



A G E N D A

Green River/Rock Springs/Sweetwater County Joint Powers Water Board

December 4, 2025
3:00 p.m.

Meeting Conducted Via Remote Access and Teleconference
Teleconference Phone No. **844-854-2222** Access Code: **791954**

1.	Call to Order	Chair
2.	Roll Call	Chair
3.	Approval of Agenda	Chair
4.	Approval of October 16, 2025 Regular Board Meeting Minutes	Chair
5.	Approval of September 2025 Financial Reports	Chair
6.	Approval of October 2025 Financial Reports	Chair
7.	Presentation of October 2025 Water Usage and Sales Reports	Mr. Seppie
8.	Presentation and Consideration for Approval of FY 2025 Financial Audit – Eric Andrews, Summit West CPA Group	Mr. Seppie
9.	Presentation and Consideration of Amendment No. 1 to the Professional Services Agreement for the Crossroads PS Project	Mr. Seppie
10.	Presentation and Consideration of a Professional Services Agreement for the SCADA System for the Crossroads PS Project	Mr. Seppie
11.	Presentation and Consideration of an amendment to the Sick Leave section of the Employee Reference Guide	Mr. Seppie
12.	Operation and/or Project Updates	Mr. Seppie

13.	Public Comments	Chair
14.	Good of the Order – Time set aside for Board Members to offer Comments or observations without formal motions.	Chair
15.	Executive Session – <i>if needed</i>	Chair
16.	Next Meeting	Chair
17.	Adjournment	Chair

Attachments:

1. October 16, 2025 Regular Board Meeting Minutes
2. September 2025 Financial Reports
3. October 2025 Financial Reports
4. October 2025 Water Usage and Sales Reports
5. FY 2025 Financial Audit Report (via separate email)
6. Amendment No. 1 to the Professional Services Agreement for the Crossroads PS Project
7. Professional Services Agreement for the SCADA System for the Crossroads PS Project
8. Amendment to the Sick Leave section of the Employee Reference Guide



Meeting Minutes

Meeting Date: October 16, 2025

Type of Meeting: Regular Board Meeting

1. **Call to Order**

The Joint Powers Water Board meeting was held by remote computer access, teleconference, and in the conference room at the Water Treatment Plant. Chairman Young called the meeting to order at 3:00 p.m.

2. **Roll Call**

A quorum was present with Terry Leigh (SW Co), Aaron Reichl and Jason Palmer (GR), Robert Young and Richard Lee (RS) present. Ms. Sage Hilstad, Counsel for the Board, was in attendance. Staff attending was Bryan Seppie, General Manager, James Tardoni, Engineer, and Sara Richardson, Office Manager.

3. **Approval of Agenda**

Mr. Leigh made a motion to approve the agenda. Mr. Lee seconded the motion. The motion was voted on and passed.

4. **Approval of September 18, 2025 Regular Board Meeting Minutes**

Mr. Palmer made a motion to approve the September 18, 2025 Regular Board Meeting minutes. Mr. Leigh seconded the motion. The motion was voted on and passed.

5. **Approval of August 2025 Financial Reports**

Mr. Seppie pointed out the allocation of a portion of the FY2025 surplus to the Water Resource Reserve as directed by a Board motion from last month's meeting.

Mr. Lee made a motion to approve the August 2025 financial reports. Mr. Reichl seconded the motion. The motion was voted on and passed.

6. **Presentation of September 2025 Water Sales and Usage Reports**

Mr. Seppie presented the September 2025 water sales and usage charts. September was an exceptional month at 110% of the 4-year average.

7. **Operational and/or Project Updates**

Mr. Seppie began the updates by saying there were interviews for the Office Manager position. There were four candidates interviewed, with Ms. Carrie Halter accepting the position. She will start on October 27th allowing for training in November and December. He thanked Mr. Young for his assistance with the interviews. Mr. Lee stated that he believes she is a good choice.

The second item, on October 2nd the State Lands and Investment Board met and approved the DWSRF loan for the Crossroads Pumpstation project.

Mr. Seppie updated the Board on the process regarding the "SAM.gov number" registration process. The Resolution that the Board approved at the previous meeting did not satisfy the registration website. Mr. Seppie reached out to the City of Green River, and they issued a business license which could assist in reconciling the Board's official name. Ms. Hilstad has offered much assistance with this process. Mr. Seppie thanked Mr. Meats at the City for his help.

The last item Mr. Seppie discussed was the cloud seeding program. Since the Board has committed to contributing for the 2025-26 season, there will be a kickoff meeting November 13th at 2 p.m., if any of the Board members are interested in the meeting please contact him.

8. **Public Comments**

None

9. **Good of the Order**

Mr. Seppie said that the Board may hear, through media reports, about the SEO draft version of the proposed bill for the pilot system conservation program. The intended program will operate much like the Upper Colorado River Commission's "SCPP Program" in the past. The Colorado River Advisory Group meeting was held to review the draft legislation that will be presented to the Select Water Committee at the beginning of November.

Mr. Reichl, who also sits on the Advisory Board, said that we should let our representatives know the value of this program and that we want them to support this legislation.

Mr. Reichl also said that the seven states that use the Colorado River must reach a framework agreement on the "Post 2026 Guidelines" by November 11, 2025.

Mr. Seppie and Mr. Reichl gave their observations of what may happen with the Upper States. They are both hoping for the best outcome.

14. **Executive Session**

None needed.

15. **Next Meeting**

The next Regular Board meeting will be held December 4, 2025 at 3:00 pm.

16. **Adjournment**

There being no further business at 3:37p.m. Mr. Leigh made a motion to adjourn. Mr. Lee seconded the motion. The motion was voted on and passed.

Approved

Approved

Board Member

Board Member

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through September 2025

	Sep 25	Jul - Sep 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Water Sales				
4110 · Water Sales - Simplot	149,392.34	452,794.81	1,505,066.00	30.09%
4120 · Water Sales - Rock Spring	604,243.10	1,900,261.10	3,769,057.00	50.42%
4122 · Water Sales - White Mountain	23,365.76	66,964.31	170,313.00	39.32%
4124 · Water Sales - Ten Mile	8,969.39	27,951.04	47,286.00	59.11%
4126 · Water Sales - Clearview	7,414.72	22,159.18	68,180.00	32.5%
4130 · Water Sales - Green River	275,743.29	834,452.12	1,501,200.00	55.59%
4132 · Water Sales - Jamestown	9,454.22	29,162.08	64,055.00	45.53%
Total 4100 · Water Sales	1,078,582.82	3,333,744.64	7,125,157.00	46.79%
4200 · Int Inc				
4265 · Int Income Uinta Bank	29,758.49	68,287.26	270,205.00	25.27%
4275 · Int Income RSNB	10,856.43	28,832.43	90,000.00	32.04%
4289 · Int Income Commerce Bank C/D	3,998.01	56,788.33	48,308.00	117.56%
4294 · Investment Income - Multi-Bank	3,572.95	14,177.26	60,000.00	23.63%
Total 4200 · Int Inc	48,185.88	168,085.28	468,513.00	35.88%
4400 · Other Income				
4420 · Miscellaneous Income	100.00	100.00	3,000.00	3.33%
4455 · Crossroads RS & WWDC Reimburse	16,655.42	32,279.17	3,750,000.00	0.86%
4485 · 2007 SLIB Loan R/S #066	0.00	0.00	74,876.00	0.0%
4495 · Simplot Surcharge Revenue	0.00	0.00	135,000.00	0.0%
Total 4400 · Other Income	16,755.42	32,379.17	3,962,876.00	0.82%
4500 · Non-Operating Income				
4530 · Transfer From WTP Cap Res	0.00	0.00	675,000.00	0.0%
4531 · Transfer from Depreciation Res	6,978.20	41,453.20	2,499,000.00	1.66%
4535 · Transfer from Debt Reserve	0.00	0.00	378,519.00	0.0%
4540 · Transfer From Amelioration Fund	0.00	0.00	285,933.00	0.0%
Total 4500 · Non-Operating Income	6,978.20	41,453.20	3,838,452.00	1.08%
Total Income	1,150,502.32	3,575,662.29	15,394,998.00	23.23%
Gross Profit	1,150,502.32	3,575,662.29	15,394,998.00	23.23%
Expense				
5100 · Payroll, Taxes & Benefits				
5110 · Salaries & Wages - Regular	93,029.58	332,106.84	1,397,921.00	23.76%
5115 · Salaries & Wages - Overtime	0.00	1,225.28	8,500.00	14.42%
5116 · Salaries & Wages - On Call	0.00	0.00	1,000.00	0.0%
5117 · Sal. & Wages - Shift Diff.	420.00	1,853.13	9,000.00	20.59%
5119 · Sal. & Wages - Hol. Worked	2,453.92	4,590.48	15,000.00	30.6%
5120 · Social Security/Medicare	7,311.52	25,981.40	106,941.00	24.3%
5125 · Workers Comp.	0.00	2,056.67	15,616.00	13.17%
5131 · Employee Clothing Allowance	0.00	0.00	4,550.00	0.0%
5135 · Wyoming Retirement	17,857.24	63,226.52	260,293.00	24.29%
5137 · 457 Board Contributions	260.00	950.00	4,030.00	23.57%
5140 · Employee Health Insurance	26,499.91	83,955.21	396,402.00	21.18%
5141 · HSA Contributions	7,487.49	23,179.13	114,600.00	20.23%
5199 · Final Payout	0.00	999.20	28,000.00	3.57%
Total 5100 · Payroll, Taxes & Benefits	155,319.66	540,123.86	2,361,853.00	22.87%
6001 · O & M Expenses				
6025 · Debt Reserve	31,583.33	94,749.99	379,000.00	25.0%
6100 · Travel/Training-Staff	0.00	0.00	6,500.00	0.0%
6101 · Travel/Training Operators	0.00	0.00	7,500.00	0.0%
6102 · Travel/Training-Board	0.00	0.00	4,500.00	0.0%
6104 · Board Related Expense	0.00	0.00	500.00	0.0%
6105 · Community Affairs	0.00	0.00	1,000.00	0.0%
6106 · Drought Cont/Augmentation	0.00	0.00	25,000.00	0.0%
6107 · Water Resource Planning	0.00	0.00	15,000.00	0.0%
6110 · Dues/Subscriptions	0.00	0.00	5,000.00	0.0%
6112 · Professional Licensing Fees	0.00	0.00	500.00	0.0%

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through September 2025

	Sep 25	Jul - Sep 25	Budget	% of Budget
6113 · Meeting Lunches/Long Shift Meal	0.00	0.00	250.00	0.0%
6114 · Coffee/Water/Pop/Cups	0.00	92.88	500.00	18.58%
6115 · Postage/Shipping	13.44	13.44	4,000.00	0.34%
6116 · Cleaning/Janitorial Supplies	0.00	0.00	1,500.00	0.0%
6117 · Office Supplies and Equipment	208.83	236.77	6,000.00	3.95%
6118 · Software	325.65	857.00	16,000.00	5.36%
6119 · Computers & Non-Capital Netware	0.00	0.00	35,000.00	0.0%
6120 · Notices/Advertisements	336.00	561.00	2,500.00	22.44%
6125 · Telephone/Internet	893.86	2,676.78	12,000.00	22.31%
6130 · Janitorial/Garbage	397.14	2,094.28	12,500.00	16.75%
6135 · Bank Service Fees	20.00	70.00	500.00	14.0%
6136 · Investment Expenses	0.00	0.00	500.00	0.0%
6137 · Legal Fees	2,050.00	4,200.00	30,000.00	14.0%
6138 · Lease and Easements	0.00	0.00	500.00	0.0%
6140 · Other Professional Fees	22,000.00	24,090.00	57,000.00	42.26%
6141 · Design and Assessment Services	1,600.00	1,600.00	50,000.00	3.2%
6142 · SCADA Non Capitalized Equipment	0.00	0.00	25,000.00	0.0%
6143 · SCADA Integration and Support	0.00	12,233.83	50,000.00	24.47%
6145 · Insurance (D&O/Liab)	0.00	0.00	179,000.00	0.0%
6151 · Books and Reference Materials	0.00	0.00	500.00	0.0%
6152 · Supplies Mech/Elec/HVAC	167.06	4,996.93	25,000.00	19.99%
6153 · Supplies - Lab and Testing	168.28	1,404.85	7,500.00	18.73%
6154 · Supplies-Grounds/Reservoir	47.99	552.86	12,500.00	4.42%
6156 · Tools/Small Equipment	133.61	788.98	15,000.00	5.26%
6158 · Vehicle Costs/Fuel	630.80	1,935.55	25,000.00	7.74%
6159 · Rental Equipment	0.00	0.00	10,000.00	0.0%
6161 · Rehabilitation - Old Plant Site	0.00	0.00	5,000.00	0.0%
6162 · Site Maintenance	0.00	21.67	25,000.00	0.09%
6163 · Building Maintenance	35,577.19	36,187.88	80,000.00	45.24%
6164 · Process Maintenance	0.00	6,545.03	145,000.00	4.51%
6165 · Ponds & Tanks	0.00	3,991.56	20,000.00	19.96%
6168 · Outside Maintenance Contracts	7,900.08	26,518.02	170,000.00	15.6%
6170 · Electricity	133,972.29	265,619.40	1,160,000.00	22.9%
6172 · Gas (Heat)	571.14	3,903.11	135,000.00	2.89%
6173 · Garbage Collection	214.28	642.84	3,000.00	21.43%
6175 · Cathodic Protection Maintenance	0.00	0.00	15,000.00	0.0%
6177 · Water Testing	1,781.37	4,368.19	20,000.00	21.84%
6180 · Dedicated Fiber Lines	477.91	1,433.73	6,000.00	23.9%
6190 · Chemicals-Liquid Oxygen	53,051.61	147,524.43	430,000.00	34.31%
6192 · Chemicals-Other	0.00	0.00	3,000.00	0.0%
6193 · Chemicals - Ferric Sulfate	26,945.30	54,085.63	165,000.00	32.78%
6194 · Chemicals - Chlorine	11,993.50	33,581.80	56,000.00	59.97%
6195 · Chemicals - Polymer	0.00	30,560.00	68,000.00	44.94%
6197 · Employee Safety/Clothing	0.00	121.87	5,000.00	2.44%
6198 · Depreciation Reserve	72,916.67	218,750.01	875,000.00	25.0%
6198A · WTP Cap Imp Reserve (ML Assets)	35,416.67	106,250.01	425,000.00	25.0%
6198B · GAC & Caustic Reserve	4,166.67	12,500.01	50,000.00	25.0%
6198C · Trsfr Simplot Surcharge to RS C	0.00	0.00	135,000.00	0.0%
6198D · Water Resource Reserve	53,083.33	409,249.99	637,000.00	64.25%
Total 6001 · O & M Expenses	498,644.00	1,515,010.32	5,655,750.00	26.79%
8100 · Debt Service				
8162 · DWSRF #068	0.00	0.00	25,659.00	0.0%
8163 · DWSRF #136	0.00	0.00	352,860.00	0.0%
8167 · SRF #66 Rock Springs	0.00	0.00	74,876.00	0.0%
Total 8100 · Debt Service	0.00	0.00	453,395.00	0.0%
9100 · Capital Improvements				
9100a · Mid-lived - WTP Capital Fund				
9-26-1 · ML Process Equip Replacement-26	0.00	0.00	65,000.00	0.0%

