

## **CITY OF GERING PLUMBING BOARD MEETING AGENDA**

THE CITY OF GERING PLUMBING BOARD MEETING WILL BE HELD ON **SEPTEMBER 11, 2025 AT 5:15 P.M.** IN THE GERING CITY HALL COUNCIL CHAMBERS, 1025 "P" STREET, GERING, NEBRASKA.

### **1. Call to Order and Roll Call**

### **2. Open Meetings Act - Neb. Rev. Stat. Chapter 84, Article 14**

As required by State Law, public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room.

### **3. Approval of the July 21, 2025 Minutes**

### **4. Current Business**

- a. Review and consider approval of application for Journeyman Plumber License – Jeff Gehrt
- b. Review and consider approval of application for Master Mechanical License – Matt Craft
- c. Review work histories and consider final approval for Master Mechanical Exempt Licenses
  - ❖ Mike Beebe – Big Mack HVAC
  - ❖ Roger Rojas Sr.- Oregon Trail Plumbing
  - ❖ Joshua Rexus – Black Hills Energy
  - ❖ Javier Corona – T & C Air Solutions
- d. Consider approval of limited licensure – Merle Russell

### **5. City Building Inspector Report** (Information only)

### **6. New Business**

- a. Fat, Oil, Grease Program Discussion

### **7. OPEN COMMENT:** Discussion or action by the Plumbing Board regarding unscheduled business will not take place. This section is for citizen comment only.

### **8. Adjourn**

**THE OFFICIAL PROCEEDINGS OF THE GERING PLUMBING BOARD MEETING**  
**July 21, 2025**

A meeting of the City of Gering Plumbing Board was held in open session on July 21, 2025 at 5:15 p.m. in the Gering City Hall Conference Room, 1025 P Street, Gering, NE. Present were Board Members Mathew Beebe, Jeff Vance, Josh Schlaepfer, Mike Davies. Absent: Lucan Palomo. Also present was Engineer Annie Folck, Administrative Support Specialist Karen Heins and Administrative Secretary Carol Martin.

**1. Call to Order**

Chairman Beebe called the meeting to order at 5:15 p.m. and roll call was taken.

**2. Open Meetings Act**

Chairman Beebe reviewed the Nebraska Revised Statutes Chapter 84, Article 14, which requires at least one copy of the Open Meetings Act be posted in the meeting room.

Notice of the meeting was given in advance thereof by publication in the Star Herald, the designated method of giving notice. Availability of the agenda was communicated in advance to the Media and Board Members. All proceedings hereafter were taken while the meeting was open to the attendance of the public.

**3. Approval of the May 22, 2025 Minutes**

**Board Member Schlaepfer moved to approve the minutes from the May 22, 2025 regular meeting. It was seconded by Board Member Vance. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

**4. Current Business**

**A. Review and consider approval of application for Journeyman Mechanical License – Johnny Flood**

Following a review of the application, Board Member Schlaepfer asked if Johnny Flood has his Master Plumbing License. Board Member Vance confirmed that Mr. Flood does hold a Master Plumbing License.

**Board Member Schlaepfer moved to approve granting a Journeyman Mechanical License to Johnny Flood. The motion was seconded by Chairman Beebe. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

**B. Review and consider approval of application for Master Gas Fitter and Master Mechanical – Chad Keith Miller**

Board Member Vance added that Mr. Miller works for Knobel Refrigeration out of North Platte, which has been contracted to work for the Amazon project. He also confirmed that the business has provided the required documents to work in Gering including certificate of insurance, surety bond and state license.

**Board Member Schlaepfer moved to approve granting a Gas Fitter License and Master Mechanical License to Chad Keith Miller. The motion was seconded by Board Member Vance. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

**C. Review and consider approval of application for Journeyman Plumber – Douglas Peters**

Board Member Vance shared that Mr. Peters recently took and passed the exam and knowing the Plumbing Board was to meet soon recommended that he complete the application for submission and review at this meeting.

