017 BUDGET VS ACTUAL

Donna Crippen mentioned our cash balance is \$673,542.07 and our accounts payable expenditures are \$319,513.68 and out of that we owe \$207,269.50 to Weis fire for the chassis payments on the new grass truck. Donna also stated that we received our reimbursement for the City today to pay for the chassis.

Donna Crippen stated that we have a few more June Bills come in. It looks like we will be closer to \$80,000 short on cash for the end of the year. Donna stated that we she has the final numbers she will forward to the board.

7.2.1 CALL REVIEW

Chief Shank stated that we had 237 calls for the month of July. It shows that there were 67 wildland fires but it was closer to 73-75. On busy nights four or five fires would start in an area that was close by and be counted as one fire. The Stallion Fire was 1105 acres with 99% on private land. Buffalo fire was around 500 acres that came in from the Montana border. The Type 1 IC Team took control of that fire. The windmill fire, and coon fire was around 400 acres. Chief Shank stated that as busy and shorthanded that we were, we did not lose any structures.

7.2.2 TRAINING REPORT

The Training Cadre will be working on dates for practical skills sessions with the probationary members. The Cadre will also be planning several training sessions with acquired structures that need to be burned. We have a couple mine sites available for these training on exterior only.



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Firefighter Sullivan attended the Hazardous Materials Operating Site Practices course at the National Fire Academy.

Hazmat Team members attended Preventive Radiological / Nuclear Detection (PRND) training from Wyoming Office of Homeland Security in preparation for the National High School Finals Rodeo. Our members worked with the Civil support team at the Rodeo and conducted different missions.

There is no formal training scheduled in August. Stations and individual crews will conduct training as time allows.

Captain Borgialli is attending two courses at the National Fire Academy as part of the Managing Officer Program that he is participating in.

Classes/Hours: January 1, 2017 thru July 31, 2017 a total of 430 training sessions have been conducted for a total of 7497-man hours.

7.2.3 FACILITY UPDATES

Station Three:

Flooring repair issue ongoing as the repairs made were unacceptable to the Fire Department and Hladky Construction

Excel Flooring was contact by Hladky and told the repair job was unacceptable and the expectation was when the repairs are satisfactorily completed that the repairs will be undetectable from the original job

Station 9:

Phase two meeting pre-bid has taken place

Bids were opened on August 9

Brian Shippy will be evaluating the bids to ensure they are complete prior to award

There were some warrantee issues due to the work being guaranteed but the building still has the potential to move

Pine Tree Station:

Nearing completion

All tin is in place

Interior is ongoing

Completion is expected no later than September 1

GENERAL INFORMATION:

Red Cross Vista:

The Fire Department has the opportunity to provide office space at St. One in exchange for the person answering phones in relief of Jerrica and Donna during lunch time

No phones or computer will be provided



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Wildland fires YTD:

Approximately 105

10 nights spent out on fires so far by Command Officers and staff

The Stallions Fire was the longest. Seven days total

Chief Shank handed out two different wildland compensation plans. Lisa Finkey asked what was Chief's recommendation and she asked for Chief Shank to make it into a policy to be brought back to the board next month. Ryan Gross also asked for what the payouts would be on the old plan compared to the proposed plan. Ryan Gross also suggested to change the working on the plan so it sounds better.

7.3 CALENDAR OF UPCOMING EVENTS

Donna Crippen mentioned that we need to schedule our fall workshop usually held in October. Ryan Gross suggested to set up a doodle pole so the members that are not here can vote on the date.

8.1 BOARD ACTION ITEMS

Lisa Finkey told the board that she is resigning from the board due to her recent promotion. She stated that today is her last meeting and has informed the commissioners but nothing official until tonight to let the board know. She stated that she was glad she has been on the board and is grateful for everything that she has learned while being here.

The board wanted to thank her for all her work on the board and the policy committee she was involved with.

☛ Motion Ryan Gross moved, seconded by Chuck Davis Motion to Remove Michael Shober and Lisa Finkey as a signer; add Steve Crichton as signer, so the following Fire Board Members will be the signers of the Campbell County Fire Department Checking Account #2135 and Grant Account #3743 at the First National Bank of Gillette, Wyoming:

- Cory Bryngelson
- Chuck Davis
- Ryan Gross
- Damon Hart
- Ron Holmes
- Steve Crichton

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

8.2 BOARD ACTION ITEMS



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With the resignation of the Chairman Lisa Finkey, the Vice Chair is to be moved into the Chair position. Ryan Gross accepted being the Chairman. With Ryan Gross the chairman his position of the Vice Chair was open.

Nomination of Vice Chairman of the Fire Board:

Ryan Gross nominated Cory Bryngelson, Cory Bryngelson accepted nomination.

☛ Motion Chuck Davis moved, seconded by Ryan Gross to close the nominations.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Steve Crichton	yes
Ryan Gross	yes		

The motion carried.

Votes in consideration of Cory Bryngelson are as follows

Cory Bryngelson	yes
Steve Crichton	absent
Chuck Davis	yes
Lisa Finkey	yes
Ryan Gross	yes
Damon Hart	yes
Ron Holmes	absent

The motion carried.