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through September 2025

	Sep 25	Jul - Sep 25	Budget	% of Budget
9-26-2 · ML Pumping/Storage 26	0.00	0.00	25,000.00	0.0%
9-26-3 · ML Bldg/Heating/Mech Impro 26	0.00	0.00	360,000.00	0.0%
9-26-4 · ML Site/Grounds Impr 26	0.00	0.00	30,000.00	0.0%
9-26-5 · ML Network/Computer Systems 26	0.00	0.00	195,000.00	0.0%
Total 9100a · Mid-lived - WTP Capital Fund	0.00	0.00	675,000.00	0.0%
9100b · Long-lived Assets - Dep Fund				
9-25-12 · LL Pump/Store/Dist Imp 25	0.00	34,475.00	0.00	100.0%
9-26-11 · LL Process Equip Replacement 26	0.00	0.00	690,000.00	0.0%
9-26-12 · LL Pump/Store/Dist Impro 26	6,978.20	6,978.20	234,000.00	2.98%
9-26-14 · LL OWT Plant Site 26	0.00	0.00	1,500,000.00	0.0%
9-26-15 · LL Analysis/Studies/Reports 26	0.00	0.00	75,000.00	0.0%
Total 9100b · Long-lived Assets - Dep Fund	6,978.20	41,453.20	2,499,000.00	1.66%
Total 9100 · Capital Improvements	6,978.20	41,453.20	3,174,000.00	1.31%
9111 · Crossroads PS	1,310.30	28,084.47	3,750,000.00	0.75%
Total Expense	662,252.16	2,124,671.85	15,394,998.00	13.8%
Net Ordinary Income	488,250.16	1,450,990.44	0.00	100.0%
Other Income/Expense				
Other Income				
9500 · Unrealized gain(loss) on Invest	4,246.93	7,880.29	0.00	100.0%
Total Other Income	4,246.93	7,880.29	0.00	100.0%
Net Other Income	4,246.93	7,880.29	0.00	100.0%
Revenues over (under) expenditures	492,497.09	1,458,870.73	0.00	100.0%

Joint Powers Water Board**Cash Balances**

As of September 30, 2025

Sep 30, 25**Checking/Savings**

10-000 · General Funds	
10-039 · RSNB Gen Funds	4,547,780.97
10-049 · Commerce Bank Money Market	1,524,075.43
10-053 · Uinta Bank CD	1,127,916.63
10-062 · Uinta Bank CD	1,213,077.79
10-063 · Uinta Bank CD	550,989.03
10-067 · Uinta Bank CD	1,102,531.31
10-070 · Commerce Bank CD	1,136,580.70
10-071 · Commerce Bank CD	1,100,490.92
10-080 · Multi-Bank Investments-at marke	2,005,199.98
10-099 · **** Allocated to Other Funds	-8,547,422.17
Total 10-000 · General Funds	5,761,220.59
10-300 · Cap Imp WTP - Total	
10-303 · **** Cap Imp WTP	1,354,755.04
Total 10-300 · Cap Imp WTP - Total	1,354,755.04
10-400 · WWDC Capital Impr	
10-064 · Uinta Bank CD WWDC	1,097,316.53
10-407 · Uinta - MM - WWDC	11,426.43
10-410 · **** WWDC Cap Imp	77,909.75
Total 10-400 · WWDC Capital Impr	1,186,652.71
10-425 · **** GAC/Caustic Reserve	800,062.97
10-430 · **** Unemployment Reserve	110,400.08
10-435 · **** Water Resource Reserve	771,249.91
10-450 · Depreciation Reserve	
10-455 · **** Depreciation Reserve	3,624,018.62
Total 10-450 · Depreciation Reserve	3,624,018.62
10-600 · Amelioration Fund - Total	
10-605 · **** Amelioration Fund	1,153,261.11
Total 10-600 · Amelioration Fund - Total	1,153,261.11
10-700 · **** Debt Funds - Total	655,764.69
10-900 · Misc	
10-911 · Rock Springs Cap Imp	17,393.08
10-921 · Green River Cap Imp	159,112.54
Total 10-900 · Misc	176,505.62
10-911B · Commerce Bank CD RS Cap Imp	1,575,890.49
Total Checking/Savings	17,169,781.83

10:17 AM
10/27/25
Cash Basis

Joint Powers Water Board

Transactions by Account

As of September 30, 2025

Type	Date	Num	Name	Memo	Paid Amount
10-039 - 20-1105-8 RSNB Gen Funds					
Check	09/08/2025	14582	Ace Hardware	Maintenance Supplies	-113.88
Check	09/08/2025	14583	Air Products & Chemicals Inc.	Liquid Oxygen (2) & Tank Rental	-29,888.70
Check	09/08/2025	14584	Century Link - Bus Svcs	Phone & Fiber Optice	-512.51
Check	09/08/2025	14585	Chemtrade	Ferric Sulfate	-13,133.40
Check	09/08/2025	14586	Green River Star	Ads/Notices	-36.00
Check	09/08/2025	14587	Napa Auto Parts Unlimited	Vehicle Maintenance	-87.97
Check	09/08/2025	14588	RingCentral Inc.	Phones	-392.30
Check	09/08/2025	14589	Rocky Mountain Power	August 2025 Electricity	-133,972.29
Check	09/08/2025	14590	Sage Hilstad Law, PC	Legal Services August 2025	-2,050.00
Check	09/08/2025	14591	SGS North America, Inc	Water Testing	-167.00
Check	09/08/2025	14592	Sweetwater Technology Services Inc	SW & OS Maint Contract	-7,730.78
Check	09/08/2025	14593	US Bank	August 2025 CC	-2,700.64
Check	09/08/2025	14594	Wyoming Waste Services	Garbage Pickup	-214.28
Deposit	09/08/2025		Rock Spring CRPS	Deposit	16,655.42
Check	09/11/2025	DD3063	Maintenance		-2,815.95
Check	09/11/2025	DD3064	Operator		-2,823.17
Check	09/11/2025	DD3065	Operator		-2,041.24
Check	09/11/2025	DD3066	Manager		-3,131.84
Check	09/11/2025	DD3067	Operator		-2,722.29
Check	09/11/2025	DD3068	Operator		-1,834.46
Check	09/11/2025	DD3069	Manager		-1,751.52
Check	09/11/2025	DD3070	Operator		-3,254.36
Check	09/11/2025	DD3071	Operator		-2,918.05
Check	09/11/2025	DD3072	Manager		-4,473.90
Check	09/11/2025	DD3073	Manager		-3,692.38
Check	09/11/2025	DD3074	Operator		-2,316.56
Check	09/11/2025	DD3075	Operator		-2,134.23
eft	09/11/2025	eft	Credit Union	Withholding	-410.00
eft	09/11/2025	eft	United States Treasury	83-0284899	-12,183.72
eft	09/11/2025	eft	HSABank	Contributions	-7,487.49

10:17 AM
10/27/25
Cash Basis

Joint Powers Water Board Transactions by Account

As of September 30, 2025

Type	Date	Num	Name	Memo	Paid Amount
eft	09/11/2025	eft	Empower Trust Company LLC	457 Contributions	-3,930.00
Check	09/11/2025	14595	NCPERS	Life Insurance	-64.00
Check	09/11/2025	14596	StateFire	Outside Maint Contract Backflow	-375.00
Deposit	09/12/2025	14917	White Mountain Water & Sewer District		23,365.76
Deposit	09/12/2025		Bozner Family Trust	Deposit	100.00
Deposit	09/15/2025	3911	Ten Mile Sewer & Water District		8,969.39
Check	09/18/2025	14597	Ace Hardware	Maintenance Supplies	-31.98
Check	09/18/2025	14598	Air Products & Chemicals Inc.	Liquid Oxygen (2)	-23,162.91
Check	09/18/2025	14599	Blue Cross Blue Shield of Wyoming	Health Insurance Premium 10/25	-26,456.98
Check	09/18/2025	14600	Bomgaars	Tool/Sm Equipment	-103.64
Check	09/18/2025	14601	Capital Business Systems	Office Supplies	-151.29
Check	09/18/2025	14602	CenturyLink	Phone	-110.65
Check	09/18/2025	14603	Chemtrade	Ferric Sulfate	-13,811.90
Check	09/18/2025	14604	Dearborn Life Insurance Co	Life Insurance	-42.93
Check	09/18/2025	14605	Enbridge Gas	Gas Heat August 2025	-571.14
Check	09/18/2025	14606	Rodda-Miller Paint	Bldg Maint Clearwell Roff	-35,113.25
Check	09/18/2025	14607	SGS North America, Inc	Water Testing (5)	-842.00
Check	09/18/2025	14608	Sunrise Engineering	CRPS	-1,310.30
Check	09/18/2025	14609	Sweetwater County Health Dept.	Qtly Water Testing	-75.00
Check	09/18/2025	14610	Thatcher Company	Chlorine	-11,993.50
Check	09/18/2025	14611	Verizon Wireless	Cell Phones	-355.32
Deposit	09/18/2025	1520	Clearview Improvement & Service District		7,414.72
Deposit	09/19/2025	85928	City of Rock Springs		604,243.10
Deposit	09/19/2025	16046	Jamestown-Rio Vista Water		9,454.22
Deposit	09/23/2025	373849	City of Green River/Cust		275,743.29
Check	09/25/2025	DD3076	Maintenance		-2,815.94
Check	09/25/2025	DD3077	Operator		-2,523.23
Check	09/25/2025	DD3078	Operator		-2,049.32
Check	09/25/2025	DD3079	Manager		-3,147.85
Check	09/25/2025	DD3080	Operator		-2,360.95
Check	09/25/2025	DD3081	Operator		-1,815.30

10:17 AM
10/27/25
Cash Basis

Joint Powers Water Board Transactions by Account

As of September 30, 2025

Type	Date	Num	Name	Memo	Paid Amount
Check	09/25/2025	DD3082	Manager		-1,751.52
Check	09/25/2025	DD3083	Operator		-2,894.01
Check	09/25/2025	DD3084	Operator		-2,918.05
Check	09/25/2025	DD3085	Manager		-4,489.89
Check	09/25/2025	DD3086	Manager		-3,692.38
Check	09/25/2025	DD3087	Operator		-1,948.03
Check	09/25/2025	DD3088	Operator		-2,128.84
eft	09/25/2025	eft	Credit Union	Withholding	-410.00
eft	09/25/2025	eft	United States Treasury	83-0284899	-11,635.32
Check	09/25/2025	14612	Energy Management	LL Pump/Dist	-6,978.20
Bill Pmt -Check	09/25/2025	14613	JFC Engineers & Surveyors	Design & Assessment	-1,600.00
Bill Pmt -Check	09/25/2025	14614	SGS North America, Inc	Water Testing	-160.00
Bill Pmt -Check	09/25/2025	14615	Summit West CPA Group, PC	FY2025 Financial Audit	-22,000.00
eft	09/25/2025	eft	Empower Trust Company LLC	Contributions	-3,930.00
Deposit	09/29/2025	82578	Simplot Phosphates LLC		149,392.34
General Journal	09/30/2025	2015.187	MultiBank	To RSNB Gen Fund	3,781.15
Check	09/30/2025			Service Charge	-20.00
Deposit	09/30/2025			Interest	10,856.43
Total 10-039 · 20-1105-8 RSNB Gen Funds					663,214.29
10-049 · Commerce Bank Money Market					
Deposit	09/30/2025			Interest	3,998.01
Total 10-049 · Commerce Bank Money Market					3,998.01
10-053 · Uinta Bank CD 1825					
Deposit	09/30/2025			Interest	12,455.27
Total 10-053 · Uinta Bank CD 1825					12,455.27
10-063 · Uinta Bank CD - 2716					
Deposit	09/30/2025			Interest	5,948.56
Total 10-063 · Uinta Bank CD - 2716					5,948.56
10-080 · Multi-Bank Investments-at marke					
General Journal	09/30/2025	2015.187	To RSNB		-3,781.15
General Journal	09/30/2025	2015.187	Interest		3,572.95

10:17 AM
10/27/25
Cash Basis

Joint Powers Water Board
Transactions by Account
As of September 30, 2025

Type	Date	Num	Name	Memo	Paid Amount
General Journal	09/30/2025	2015.187	Unrealized Gain		4,246.93
Total 10-080 · Multi-Bank Investments-at marke					4,038.73
10-099 · **** Allocated to Other Funds					
General Journal	09/30/2025	2015.188		Record fund transfers per budget	-197,166.67
General Journal	09/30/2025	2015.189		To transfer long-lived assets	6,978.20
Total 10-099 · **** Allocated to Other Funds					-190,188.47
Total 10-000 · General Funds					486,923.15
TOTAL					486,923.15

Joint Powers Water Board
US Bank Card Charges

September 2025
Sep 25

Ordinary Income/Expense

Expense

6001 · O & M Expenses	
6115 · Postage/Shipping	13.44
6117 · Office Supplies and Equipment	57.54
6118 · Software	119.95
6120 · Notices/Advertisements	300.00
6125 · Telephone/Internet	0.99
6130 · Janitorial/Garbage	397.14
6152 · Supplies Mech/Elec/HVAC	21.20
6153 · Supplies - Lab and Testing	168.28
6154 · Supplies-Grounds/Reservoir	47.99
6156 · Tools/Small Equipment	29.97
6158 · Vehicle Costs/Fuel	542.83
6163 · Building Maintenance	463.94
6177 · Water Testing	537.37
Total 6001 · O & M Expenses	2,700.64
Total Expense	2,700.64

