MINUTES OF THE WARDWELL WATER & SEWER DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 5, 2017
6:30 P.M.

The Board of Directors met in Regular Session on September 5, 2017 at 6:30 PM 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, Larry Forsberg, Director, James Bogart, Director, Kyle Ridgeway, Attorney, Barry Venn, Engineer and Gloria Brainard, District Manager.

Marianne Magee led the Pledge of Allegiance.

The Minutes of the August 8, 2017 were reviewed by the Board. Mark Pepper made a motion to approve the Minutes as written, with a second by Marianne Magee. Motion carried.

The Treasurer's Report was reviewed by the Board. The balance in the Regular Account is $80,484.39, this is an unconfirmed balance. The balance in the Meter Deposit Account is $62,615.33, this is an unconfirmed balance. The number of taps billed for September 1, 2017 was 1594 with 168 in the arrears and 626 sewer users. The total amount of gallons billed were 29,314,900 compared to 36,818,500 gallons with 1584 users in August 2016.

A motion to approve the Treasurer's Report was made by Mark Pepper, with a second by Larry Forsberg. Motion carried.

A motion was made by Marianne Magee to approve all bills with the proper vouchers, with a second by James Bogart. Motion carried. Total amount of bills are $76,395.41.

There were no questions for Gloria Brainard regarding the Manager's Report.

Gloria gave the Board a GIS Map on the property behind the District's Office as he will be at the October 10th Meeting to see about getting water and sewer to his property, which is not within the District Boundary.

There was no Public in attendance.

Mark Pepper made a motion to accept the request from Natrona County School District #1 to release 80% of the Surety Bond for the Bar Nunn Elementary School water and fire line extensions in the amount of $42,568.00, with a second by Marianne Magee. Motion carried.

There was a discussion regarding the water meter pits and curb stops in the McMurry Subdivision that have been damaged on the undeveloped lots. The Districts Rules and Regulations say that the property owner is responsible for any damage done, regardless of how or who did the damage. Kyle needs to look further into the situation. If the District did do the repairs now, there is no telling if it would be damaged again before houses were built.

Mark Pepper asked Gloria if she had talked to ServLine. Gloria stated that she did and the gentleman had a hard time understanding that we are a Special District under the State of Wyoming and before we charged our Customers for the warranty it may have to go to a vote of the users. Gloria turned it over to Kyle.

There was a discussion regarding the fencing of the property south of the office. Larry Forsberg asked Gloria if they received quotes from another party. Gloria stated 'no' just from Michael's Fencing. Larry Forsberg stated that there was another fencing company in Town and we should get a price from them also. Larry Forsberg also asked why the Town of Bar Nunn snow plows turn around in the District's driveway. Gloria stated that they used to turn around on the asphalt, which did create problems for Jared to plow and it was breaking down the asphalt, so he told them if they needed to turn around to do so in the graveled driveway of the south buildings. Larry Keffer stated that in order for them to plow and salt the entrance coming out of Antelope they have to turn right, thus the turning around in the District's driveway. Larry Keffer asked Gloria to have Jared get another quote on materials and to go with the lower quote. Marianne asked if that was for labor also. Larry Keffer said 'no' the guys will install the fencing.

Larry Keffer asked Gloria about the number of radio reads that were needed to finish the rest of the District. Gloria stated that active meters there would be around 850, but that did not included the meters that are turned off at this time and the undeveloped lots in the McMurry Subdivision, so she thought 1100 would be what is needed. Mark Pepper asked Gloria if she contacted SRF. Gloria stated that she talked to a gentleman who was no longer in that department and he told her to call Rich Cripe. She did and left him a message, but he never returned the telephone call. Mark told Gloria to contact Karen Farley or Beth Blackwell as he thought this might be a green project and there is money available for an unforgivable loan. Gloria will do more investigating.

Larry Keffer asked Kyle if he had any news from the Town of Mills regarding the issue of them wanting to own the sewer mains in the new Tetral Subdivision. Kyle did relay the Boards firmness of the District owning the sewer mains within the District boundaries and that when the District met with the Town a few years ago they told the Board they did not want any part of the utilities. Larry Keffer asked if a general meeting with the Town of Mills and the Town of Bar Nunn was in order. Mark Pepper said it would be a good idea with Bar Nunn to keep up on the new interchange. Kyle was not sure who was the new Attorney for the Town of Bar Nunn. Marianne looked it up and gave Kyle her name. Larry Keffer stated that they were not going to move the pump station by the underpass.

Larry Keffer asked Kyle if he has heard anything regarding the annexation of the remaining property at 3019 Salt Creek. Kyle stated he had not and he will call the County Commissioners.

Kyle stated that he is still waiting on the seeding Lien Waiver to finish the Water Line Project from a few years ago.

Larry Keffer reported that Regional Water sales were slow last month, but has picked back up with the temperatures again. Larry also stated that he had not heard if there were any issues during or after the Eclipse. Mark Pepper said that Glenrock had one problem regarding a campground for 25 campers having 1,000 campers.

Gloria reported that the pump seals were replaced on both pumps at the Booster Station. There was a bill from Cogent/Water Technology Group to restock two more seal kits. Dale Weaver out of Powell installed the kits, but she has not received the statement yet.

Kyle stated that HDR will get a letter to EPA regarding the Sanitary Sewer Violation on the tank roof.

Marianne Magee asked Barry Venn if he had anything for the Board. He stated 'no'.

Mark Pepper made a motion to go into Executive Session at 7:16 PM, with a second by Marianne Magee. Motion carried.

Mark Pepper made a motion to come out of Executive Session at 7:35 PM, with a second by Marianne Magee. Motion carried.

Mark Pepper made a motion to go back into Regular Session at 7:36 PM, with a second by Marianne Magee. Motion carried.

Larry Keffer stated that the Board went into Executive Session for Legal Advice.

Mark Pepper had a question regarding the Directors Election. Gloria stated that is was the third Tuesday in March of 2018 and she is working on the date timeline. The actual Proclaimation will go into the news paper the end of November. Marianne would like a copy of it to give to the Town of Bar Nunn for their newsletter.

There being no further business at this time, Larry Forsberg made a motion to adjourn, with a second by Marianne Magee. Motion carried. Adjournment time was 7:38 PM.

Respectfully submitted,

Marianne Magee

Marianne Magee
Secretary Treasurer