

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, August 24, 2016, 12:00 p.m.**  
**Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

**Board Members Present:** Dan King, David Riley, Dan McKillop, Bill Edenfield  
**Board Members Approved Absent:** Arlyn Magnuson  
**Others Present:** Helenanne Cathey, Dave Engels

Dan King called the meeting to order at 12:08 p.m. Item 4 d. on the agenda was moved to directly after item 4.a.

**Meeting Minutes**

It was moved by David Riley and seconded by Bill Edenfield to approve the regular meeting minutes for July 27, 2016, as written. Motion carried unanimously.

**Financial Information / Treasurer's Report / Bill Payments**

The financial information was reviewed. It was moved by David Riley and seconded by Bill Edenfield to accept the Treasurer's Report and pay the bills and claims as presented. Motion carried with Dan King, David Riley, and Bill Edenfield voting aye. Dan McKillop abstained.

**Unfinished Business**

- a. Sewer Manholes issue – DRM has completed this project. There was discussion on the project. The project came in under bid (bid amount: \$15,475 and project completion amount \$13,052.51).
- b. Southern Drive Industrial Park Block 3, Lot 6 subdivided into Lot 6A and Lot 6B in 2010 –
  - i. Lot 6B has been taken care of.
  - ii. Lot 6A – A certified letter was mailed December 15, 2015. Fees due include \$9,360 for the street lateral charge and \$4,000 plant investment fee (\$2,000 for the City and \$2,000 for the District) for a total of \$13,360. The landowner also needs to install a sewer line to tap onto the main with a separate connection. \$9,360 has been paid. \$4,000 still due. 6/26/16 and 8/17/16 – Dave Engels sent e-mails to the landowner reminding them of the \$4,000 due the District.

Dave Engels asked the Board to consider this item prior to the conveyance of the sewer system that serves the Southern Drive Industrial Park to the City of Gillette, The District remains responsible for the debt, but the maintenance and ownership of the sewer system in that area will be conveyed to the City. About a year ago, the District was made aware that one of the lots in that area had been subdivided, but when the developer did the re-subdivision, they did not run a separate sewer line to each lot and did not pay the required fees. The District has been working with the original owner of the lot regarding his responsibility for paying the fees and running a separate sewer service line. The two lots are currently being served by one sewer service line. The City is not aware of this specific issue, and the District needs to consider these options – 1) Don't approve the agreement with the City until the matter is resolved or 2) Approve the agreement and have Dave Engels walk the agreement to the City and explain the situation to City staff and hold putting the agreement on the Council's agenda until the issue has been fully resolved.

The consensus of the board is that the agreement to transfer ownership of the area over to the City cannot be approved until this issue is resolved. It was moved by David Riley and seconded by Bill Edenfield to turn the issue over to Jim Edwards, the District's attorney, to take the necessary legal action to require the landowner to pay the \$4,000 and install the line within a specified date to be determined by Jim Edwards, and if it isn't done, the District will move forward with legal proceedings to make it happen. Motion carried unanimously. Dave Engels will discuss the issue with Jim Edwards.

- c. Southern Industrial Annexation / Issue with City assuming responsibility for all O & M of the system serving this area – The agreement has been finalized. The consensus was to hold off on approving the agreement until the item above is finalized. It was moved by David Riley and seconded by Dan McKillop to table this item.
- d. Bennett, Weber & Hermstad – 6/30/16 CPA Review – Information has been provided to the accountant, and they are working on the review.