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through October 2025

	Oct 25	Jul - Oct 25	Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Water Sales				
4110 · Water Sales - Simplot	164,646.39	617,441.20	1,505,066.00	41.02%
4120 · Water Sales - Rock Spring	513,141.67	2,413,402.77	3,769,057.00	64.03%
4122 · Water Sales - White Mountain	18,300.81	85,265.12	170,313.00	50.06%
4124 · Water Sales - Ten Mile	7,551.75	35,502.79	47,286.00	75.08%
4126 · Water Sales - Clearview	0.00	22,159.18	68,180.00	32.5%
4130 · Water Sales - Green River	201,677.43	1,036,129.55	1,501,200.00	69.02%
4132 · Water Sales - Jamestown	7,354.62	36,516.70	64,055.00	57.01%
Total 4100 · Water Sales	912,672.67	4,246,417.31	7,125,157.00	59.6%
4200 · Int Inc				
4265 · Int Income Uinta Bank	12,332.96	80,620.22	270,205.00	29.84%
4275 · Int Income RSNB	13,066.25	41,898.68	90,000.00	46.55%
4289 · Int Income Commerce Bank C/D	3,883.26	60,671.59	48,308.00	125.59%
4294 · Investment Income - Multi-Bank	4,717.45	18,894.71	60,000.00	31.49%
Total 4200 · Int Inc	33,999.92	202,085.20	468,513.00	43.13%
4400 · Other Income				
4420 · Miscellaneous Income	0.00	100.00	3,000.00	3.33%
4455 · Crossroads RS & WWDC Reimburse	1,310.30	33,589.47	3,750,000.00	0.9%
4485 · 2007 SLIB Loan R/S #066	0.00	0.00	74,876.00	0.0%
4495 · Simplot Surcharge Revenue	0.00	0.00	135,000.00	0.0%
Total 4400 · Other Income	1,310.30	33,689.47	3,962,876.00	0.85%
4500 · Non-Operating Income				
4530 · Transfer From WTP Cap Res	79,042.02	79,042.02	675,000.00	11.71%
4531 · Transfer from Depreciation Res	0.00	41,453.20	2,499,000.00	1.66%
4535 · Transfer from Debt Reserve	0.00	0.00	378,519.00	0.0%
4540 · Transfer From Amelioration Fund	0.00	0.00	285,933.00	0.0%
Total 4500 · Non-Operating Income	79,042.02	120,495.22	3,838,452.00	3.14%
Total Income	1,027,024.91	4,602,687.20	15,394,998.00	29.9%
Gross Profit	1,027,024.91	4,602,687.20	15,394,998.00	29.9%
Expense				
5100 · Payroll, Taxes & Benefits				
5110 · Salaries & Wages - Regular	95,353.04	427,459.88	1,397,921.00	30.58%
5115 · Salaries & Wages - Overtime	229.64	1,454.92	8,500.00	17.12%
5116 · Salaries & Wages - On Call	0.00	0.00	1,000.00	0.0%
5117 · Sal. & Wages - Shift Diff.	380.63	2,233.76	9,000.00	24.82%
5119 · Sal. & Wages - Hol. Worked	0.00	4,590.48	15,000.00	30.6%
5120 · Social Security/Medicare	7,316.09	33,297.49	106,941.00	31.14%
5125 · Workers Comp.	3,561.70	5,618.37	15,616.00	35.98%
5131 · Employee Clothing Allowance	0.00	0.00	4,550.00	0.0%
5135 · Wyoming Retirement	17,868.39	81,094.91	260,293.00	31.16%
5137 · 457 Board Contributions	270.00	1,220.00	4,030.00	30.27%
5140 · Employee Health Insurance	27,613.78	111,568.99	396,402.00	28.15%
5141 · HSA Contributions	7,487.49	30,666.62	114,600.00	26.76%
5199 · Final Payout	0.00	999.20	28,000.00	3.57%
Total 5100 · Payroll, Taxes & Benefits	160,080.76	700,204.62	2,361,853.00	29.65%
6001 · O & M Expenses				
6025 · Debt Reserve	31,583.33	126,333.32	379,000.00	33.33%
6100 · Travel/Training-Staff	1,863.94	1,863.94	6,500.00	28.68%
6101 · Travel/Training Operators	40.00	40.00	7,500.00	0.53%
6102 · Travel/Training-Board	0.00	0.00	4,500.00	0.0%
6104 · Board Related Expense	0.00	0.00	500.00	0.0%
6105 · Community Affairs	0.00	0.00	1,000.00	0.0%
6106 · Drought Cont/Augmentation	0.00	0.00	25,000.00	0.0%
6107 · Water Resource Planning	0.00	0.00	15,000.00	0.0%
6110 · Dues/Subscriptions	305.00	305.00	5,000.00	6.1%
6112 · Professional Licensing Fees	0.00	0.00	500.00	0.0%

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through October 2025

	Oct 25	Jul - Oct 25	Budget	% of Budget
6113 · Meeting Lunches/Long Shift Meal	90.95	90.95	250.00	36.38%
6114 · Coffee/Water/Pop/Cups	0.00	92.88	500.00	18.58%
6115 · Postage/Shipping	0.00	13.44	4,000.00	0.34%
6116 · Cleaning/Janitorial Supplies	39.98	39.98	1,500.00	2.67%
6117 · Office Supplies and Equipment	148.48	385.25	6,000.00	6.42%
6118 · Software	436.05	1,293.05	16,000.00	8.08%
6119 · Computers & Non-Capital Netware	0.00	0.00	35,000.00	0.0%
6120 · Notices/Advertisements	336.00	897.00	2,500.00	35.88%
6125 · Telephone/Internet	969.74	3,646.52	12,000.00	30.39%
6130 · Janitorial/Garbage	1,697.14	3,791.42	12,500.00	30.33%
6135 · Bank Service Fees	20.00	90.00	500.00	18.0%
6136 · Investment Expenses	0.00	0.00	500.00	0.0%
6137 · Legal Fees	2,495.00	6,695.00	30,000.00	22.32%
6138 · Lease and Easements	0.00	0.00	500.00	0.0%
6140 · Other Professional Fees	3,385.00	27,475.00	57,000.00	48.2%
6141 · Design and Assessment Services	0.00	1,600.00	50,000.00	3.2%
6142 · SCADA Non Capitalized Equipment	0.00	0.00	25,000.00	0.0%
6143 · SCADA Integration and Support	0.00	12,233.83	50,000.00	24.47%
6145 · Insurance (D&O/Liab)	0.00	0.00	179,000.00	0.0%
6151 · Books and Reference Materials	0.00	0.00	500.00	0.0%
6152 · Supplies Mech/Elec/HVAC	1,176.49	6,173.42	25,000.00	24.69%
6153 · Supplies - Lab and Testing	0.00	1,404.85	7,500.00	18.73%
6154 · Supplies-Grounds/Reservoir	204.96	757.82	12,500.00	6.06%
6156 · Tools/Small Equipment	1,752.88	2,541.86	15,000.00	16.95%
6158 · Vehicle Costs/Fuel	610.29	2,545.84	25,000.00	10.18%
6159 · Rental Equipment	3,959.01	3,959.01	10,000.00	39.59%
6161 · Rehabilitation - Old Plant Site	0.00	0.00	5,000.00	0.0%
6162 · Site Maintenance	0.00	21.67	25,000.00	0.09%
6163 · Building Maintenance	4,465.18	40,653.06	80,000.00	50.82%
6164 · Process Maintenance	5,708.15	12,253.18	145,000.00	8.45%
6165 · Ponds & Tanks	0.00	3,991.56	20,000.00	19.96%
6168 · Outside Maintenance Contracts	8,522.65	35,040.67	170,000.00	20.61%
6170 · Electricity	236,852.86	502,472.26	1,160,000.00	43.32%
6172 · Gas (Heat)	207.16	4,110.27	135,000.00	3.05%
6173 · Garbage Collection	214.28	857.12	3,000.00	28.57%
6175 · Cathodic Protection Maintenance	0.00	0.00	15,000.00	0.0%
6177 · Water Testing	2,399.08	6,767.27	20,000.00	33.84%
6180 · Dedicated Fiber Lines	477.91	1,911.64	6,000.00	31.86%
6190 · Chemicals-Liquid Oxygen	28,997.14	176,521.57	430,000.00	41.05%
6192 · Chemicals-Other	0.00	0.00	3,000.00	0.0%
6193 · Chemicals - Ferric Sulfate	13,446.10	67,531.73	165,000.00	40.93%
6194 · Chemicals - Chlorine	0.00	33,581.80	56,000.00	59.97%
6195 · Chemicals - Polymer	0.00	30,560.00	68,000.00	44.94%
6197 · Employee Safety/Clothing	29.98	151.85	5,000.00	3.04%
6198 · Depreciation Reserve	72,916.67	291,666.68	875,000.00	33.33%
6198A · WTP Cap Imp Reserve (ML Assets)	35,416.67	141,666.68	425,000.00	33.33%
6198B · GAC & Caustic Reserve	4,166.67	16,666.68	50,000.00	33.33%
6198C · Trsfr Simplot Surcharge to RS C	0.00	0.00	135,000.00	0.0%
6198D · Water Resource Reserve	53,083.33	462,333.32	637,000.00	72.58%
Total 6001 · O & M Expenses	518,018.07	2,033,028.39	5,655,750.00	35.95%
8100 · Debt Service				
8162 · DWSRF #068	0.00	0.00	25,659.00	0.0%
8163 · DWSRF #136	0.00	0.00	352,860.00	0.0%
8167 · SRF #66 Rock Springs	0.00	0.00	74,876.00	0.0%
Total 8100 · Debt Service	0.00	0.00	453,395.00	0.0%
9100 · Capital Improvements				
9100a · Mid-lived - WTP Capital Fund				
9-26-1 · ML Process Equip Replacement-26	0.00	0.00	65,000.00	0.0%

Joint Powers Water Board
Revenues & Expenditures Budget vs. Actual
July through October 2025

	Oct 25	Jul - Oct 25	Budget	% of Budget
9-26-2 · ML Pumping/Storage 26	0.00	0.00	25,000.00	0.0%
9-26-3 · ML Bldg/Heating/Mech Impr 26	79,042.02	79,042.02	360,000.00	21.96%
9-26-4 · ML Site/Grounds Impr 26	0.00	0.00	30,000.00	0.0%
9-26-5 · ML Network/Computer Systems 26	0.00	0.00	195,000.00	0.0%
Total 9100a · Mid-lived - WTP Capital Fund	79,042.02	79,042.02	675,000.00	11.71%
9100b · Long-lived Assets - Dep Fund				
9-26-11 · LL Process Equip Replacement 26	0.00	0.00	690,000.00	0.0%
9-26-12 · LL Pump/Store/Dist Impr 26	0.00	41,453.20	234,000.00	17.72%
9-26-14 · LL OWT Plant Site 26	0.00	0.00	1,500,000.00	0.0%
9-26-15 · LL Analysis/Studies/Reports 26	0.00	0.00	75,000.00	0.0%
Total 9100b · Long-lived Assets - Dep Fund	0.00	41,453.20	2,499,000.00	1.66%
Total 9100 · Capital Improvements	79,042.02	120,495.22	3,174,000.00	3.8%
9111 · Crossroads PS	0.00	28,084.47	3,750,000.00	0.75%
Total Expense	757,140.85	2,881,812.70	15,394,998.00	18.72%
Net Ordinary Income	269,884.06	1,720,874.50	0.00	100.0%
Other Income/Expense				
Other Income				
9500 · Unrealized gain(loss) on Invest	9.31	7,889.60	0.00	100.0%
Total Other Income	9.31	7,889.60	0.00	100.0%
Net Other Income	9.31	7,889.60	0.00	100.0%
Revenues over (under) expenditures	269,893.37	1,728,764.10	0.00	100.0%

Joint Powers Water Board**Cash Balances**

As of October 31, 2025

Oct 31, 25**Checking/Savings****10-000 · General Funds****10-039 · RSNB Gen Funds** 4,902,877.66**10-049 · Commerce Bank Money Market** 1,527,958.69**10-053 · Uinta Bank CD** 1,127,916.63**10-062 · Uinta Bank CD** 1,213,077.79**10-063 · Uinta Bank CD** 550,989.03**10-067 · Uinta Bank CD** 1,114,842.20**10-070 · Commerce Bank CD** 1,136,580.70**10-071 · Commerce Bank CD** 1,100,490.92**10-080 · Multi-Bank Investments-at marke** 2,003,581.13**10-099 · **** Allocated to Other Funds** -8,665,546.82**Total 10-000 · General Funds** 6,012,767.93**10-300 · Cap Imp WTP - Total****10-303 · **** Cap Imp WTP** 1,311,129.69**Total 10-300 · Cap Imp WTP - Total** 1,311,129.69**10-400 · WWDC Capital Impr****10-064 · Uinta Bank CD WWDC** 1,097,316.53**10-407 · Uinta - MM - WWDC** 11,448.50**10-410 · **** WWDC Cap Imp** 77,909.75**Total 10-400 · WWDC Capital Impr** 1,186,674.78**10-425 · **** GAC/Caustic Reserve** 804,229.64**10-430 · **** Unemployment Reserve** 110,400.08**10-435 · **** Water Resource Reserve** 824,333.24**10-450 · Depreciation Reserve****10-455 · **** Depreciation Reserve** 3,696,935.29**Total 10-450 · Depreciation Reserve** 3,696,935.29**10-600 · Amelioration Fund - Total****10-605 · **** Amelioration Fund** 1,153,261.11**Total 10-600 · Amelioration Fund - Total** 1,153,261.11**10-700 · **** Debt Funds - Total** 687,348.02**10-900 · Misc****10-911 · Rock Springs Cap Imp****10-911B · Commerce Bank CD RS Cap Imp** 1,575,890.49**10-911 · Rock Springs Cap Imp - Other** 17,426.67**Total 10-911 · Rock Springs Cap Imp** 1,593,317.16**10-921 · Green River Cap Imp** 159,419.87**Total 10-900 · Misc** 1,752,737.03**Total Checking/Savings** 17,539,816.81