**Board Member Schlaepfer moved to approve granting a Journeyman Plumber License to Douglas Peters. The motion was seconded by Chairman Beebe. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

**D. Consider Mechanical Contractor Business Exemption Applications**

Engineer Folck reminded the Board that the recently adopted Ordinance requires all mechanical businesses to have a Licensed Master Mechanical on staff. However, many long-time professionals in the field have decades of experience but may have never taken or passed the required exam, especially if it wasn't necessary at the time they began working. Given these circumstances, the goal is to provide a pathway to grandfather in these experienced individuals. As a compromise, each business will be allowed to designate one employee who will be exempt from the testing requirement—but not from the experience requirement. This exemption is conditional upon the submission of documentation verifying the individual's experience, which will then be kept on file. Once the exempted individual retires, leaves the company, or otherwise becomes unavailable, the exemption will no longer apply. At that point, the business must comply fully with the Ordinance by either having an employee who has passed the required exam or by hiring a Licensed Master Mechanical. This exemption is limited to one person per business and must be applied for within this current calendar year.

Chairman Beebe asked whether this exemption would allow the current ratio structure—one licensed mechanical contractor shall supervise no more than two apprentice mechanical contractor at one time—to remain in effect.

Engineer Folck responded that in some cases, the exemption may be sufficient to meet the required ratio. However, for other businesses, it may still be necessary for someone

to complete the requirements to become a Licensed Master Mechanical. The individual granted the exemption will count as a Master Mechanical for the purposes of maintaining the ratio of licensed Master Mechanical to Apprentices, as outlined in the Ordinance.

When reviewing Black Hills Energy's staffing structure, it was noted that they are currently exceeding the allowed ratio. Even with the exemption for one Master Mechanical, the company would still not be in compliance with the ratio requirements.

Engineer Folck added that compliance may depend on which employees are actually working within the city limits of Gering, since Black Hills Energy operates across a large region. As long as all eight apprentices are not working in Gering at the same time, they may still meet the requirements locally.

Board Member Schlaepfer commented that Black Hills Energy no longer performs installations. They outsource most of their service work and primarily focus on connecting utility services and appliance repairs. He also noted that the company is participating in the CAP program, and some of the work they perform may not even require permits. Additionally, they do hold a current contractor license in Gering.

It was pointed out that the primary area requiring a Master Mechanical license for Black Hills Energy is gas fitting. And, Black Hills Energy holds significant authority, as improper work can result in the gas being shut off.

Following this discussion, the Board reviewed each application independently. The person who submitted/signed the application is the person identified for the exemption.

❖ Mike Beebe – Big Mack HVAC

**Board Member Josh Schlaepfer moved to approve Big Mack HVAC the exemption for Master Mechanical to be granted to Mike Beebe. Board Member Vance seconded the motion. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

❖ Roger Rojas Sr. – Oregon Trail Plumbing

**Board Member Beebe moved to approve Oregon Trail Plumbing the exemption for Master Mechanical to be granted to Roger Rojas Sr. Board Member Schlaepfer seconded the motion. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

❖ Joshua Rexus – Black Hills Energy

Additional discussion took place regarding Black Hills Energy. Board Member Schlaepfer commented that Black Hills Energy likely will not pull permits for much of their work, as they are primarily focused on service calls and the CAP program. Board Member Beebe questioned whether Aurelio Godina is now acting as the

project manager. Board Member Schlaepfer explained that Aurelio Godina moves between roles, manages the service line crews, and functions as a sort of technical support. It appears most of the work being performed consists of appliance repairs, system top-offs, and related service activities.

Board Member Vance added that he spoke with Todd, who noted he plans to retire within the year thus would prefer to give the exemption to another employee. He is hesitant to give it up as when under Source Gas, it was common to do change outs but with Black Hills they have moved away from that service. And if ownership would change again in the future, they may wish to resume that scope of work, and maintaining that capability is important.

