

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, September 13, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Pete Quinnell, Dawn Brengle, Gerald Eutsler, Susan James, Russ Opp
OTHERS PRESENT: Helenanne Cathey, Carol Chadwick (by telephone for part of the meeting)

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

I. Water System / Projects / New Water Requests

- a. Tank painting – The Board met on September 1, 2016, to look at the tanks and discuss the tank painting project. A list of concerns were drafted at that meeting. Those concerns were reviewed:
1. Overflow drainage – This is one of those items that the engineer changed on site, and the water operator approved it as well. The drain pipe below ground needs to be enlarged to accommodate the three wells. Pete Quinnell reported that Pat Schweitzer said that the concrete pads were built to Duaine Faucett’s specifications, and Duaine Faucett confirmed that is correct. Carol Chadwick joined the meeting by telephone conference call. She confirmed that Duaine Faucett made the change with PS Services. Carol stated that even with the funnel, she didn’t think the District would see the desired result. The question was asked if this was put in writing. **Carol will look through the final reports to see if it was written down.**
 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 said they would take care of this.**
 - 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 would take care of this.**
 - c. Doesn’t have a confined space sign on the top hatch. **PS Services said they would take care of this.**
 - d. (Tank 1 and Tank 2): 4” rail around the bottom of the railing 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 will research this issue.**
 - e. (Tank 1 and Tank 2): Top rail should have no obstruction – Brackets stick up higher than the rail. **Carol Chadwick will research this issue.**
 3. None of the anchor bolts were torqued and welded. (PS Services staff reported that if you torque and weld the anchor bolts, they will not give with temperature extremes – you risk cracking and breaking the tank – the engineer removed this from the project) – Carol Chadwick reported that they have never been fully torqued down, and they agreed that you would risk cracking if you torqued them down. The engineers approved not torquing. **This item will be removed from the list as it has been resolved.**
 4. Excavation 6” around top of foundation around tanks for drainage – concern that 6” was the depth of the foundation – Russ Opp and Duaine Faucett dug down 17” and there was still foundation. Russ Opp expressed concerns about the drainage around the tank and away from the sidewalk in front of the building. He is concerned that it will not drain properly. PS Services staff reported that Duaine Faucett had okayed the drainage. Carol Chadwick confirmed that Duaine Faucett approved the drainage. They did not want to dig down too far and risk any runoff running back under the slab of concrete. Carol Chadwick said that as long as you have positive drainage away from the tanks, then the objective has been met – whether you have 4” or 1”. **The Board will talk to Duaine Faucett regarding this issue.**
 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 said they would insulate the door.**
 6. Caulking in the pump house – door threshold needs to be caulked and sealed. **PS Services said they would take care of this.**
 7. Flange on top – carriage bolt heads preventing a good seal. (Tank 1) **PS Services said they would take care of this.**

These items will be discussed at the next meeting.

- b. Water System Review – The water system report was reviewed.

II. Minutes Approval – Gerald Eutsler moved to approve the August 9, 2016, regular meeting minutes and September 1, 2016, special meeting minutes as corrected. Russ Opp seconded. Motion carried unanimously. The corrections are as follows:

August 9, 2016, minutes – the word “top of the foundation” needs to be added in the first paragraph “They decided that 6” below the top of the foundation was not necessary...”
 September 1, 2016, minutes - #4 should say “He is concerned” and not “He is concerns”.

III. Unfinished Business

- a. Visionary Communications – No update. Pete Quinnell talked to Visionary Communications. They want to put their tower on top of the water tank, but they haven’t had time. They will let the District know when they are ready.

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

Russ Opp moved to withhold payment to Carol Chadwick for \$420 until the District is satisfied with the items in question on the tank painting project. Susan James seconded. Motion carried unanimously. The Board would like Carol to itemize the bill.

Dawn Brengle moved to approve the Treasurer’s Report and pay bills as presented, except holding out the retainage for PS Services. Russ Opp seconded. Motion carried unanimously. Total bills paid at this meeting: \$9,923.18. The Treasurer’s Report is as follows: Checking: \$96,872.46 after checks, Money Market: \$108,350.91, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$116,779.62. The total of the accounts is \$406,758.63. 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	\$813.42
		ACCT. 2847725	6/19/16-7/30/16 - COPPER WELL BY PARK	\$519.46
		ACCT. 3144725	PUMP HOUSE	\$391.46
		ACCT. 12167100	6/29/16-8/1/16 ELECTRICITY 2011 WELL	\$1,057.46
3026	CATHEY CONSULTING, LLC	3551	9/1/16 SPECIAL MEETING \$150	\$1,298.83
		INV. 533	AUGUST, 2016 ADMIN./BOOKS/COMPL./POSTAGE \$1,148.83	
3027	HAWKINS, INC.	INV. 3937018	CHLORINE	\$618.00
3028	NEWS-RECORD	AD 00320052	NOTICE OF SPECIAL MEETING	\$14.44
3029	WATER GUY, LLC	INV. 2016-840	WATER TURNED ON \$62.00	\$1,720.95
		INV. 2016-947	PUMP HOUSE MAINTENANCE - REPLACED MOTOR SAVER \$539.45	
		INV. 2016-892	AUGUST WATER OPERATOR & METER READINGS \$1,119.50	
TOTAL CHECKS				\$6,434.02

From Money Market Account: First Interstate Bank Loan payment: \$3,489.16

To be considered at the October 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	
3025	CAROL CHADWICK	INV. 1214	CONSTRUCITON INSPECTION AND BOARD MEETING	\$420.00

V. New Business

- a. Information from the Local Government Liability Pool was reviewed and will be filed. No action was needed.
- b. The Department of Audit requires a self-audit for the District for 7/1/15 – 6/30/16. Dawn Brengle moved to have Larry Cathey complete the self-audit for \$75. Russ Opp seconded. Motion carried unanimously.

VI. Shut Off Notices / Review Accounts Receivable Report

- a. Russ Opp moved to file the release of lien for 608 Gold Road and 3209 Mink Avenue since the fees have all been paid. Dawn Brengle seconded. Motion carried unanimously.
- b. Dawn Brengle moved to send three shut off notices. Gerald Eutsler seconded. Motion carried unanimously.

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

VIII. Adjourn – Russ Opp moved to adjourn the meeting. Gerald Eutsler seconded. Meeting adjourned at 8:12 p.m.

**NEXT REGULAR MEETING: TUESDAY, OCTOBER 11, 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