10:10 AM
11/25/25
Cash Basis

Joint Powers Water Board Transactions by Account

As of October 31, 2025

Type	Date	Num	Name	Memo	Paid Amount
10-000 - General Funds					
10-039 - RSNB Gen Funds					
Check	10/03/2025	14616	Ace Hardware	Bldg Maint & Tools/Sm Equipment	-68.96
Check	10/03/2025	14617	Air Products & Chemicals Inc.	Liquid Oxygen & Tank Rental	-18,130.32
Check	10/03/2025	14618	Century Link - Bus Svcs	Phone	-34.60
Check	10/03/2025	14619	Chemtrade	Ferric Sulfate	-13,446.10
Check	10/03/2025	14620	Combustion & Control Service LLC	LL Bldg Maint (Boiler)	-79,042.02
Check	10/03/2025	14621	Green River Star	Ad/Notices	-36.00
Check	10/03/2025	14622	Napa Auto Parts Unlimited	Vehicle	-33.79
Check	10/03/2025	14623	RingCentral Inc.	Phones	-392.30
Check	10/03/2025	14624	Rocky Mountain Power	Sept 2025 Electricity	-127,343.12
Check	10/03/2025	14625	Sage Hilstad Law, PC	Sept 2025 Legal Services	-2,495.00
Check	10/03/2025	14626	SGS North America, Inc	Water Testing	-160.00
Check	10/03/2025	14627	Summit Accounting Services PC	August 2025 Accountant Services	-2,090.00
Check	10/03/2025	14628	Sweetwater Technology Services Inc	SW & OS Contract Services	-6,374.99
Check	10/03/2025	14629	US Bank	Sept 2025 Credit Card	-5,308.83
Check	10/03/2025	14630	Veolia Water Technologies	Process Maint (diffuser disks)	-4,329.73
Check	10/06/2025	14631	Aflac	Sept 2025 Withholdings	-466.72
Check	10/06/2025	14632	Wyoming Retirement System	Sept 2025 Contributions	-17,857.26
Check	10/09/2025	DD3090	Operator		-2,533.30
Check	10/09/2025	DD3091	Operator		-2,041.17
Check	10/09/2025	DD3092	Manager		-3,131.84
Check	10/09/2025	DD3093	Operator		-2,398.44
Check	10/09/2025	DD3094	Operator		-1,835.38
Check	10/09/2025	DD3095	Manager		-1,751.52
Check	10/09/2025	DD3096	Operator		-2,838.61
Check	10/09/2025	DD3097	Operator		-2,918.05
Check	10/09/2025	DD3098	Manager		-4,473.90
Check	10/09/2025	DD3100	Operator		-1,965.35
Check	10/09/2025	DD3101	Operator		-2,130.69
Check	10/09/2025	DD3089	Maintenance		-2,815.94

10:10 AM
11/25/25
Cash Basis

Joint Powers Water Board
Transactions by Account
As of October 31, 2025

Check	10/09/2025 DD3099	Manager		-3,692.38
Check	10/09/2025 eft	Credit Union	Withholdings	-410.00
Check	10/09/2025 eft	HSABank	Oct 2025 Contributions	-7,487.49
Check	10/09/2025 eft	Empower Trust Company LLC	457 Contributions	-3,930.00
Check	10/09/2025 eft	United States Treasury	83-0284899	-11,668.94
Check	10/09/2025 14633	NCPERS	Oct 2025 Life Ins Withholdings	-64.00
Deposit	10/09/2025	City of Rock Springs	Deposit CRPS	1,310.30
Deposit	10/09/2025 86109	City of Rock Springs		513,141.67
Check	10/13/2025 14634	Ace Hardware	Maint Supplies, Tools/Sm Equip	-321.86
Check	10/13/2025 14635	Air Products & Chemicals Inc.	Liquid Oxygen	-10,679.36
Check	10/13/2025 14636	Blue Cross Blue Shield of Wyoming	November 2025 Health Insurance	-27,567.55
Check	10/13/2025 14637	Castle Cleaning Company	Aug & Sept Janitorial	-1,300.00
Check	10/13/2025 14638	Century Link - Bus Svcs	Fiber Optics	-477.91
Check	10/13/2025 14639	CenturyLink	Phone Line	-110.65
Check	10/13/2025 14640	Enbridge Gas	Sept 2025 Gas Heat	-207.16
Check	10/13/2025 14641	United Rentals	Rental Equipment Compressor	-329.42
Check	10/13/2025 14642	Wyoming Waste Services	Garbage Pickup	-214.28
Deposit	10/14/2025 373991	City of Green River/Cust		201,677.43
Deposit	10/14/2025 3917	Ten Mile Sewer & Water District		7,551.75
Deposit	10/16/2025 83523	Simplot Phosphates LLC		164,646.39
Deposit	10/20/2025 16080	Jamestown-Rio Vista Water		7,354.62
Deposit	10/20/2025 14954	White Mountain Water & Sewer District		18,300.81
Check	10/23/2025 DD3102	Maintenance		-2,815.94
Check	10/23/2025 DD3103	Operator		-2,536.00
Check	10/23/2025 DD3104	Operator		-2,003.81
Check	10/23/2025 DD3105	Manager		-3,147.85
Check	10/23/2025 DD3106	Operator		-2,348.17
Check	10/23/2025 DD3107	Operator		-1,801.53
Check	10/23/2025 DD3108	Manager		-1,751.52
Check	10/23/2025 DD3109	Operator		-2,894.01
Check	10/23/2025 DD3110	Operator		-1,500.49
Check	10/23/2025 DD3111	Operator		-3,029.21
Check	10/23/2025 DD3112	Manager		-4,489.89

10:10 AM
11/25/25
Cash Basis

Joint Powers Water Board Transactions by Account As of October 31, 2025

Check	10/23/2025	DD3113	Manager		-3,692.38
Check	10/23/2025	DD3114	Operator		-1,961.51
Check	10/23/2025	DD3115	Operator		-2,140.62
Check	10/23/2025	eft	Credit Union	Withholdings	-410.00
Check	10/23/2025	eft	United States Treasury	83-0284899	-12,000.24
Check	10/23/2025	eft	Empower Trust Company LLC	457 Contributions	-3,960.00
Check	10/23/2025	14643	Air Products & Chemicals Inc.	Liquid Oxygen Tank Property Tax	-187.46
Check	10/23/2025	14644	Castle Rock Hospital District	Pre-employment Drug Screening	-40.00
Check	10/23/2025	14645	Dearborn Life Insurance Co	Life Insurance Nov 2025	-46.23
Check	10/23/2025	14646	James Tardoni	Training 2025	-1,095.00
Check	10/23/2025	14647	Rodda-Miller Paint	Bldg Maintenance	-4,369.25
Check	10/23/2025	14648	SGS North America, Inc	Water Testing (3)	-512.00
Check	10/23/2025	14649	United Rentals	Equip Rental Skid Steer	-3,629.59
Check	10/23/2025	14650	Veolia Water Technologies	Process Maint (Hex nuts)	-1,360.46
Check	10/23/2025	14651	Verizon Wireless	Cell Phones	-355.56
Check	10/28/2025	14652	Aflac	October 2025 Withholdings	-466.72
Check	10/28/2025	14653	Wyoming Retirement System	457 Contributions	-17,868.37
Check	10/28/2025	14654	Ace Hardware	Safety, Maint Supplies, Tools/Sm Eq	-81.38
Check	10/28/2025	14655	Capital Business Systems	OS Contract Annual	-2,463.76
Check	10/28/2025	14656	Kimball Midwest	Maint Supplies	-790.36
Check	10/28/2025	14657	Linde Gas & Equipment Inc	Maint Supplies	-115.83
Check	10/28/2025	14658	Northern Lake Service Inc	Water Testing (4)	-740.00
Check	10/28/2025	14659	Rocky Mountain Power	Oct 2025 Electricity	-109,509.74
Check	10/28/2025	14660	Sara Richardson	OperatorCellPhone	-76.63
Check	10/28/2025	14661	SGS North America, Inc	Water Testing (2)	-325.00
Check	10/28/2025	14662	Summit Accounting Services PC	Sept 2025 Accounting Services	-1,295.00
Check	10/28/2025	14663	Wyo Dept of Workforce Services	Qtr 3 2025 Workers Compensation	-3,561.70
General Journal	10/31/2025	2015.188			6,345.61
Check	10/31/2025			Service Charge	-20.00
Deposit	10/31/2025			Interest	13,066.25
Total 10-039 - RSNB Gen Funds					355,096.69

10-049 - Commerce Bank Money Market

10:10 AM
11/25/25
Cash Basis

Joint Powers Water Board Transactions by Account

As of October 31, 2025

Deposit	10/31/2025	Interest	3,883.26
Total 10-049 · Commerce Bank Money Market			3,883.26
10-067 · Uinta Bank CD			
Deposit	10/31/2025	Interest	12,310.89
Total 10-067 · Uinta Bank CD			12,310.89
10-080 · Multi-Bank Investments-at marke			
General Journal	10/31/2025 2015.188	To RSNB General Funds	-6,345.61
General Journal	10/31/2025 2015.188	Interest	4,717.45
General Journal	10/31/2025 2015.188	Unrealized Gain	9.31
Total 10-080 · Multi-Bank Investments-at marke			-1,618.85
10-099 · **** Allocated to Other Funds			
General Journal	10/31/2025 2015.189	Record fund transfers per budget	-197,166.67
General Journal	10/31/2025 2015.190	To transfer mid-lived assets	79,042.02
Total 10-099 · **** Allocated to Other Funds			-118,124.65
Total 10-000 · General Funds			251,547.34
TOTAL			251,547.34

Joint Powers Water Board
US Bank Card Charges

October 2025

Oct 25

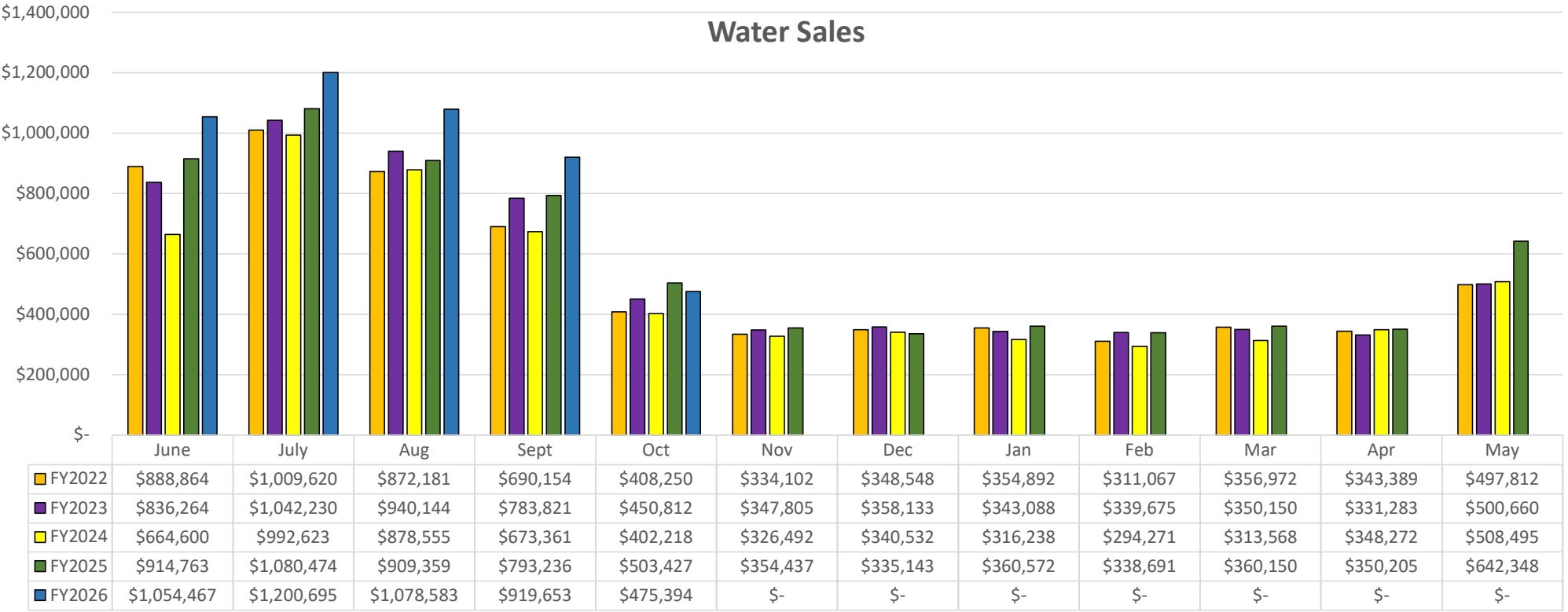
Ordinary Income/Expense

Expense

6001 · O & M Expenses	
6100 · Travel/Training-Staff	768.94
6110 · Dues/Subscriptions	305.00
6113 · Meeting Lunches/Long Shift Meal	90.95
6116 · Cleaning/Janitorial Supplies	39.98
6117 · Office Supplies and Equipment	148.48
6118 · Software	119.95
6120 · Notices/Advertisements	300.00
6130 · Janitorial/Garbage	397.14
6152 · Supplies Mech/Elec/HVAC	29.97
6154 · Supplies-Grounds/Reservoir	204.96
6156 · Tools/Small Equipment	1,601.96
6158 · Vehicle Costs/Fuel	576.50
6163 · Building Maintenance	44.96
6164 · Process Maintenance	17.96
6177 · Water Testing	662.08
Total 6001 · O & M Expenses	<u>5,308.83</u>
Total Expense	<u>5,308.83</u>

