

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, August 9, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Pete Quinnell, Gerald Eutsler, Russ Opp
BOARD MEMBERS APPROVED ABSENT: Susan James, Dawn Brengle
OTHERS PRESENT: Helenanne Cathey, Carol Chadwick, Duaine Faucett,
Pete Schaneman (PS Services), Dan Helvey (Helvey's Painting)

Pete Quinnell called the meeting to order at 7:00 p.m.

I. Water System / Projects / New Water Requests

- a. Tank painting – There was discussion on the project. Russ Opp reported on concerns raised, inspections and discussions on the tank painting project that occurred over the past week. Items of concern – the overflows, the 6” around the tanks, the ladder cage being incomplete, and access cage issues. The final report was reviewed. The affidavit from the contractor was reviewed and discussed. There were no lien releases attached. PS Services will provide lien releases to Carol Chadwick, and Carol Chadwick will forward them to Helenanne Cathey for the District’s files. PS Services reported that the OSHA issues have been taken care of. The four straps were put up, the ribs were put up around the bottom. Duaine Faucett reported that all of the OSHA items are done. Carol Chadwick confirmed that the items are done per the OSHA standards. Russ Opp pointed out that the swing gate is not there, and the contract says it will be installed. PS Services will install the swing gate per the contract. The 6” around the tanks was another concern. The contract was reviewed, and there was discussion on this issue. Carol Chadwick reported that if you graded down 6” per the contract, the bottom of the foundation would be exposed, yet the conversation revealed that no one had actually dug down 6”. She reported that this item was changed in the field. They decided that 6” below the foundation was not necessary as long as there was positive grading away from the tanks. PS Services did all of the grading, so there was no deduction in the contract cost. Duaine Faucett reported that the grading is acceptable. Carol Chadwick approved the change to the contract. There was a recent heavy rainstorm, and it appeared to drain appropriately. There was a general consensus that the grading was acceptable. PS Services expressed a concern that the items discussed at this meeting were not raised until 2 months after they had completed the project. Why didn’t anyone show up on site during the project? The warranty was then reviewed and discussed. The warranty requires that within 1 year, if anything needs repaired, it will be fixed. PS Services said they will stand behind that warranty. The company that actually did the painting will stand behind the warranty. There is no written punch list. Carol Chadwick will send the punch list to Helenanne Cathey, and she will forward the list to Russ Opp. Specifications on grip tape and caulking will be provided. There was discussion on the caulking and concerns that the caulking is already cracking. Carol Chadwick reported that the ladders on tank 1 were fixed and edge added to lock gates, the top railing was painted again. The only outstanding item is the swing gate. Painting touch up is being done as requested. There was discussion on the performance bond. Carol Chadwick reported that because the project was rushed, it was overlooked in the process. Now that the project is complete, there was discussion on what the purpose is of getting the bond now? The concern is that the request for the bond was made numerous times, and it was never provided to the District as the engineer had stated it would be provided.

Pete Quinnell called for order and stated that the District needs to move forward with the District’s business.

Russ Opp moved to table paying the retainage to PS Services until the next meeting. Gerald Eutsler seconded. Motion carried unanimously. Russ Opp will do some follow-up at the tank and look at the overflow issue with Water Guy because it is still a concern.

Last month, the decision was made to not utilize the loan funds. The bank needs a letter to return loan funds to the state and put any remaining dollars (interest accrued on the loan funds that were transferred into a savings account for the District until authorized to be released by the state) into one of the District’s bank accounts. Gerald Eutsler moved to sign a letter to send to First Interstate Bank

to close out the savings account with loan funds by returning \$56.891 to the state and transfer any remaining funds (interest) into the District's money market account. Russ Opp seconded. Motion carried unanimously. A request will be made for a complete history on the loan funds (savings account) since statements have not been received for several months. There is an additional amount that the District will need to pay that is listed under the bills. This will pay off the loan and accrued interest.

- b. Water System Information – The water system and water quality was discussed. Water Guy will flush the line on Lone Cedar Drive because of poor water quality. This line is a dead end line and frequently has problems with water quality. Duaine Faucett reported that the new well is running.

