

**South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, March 1, 2023, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

Board Members Present: Dan King, David Riley, Bill Edenfield
Board Members Approved Absent: Arlyn Magnuson, Dennis Stillman
Others Present: Helenanne Cathey

Dan King called the meeting to order at 12:02 p.m. This meeting was originally scheduled for Wednesday, February 22, 2023, but was rescheduled to today due to inclement weather and the absence of a quorum available February 22nd.

Meeting Minutes

It was moved by David Riley and seconded by Bill Edenfield to approve the minutes for the regular meeting on February 1, 2023, as presented. Motion carried unanimously.

Financial Information / Treasurer’s Report / Bill Payments / Quarterly Reports

The financial information was reviewed, including the Treasurer’s Report and the List of Bills and Claims. It was moved by David Riley and seconded by Bill Edenfield to accept the Treasurer’s Report and approve and pay the bills and claims as presented. Motion carried unanimously. The following checks / transactions were approved:

| Ck# | Vendor | Description | Amount |
|----------------------------------|------------------------|--|-------------------|
| 3072 | Cathey Consulting | Inv. 6919 - January Admin./Bookkeeping/Compliance \$400.00 | \$460.13 |
| | | Inv. 6924 - 2/1/23 meeting meal \$60.13 | |
| 3073 | DESK Holdings, LLC | Rent | \$375.00 |
| 3074 | Engineering Associates | Inv. 4301013 Technical Coordinator 10/15/22-1/20/23 | \$100.70 |
| EFT | WyoStar II | 1/31/23 Assessments and Interest - Phase 1 | \$2,000.11 |
| TOTAL CHECKS AND TRANSFER | | | \$2,935.94 |

Unfinished Business

- a. An e-mail was received from the Campbell County Assessor following up from last month’s conversation regarding a Water and Sewer District’s ability to assess with an assessment (dollar amount) instead of a tax levy. The Department of Audit has confirmed that a Water and Sewer District can assess a dollar amount. This issue is resolved.
- b. City of Gillette / Sewer line to Stroup – Dan King followed up with the City of Gillette (Mike Cole) after the last meeting, and the City sent an e-mail listing the items that need to be addressed before the City will take over the ownership of the sewer line that services Stroup. Dave Engels reviewed the list and provided recommendations for the items. Before the District completes the list of repairs, an agreement should be put in place that confirms that once the District completes the list of repairs, the City will take over the ownership without any further conditions. The District has the money to do the repairs and operate for the next fiscal year and the few months after that to dissolve the District.

The following is the e-mail from Mike Cole along with Dave Engels’ responses, recommendations and estimated costs for each item in order to have the City accept the mains in the Stroup Mobile Home Park area. Dave Engels’ responses are in red.

1. All existing Manholes need to be dug-up and exposed. We will have a contractor dig up two manhole lids that are buried and raise them to grade. Approximate cost = \$1,000.
2. Concrete collars need to be repaired and/or installed around all manhole lids. We will remove and replace the concrete collar that is broken on the one manhole lid. Approximate cost = \$1,000.

3. Manholes located outside established roads will need a minimum of three (3) steel painted 6-inch diameter pipe bollards filled with concrete and installed around the existing manhole lids to prevent vehicles from parking on the manholes. **All manholes belonging to the SDHW&SD are within established roads, thus no bollards should be installed.**
4. A gravel surface will be required to provide access to each manhole. The gravel surface should be installed to withstand the heavy weight of the City's sewer vactor semi truck. **There is a gravel surface in all areas at the present time, except for possibly the alley where the one sewer main is located. The aerial in that alley shows a lot of garbage that might constrict gravel installation. Approximate cost for alley gravel surface = 325' x 15' x 4" x \$100/CY = \$6,000**
5. Two new manholes need to be installed at the end of the two sewer mains as described within the City's inspection concerns. **N/A: no new manholes needed on mains that are designated as being owned by the SDHW&SD.**
6. All defects identified within the City's inspection report (concerns) need to be repaired. **These defects are being addressed as stated above, except for roots in one manhole. WAG cost for root removal = \$1,000..**
7. Legal descriptions and easement exhibits need to be prepared for the sewer mains that are not currently located within existing easements. The easements shall be a minimum of 20 feet wide and shall prohibit the parking of vehicles, trailers, or installation of fences or other permanent structures. **N/A: sewer lines needing legal descriptions and easements are not to be owned by the SDHWSD, thus no easements required.**
8. All easements granted to the South Douglas Hwy W&S District will need to be transferred to the City. All permanent structures, vehicles, debris, trailers, fences and other obstructions shall be removed from existing easements. **A separate transfer of all easement could probably be done, although it is interesting that they are requesting transfers of easements at this time. With previous transfer of sewer system components, the transfer agreement merely stated that the transfer would include all sewer mains, manholes, easements, etc. I think that we should request the City that the transfer of easements could be accomplished as part of the transfer agreement of the system owned by the SDHW&SD that is within the Stroup MHP area – like previous transfer agreements.**
9. After the required manholes are installed, the sewer system needs to be thoroughly cleaned. Please coordinate with the City's wastewater division to schedule an internal inspection after the sewer has been thoroughly cleaned, so we can perform a final inspection. **I will call Paintbrush to get a quote to clean the mains owned by the SDHW&SD. WAG cost: = \$3,000.**
10. All improvements shall conform to the latest edition of the City's Design Standards and Construction Specifications. **Agreed.**

In order to save travel costs to and from Sheridan, it might be a better idea to have PCA accomplish this.

It was moved by David Riley and seconded by Bill Edenfield to move forward with the repairs to the main line serving Stroup Mobile Home Park as outlined above. There was discussion. Motion carried unanimously. Dan King will work with Dave Engels and Mike Cole at the City to get the project moving forward and get it done.

New Business

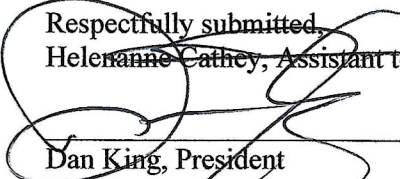
- a. Budget for 7/1/23 – 6/30/24 – The budget for the next fiscal year will be less than this year, and a draft proposed budget will be provided at the next meeting. The District usually submits assessments to the County Assessor in March of each year. Dave Engels will provide a recommendation for assessments for the next fiscal year, which will be the final year of assessments at a reduced amount. Funds in the WyoStar II account (and assessment deposits) will be moved to the WyoStar account at some point because WyoStar II has a 90 day restriction on removing deposited money from the account.

Adjourn

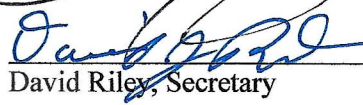
It was moved by Bill Edenfield and seconded by David Riley to adjourn the meeting. The meeting adjourned at 12:13 p.m.

Next Meeting: Wed., March 22, 2023, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board




Dan King, President Date 3-29-2023



David Riley, Secretary Date 3/29/23

Bill Edenfield, Director Date



Dennis Stillman, Director Date 3/29/2023

Arlyn Magnuson, Treasurer Date