	2020-2021												
MG	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Rock Springs	314.545	315.705	192.766	119.760	85.174	86.087	83.492	78.236	93.449	93.172	172.316	294.149	1928.851
Green River	160.928	161.624	77.592	43.682	27.249	29.296	30.812	26.518	28.601	34.94	96.833	147.965	866.04
Districts	28.596	29.853	18.461	11.663	8.099	8.023	8.301	7.699	7.998	8.782	14.838	23.608	175.921
Simplot	60.03	55.497	50.749	59.219	58.513	60.871	55.615	59.185	58.710	59.775	50.57	54.302	683.036
Total	564.099	562.679	339.568	234.324	179.035	184.277	178.220	171.638	188.758	196.669	334.557	520.024	3653.848
	2021-2022												
MG	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total
Rock Springs	307.484	251.950	202.253	105.622	86.314	86.984	89.962	80.090	90.068	92.687	152.594	260.608	1806.616
Green River	159.391	140.047	99.417	37.470	26.508	27.991	28.630	25.687	27.666	27.522	66.486	120.974	787.789
Districts	25.108	21.203	16.694	10.089	7.571	8.321	8.721	8.054	9.250	8.599	13.384	19.914	156.908
Simplot	64.031	67.441	60.461	68.116	60.151	65.085	64.514	54.401	65.859	56.817	40.114	57.565	724.555
Total	556.014	480.641	378.825	221.297	180.544	188.381	191.827	168.232	192.843	185.625	272.578	459.061	3475.868
	2022-2023												
MG	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Rock Springs	304.222	276.446	228.159	118.485	81.145	91.302	84.065	87.516	94.315	84.277	136.408	181.565	1767.905
Green River	154.028	133.057	101.885	39.774	27.033	24.454	23.568	26.869	28.060	27.748	67.982	98.418	752.876
Districts	25.76	25.960	18.855	11.584	8.383	8.703	9.504	8.737	9.399	9.053	12.132	14.781	162.851
Simplot	65.196	59.227	62.443	64.414	63.654	60.690	60.299	53.005	49.830	50.871	46.603	55.52	691.752
Total	549.206	494.690	411.342	234.257	180.215	185.149	177.436	176.127	181.604	171.949	263.125	350.284	3375.384
	2023-2024												
MG	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Rock Springs	282.704	243.954	184.103	95.645	73.371	77.062	72.543	68.161	69.753	82.836	135.51	251.487	1637.129
Green River	146.312	127.066	88.222	38.749	25.267	25.646	24.033	23.646	25.415	29.831	66.978	133.385	754.55
Districts	22.388	20.517	16.172	11.160	8.359	9.682	7.998	7.694	8.617	8.271	12.471	21.793	155.122
Simplot	57.846	58.998	55.668	58.325	57.688	59.306	54.892	49.036	54.537	55.095	44.971	62.533	668.895
Total	509.250	450.535	344.165	203.879	164.685	171.696	159.466	148.537	158.322	176.033	259.930	469.198	3215.696
	2024-2025												
MG	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Rock Springs	293.914	229.831	198.657	117.784	69.827	76.569	80.185	74.821	76.655	87.054	161.145	277.971	1744.413
Green River	144.133	126.801	100.908	45.173	22.285	20.722	20.793	21.594	21.740	23.973	80.98	136.768	765.87
Districts	23.362	20.464	17.358	11.532	8.397	8.523	8.167	7.457	8.457	8.55	14.34	22.16	158.767
Simplot	56.776	59.673	62.969	64.480	66.631	52.307	60.666	55.844	62.878	45.795	51.115	68.379	707.513
Total	518.185	436.769	379.892	238.969	167.140	158.121	169.811	159.716	169.730	165.372	307.580	505.278	3376.563
	2025-2026												
MG	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total
Rock Springs	308.177	267.151	226.873	104.443									906.644
Green River	147.128	136.538	99.863	31.390									414.919
Districts	22.86	22.255	18.158	10.662									73.935
Simplot	68.997	66.050	72.795	67.253									275.095
Total	547.162	491.994	417.689	213.748	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1670.593
	Four Year Average												
Rock Springs	297.081	250.545	203.293	109.384	77.664	82.979	81.689	77.647	82.698	86.714	146.414	242.908	1785.125
Green River	150.966	131.743	97.608	40.292	25.273	24.703	24.256	24.449	25.720	27.269	70.607	122.386	790.314
Districts	24.155	22.036	17.270	11.091	8.178	8.807	8.598	7.986	8.931	8.618	13.082	19.662	162.701
Simplot	60.962	61.335	60.385	63.834	62.031	59.347	60.093	53.072	58.276	52.145	45.701	60.999	692.060
Total	533.164	465.659	378.556	224.601	173.146	175.837	174.635	163.153	175.625	174.745	275.803	445.955	3430.199
	Percent of Four Year Average												
Rock Springs	103.74%	106.63%	111.60%	95.48%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.79%
Green River	97.46%	103.64%	102.31%	77.91%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	52.50%
Districts	94.64%	100.99%	105.14%	96.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	45.44%
Simplot	113.18%	107.69%	120.55%	105.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	39.75%
Total	102.63%	105.66%	110.34%	95.17%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	48.70%

Water Sales





AMENDMENT NO. 1

EJCDC – Agreement Between Owner and Engineer for Professional Services

GREEN RIVER ROCK SPRINGS SWEETWATER COUNTY JOINT POWERS WATER BOARD (JPWB)

Crossroads Pump Station and Transmission Line

11/01/2025

Whereas GREEN RIVER ROCK SPRINGS SWEETWATER COUNTY JOINT POWERS WATER BOARD ("JPWB"/"OWNER") and SUNRISE ENGINEERING, LLC ("SE"/"ENGINEER"), formerly doing business as SUNRISE ENGINEERING, INC. ("SEI") entered EJCDC – Agreement Between Owner and Engineer for Professional Services ("AGREEMENT") on the 3rd day of February 2020 and whereas the parties mutually agree to make modifications to the Agreement. CLIENT and SE agree to the following modifications:

BACKGROUND

Due to extended right-of-way and related issues, performance of the Project has continued beyond the originally anticipated schedule and Consultant's billing rates have increased since the Agreement's execution, resulting in higher costs than contemplated under the 2019–2020 fee schedule upon which the original contract budget was based on. Specifically, in 2023 a Fe Schedule Adjustment, pursuant to Article 2 Section C2.01, was implemented and thus an accelerated burden on the current task subtotals has been experienced.

COMPENSATION

The maximum compensation payable under the Agreement is hereby increased by \$269,797, resulting in a revised total not-to-exceed amount of \$1,774,027. The adjustment is further detailed in Exhibit A – Project Change in Cost 10-1-25, incorporated herein by reference.

The Agreement's fee schedule is hereby deleted in its entirety and replaced with the updated fee schedule attached hereto as Exhibit B – Updated Fee Schedule, incorporated herein by reference. All future billings shall be made in accordance with Exhibit B.

This amendment is subject to all other terms and conditions outlined in the original agreement.

IN WITNESS WHEREOF, the parties hereto have executed, by their duly authorized officials, this Amendment on the dates indicated below:

GREEN RIVER ROCK SPRINGS SWEETWATER
COUNTY JOINT POWERS WATER BOARD
("JPWB"/"OWNER")

SUNRISE ENGINEERING, LLC
("SE"/"ENGINEER")

By:

Name:

Title:

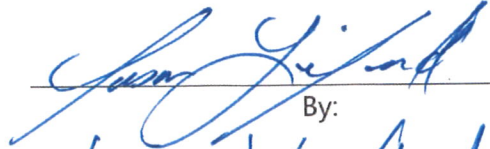
Date:

By:

Name:

Title:

Date:



Jason J Hinkford

Vice President

11-7-25

Exhibit A

Project Change in Cost 10-1-25

Crossroads Pump Station - Estimated Fee Changes based on 2026 Construction						
	Original Amount	Spend to Date 10/25	Remaining 10/25	%Change in Fees* 2021 to 2026	Proposed Increase to 2026 Fee Schedule	Final Cost
a. Study and Report Phase	\$ -					
b. Preliminary Design Phase	\$ 180,300	\$ 171,535	\$ 8,765		\$ -	\$ 180,300
c. Final Design Phase	\$ 565,000	\$ 563,979	\$ 1,021		\$ 36,000	\$ 601,000
d. Bidding or Negotiating Phase	\$ 16,500	\$ -	\$ 16,500	26%	\$ 4,290	\$ 20,790
e. Construction Phase	\$ 392,600	\$ -	\$ 392,600	30%	\$ 117,780	\$ 510,380
Compaction Correlation Q/A Testing					\$ 9,500	\$ 9,500
f. WWDC Ineligible Expenses						
Post-Construction Phase	\$ 4,330	\$ -	\$ 4,330	26%	\$ 1,126	\$ 5,456
Easement Negotiation	\$ 3,000	\$ 3,000	\$ -		\$ -	\$ 3,000
Funding Application Assistance	\$ 3,000	\$ 280	\$ 2,720	26%	\$ 707	\$ 3,707
Environmental Reviews	\$ 9,500	\$ 4,138	\$ 5,362	26%	\$ 1,394	\$ 10,894
Resident Project Representative	\$ 330,000	\$ -	\$ 330,000	30%	\$ 99,000	\$ 429,000
Totals	\$ 1,504,230		\$ 761,298		\$ 269,797	\$ 1,774,027

Exhibit B
Updated Fee Schedule

SUNRISE ENGINEERING					
FEE SCHEDULE					
Labor Code	Work Classification	Hourly Rate	Labor Code	Work Classification	Hourly Rate
51	Administrative I	\$56	315	Electrical Tech V	\$182
52	Administrative II	\$78	350	Construction Observer V	\$155
53	Administrative III	\$88	351	Construction Observer I	\$104
91	PI Specialist I	\$111	352	Construction Observer II	\$117
92	PI Specialist II	\$122	353	Construction Observer III	\$133
93	PI Specialist III	\$133	354	Construction Observer IV	\$143
94	PI Specialist IV	\$145	401	CAD Drafter I	\$101
95	PI Manager	\$156	402	CAD Drafter II	\$111
96	PI Director	\$167	403	CAD Drafter/Designer III	\$123
100	Engineer Student Intern	\$97	404	CAD Drafter/Designer IV	\$134
101	Engineer Intern (EIT) I	\$128	500	Funding Specialist	\$156
102	Engineer Intern (EIT) II	\$140	510	Plan Reviewer	\$145
103	Engineer Intern (EIT) III	\$155	511	Building Inspector I	\$86
104	Engineer III	\$170	512	Building Inspector II	\$100
105	Engineer IV	\$191	513	Building Inspector III	\$125
106	Engineer V	\$201	514	Building Official	\$180
107	Senior Engineer	\$235	601	GIS Tech	\$90
108	Engineer VI	\$209	602	GIS Tech II	\$110
109	Engineer VII	\$222	611	GIS Specialist I	\$135
110	Principal Engineer	\$249	613	GIS Analyst	\$165
120	Electrical Student Intern	\$103	614	GIS Programmer	\$175
121	Electrical Engineer Intern (EIT) I	\$143	615	GIS Team Leader	\$180
122	Electrical Engineer Intern (EIT) II	\$161	701	Planner I	\$116
123	Electrical Engineer III	\$182	702	Planner II	\$133
124	Electrical Engineer IV	\$196	703	Planner III	\$144
125	Electrical Engineer V	\$209	704	Planner IV	\$159
126	Principal Electrical Engineer	\$254	705	Planner V	\$177
127	Electrical Engineer Intern (EIT) III	\$172	706	Planning Manager	\$199
128	Electrical Engineer VI	\$224	711	Project Manager I	\$129
129	Electrical Engineer VII	\$238	712	Project Manager II	\$142
130	Senior Electrical Engineer	\$246	713	Project Manager III	\$155
301	Engineering Tech I	\$97	714	Project Manager IV	\$170
302	Engineering Tech II	\$113	715	Project Manager V	\$186
303	Engineering Tech III	\$130	921	Survey Tech	\$99
304	Engineering Tech IV	\$147	930	Survey CAD Tech	\$139
305	Engineering Tech V	\$161	940	Survey Manager	\$188
311	Electrical Tech I	\$110	945	Registered Surveyor	\$203
312	Electrical Tech II	\$128	950	Principal Surveyor	\$225
313	Electrical Tech III	\$149	955	One Man Survey Crew	\$165
314	Electrical Tech IV	\$165			

REIMBURSABLE EXPENSE SCHEDULE*

Expense	Rate
Mileage	\$0.67/Mile
Per Diem	\$60/Day

*Subconsultant and other direct expenses will be invoiced at actual cost

*A convenience fee of 4% will be applied to all payments made with a credit card.



JPWB Crossroads Pump Station Professional Services Proposal

Defined Scope of Work for this Project

1. A Remote Telemetry Unit (RTU) will be designed, fabricated, installed and programmed at the identified location, the Crossroads Pump Station. The RTU equipment, programming and integration with the existing JPWB SCADA System will meet the current standards for the JPWB SCADA System.
2. The RTU will include a 12” color touch panel meeting current JPWB SCADA System Standards.
3. The Crossroads Pump Station Monitoring and Control System will utilize the existing JPWB HMI/SCADA software that will enable monitoring, trending and control of the Crossroads Pump Station.
 - a. HMI/SCADA screens will be previewed and approved by the Plant Engineer prior to their release to Operations.
4. AIC will procure, fabricate, supply and install (1) Remote Telemetry Unit that will communicate with the existing JPWB SCADA system and enable control and monitoring functions specified on the following documentation supplied by Sunrise Engineering and AIC LLC
 - a. Electrical Specifications, Divisions 26, 28 & 40 09/30/2025 – Burns & McDonnell
 - b. Electrical Drawings issued for permit 09/30/2025 – Burns & McDonnell
 - c. Crossroads Pump Station Theory Of Operation 10/10/2025 – AIC LLC
 - d. Crossroads Antenna Detail 09/12/2024 – AIC LLC
 - e. Allen-Bradley Software Programming Standard – AIC LLC
 - f. Crossroads Pump Station SCADA Commissioning Plan 10/10/2025 – AIC LLC
5. The provided Crossroads Pump Station Monitoring and Control System will be considered to be a complete turn-key system meeting all identified requirements without additional costs.