Chairman Beebe clarified that the Black Hills Energy retains its city license for gas meter installations and meter relocations. Board Member Vance responded that Black Hills Energy maintains licensing for their current operations, although it's unclear exactly how many licensed gas fitters are on staff. He explained that the company does not need to pull permits for their gas work because they are the utility provider, and their work is inspected by an outside agency present on-site.

**Board Member Vance moved to approve Black Hills Energy the exemption for Master Mechanical to be granted to Joshua Rexus. Board Member Schlaepfer seconded the motion. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

❖ Javier Corona – T&C Air Solutions

It was commented that T&C Air Solutions might have the best ratio of all.

**Board Member Vance moved to approve T&C Air Solutions the exemption for Master Mechanical to be granted to Javier Corona. Board Member Beebe seconded the motion. On roll call vote the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

**5. City Building Inspector Report (Information only)**

Board Member Vance did not have any additional information to report. Engineer Folck shared that Karen Heins will also be supporting the Plumbing Board.

**6. Open Comment:** Discussion or action by the Plumbing Board regarding unscheduled business will not take place. This section is for citizen comment only.

There were no comments.

**7. Adjourn**

**Motion to adjourn was made by Board Member Vance and it was seconded by Board Member Schlaepfer. There was no discussion. On roll call vote, the following voted "AYE": Beebe, Vance, Schlaepfer, and Davies. Absent: Palomo.**

Meeting adjourned at 5:34 p.m.

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Mathew Beebe, Chairman

ATTEST:

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Carol Martin, Administrative Secretary



## CITY OF GERING APPLICATION FOR PLUMBING LICENSE

(Incomplete applications will not be considered)

The undersigned hereby makes application for a license in accordance with Ordinance No. 2156, Chapter 116: Plumbing Contractors.

Please **check all** that are being applied for:

☐ Master Plumber

☒ Journeyman Plumber

☐ Apprentice Plumber

☐ Water Fitter

☐ Gas Fitter Endorsement

**Attach credentials, certifications, letters, affidavits and test results to application.**

1. Gehrt, Jeffrey D 1635 P St.  
Applicant Name (Last, First, Middle Initial) Applicant Address (Street)  
Gering, NE 69341  
Applicant (City, State, Zip)  
jgerht12@gmail.com 308-360-9084  
Applicant Email Address Applicant Phone Number

Current Employer's Business Name and Address:

Independent Plumbing & Heating  
1921 Broadway Scottsbluff, NE 69361

Current employer's Phone Number:

308-632-4185

### 2. EDUCATION - College(s) or Trade School(s) attended:

Name of School

Program Completed

Date graduated

School Address (City/State)

Name of School

Program Completed

Date graduated

School Address (City/State)

### 3. EXPERIENCE RECORD - Current and Former Employer's

**NOTE: Letters or affidavits from employers must be attached.**

Name and Addresses:

(Starting with the **most recent** first)

Position Held:

(Master, etc.)

Dates:

(From - To)

a. Independent Plumbing & Heating  
1921 Broadway Scottsbluff, NE 69361

Apprentice

5/4/2022 - Current

b. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any other licenses held:  
(i.e., Master, Journeyman, Apprentice)

City Where Issued:

Date Issued:

- a. Apprentice Plumber
- b. Apprentice Plumber

Scabbsbluff, NE

Gering, NE

4-2-25

5-1-25

4. PERSONAL REFERENCES:

Please provide the names, email addresses, and phone numbers of at least three individuals who are not related to you and are not employed by your current employer, who can verify the accuracy of the information provided above.