RECESS

☛ Motion Chuck Davis moved, seconded by Damon Hart to recess meeting at 1833 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

☛ Motion Cory Bryngelson moved, seconded by Damon Hart to reconvene meeting at 1843 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		



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The motion carried.

9.0 EXECUTIVE SESSION

☛ Motion Cory Bryngelson moved, seconded by Ryan Gross to move into executive session at 1844 hours for Personnel matters and potential litigation.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

☛ Motion Damon Hart moved, seconded by Ryan Gross come out of executive session at 1937 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

☛ Motion Cory Bryngelson moved, seconded by Chuck Davis to reconvene meeting at 1938 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

10.1 EXECUTIVE MINUTES

☛ Motion Ryan Gross moved, seconded by Cory Bryngelson to approve July 12, 2017 Executive Minutes.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried

11.0 ADJOURNMENT

☛ Motion Damon Hart moved seconded by Ryan Gross to adjourn meeting at 1938 hours.



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Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	absent
Lisa Finkey	yes	Steve Crichton	absent
Ryan Gross	yes		

The motion carried.

Respectfully Submitted,

Chairman Ryan Gross

Attest: Donna Lhotak-Crippen



Angela Williams <angelaw@gillettewy.gov>

Fwd: Pinnacle Bank to Host October Quarterly Breakfast

1 message

ADMN ADMN <admnm@gillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Mon, Sep 18, 2017 at 9:17 AM

For GI

----- Forwarded message -----

From: **Phil Christopherson** <mary@energycapital.com>

Date: Mon, Sep 18, 2017 at 9:13 AM

Subject: Pinnacle Bank to Host October Quarterly Breakfast

To: admnm@gillettewy.gov

Economic Development

Energy Capital Economic Development invites you to our Quarterly Breakfast sponsored by [Pinnacle Bank](#), on Thursday, October 12th at 7:00 a.m. hosted at Pizza Carrello.

Katrin Wagner and Tamara Atkins with [Pinnacle Bank](#) will discuss identity protection and what to do if your identity is compromised. With the recent Equifax data breach this to be great information. They'll also visit about fundraising opportunities they offer to local non-profits.

Energy Capital Economic Development will give an update on the previous quarter's activities, as well as discuss the upcoming [1/4 Cent Economic Development Excise Tax](#).

This event is free to the public special thanks to our sponsor,
[Pinnacle Bank](#)

Space is limited so we ask that you RSVP by Thursday October 5th. RSVP by emailing doni@EnergyCapitalEd.com or calling 307-686-2603.



Energy CAPITAL
Economic Development
Quarterly Breakfast
October 12, 2017 7:00am

Pinnacle Bank
MEMBER FDIC

Sponsored by Pinnacle Bank

RSVP Required to doni@EnergyCapitalED.com by October 5.



 [Join Our Mailing List](#)

 [Send to a Colleague](#)

Campbell County Economic Development Cor, P.O. Box 3948,
2001 West Lakeway Road, Suite C, Gillette, WY 82718

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Sent by mary@energycapital.com in collaboration with



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Greetings,

We are proud to announce our next graduation ceremony from the Adult Felony Treatment Court. On September 26th, two of our younger participants will be graduating and moving on to the distinguished honor of being an alumni of this program. Our hope is that these two graduates will have an impact on the young adults in our community in terms of achieving goals and dreams in life rather than becoming victim to addiction. These two individuals will share some of their personal struggles and how they now have dreams for their lives that extend beyond what they imagined for themselves.

The Treatment Court Program appreciates the support from this community, other social services, government leaders, the judiciary and the recovery community. We are always honored to see you at the graduation ceremonies. It means so much to the graduates as well as the current participants.

On behalf of the Treatment Court program, thank you!

Denise Elbert
Coordinator

FELONY TREATMENT COURT

GRADUATION CEREMONY

**SEPTEMBER
26TH, 2017**

4:00 p.m.

Courtroom 1

2 Participants will be honored.

*Join
us!*

PosterMyWall.com



Raise a glass to Campbell County nonprofits.

ENJOY GREAT FOOD & DRINK WHILE BUILDING A BETTER CAMPBELL COUNTY!
 PROCEEDS GO TO THE WYCF CAMPBELL COUNTY ENDOWMENT FUND TO BENEFIT LOCAL NONPROFITS.

FRIDAY 29
 September



5:30 pm
 ARRIVE BY 6PM FOR
 DOOR PRIZES

TICKETS: \$35 (\$20 ~~cash~~)

wycf.org/gillette

RAPSCALLIONS BARBERSHOP | 223 S. GILLETTE AVE.

*Tastings Paired with
 Hors D'oeuvres*

CORK DRAWING

SILENT AUCTION

*Live Music on 3Rd St. Plaza:
 The Unknown Knowns*

*20+ Whiskeys & Wines
 for Tasting*

CIGARS FOR SALE



GOOD TIMES LIQUORS

Patti Davidsmeier will be

Gone Fishing



*Come wish her well
on her new adventures!*

Monday, October 2, 2017

3:00 PM - City Hall

2nd Floor Community Room