6. All Electrical Installation including the following tasks will be performed by the primary Electrical Contractor identified by Sunrise Engineering, except as noted below.
 - a. AIC LLC and the primary Electrical Contractor will have a coordination meeting prior to building construction to confirm the details and schedule of coordinated work. Sunrise Engineering will schedule this meeting.
 - b. Mount the RTU cabinets to the building interior as specified by the Electrical Drawings. AIC will provide (1) NEMA 4 RTU cabinet to be installed by the primary Electrical Contractor. AIC will provide and install the completed RTU back panel and make final terminations to this panel.
 - c. A 120 vac 20 amp circuit will be connected to the RTU using conduit and conductors meeting specifications identified by Sunrise Engineering as per the approved Electrical Drawings and Electrical Specifications. Material to be supplied and work to be performed by the primary Electrical Contractor. AIC LLC will make the final terminations inside the RTU cabinet.
 - d. Instrumentation and Controls external to the RTU will be connected to the RTU using conduit and conductors meeting specifications identified by Sunrise Engineering as per the approved Electrical Drawings and Electrical Specifications. Material to be supplied and work to be performed by the primary Electrical Contractor. AIC LLC will make the final terminations inside the RTU cabinet.
 - e. Antenna Mast - The roof will be penetrated by 1.5 inch rigid conduit through a suitable weatherproof boot and terminated in a 1.5 inch service weather head with a clear line of sight to the College Hill Master Radio Site as per Crossroads Antenna Detail 09/12/2024. Access must be provided for the antenna cable to reach from the weather head to the RTU cabinet. The primary Electrical Contractor will provide and install the necessary conduit, conduit mounting and installation. AIC LLC will provide and install the antenna, antenna cabling and antenna connectors. The Building Contractor will be responsible for the roof penetration as part of the building construction process.
7. AIC LLC will supply, install, align and configure the radio telemetry antennas, radios, radio cables and radio lightning arrestors to be installed at both the Crossroads Pump Station and the College Hill Master Radio Site.



8. AIC LLC will provide (3) copies of the Crossroads Pump Station SCADA Operations and Maintenance Manual to include:

CONTENTS

1. Project Proposal and Documents
 2. Manufacturer's Equipment Manuals. Extensive manuals will be provided in PDF electronic format.
 3. Hardware Design Including:
 - a. Configuration Settings for Radio Telemetry
 - b. Updated RSC Radio Telemetry Map
 - c. Complete Tag list for the pump station IO, including name, configuration settings, scaling, limits, alarm levels, historian settings.
 4. Software Design
 - a. Control Narrative in descriptive text. Control will be implemented in Allen-Bradley Logix5000 programming. A summary representation of the programming logic will be provided. The complete program will be provided in electronic format.
 5. Commissioning and Testing
 6. Project Bill Of Material
 7. SCADA Control Panel DWGs
9. Operator and Maintenance Training
- a. RSC Operators and JPWB Maintenance training on-site – 4 hour session
 - b. JPWB Operator training at the JPWB Plant – 4 hour session
10. Services and material to be supplied by AIC LLC are detailed in TABLE 1.



Qty	Unit	Services and Material Provided
		This is an all inclusive project proposal. This is designed to be a complete functional turn-key system on completion. Project Design confirmation by Rockwell Integrated Architecture Builder Software.
1	EA	Complete Bill of Materials Includes: Allen-Bradley/Rockwell Technology BOM - Required PLC Hardware All Required Control Panel Components Control Panel and Enclosure Local Touch Panel at Crossroads Pump Station Radio Telemetry to College Hill Network
1	EA	Project Engineering and Programming Labor Includes: Project Planning and Management Pre-programming Labor, PLC, HMI & Touch Panel Project Drafting and Documentation Labor Installation Labor, Post-Programming Labor, PLC and HMI Controls Commissioning and Loop Checks HMI/SCADA Integration Programming Project Expenses, Mileage, Lodging, Per Diem 1 Day of Technical Training for Operators and Maintenance Staff 1 Year of Warrantee Support
1	EA	Crossroads Pump Station Bill Of Materials
1	EA	Crossroads Pump Station Technical Labor and Expenses

TABLE 1 – SERVICES & MATERIAL PROVIDED

11. RTU installation, programming and commissioning tasks are detailed in TABLE 2.
- All programming will conform to existing JPWB SCADA System standards and will implement the monitoring and control strategies specified by the Crossroads Pump Station Theory Of Operation – AIC LLC, Allen-Bradley Software Programming Standard – AIC LLC and the Crossroads Pump Station Commissioning Plan 10/10/2025 – AIC LLC.



Crossroads Pump Station RTU	
Automation Instrumentation Controls - 801-750-1251	
DESIGN TASKS	
1	RTU Design
2	Engineering Documentation
FABRICATION TASKS	
3	RTU Fabrication
4	UPS Fabrication
INSTALLATION TASKS	
5	RTU Installation
6	UPS Installation
7	Instrumentation Connection
8	Telemetry Installation
INSTALLATION MATERIAL	
9	RTU Installation Material
10	Telemetry Material
PROGRAMMING TASKS	
11	Touch Panel Programming to JPWB & Sunrise Standards
12	RTU Programming to JPWB & Sunrise Standards
13	HMI Programming to JPWB & Sunrise Standards
14	Historical Data Programming to JPWB & Sunrise Standards
ON-SITE COMMISSIONING	
15	Testing and Documentation to Client Specifications
PROJECT MANUAL	
16	SCADA Operations and Maintenance Manual (3) copies
TRAINING	
17	RSC Operator and JPWB Maintenance Training
18	JPWB Operator Training

TABLE 2 – SCADA PROJECT TASKS



SCHEDULE

AIC LLC will require (4) weeks from the date when the primary Electrical Contractor completes functional pump motor testing to complete the tasks identified in TABLE 2 – SCADA PROJECT TASKS.

PROJECT COST

Based on the identified requirements and defined scope of work AIC will perform this work for the following price:

MATERIAL & PROFESSIONAL SERVICES

CROSSROADS PUMP STATION RTU & SCADA INTEGRATION

\$164,200.32

1. Project Requires 90 days notice for Scheduling and Procurement.
2. Initial Payment to fund Material Procurement = \$51,494.72
3. Technical Labor and Expenses to be billed monthly as incurred.
4. Final 10% Payment 30 days after Project Completion.

TERMS AND CONDITIONS

See attached "Addendum to JPWB Crossroads Pump Station Professional Services Proposal for terms and conditions".

Ken Pollock
Automation and Controls Engineer
801-750-1251
www.automationcompany.tech
kencontrol1@netscape.net

**Addendum to JPWB Crossroads Pump Station Professional Services Proposal
– Standard Terms and Conditions**

This Addendum is incorporated into and made part of the Proposal for the JPWB Crossroads Pump Station SCADA Integration Project. In the event of any conflict between this Addendum and the Proposal, this Addendum shall control.

1. Governing Law and Venue

This Proposal and any resulting agreement shall be governed by and construed in accordance with the laws of the State of Wyoming. Venue for any dispute shall lie in the state courts of Sweetwater County, Wyoming.

2. Insurance

AIC shall maintain, at its own expense, commercial general liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and workers' compensation coverage as required by Wyoming law. Certificates of insurance shall be provided upon request.

3. Indemnification

AIC shall indemnify, defend, and hold harmless the Joint Powers Board, its officers, employees, and agents from and against any and all claims, damages, liabilities, and expenses arising out of or related to AIC's performance of the work, except to the extent caused by the Board's sole negligence.

4. Termination

The Board may terminate this Proposal for convenience upon thirty (30) days' written notice, or for cause upon written notice if AIC fails to perform in accordance with the agreed scope. In the event of termination, AIC shall be paid for work satisfactorily completed to the date of termination.

5. Compliance with Laws

AIC shall comply with all applicable federal, state, and local laws, regulations, and codes in performing the work.

6. Entire Agreement

This Proposal, together with this Addendum, constitutes the entire agreement between the parties and supersedes all prior discussions or understandings.

Acceptance:

By signing below, the parties acknowledge and agree to the terms of the Proposal and this Addendum.

Authorized Representative – JPWB
Date: _____

Authorized Representative – AIC
Date: _____

**Green River/Rock Springs/Sweetwater County
Joint Powers Water Board
(JPWB)**

Employee Reference Guide

**Approved February 20, 2025,
as amended on December 4, 2025 (Sick Leave Policy)**~~February 20, 2025~~

“Disclaimer”

About the Employee Reference Guide

This guide is designed to acquaint you with the organization and provide you with information about working here. THE GUIDE IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE JPWB’S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

THE LANGUAGE USED IN THIS GUIDE IS NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE OR CAUSE. THE JOINT POWERS WATER BOARD HAS THE SAME RIGHT.

No employee guide can anticipate every circumstance or question. After reading the manual, if you have questions please talk with your immediate supervisor. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED HEREIN. THE JPWB THEREFORE RESERVES THE RIGHT TO INTERPRET OR CHANGE THEM WITHOUT PRIOR NOTICE.

Table of Contents

INTRODUCTION

About the Employee Reference Guide	2
Equal Employment Opportunity	5
Sexual Harassment.....	5
Employee Status	6

BENEFITS

Holidays.....	7
Sick Leave	8
Vacation	10

LEAVE OF ABSENCE

Death in the Family.....	13
Jury Duty	13
Military Leave	13
Medical Leave	14

INFECTIOUS DISEASE CONTROL.....15

OPERATOR CERTIFICATION.....16

GENERAL

Insurance.....	18
Disability Benefits	18
Retirement Benefits.....	18
Overtime	18
Travel Expenses.....	19
Education Assistance	19
Problem Solving	19
Smoking, Vaping and Other Tobacco Products.....	20
Alcohol and Drugs.....	20
Attendance and Punctuality	20
Voting.....	20
Personal Electronic Device.....	21
JPWB Technology.....	21

Discipline/Discharge	21
Safety/Injury Notification	22

ON-CALL AND EMERGENCY CALLBACK.....	23
--	-----------

ACKNOWLEDGEMENT OF RECEIPT	25
---	-----------

APPENDIX ONE

Personnel Procedures	
Holidays and Vacation Scheduling.....	26

Equal Employment/Unlawful Harassment

Equal Employment Opportunity is basic to The Joint Powers Water Board's (JPWB) hiring and employment philosophy. The JPWB believes work performance and results are what counts. We do not consider race, color, religion, age, sex, national origin, disability or any other status protected by State or Local law in employment decisions. This prohibition includes unlawful harassment based on any of these protected classes.

Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment

The JPWB strives to provide a workplace free of unlawful sexual harassment. Harassment is misconduct and may subject an individual to discipline.

Sexual harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which (a) is made a condition of employment; (b) is used as a basis for employment decisions; or (c) creates an intimidating, hostile or offensive workplace.

Employees who feel they have been harassed should promptly notify their supervisor or the General Manager who will investigate the matter and take appropriate corrective action. If the JPWB determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

All complaints of harassment shall be kept as confidential as practicable. Additionally, the JPWB prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in the investigation, please follow the complaint procedure outlined above.

INTRODUCTION

Employee Status

Full-time Employee: an employee who is regularly scheduled to work at least 40 hours per week and 52 weeks per year. Full-time employees are eligible for benefits as outlined in this guide.

Part-time Employee: an employee who is regularly scheduled to work less than a 40-hour workweek, but 25 or more hours per workweek. Part-time employees are not exempt from overtime pay under the Fair Labor Standards Act. Part-time employees are eligible for some benefits outlined herein and are subject to the terms, conditions, and limitations of each benefits program. To maintain eligibility for retirement benefits, part-time employees must average a minimum of 25 hours per workweek over each month's Wyoming Retirement System reporting period. Employees must be mindful of hours worked and coordinate with their supervisor so that the minimum monthly average hours per week is maintained.

Temporary Employee: an employee who is hired in a job established for a temporary period or for an assignment or group of assignments. Normally, temporary jobs do not exceed three months. In no case shall temporary employment exceed six (6) months. Temporary employees are not eligible for benefits.

An employee whose status changes from regular full-time to regular part-time may use any days of vacation or sick leave accrued as a full-time employee. An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation.

The above does not constitute a guarantee of work or status for any period of time.

BENEFITS

Holidays

The JPWB currently observes the following holidays as days off with pay:

- New Year's Day (January 1st)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day (4th Thursday in November)
- Friday after Thanksgiving
- Christmas Day
- Four Floating Holidays

Floating holidays are awarded on January 1st of each year to full time employees only and shall be used prior to midnight on December 31st of each year. In the calendar year when employment begins, an employee is eligible for three floating holidays if hired before April 1st, two floating holidays if hired before July 1st, and one floating holiday if hired before October 1st. Unused floating holidays will not be paid out to employees at separation of employment.

Part-time and Temporary employees will not receive paid holidays or floating holidays. If a part-time or temporary employee works on a holiday, he/she will be compensated at one-and-one-half (1.5) times their normal hourly rate for actual time worked on the holiday.

Floating holidays cannot be used to excuse an absence that was not previously approved.

When an hourly employee is scheduled to work on a holiday, the employee will be paid eight (8) hours regular time plus time and one-half for actual hours worked on the holiday. Full-time hourly employees not scheduled to work will receive eight (8) hours of regular pay for the holiday. Attached to this document as Appendix One, a document entitled "Personnel Procedures Holidays and Vacation Scheduling" outlines scheduling and planning requirements of employees for Holidays and Vacation time.

BENEFITS (cont.)

Sick Leave

Sick Leave is a Full-Time Employee benefit only. Employees earn 3.69 hours of sick leave for each two week pay period during which the employee receives employee compensation. If you are absent from your regularly scheduled work because of illness or injury, you will be given, upon supervisory approval, credited unused sick leave pay at your normal rate of pay. Unused sick leave may be carried over at up to twelve (12) days per year to a maximum accumulation of 120 days (960.0 hours).

When unable to report to work due to illness or injury, employees must give their supervisor as much advance notice as possible prior to the start of their shift. Direct communication with your supervisor is required. The supervisor may request medical verification for sick leave at any time. In the event an employee is absent for more than three (3) days due to illness or injury, to return to work a medical release from a healthcare provider shall be required.

The JPWB recognizes an employee's need for periodic health related appointments. The employee should make every effort to schedule such appointments on scheduled time off. When it is necessary to schedule such appointments during regularly scheduled shifts the JPWB permits the use of accrued sick leave. Notify supervisor at least 3-days (defined as "regular" working days (Monday – Friday)) in advance of the appointment. For such use of sick leave the supervisor may require medical certification of the appointment prior to the employee being granted sick leave pay.