Name:

Email Address:

Contact Number:

- a. Sean Dawson
- b. Cherice Kershaw
- c. Eli Atchison

Sean.Dawson35@gmail.com

KershawC11@gmail.com

Eli-Atchison@yahoo.com

308-430-2669

970-773-3262

402-389-1287

Anthony D. Schuler

Applicant's Signature

08/7/2025

Date

FOR OFFICE USE ONLY

License Number: \_\_\_\_\_

Date License was Granted: \_\_\_\_\_

Date Paid: \_\_\_\_\_

☐ Cash    ☐ Check # \_\_\_\_\_    ☐ Credit Card

Receipt Number: \_\_\_\_\_





## OFFICIAL RESULTS REPORT

### G28 - Journeyman Plumber with Gas



Name: Jeffrey D Gehrt  
Address: 1635 P St.  
Gering, NE 69341

Candidate ID: ICNON214042  
Date: 08/06/2025

#### EXAMINATION RESULT: **PASS**

Congratulations! You have passed this examination.

**Next Steps:** Contact your jurisdiction to check what other local requirements you may need to obtain your license. A passing score on this examination satisfies the testing requirements for licensure only and does not guarantee that licensing will be granted.

**Need to update your name or address on file?** Your ICC email address is the Pearson VUE email address used to register for this ICC Contractor/Trades examination. Login to your myICC account to update your candidate demographic information (Address, Phone Number, Email, and Legal Name). Visit [support.iccsafe.org](http://support.iccsafe.org) and search *Demographics* for a step-by-step guide.

If you are unable to access your myICC account, please contact ICC at 1-888-422-7233 ext. 5524 or via email at [customersuccess@iccsafe.org](mailto:customersuccess@iccsafe.org).

**Need a duplicate result letter?** Login to your online Pearson VUE account to obtain a duplicate copy of your score report.

The Code Council reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

*The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at:*

<http://www.pearsonvue.com/authenticate>  
Registration Number: 510242012    Validation Number: 497520257



## CITY OF GERING APPLICATION FOR MECHANICAL LICENSE

(Incomplete applications will not be considered)

The undersigned hereby makes application for a license in accordance with Ordinance No. 2157, Chapter 119: Mechanical Contractors.

Please **check all** that are being applied for:

☒ Master Mechanical

☐ Apprentice Mechanical

☐ Journeyman Mechanical

☐ Gas Fitter

Attach credentials, certifications, letters, affidavits and test results to application.

1. Crafty, Alan M  
Applicant Name (Last, First, Middle Initial)

5828 Rd 25  
Applicant Address (Street)

Veteran WY 82243  
Applicant (City, State, Zip)

Crafty2 Heating @ gmail.com  
Applicant Email Address

307-331-2841  
Applicant Phone Number

Current Employer's Business Name and Address:

Crafty-2 Heating + Air LLC

5828 Rd 25

Current employer's Phone Number:

Veteran WY 82243

### 2. EDUCATION - College(s) or Trade School(s) attended:

Name of School

Program Completed

Date graduated

School Address (City/State)

Name of School

Program Completed

Date graduated

School Address (City/State)

### 3. EXPERIENCE RECORD - Current and Former Employers

**NOTE: Letters or affidavits from employers must be attached.**

Name and Addresses:  
(Starting with the **most recent** first)

Position Held:  
(Master, etc.)

Dates:  
(From - To)

a. Crafty-2 Heating  
+ Air LLC

owner / Master HVAC

11/2018 - current

b. Bishop Heating  
+ Air

Master HVAC

04/2016 - 11/2018

c. Fire + Ice  
Heating + Air

owner / Master HVAC

08/2015 - 04/2016

List any other licenses held:  
(i.e., Master, Journeyman, Apprentice)

City Where Issued:

Date Issued:

a. Master HVAC

Torrington WY

11/2018 - Current

b. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4. PERSONAL REFERENCES:

Please provide the names, email addresses, and phone numbers of at least three individuals who are not related to you and are not employed by your current employer, who can verify the accuracy of the information provided above.

