

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, October 11, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Dawn Brengle, Gerald Eutsler, Russ Opp
BOARD MEMBERS NOT PRESENT: Susan James, Pete Quinnell
OTHERS PRESENT: Helenanne Cathey, Duaine Faucett

Gerald Eutsler called the meeting to order at 7:00 p.m.

I. Water System / Projects / New Water Requests

- a. Tank painting – Carol Chadwick sent a letter to the District with a detailed description of each of the District’s concerns. The project concerns were discussed.
 1. Overflow drainage – Carol Chadwick explained in the letter, and Duaine Faucett explained that he changed the overflow because he didn’t want the project to be delayed and lose the grant. The overflow drains were not originally designed to handle the current water system. The District can put a funnel and a concrete apron and/or install a bigger line and run it a different direction so that it won’t wash out homeowners’ properties in the subdivision. After discussions the consensus was to have Duaine Faucett install the air break/flapper valve as per the original specifications. Duaine Faucett will also provide a proposal for redesigning the drainage, installing an 8” line and draining it away from homeowners’ properties.
 2. Tank 1 issues:
 - a. Water came out of the top of the tank during the overflow test – there is a nut missing in one spot. One area around the top hat is where the nut/washer is off – looks like bolts loosened up. **PS Services investigated the top of the tank and could not find a missing nut/washer. Duaine Faucett reported he couldn’t find it either. Russ Opp will meet with Duaine Faucett and show him where it’s at.**
 - b. Rust on the top of the tank – painting was done over the top of the rust instead of dealing with the rust before painting. **PS Services said they have painted the area. Russ Opp and Duaine Faucett will inspect.**
 - c. Doesn’t have a confined space sign on the top hatch. **PS Services said they installed the sign. Russ Opp and Duaine Faucett will inspect.**
 - d. (Tank 1 and Tank 2): 4” rail around the bottom of the railing (toe rail) on the top of the tank – should be so nothing falls through, but there is a 1 ½” gap and should only be ¼” above the tank top. **Carol Chadwick reported that the toe board was adjusted as much as possible. There are some areas that have a small gap that could allow something to slip through, but anything that could slip through would be small and shouldn’t pose a hazard to workers below as long as they are wearing hard hats and other required personal protective equipment. The consensus is that the toe rail needs to be fixed by PS Services to comply with the statute as listed in the contract specifications. Gerald Eutsler and Pete Quinnell will talk to PS Services.**
 - e. (Tank 1 and Tank 2): Top rail should have no obstruction – Brackets stick up higher than the rail. **Carol Chadwick addressed this, but the Board read the actual statute, and the statute states that nothing can stick up above the rail. The top rail has to be a smooth surface throughout the length of the railing. The rail was not installed per the bid specifications. The consensus is that PS Services needs to fix this. The top of the railing has to stay at 42”. Gerald Eutsler and Pete Quinnell will talk to PS Services.**
3. There was additional discussion on the anchor bolts not being tightened. A suggestion was made to clarify this and make sure that the anchor bolts should not be tightened. Russ Opp will call CST Storage to clarify this issue.

4. Excavation 6” around top of foundation around tanks for drainage – concern that 6” was the depth of the foundation – **There was discussion on the grading done at the tank. Carol Chadwick reported that she and Duaine Faucett had approved the changes. The Board expressed a concern that the project specifications said that the Board would be notified of any changes. Duaine Faucett reported that decisions were made in the field in order to get the project done by the deadline. Duaine Faucett recommended approving this. He doesn’t see any issues with this item. There have never been issues with the drainage. There was discussion on why the 6” was put in the project specifications. Russ Opp will talk to CST Storage regarding this issue to see why 6” was recommended (versus the 4” that was done).**
 5. Header by the door on the inside of the building isn’t trimmed out – foam insulation needs to be added and door trimmed out. **PS Services has completed this. Russ Opp and Duaine Faucett will inspect.**
 6. Caulking in the pump house – door threshold needs to be caulked and sealed. **PS Services has completed this. Russ Opp and Duaine Faucett will inspect.**
 7. Flange on top – carriage bolt heads preventing a good seal. (Tank 1) **PS Services has completed this. Russ Opp and Duaine Faucett will inspect.**
- b. Water System Review
- a. The monthly report / usage and meter readings were reviewed.
 - b. 2015 Sanitary Survey Report – A copy of the sanitary survey completed by the EPA on August 24, 2015, was reviewed. There are three significant deficiencies and several recommendations. The information was reviewed. Duaine Faucett will address the three items that were listed as significant deficiencies. Duaine Faucett and Russ Opp will talk to a landowner regarding a 55-gallon drum that is in the vicinity to see what is in it and/or if it can be moved. The recommendations were reviewed.
 - c. Karen Farley from DEQ e-mailed Duaine Faucett after reviewing the EPA Sanitary Survey and sent a copy of a letter from Weston Engineering from December of 2016 that said the District would install a backup generator. 35 psi needs to be maintained, and there are only a few places that need the backup generator should the power fail. EPA’s minimum pressure is 20, but DEQ’s minimum is 35. Duaine Faucett will ask ProElectric for a quote to install a backup generator.