An employee may be permitted to use sick leave in the event of a bona fide illness or injury of an employee's immediate family member. Immediate family includes an employee's spouse, parent, grandparent, sibling, child, grandchild and equivalent by marriage. A leave request shall be submitted for supervisory approval with the request indicating that the sick leave is for a family member. Except in the case of an emergency at least one week of notice is required. Further information, including but not limited to time and place of a medical appointment, may be requested prior to approval. Use of sick leave for family members is contingent on sick leave being available and is limited to ~~five (5) days~~ ten (10) days (amended by Board action 12/4/25-in) in a calendar year. After ~~five (5)ten (10) daysdays (amended by Board action 12/4/25)~~, unused awarded vacation may be used for this purpose. When available vacation is depleted, the employee's supervisor may permit use of additional credited, unused sick leave at his/her discretion. If extenuating circumstances exist, and all sick leave and vacation have been exhausted, the General Manager may request the Board to consider additional leave on a case-by-case basis. (amended by Board action 12/4/25)

BENEFITS (cont.)

Sick Leave (cont.)

For employees who leave the employ of the JPWB, including layoff, and in good standing, the employee shall be paid 25% of any remaining unused, accrued sick leave, at the employee's rate of pay at the time of departure. For the purposes of this policy, an employee is considered to have left in good standing provided that they meet the following:

- Employee provides at least two (2) weeks of advanced notice of separation.
- Employee has returned all JPWB property, including keys, cell phones, etc.
- Employee has not been terminated for cause.
- Employee has not engaged in any misconduct, including malicious conduct prior to employee's departure.

All employees are advised that sick leave is not available to an employee and shall not be used by an employee if Workers Compensation benefits are available to an employee for an injury or illness suffered by the employee.

Employees may not use sick leave if they become ill during scheduled vacation time.

BENEFITS (Con't)

Vacation Benefit

In recognition of the need for recreation time away from your place of employment the JPWB grants vacation leave upon the following schedule:

DEFINITIONS:

- **Anniversary Date:** An employee's anniversary date is defined as the day that is separated by a year or by an exact number of years from the employee's date of commencement of employment by JPWB.
- **Years of Service:** Years of Service is defined as the period of time from the employee's date of commencement of employment by JPWB to the Anniversary Date or an exact number of years on that date.
- **Vacation Day:** A Vacation Day is equal to one 8-hour workday.
- **Awarded Vacation:** Vacation days that are awarded at the first pay day of each calendar year. These vacation days are awarded by completing employment with the JPWB for the immediately preceding calendar year (pursuant to the schedule below).
- **Accrued Vacation:** These vacation days shall only be calculated for purposes of payment to those employees who leave the employ of the JPWB in good standing (as defined below). The amount of accrued vacation shall be calculated by the employee's rate of accrual (pursuant to the schedule below) multiplied by the pro-rata portion of pay periods worked by an employee at the time of separation.

Nothing in these definitions shall be construed or implied to mean any guarantee of continued employment.

SCHEDULE:

- An employee shall be awarded five days paid vacation leave upon completion of the first 180 calendar days of employment with the Board.
- On an employee's first anniversary date of employment, the employee shall be awarded five paid vacation leave days. These vacation days are awarded by completing one full year of service with the Board.
- On January 1 following the first, second, third and fourth years of service the employee shall be awarded ten vacation leave days. In each year, these vacation days are awarded by completing employment with the Board for the immediately preceding calendar year.

In addition, on the fifth anniversary date of employment the employee shall be awarded five additional vacation leave days. These additional vacation days are awarded by completing five years of service with the Board.

- On January 1 following the fifth, sixth, seventh, eighth and ninth years of service the employee shall be awarded fifteen days paid vacation leave. In each year these vacation days are awarded by completing employment with the Board for the immediately preceding calendar year. In addition, on the tenth anniversary date of employment the employee shall be awarded five additional vacation leave days. These additional vacation days are awarded by completing ten years of service with the Board.
- On January 1 following the tenth through the nineteenth years of service the employee shall be awarded twenty days paid vacation leave. In each year these vacation days are awarded by completing employment with the Board for the immediately preceding calendar year. In addition, on the twentieth anniversary date of employment the employee shall be awarded five additional vacation leave days. These additional vacation days are awarded by completing twenty years of service with the Board.
- On January 1 following the twentieth year of service, and on January 1 of each year thereafter, the employee shall be awarded twenty-five days paid vacation leave. In each year these vacation days are awarded by completing employment with the Board for the immediately preceding calendar year.

Summarizing:

At 180 calendar days - 5 days of vacation
At 1st anniversary date - 5 days of vacation

Years of Service:

Following 1st - 4th - 10 days/year provided Jan 1
During 5th - 10 days/year provided Jan 1 + 5 days @ Anniversary
Following 5th - 9th - 15 days/year provided Jan 1
During 10th - 15 days/year provided Jan 1 + 5 days @ Anniversary
Following 10th - 19th - 20 days/year provided Jan 1
During 20th - 20 days/year provided Jan 1 + 5 days @ Anniversary
Following 20th + - 25 days/year provided Jan 1

PART-TIME EMPLOYEES:

Starting with the effective date of this Employee Reference Guide, all Part-Time Employees earn vacation days at a rate equal to one half (0.5 times) that of full-time employees according to the schedule identified above.

BENEFITS (cont)

Vacation Benefit (cont)

FULL-TIME AND PART-TIME EMPLOYEES:

Employees should discuss vacation plans with their supervisor. Vacations should be scheduled to minimize impact upon the organization. A document entitled "Personnel Procedures Holidays and Vacation Scheduling", attached hereto as Appendix One, details the procedures for the scheduling of Vacation Leave. Vacation cannot be used to excuse an absence that was not previously approved. If a paid holiday falls within an employee's scheduled vacation that day will be paid as a holiday, not a vacation day.

All Vacation requests should be turned into employee's supervisor with ample time to review (within 3 "regular" working days (Monday-Friday)). Requests turned in with less than 3-days' notice, will be rejected unless in the case of emergency. The Employee's Supervisor will make final determination as to whether the situation constitutes an emergency wherein vacation leave can be used when a request is submitted with less than 3 regular working days' notice.

It is encouraged that all awarded vacation days be taken prior to the end of the calendar year in which they are awarded. When awarded vacation days are not used within the calendar year, up to 5 days of carry-over vacation leave (maximum) into the next calendar year is permitted. On January 1 of each year, any unused vacation days from the previous calendar year in excess of 5 days of carry-over vacation leave will be forfeited.

For employees who leave the employ of the JPWB, including layoff, the employee shall be paid for remaining unused, awarded vacation leave, at the employee's rate of pay at the time of departure. In addition, for those employees who leave the employ of the JPWB in good standing, shall also be paid for the pro-rata proportion of the current year's accrued vacation leave. The proportion of the Calendar year that the employee is under the employ of the JPWB will be multiplied by the employee's rate of accrual and at the employee's rate of pay at the time of separation. For the purposes of this policy, an employee is considered to have left in good standing provided that they meet the following:

- Employee provides at least two (2) weeks of advanced notice of separation.
- Employee has returned all JPWB property, including keys, cell phones, etc.
- Employee has not been terminated for cause.
- Employee has not engaged in any misconduct, including malicious conduct prior to employee's departure.

LEAVE OF ABSENCE

Death in the Family

If there is a death in your immediate family, you may take up to three paid workdays to arrange for or attend funeral services. To qualify for this benefit, you must be a full-time employee. Immediate family includes your spouse, parent, grandparent, sibling, child, grandchild, and equivalent relationships by marriage. All leave is subject to your supervisor's approval.

In the event of a death of a near relative, you may take up to one paid day to attend a funeral. Near relatives include your aunts, uncles, nieces, nephews and equivalent relationships by marriage.

Employees must notify their supervisor and/or General Manager of the need for bereavement leave.

Jury Duty

The JPWB recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, full and part-time employees are granted leave to perform their duty as a Juror. If excused from jury duty during their regular work hours, the employee shall report to work promptly.

Employees will receive regular pay for the first three days of jury duty, if scheduled to work during this period. Beginning the fourth day and thereafter, the employee shall receive the difference between jury duty pay and regular pay.

An employee serving on Jury Duty shall at the end of each day notify their supervisor of the status of the next day's schedule.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with provisions of Wyoming law, Federal law and any other laws governing veterans' re-employment rights.

LEAVE OF ABSENCE (cont.)

Medical Leave

The JPWB does not adhere to the Family Medical Leave Act (a.k.a. FMLA) because the size of the organization is below the threshold number of employees. With that being said, a medical leave of absence may be granted to full or part-time employees. This unpaid leave is for disabilities arising from illness, injury or pregnancy.

For a medical leave to be considered, the following conditions must be met:

- The employee has completed ninety (90) days of employment with the JPWB.
- The employee submits to the Human Resources office, a written statement from the attending physician outlining the reason for leave and the estimated time needed. (The JPWB reserves the right to obtain an independent doctor's opinion).
- All available sick leave and awarded vacation are used at the beginning of the leave of absence.

The General Manager shall review and consider medical leave requests in consultation with the immediate supervisor and/or Human Resources prior to the leave. Medical leave requests may be approved, denied, or subject to conditions dependent on the individual circumstances within the request and/or the ability of the JPWB to operate effectively during the absence.

When an employee needs to extend the leave, another doctor's statement is required indicating the new estimated length of leave. Extensions may be given, but in no event will leave be granted beyond a total of 120 days.

Employees who fail to return at the expiration of their authorized leave will be terminated.

An employee ready to return to work from leave shall present a doctor's statement indicating the ability to perform the essential functions of their position, with or without reasonable accommodations.

An employee who is on approved leave may be reinstated, when in the opinion of the JPWB it is practical to do so. However, employment is not guaranteed.

The JPWB currently continues medical and life insurance benefits for an employee on leave as long as the employee continues to pay the employee's portion of the premium (where applicable).

Vacation, holidays, and sick leave will not accrue or be granted during a medical leave of absence.

INFECTIOUS DISEASE CONTROL

From time to time, the public and employees at the JPWB will be confronted with the threat of contagious and sometimes deadly disease(s). The JPWB will take proactive measures to protect the workplace in the event of an infectious disease outbreak. In such circumstances, the JPWB will consult and rely upon information obtained from authoritative and reliable sources, such as the County and State Health Officers, the Centers for Disease Control (CDC) and other professional sources of guidance. To accomplish this, the JPWB has developed the following policies, practices and procedures to address employee safety, building closures and other important considerations.

The JPWB will ensure a clean workplace, including the regular cleaning of objects and areas frequently used, such as the bathrooms, break rooms, door handles and railings.

To prevent disease spread in the workplace and at home, the JPWB asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious.

- Frequent hand washing with warm soapy water for at least 20 seconds.
- Cover your mouth whenever you sneeze or cough.
- Discard used tissue in the wastebasket.
- In the event hand washing is not possible or practical, the use of alcohol-based hand sanitizer may be appropriate. Please contact your supervisor if supplies are needed in your work area(s).

The JPWB may issue orders that all nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with their supervisor on appropriate actions.

Dependent on the disease, the JPWB may issue other orders to help safeguard the employees and prevent the spread of an infectious disease. These orders may include face coverings, social distancing and/or other appropriate precautions.

For certain infectious diseases, the JPWB may order temperature screening as an appropriate technique to control the spread of an infectious disease. If such order is made, all employees will have their temperature taken upon reporting to work. Employees should report to an assigned location upon arrival at work and prior to entering any other work areas. Each employee will be screened privately using a touchless forehead/ temporal artery thermometer. The employee's temperature will be documented, and the record will be maintained as a private medical record. An employee who has a fever at or above 100 degrees Fahrenheit will be sent home.

OPERATOR CERTIFICATION

Level IV Wyoming Department of Environmental Quality Water Operator Certification is required of all Water Treatment Operators/Relief Operators (Operator) within the schedule below. As a condition of continued employment by the JPWB, all Operators are required to obtain certification and maintain licensing per the following schedule:

- Obtain a Wyoming Level I Water Treatment Operator License within 1 year of hire date.
- Obtain a Wyoming Level II Water Treatment Operator License within 2 years of hire date.
- Obtain a Wyoming Level III Water Treatment Operator License within 3 years of hire date.
- Obtain a Wyoming Level IV Water Treatment Operator License within 5 years of hire date.

Failure for any reason of an Operator to obtain Operator certification levels within the time provided in this Operator Certification policy shall be employee misconduct which may result in termination.

Once an Operator has obtained each level of certification it shall be the duty of the Operator to maintain the necessary continuing education credits/contact hours that are required for that Level's certification. Failure of an Operator for any reason to maintain certification shall be employee misconduct which may result in termination.

Eligibility standards and requirements for obtaining Level I, Level II and Level III Water Treatment Operator Certification are set forth in the latest version of Chapter 5 of the Wyoming Department of Environmental Quality Water Quality Division Rules and Regulations. Should an Operator have questions concerning the eligibility standards and requirements for obtaining certification at any level, the immediate supervisor of the Operator should be consulted.

An Operator may take each level of certification test twice during a regular scheduled shift(s). Additional attempts at certification will require employee to use vacation time or during days where employee is not scheduled to work. Upon successful completion of each level of testing the JPWB will reimburse the Examination Fee of the successful test.

Once the new certification level is granted by the Wyoming Department of Environmental Quality, the Operator is eligible to receive the wages established for the new level of certification.

The JPWB must retain qualified operators and thus invests heavily in the employee's certification and training. As such the JPWB does not allow operators to "moonlight" or utilize their Water Treatment Operator Certification at other facilities (for other employers). Moonlighting that does not involve the Water Treatment Operator Certification is allowed but caution is warranted.

OPERATOR CERTIFICATION (cont.)

The JPWB expects employees to place precedent on their duties with the JPWB. Employees who engage in outside employment shall disclose such employment to the General Manager prior to the start of the outside employment. The outside employment shall not interfere with employee's duties and shall not be disadvantageous to the JPWB's interest. If the General Manager determines that the outside employment will be (or has become) disadvantageous to the JPWB's interest, and upon proper notification to the employee, either the outside or JPWB employment shall be terminated.

GENERAL

Insurance*

The JPWB currently offers all full-time employees, who desire it, either a single or a family group health insurance policy and a group life insurance policy. All coverages are subject to the provisions of current plan documents, copies of which are provided to eligible employees.

Disability Benefits*

Disability benefits may be available as provided by Social Security, the Wyoming Retirement System, or the JPWB's group health plan.

Retirement Benefits*

Membership in the Wyoming Retirement System is mandatory for all Full-time and Part-time Employees (as defined in the "Employee Status" of this document) with all contributions to the system paid by the JPWB.