II. Minutes Approval – Gerald Eutsler moved to approve the July 12, 2016, budget hearing and regular meeting minutes as written. Russ Opp seconded. Motion carried unanimously.

III. Unfinished Business

- a. Visionary Communications – No update. Pete Quinnell will follow up with them.

IV. Treasurer's Report Acceptance / Deposits Review / Bank Statements / Pay Bills

Russ Opp moved to refund a deposit on Account 0391 and an overpayment on Account 3032 and pay bills as presented, except holding out the retainage for PS Services. Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$12,499.62. The Treasurer's Report is as follows: Checking: \$89,027.05 after checks, Money Market: \$110,265.24, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$116,774.34. The total of the accounts is \$406,881.75. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	AC. 1980425	5/30/16-6/29/16 WELL BY BARN	\$471.83
		AC. 2847725	5/30/16-6/29/16 ELECTRICITY WELL BY PARK	\$482.25
		AC. 3144725	5/30/16-6/29/16 PUMP HOUSE	\$330.44
		AC. 12167100	6/1/16-6/29/16 ELECTRICITY 2011 WELL	\$983.32
3018	3032 EXTREME PUMP SOLUTIONS	REFUND	REFUND OVERPAYMENT	\$160.00
3019	0391 GENE & NANCY HANSON	DEPOSIT	REFUND DEPOSIT	\$150.00
3020	CATHEY CONSULTING, LLC	INV. 3463	LIEN \$21.00	\$1,228.89
		INV. 3466	POSTAGE - PACKET TO STATE \$8.06	
		INV. 3504	7/29/16 ASSIST NEW OWNER OF 3209 MINK \$50.00	
		INV. 3487	JULY ADMIN./BOOKS/COMPL./POSTAGE \$1,138.83	
		INV. 3505	COPIES - LEGAL DOCUMENTS FOR DISTRICT \$11.00	
3021	HAWKINS, INC.	INV. 3917480	CHLORINE	\$618.50
3022	OFFICE OF STATE LANDS & INV.	LOAN	PAY OFF LOAN / INTEREST	\$1,094.41
3024	WATER GUY, LLC	INV. 2016-719	WATER TURNED OFF \$124.00	\$1,340.50
		INV. 2016-819	WATER TURNED OFF AGAIN / REPLACE CUT LOCK \$97.00	
		INV. 2016-779	JULY WATER OPERATOR & METER READINGS \$1,119.50	
TOTAL CHECKS				\$9,010.46

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

To be considered at the September meeting.

3023	PS SERVICES, LLC	INV. 5173	TANK PAINTING RETAINAGE \$4,968.37	\$5,639.48
		INV. 5174	TANK PAINTING CHANGE ORDER RETAINAGE \$671.11	

V. New Business

- a. Russ Opp reported that he and Helenanne Cathey went to the courthouse and pulled all legal documents for the tank location. There is an easement for access to the tanks. A number of legal documents were copied for the District and are on file.

VI. Public Comment – There was an opportunity for public comment.

VII. Shut Off Notices / Review Accounts Receivable Report – Gerald Eutsler moved to send shut off letters to two past due accounts. Russ Opp seconded. Motion carried unanimously.

VIII. Adjourn – Gerald Eutsler moved to adjourn the meeting. Russ Opp seconded. Meeting adjourned at 8:07 p.m.

There will be a special meeting of the Means First Extension Water & Sewer District on Thursday, September 1, 2016, at 4:00 p.m. at the Means water storage tanks for the purpose of reviewing the tank painting project.

NEXT REGULAR MEETING: TUESDAY, SEPTEMBER 13, 2016, 7:00 P.M.

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE (K² TECHNOLOGIES BUILDING – ENTRANCE IS ON 4TH STREET)

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Pete Quinnell, President / Date

Gerald Eutsler, Vice President / Date

Dawn Brengle, Secretary/Treasurer / Date

Susan James, Director / Date

Russ Opp, Director / Date