MINUTES OF THE WARDWELL WATER AND SEWER DISTRICT
REGULAR MEETING
MARCH 7, 2017
6:30 PM

The Board of Directors met in Regular Session on March 7, 2017 at the Wardwell Water and Sewer District office located at 4150 Salt Creek Highway, Casper, Wyoming.

The Meeting was called to Order by Larry Keffer, President. Present were: Larry Keffer, President, Mark Pepper, Vice President, Marianne Magee, Secretary Treasurer, James Bogart, Director, Kyle Ridgeway, Attorney and Gloria Brainard, District Manager. Arriving late was Larry Forsberg, Director and Barry Venn, Engineer.

Marianne Magee, Secretary Treasurer led the Pledge of Allegiance.

The Minutes of the February 7, 2017 Meeting were reviewed by the Board. James Bogart made a motion to approve the Minutes as written, with a second Marianne Magee. Motion carried.

The Treasurer's Report was reviewed by the Board. The balance in the Regular Account is $82,057.42, this is an unconfirmed balance. The balance in the Meter Deposit Account is $66,295.33, this is an unconfirmed balance. The number of taps billed for March, 2017 were 1562, 156 were in the arrears and 620 sewer connections. The total amount of gallons billed were 7,124,100 compared to 6,437,200 in March of 2016 with 1556 users.

A motion to approve the Treasurer's Report was made by Marianne Magee, with a second by James Bogart. Motion carried.

A motion was made by Mark Pepper to approve all bills with the proper vouchers, as presented, in the amount of $24,761.96, with a second by James Bogart. Motion carried.

Larry Forsberg, Director arrived.

The Board reviewed the Manager's Report and had no questions.

There was no Public in attendance.

Lewis James, with JKC Engineering was present for 3019 Salt Creek Highway. Last month the Board approved of a 1 ½" water tap based on the 99 employees that the County indicated for occupancy. Mr. James was in attendance to approach the Board to have a 1" water tap due to the building only having 15 employees, two bathrooms and a washbay, with 38 trucks in and out during a 24 hour period. Mr. James stated that they were working on the annexation of the back portion of the property. Kyle Ridgeway stated that they have not contacted him for the paperwork. Mr. James did redo the figuring on the water tap size and ¾" would be pushing it and the 1 ½" would be overkill as there would not be a high volume of use. He stated that the 4" sewer service line would be at 31%. Larry Forsberg asked if the 99 employees was based on the fire code information? Mr. James said 'yes'. Larry Forsberg also asked if the same company purchased all of the 20 acres? Mr. James said 'yes'. Larry asked if they planned on ever subdividing the property. Mr. James said not to his

knowledge but in the future they may want a fire hydrant in the back of the property. There was a discussion regarding hydrants not to be on private property and there was no main available and there would need to be an extension as well as an easement. Mr. James did say that WYDOT was making them put in a left hand turning lane.

Barry Venn, Engineer, arrived.

Mark Pepper made a motion to approve the 1" water tap instead of the 1 ½" approved last month for 3019 Salt Creek Highway, with a second by Larry Forsberg. Motion carried.

Lewis James with JKC Engineering was present on behalf of Paul Goedicke for the Pleasant Street main extension in Midwest Heights. Mr. James stated that the other two property owner backed out and do not want to have water taps. Gloria had an email from Karen Farley, with DEQ, stating that if there was only one tap, it would considered a service line and if one of the two decided to connect to the water, the line would then have to be permitted through DEQ. Gloria and Jared discussed this and their recommendation is that Mr. Goedicke put the taps and curb stops in and have the main permitted. There was a lengthy discussion.

Mark Pepper made a motion to approve the 2" water main extension, to be permitted by DEQ with a flushing hydrant at the end without putting the other two taps and curb stops in at that time, with a second by Larry Forsberg. Motion carried.

The Board reviewed the 2nd reading of Fiscal Year Budget 2017-2018. Mark Pepper stated that they may be extra filings that the Legislature approved.

Mark Pepper made a motion to approve the 2nd reading of Fiscal Year 2017-2018 Budget, with a second by James Bogart. Motion carried.

The Board instructed Gloria to get the new upgrade for the Sensus Interrogator ordered.

Kyle asked Gloria if she had received the final Lien Waiver and the Bond Release from Hedquist. Gloria stated 'no'. Kyle will contact Hedquist's Attorney.

Kyle stated that the Town of Bar Nunn will be looking for a new attorney. Mrs. Stedille will help them until they have a new one in place.

Gloria stated that the flash drive that she picked up from Kyle regarding the Town of Bar Nunn Town Hall main did not have anything but a map on one and the other file could not be opened. Barry stated that he can get it resolved within the next few weeks. Larry Keffer stated that we just need to get it done and get it to work.

Larry Keffer reported that Regional Water is working well. They did have to put a new pump in for the backwash. Regional did get the final updates for the building and improvements and the cost is $25,000,000.00 and $5,000,000.00 for the Scada System. Mark Pepper stated that EPA has new guidelines with the Administration and Regional needs to get in touch with them. Larry stated that they are getting ready for the new irrigation season. Marianne had a question regarding what was meant by irrigation. Larry Keffer stated that is what they call the summer usage.

Mark Pepper stated that he would like to do the Employee Appreciation luncheon at the end of the month.

Kyle Ridgeway reported that he had talked to Steve Loftin for the Tetral Subdivision. Kyle had a question regarding the easements for the water main and sewer main located in the street. Since Mills will take over the street and maintain, is there a need for the easements since the mains are in the public street.
Larry Forsberg stated that as long as the easement states that the mains are property of the District and we maintain and repair. Larry said to make sure before the project begins that it is all in place. Kyle questioned that maybe Mills has to be involved. Larry Keffer stated that it should be coordinated with Mills. There was a discussion.

Marianne Magee made a motion to go into Executive Session for Legal Advice at 7:44 P.M., with a second by James Bogart. Motion carried.

Mark Pepper made a motion to come out of Executive Session at 7:58 P.M., with a second by Marianne Magee. Motion carried.

Mark Pepper made a motion to go back into Regular Session at 7:58 P.M., with a second By James Bogart. Motion carried.

There being no further business at this time, Marianne Magee made a motion to adjourn with a second by James Bogart. Motion carried. Adjournment time was 8:00 P.M. Respectfully submitted,

Marianne Magee
Secretary Treasurer