II. Minutes Approval – Dawn Brengle moved to approve the September 13, 2016, regular meeting minutes as written. Russ Opp seconded. Motion carried unanimously.

III. Unfinished Business

- a. Visionary (September, 2014 request) – Will be in touch when they are ready to install towers on water tanks.
- b. Self-Audit to be completed by December 31, 2016. Larry Cathey is working on the self-audit.

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

There is one deposit due to a customer. Carol Chadwick’s itemized invoice was reviewed. Russ Opp moved to reject Carol Chadwick’s invoice because the Board members at the meeting didn’t call her, the construction inspection didn’t have anything to do with the District, and the Board meeting attendance was on her. Dawn Brengle seconded. Motion carried unanimously. Russ Opp moved to hold off on paying PS Services until the project is 100% completed. Dawn Brengle seconded. Motion carried unanimously.

Dawn Brengle moved to approve the Treasurer’s Report and pay the remaining bills as presented including the deposit refund of \$150 to Account 1382 (Tracy Kirk and Peggy Hagen). Russ Opp seconded. Motion carried unanimously. Total bills paid at this meeting: \$5,009.24. The Treasurer’s Report is as follows: Checking: \$103,988.02 after checks, Money Market: \$105,022.44, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$116,784.42. The total of the accounts is \$410,550.52. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	WELL BY BARN	\$531.51
		ACCT. 2847725	COPPER WELL BY PARK	\$526.69

		ACCT. 3144725	PUMP HOUSE	\$385.52
		ACCT. 12167100	2011 WATER WELL	\$902.19
3030	CATHEY CONSULTING, LLC	INV. 3576	SEPT., 2016 ADMIN./BOOKS/COMPLIANCE/POSTAGE \$1,138.83	\$1,345.83
		INV. 3556	COPIES OF EPA SANITARY SURVEY \$117	
		INV. 3554	LIEN RELEASES \$48.00	
		INV. 3592	PRINTING/COPYING \$42.00	
3031	POSTMASTER	ANNUAL BOX FEE	ANNUAL BOX FEE	\$48.00
3032	WATER GUY, LLC	INV. 2016-1007	SEPTEMBER WATER OPERATOR & METER READINGS \$1,119.50	\$1,119.50
3033	1382 TRACY KIRK AND PEGGY HAGEN	DEPOSIT REFUND	REFUND DEPOSIT	\$150.00
TOTAL CHECKS				\$5,009.24

Rejected:

3025	CAROL CHADWICK	INV. 1214	CONSTRUCTION INSPECTION AND BOARD MEETING	\$420.00
------	----------------	-----------	--	----------

To Be Held until Project is Completed:

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. There was discussion on a customer who was extremely rude to Duaine Faucett and Helenanne Cathey.

VI. Shut Off Notices / Review Accounts Receivable Report

- a. Dawn Brengle moved to send four shut off notices. Russ Opp seconded. Motion carried unanimously.

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

VIII. Adjourn – Russ Opp moved to adjourn the meeting. Dawn Brengle seconded. Meeting adjourned at 8:39 p.m.

NEXT REGULAR MEETING: TUESDAY, NOVEMBER 8, 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