

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, March 23, 2016, 12:00 p.m.**  
**Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

**Board Members Present:** David Riley, Arlyn Magnuson, Dan McKillop (by telephone)  
**Board Members Approved Absent:** Bill Edenfield, Dan King  
**Others Present:** Helenanne Cathey, Dave Engels (by telephone for part of the meeting)

David Riley called the meeting to order at 12:01 p.m.

**Meeting Minutes**

It was moved by Arlyn Magnuson and seconded by Dan McKillop to approve the regular meeting minutes for February 24, 2016, as written. Motion carried unanimously.

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

The financial information was reviewed. It was moved by Arlyn Magnuson and seconded by Dan McKillop to accept the Treasurer's Report and pay the bills and claims as presented. Motion carried unanimously.

**Unfinished Business**

- a. Sewer Manholes issue – There was discussion on the manhole issues in Antelope Valley and the Southern Drive area. Dave Engels joined the meeting by telephone to discuss the issue. There aren't any concerns about paying for the manholes in Antelope Valley because the cost is minimal (\$2,600 total cost). The Southern Drive area is estimated at a cost of \$18,000, so there was some discussion. The question was raised as to whether or not it would be more costly to require landowners to complete the work and pay for it themselves (enforcing the issue). Will it cost more than if the District were to just go ahead and do the work? This work has to be done in order for the City to agree to the transfer of the sewer system in this area and for the City to take over this area.

It was moved by Arlyn Magnuson and seconded by Dan McKillop to approve the expense for \$2,600 (for Antelope Valley) and \$18,000 (for Southern Drive area) to repair the sewer manholes and do whatever work is necessary to meet the City requirements so that annexation and transfer of the sewer system can be accomplished. Motion carried unanimously.

- b. Southern Industrial Annexation / Issue with City assuming responsibility for all O & M of the system serving this area. Jim Edwards, Dave Engels and Helenanne Cathey are working on this item. No update at this time.
- c. 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. Dave Engels will follow up again with Mr. Scott.

There was discussion on an area where there is a storage shed. Mr. Scott reported to Arlyn Magnuson that he is concerned that the manhole in the corner of one of his lots (near a lot with a storage shed) was buried or removed by the company that constructed the storage lot. This is a different lot from the two listed above and is owned by Mr. Scott. Dave Engels will investigate the concern and make sure that Mr. Scott still has access to a sewer service connection on that lot.

- d. Budget –
- i. It was moved by Arlyn Magnuson and seconded by Dan McKillop to approve a resolution to submit to the County designating the 1 mill levy and assessments as approved in the past for the next fiscal year (7/1/16 – 7/30/17). Motion carried unanimously.
  - ii. The budget for 7/1/16 – 6/30/17 was reviewed. No action was taken at this time. The budget will be reviewed and updated over the next few months.

**New Business**

- a. The Local Government Liability Pool Renewal Application was reviewed and signed and will be submitted to renew the insurance for the next fiscal year.
- b. An e-mail was received from Dave Engels regarding sewer warranty repair work at a property on Game Trail Court. No action was needed. It was information only.

**Adjourn**

David Riley adjourned the meeting at 12:30 p.m.

**Next Meeting:      Wednesday, April 27, 2016, 12:00 p.m. – Regular meeting at the conference room at K2 Technologies.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

_____ Dan King, President	Date	_____ Bill Edenfield, Director	Date
_____ David Riley, Secretary	Date	_____ Dan McKillop, Director	Date
_____ Arlyn Magnuson, Treasurer	Date		