** Insurance, Disability and Retirement benefits are made of several components, some of which are not under the control of the JPWB, therefore the specifics of each benefit can change over time. The JPWB annually reviews employee costs and the statements above are not a guarantee of future benefits, contributions or enrollment in specific plans.*

Overtime

From time to time, your supervisor may require you to work overtime, meaning more than 40 hours during the established work week.

Non-exempt employees are paid at the rate of one and one-half (1 ½) times their regular hourly rate for hours worked in excess of 40 during the established work week. All hours actually worked must be accurately recorded, regardless of whether any prior authorization to work overtime was in place.

The work week is defined as Saturday 11:00 p.m. through 10:59 p.m. the following Saturday.

For the purposes of calculating overtime payments, only hours actually worked and paid vacation are counted as hours worked. Paid time off for jury duty, holiday not worked, vacation pay-out, sick time, On-Call, and bereavement leave are not considered hours worked.

GENERAL (cont.)

Travel Expenses

Employees are reimbursed for mileage driven in their personal vehicle for approved JPWB business at the IRS allowable rate.

Employees are reimbursed for other authorized travel related expenses including reasonable costs associated with transportation, lodging, and meals. The amount of reimbursement for meals, lodging and incidentals will be based on the local market conditions and other factors. As a public entity, the JPWB must be fiscally responsible, thus its employees travel expenses must reflect this approach. Therefore, the expectations of what constitutes reasonable costs for travel expenses should be discussed with a supervisor or the General Manager prior to the expenditures. There will be no reimbursement for alcoholic beverages.

Education Assistance

It is the desire of the JPWB to develop a better educated and more skilled work force by providing educational assistance to its full-time employees.

The amount of assistance paid by the JPWB for college credit courses is determined on a case-by-case basis, but generally if course work is approved by the JPWB and a grade of C or better is obtained, reimbursement for books and tuition expenses may be paid up to 100%. College Education Assistance is to be approved by the General Manager in advance.

Classes that award CEU's for water operator training license purposes shall be approved in advance by the Water Treatment Plant Supervisor (aka. Production Manager).

Problem Solving

If you have a problem concerning a work-related matter, discuss it frankly with your supervisor. Normally, this discussion should occur within 3-5 days of the incident, or on a timely basis. If you are not satisfied after discussing the problem with the supervisor, or if it is inappropriate to go to the supervisor, an "open door" policy exists. You have complete freedom to take your problem to the General Manager.

GENERAL (cont.)

Smoking, Vaping and Other Tobacco Products

Smoking, Vaping, and other similar products can produce airborne particulate or vapors that maybe offensive/harmful to other employees. It can also leave a lingering smell in areas that others may need to occupy. Employees may smoke or vape during their designated breaks; however, all smoking and vaping must be done outside of the buildings in designated areas. Chewing tobacco and other similar products may be used so long as it does not interfere with the employee's duties and the use is kept clean so to not impact others or the appearance of the JPWB facilities.

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, consumption (use) or sale of a controlled substance or alcohol on JPWB premises, on or in JPWB property, including vehicles, , is prohibited.

Attendance and Punctuality

Punctuality and regular attendance are essential for the efficient operation of JPWB business. If an employee is going to be absent or late, notifying your supervisor as soon as possible before the start of your shift is mandatory. Failure to call in or tardiness can result in disciplinary action.

Voting

Voting is an important responsibility we all assume as citizens. The JPWB encourages employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

GENERAL (cont.)

Personal Electronic Devices

Employee work hours are valuable and shall be used for JPWB business. Employees are provided JPWB cell phones while on duty for work-related communications. Personal phone usage in the workplace and personal electronic device usage in the workplace can significantly disrupt business operations and diminish the value of an employee's time and services to the JPWB. Therefore, personal usage should be kept to a minimum.

JPWB Technology

All JPWB computer and communications systems, such as telephone systems, voicemail, e-mail, cellular devices, texting or instant-messaging devices, computers, networks, data storage, Internet access, and associated software products, as well as all data and information transmitted by, received from, or stored on those systems, are the property of the JPWB. As such, these systems are to be used for job-related purposes only.

The JPWB recognizes that employees must sometimes place or receive personal calls on company telephones or use the JPWB's electronic communication and Internet systems for personal purposes. In order to preserve the integrity and availability of these systems for business use, it is essential that all employees minimize and not abuse personal use of these systems. Employees using the JPWB's computer and communications systems and business property for personal use do so at their own risk and should have no expectation that their personal communications and uses are confidential, private or privileged. To ensure that the JPWB's computer and communications systems and equipment are used only for legitimate business purposes, the JPWB may monitor the use of such systems from time to time, without prior notice. This may include listening to stored voicemail or monitoring an employee's use of the Internet, e-mail, texting, voice mail and other system.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, the Joint Powers Water Board takes action which, in its opinion, is necessary to remedy or correct the performance defects or misbehavior.

Disciplinary actions may range from verbal counseling with the employee about the matter, to immediate discharge. Action taken by the Joint Powers Water Board in an individual disciplinary matter does not establish a precedent for use in other circumstances.

GENERAL (cont.)

Safety/Injury Notification

The JPWB is committed to maintaining and operating a safe environment for all employees and the public. The JPWB provides appropriate safety devices and equipment to employees for use in performing their duties. To ensure the safety of all, employees are expected to use safe practices when performing their duties. Failure to do so may result in disciplinary action. Employees are expected to be aware of their surroundings and to avoid unsafe conditions. When an unsafe condition is observed, the employee should report it immediately to his/her supervisor. In the event of an injury while at work, the employee is to notify his/her supervisor immediately. In addition, the employee must notify the Human Resources office immediately or no later than the next business day.

ON-CALL AND EMERGENCY CALLBACK

Policy

The JPWB recognizes that certain functions performed within the JPWB require continuous accountability and therefore necessitate employees potentially being available to respond to unforeseen events in a timely manner to prevent disruption in critical services or to prevent safety or health risks in the community. The nature of this work may require certain positions within the JPWB to be “on-call” and to respond, ready to perform work within a short period of time, effectively limiting the ability of these employees to leave the immediate geographic area and/or to engage in those activities which would render “on-call” employees unable to perform the essential functions of their job. As such, it is the policy of the JPWB to provide additional compensation to FLSA non-exempt employees who are assigned to be “on-call” in accordance with policy guidelines of this section.

On-Call Definition

For purposes of this policy, “on-call” shall be defined as any time when an employee is obligated to be “on-call” to remain available outside of normal work hours to be called back to work on short notice to meet some immediate critical need (e.g., mechanical, process or electrical failures, upset treatment conditions at the water treatment plant, etc.). On-call compensation is not authorized for employees who are subject to respond to after-hours process failures or plant upsets, and who’s job description identifies the position as requiring the person to be in an On-Call status from time to time. (e.g. the “Alternate Responsible Charge Operator).

Assignment

Any Manager having a need for “on-call” assignment(s) of personnel shall anticipate the need for such assignments based on vacations, sick leave, or other absences or personnel needs. Assignment(s) may also be anticipated or needed for anticipated mechanical, process or electrical needs. Management should carefully weigh the costs and benefits of alternatives before authorizing “on-call” assignment(s) and compensation. Reasonableness and fairness shall be exercised in administering this policy. The following items must be addressed for each On-Call Assignment.

- Employee(s) shall be notified in advance of being subject to on-call and the policies, procedures and compensation that apply while on-call.
- Duration of on-call status, including beginning and ending date/times.
- Whether “on-call” duty is mandatory or voluntary.
- How employee will be notified of his/her responsibility to report to work.

ON-CALL AND EMERGENCY CALLBACK (cont.)

- The acceptable response time after being called to duty.
- Any applicable geographic restrictions while on-call.

Eligibility

Exempt employees are not eligible for on-call compensation. Typically, this policy is applicable to maintenance personnel but may also include other non-exempt positions from time to time.

On-Call Compensation

Non-exempt employee who are required to be on-call shall be eligible for “on-call” compensation as follows;

- On-call compensation shall be paid the equivalent of two (2) hours of their current regular straight time pay per 24 hours of “on-call” duty.
- On-call compensation is not counted as hours worked and therefore not included for purposes of calculating overtime hours.
- Once an employee reports to duty after being called out as an Emergency Callback, such hours shall be considered time worked for purposes of calculating overtime; see “Overtime” section of the Employee Reference Guide.

Emergency Callback

When unexpected emergencies arrive, employees may be called back to work. In such circumstances, all work performed will be considered time worked for purposes of calculating overtime; see “Overtime” section of the Employee Reference Guide. If employees are called back to work under this rule and work less than two (2) hours, such employees shall receive a minimum of two hours of paid work time. Beyond two hours of work, said employee(s) shall be paid hour for hour all time worked. All non-exempt employees who respond to an Emergency Callback will be eligible for the 2-hour minimum of paid work time (this includes the Alternate Responsible Charge Operator position). However, additional time that employees may be held over beyond a scheduled shift will not qualify for the 2-hour minimum (i.e., not an Emergency Callback).

ACKNOWLEDGEMENT OF RECEIPT

Acknowledgement of Receipt

I have received a copy of the EMPLOYEE REFERENCE GUIDE. I understand that I am to become familiar with its contents as it outlines my responsibilities, benefits and JPWB guidelines. I understand this guide represents brief summaries of JPWB guidelines, so this guide may not be all inclusive.

THE LANGUAGE USED IN THIS GUIDE IS NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE OR CAUSE. THE JOINT POWERS WATER BOARD HAS THE SAME RIGHT.

Finally, I UNDERSTAND THAT NOTHING IN THIS GUIDE CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE JPWB AND ME.

Employee Name

Date

APPENDIX

ONE

Personnel Procedures

Holidays and Vacation Scheduling

Holidays

Operators and/or Relief Operators shall observe all holidays on the calendar day they occur. Unless otherwise coordinated by each team of Operator and Relief Operator, each individual holiday shall be rotated annually as to equitably distribute the holidays worked. During most situations, only one Operator (or Relief Operator) will be on each shift of the holiday.

For all other employees, when January 1st falls on a Saturday the holiday will be observed on the following Monday. Otherwise, when a holiday falls on a Saturday, it shall be observed on the preceding Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

An employee who desires to take a floating holiday must make a request in advance (3 “regular” working days (Monday-Friday)) and obtain prior approval from their supervisor to ensure appropriate scheduling coverage. Floating holidays cannot be used to excuse an absence that was not previously approved. All floating holidays shall be scheduled by October 1st of each year; any unscheduled floating holidays remaining on October 1st will be scheduled by the employee's supervisor or forfeited.

Vacation Scheduling

Operators/Relief Operators/Non-exempt Employees

Workforce scheduling is critical to the effective operation and maintenance of the Water Treatment Facility. The scheduling of operator shift rotation, vacation coverage, and maintenance activities, requires advanced planning so that the operations can be successful. From time to time (or certain portions of the year) there will be limits to the number of employees who can be awarded vacation concurrently.

For all Operators, Relief Operators, and Non-exempt employees; vacations shall be scheduled in blocks. A block is defined as one half (1/2), or up to fourteen (14) consecutive scheduled working days. For purposes of counting working days, working days do not include regular days off or holidays. In addition, floating holidays shall be considered vacation days for scheduling purposes.

Vacation must be scheduled in half or full day increments (4 or 8 hours).

The first three (3) blocks of vacation shall be scheduled and prioritized among employees by their service date(s). Each employee shall submit his/her first request for one vacation block to his/her supervisor on or before February 1st of each year. In a timely manner the supervisor shall review, schedule, and post vacations on the calendar. Second vacation requests (blocks) shall be submitted to his/her supervisor on or before February 15th of each year and the third block of requests are due for submittal to his/her supervisor on or before March 1st. The first three blocks of requested vacation shall follow this procedure, and all conflicts shall be resolved by service date seniority pending the requirements set forth in holiday scheduling (page 27).

To avoid delays in scheduling and in fairness to other employees, any employee who does not request their choice in a timely manner will forfeit their right to participate in that round of selection.

For the scheduling of first, second, and third choice blocks, January 1st through April 1st are exempt from the above process. Any employee may schedule available vacation during this period as long as the dates are available, and the request is submitted with three (3) "regular" working days (Monday-Friday) notice. Vacation leave during this time will be on a first come first serve basis. Seniority will not play a role if there is a conflict.

Only the supervisor shall place approved dates on the Vacation Calendar (in lunchroom).

All vacation and floating holiday requests shall be submitted by **October 1st** of each year.

Within the first full week of October, requests will be reviewed by the supervisor. If the employee has any unscheduled vacation or floating holidays remaining (sans the 5-day carryover allowance), it will be scheduled for the employee by the supervisor. During the last three months of the year, only vacation days and floating holidays that have been submitted by October 1st and approved by their supervisor may be used. Approved vacation and floating holiday dates may be changed by the employee pursuant to the requirements below.

Employees are urged to carefully schedule their vacation and floating holidays to comply with the 5-day carry-over limit.

Employee changes to approved and/or scheduled vacation dates will require another vacation request indicating dates to be changed and new dates to be scheduled. Each change in vacation dates will be for the same number of days originally approved and/or scheduled unless the supervisor cannot accommodate the same number of days (in a block) due to workforce needs. Each change in vacation will be evaluated separately and the approval (or rejection) will be based on workforce availability and anticipated workload scheduling. Seniority will not play a role if there is a conflict.

Vacation change requests shall be submitted to the supervisor three (3) "regular" working days (Monday-Friday) prior to the dates changing/requested and will be scheduled on a first come first served basis. When requesting days, care should be taken to ensure that if the request is granted the relieving operator has two scheduled days off in the week. The supervisor will respond to such vacation requests within three (3) "regular" working days (Monday-Friday).

Vacation days that have been approved and posted on the vacation Calander in the lunchroom, can only be altered by the supervisor. These approved and posted vacation days will not be affected by the seniority of other employee's future requests ("bumping").

Exempt Employees

For all exempt employees; vacation must be scheduled in half or full day increments (4 or 8 hours).

The vacation scheduling of exempt employees should be done to minimize the impact upon the organization. Employees who must provide on-call service to the water treatment plant, should coordinate their scheduling so that “on-call” coverage is provided at all times.

All vacation requests shall be submitted to the employee’s supervisor with ample time to review (within 3 “regular” working days (Monday – Friday). Once the request is approved, the vacation shall be placed on the electronically “shared” calendar.