

Burns Utility Board  
April 8, 2019 Meeting

The Burns Utility Board met in regular session on April 8, 2019. Members present were Board President Jim Clark, Board Members Dennis Bastian, Ralph Bartels, Judy Johnstone, and Jeff Appleman. Also present was Town clerk Toni McNamar, Town Maintenance Darius Mandel and Ted Kellner, and Scott Cowley with AVI.

At 6:03 pm Board President Jim Clark called the meeting to order and the Pledge of Allegiance was preformed. Those present were informed the meeting was being recorded.

**Approval of Minutes**

Board Member Johnstone move to approve the minutes of the March 11, 2019 meeting. Board Member Bartels seconded this motion. Motion carried.

**Treasurers Report**

Board Member Johnstone moved to approve the Treasurers report as presented. Board Member Bastian seconded this motion. Motion carried.

**Agenda Request**

Scott Cowley with AVI was present to provide the board with easement agreements for the sewer line through Rich Bastian and Ted Bastian. These documents need to be reviewed and signed by the landowners and then Scott will take them to the county to get them recorded. Board Member Bastian moved to accept the easements and forward to the council for approval after reviewed by the Town Attorney. Board Member Appleman seconded this motion. Motion carried.

**Maintenance Report**

The maintenance report was reviewed. Ted Kellner reported that Timberline put new flow meter in at A-2. The upgrade for the SCADA system is in process. New temperature meters were not figured in project, timberline will see if they can include this in the original bid. Ted will be getting a quote to wire in new flow meter at the chlorine shack.

Ted reported that the sewer line is coming along good; they hope to have the roads opened by the 15<sup>th</sup> of April.

Scott Cowley requested that Jeff Appleman be sure the seed mix for reseeding is exactly what Bastian's requested.

**Clerks Report - None**

**Utility Board President Report**

Board President Jim Clark feels we need to get our policy better. We started digging for the sewer project three weeks ago and just now got our easements. Ted Kellner and Jeff

Appleman had got a verbal agreement prior to starting the project. Board Member Appleman reported that if he had not had verbal the agreement from them the project would not have started.

Board President Clark reported that he had authorized High West Energy to come out and locate some private lines on Rich Bastian's property for the sewer line project

### **Members Reports**

Board Member Johnstone reported that before the meeting the utility board held a work session to discuss the utility signup sheet, so when people sign up for utilities they have an understanding of when water service will be shut off for nonpayment. It was also suggested to include a copy of the utility ordinance to this form to give to the new utility customers when they sign up for utilities. Board Member Johnstone will work on this document for the next meeting.

Board Member Bartels had nothing to report.

Board Member Bastian had nothing to report

Board Member Appleman had nothing to report.

### **New Business**

Town Clerk Toni McNamar presented the board with the proposed budget numbers for the 2019/2020 Fiscal year. She asked the board to review these numbers and to bring any questions or concerns to her prior to the next meeting. If there are no concerns the board will approve the budget and pass it to the Council for approval at the May meeting.

### **Approval of vouchers**

Board Member Johnstone moved to approve the vouchers of the April 8, 2019 meeting. Board Member Appleman seconded this motion. Motion carried.

JE03	Verizon Wireless	\$143.35
7854	High West Energy	\$1,450.42
7855	AT &T	\$50.69
7856	black Hills energy	\$135.63
7857	First Bank Card	\$149.99
7858	RT communications	\$48.26
7859	US Postal Service	\$40.00
7860	ELCSW	\$345.45
7861	Wyoming Bank and Trust	\$3,539.00
7862	Town of Burns	\$3,344.71
7863	Dept of Health	\$40.00
7864	one call of Wyoming	\$6.75

**Adjourn**

At 6:55 pm Board Member Appleman moved to adjourn. The next meeting of the Burns utility board is scheduled for May 13, 2019 at 6 pm.

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Utility board President Jim Clark

Attest:

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Town Clerk Toni McNamar