Name:

Email Address:

Contact Number:

a. Kevin LaRue

\_\_\_\_\_

301-338-8151

b. Harmold Jolley

\_\_\_\_\_

301-389-4786

c. Avis Burg

\_\_\_\_\_

301-351-2263



9-9-2025

Applicant's Signature

Date

#### FOR OFFICE USE ONLY

License Number: \_\_\_\_\_

Date License was Granted: \_\_\_\_\_

Date Paid: \_\_\_\_\_

☐ Cash ☐ Check # \_\_\_\_\_ ☐ Credit Card

Receipt Number: \_\_\_\_\_



**MIKE BEEBE**  
BEEBEMU@HOTMAIL.COM

**PO Box 521**  
**GERING, NE 69341**  
**308-672-6429**

August 5th, 2025

Michael Beebe Work History

2002-2006: Colegate Heating Inc.

111 W 2nd St

Nunn, CO 80648

Position: Apprentice

2006-2009: Mister B's Heating and Cooling

610 W 15th St. Suite B

Cheyenne, WY 82001

Position: Journeyman (Obtained in 2007)

2011-Present: Big Mack HVAC LLC

2905 12th St

Gering, NE 69341

Position: Owner





## Wyoming Trades Certification Program

### **THIS CERTIFIES THAT**

**Mike Beebe**

**has successfully completed and passed the**

**Journeyman HVAC**

**test administered by the Wyoming Trades  
Certification Program.**

  
Executive Director

Card Number Issued: 000-10-9727

# ***Oregon Trail***

**Plumbing, Heating and Cooling Inc.**

**7/24/25**

**Dear City of Gering – Engineering & Building Department**

**I Roger Rojas Sr. have been in the plumbing & HVAC industry for more than 35 years in the wyo-braska area. My onsite, blueprint and operational work experience in the HVAC industry projects are as follows:**

- 1.) Downtown Bluffs Business Center – Geothermal Systems / Duct work**
- 2.) Scottsbluff Nursing Home East Wing Addition – Duct Sizing / Duct Installation**
- 3.) BC Steel Building Additions – Design build duct, furnace sizing & heating only sizing of thermos-cycler of warehouses**
- 4.) Residential housing (8) per year average – entire mechanical take off plumbing, duct and ventilation**
- 5.) Reganis Auto “Both New Builds” – mechanical take off plumbing, hvac**
- 6.) Residential HVAC retrofits (20) per year average – retrofit furnaces, gas piping, duct work transitions and furnace venting**

**Thank you for the opportunity to provide you with my past work experience, the listed jobs above is just small edge of my work experience in the area, I hope that you will find me more than qualified for the Masters Mechanical License.**

**Thank you,**

**Roger Rojas Sr.**

Josh Rexus HVAC work History

Gering Valley Plumbing and heating. Acknowledgement :



July 2015– August 2018

Residential Installation- Furnace, A/C, Mini splits, Ventilation, Gas piping, Boiler, Tankless water

Residential New construction – Furnace, A/C, Ventilation, Duct work, Gas piping, Boiler, Tankless water.

Residential Service – Repairs, Cleaning on Furnace, A/C, mini split, Boiler, Tankless water

Commercial Installation - RTU's, Duct work, Ventilation, Gas piping, Tankless water, Boiler

New Commercial Construction – RTU's, Duct work, Furnace, A/C's, Ventilation, Gas piping, Chiller.

Commercial Service – Repairs, Cleaning

Independent Plumbing and Heating. Acknowledgement:



December 2018 – March 2021

Residential Installation – Furnace, A/C, Mini Splits, Ventilation, Gas piping, Tankless water, Boiler.

Residential New construction – Furnace, A/C, Ventilation, Gas piping, Tankless, Boiler.

Residential Service – Repairs, Cleaning on Furnace, A/C, mini split, Boiler, Tankless water

Commercial Installation – RTU's, Duct work, Ventilation, Gas piping, Furnace, A/C, Boiler systems

Commercial New construction – RTU's, Ducting, Boiler, Chiller, Furnace, A/C's, Tankless water.

Commercial Service- Cleaning's, Repairs,

**T & C Air Solutions**  
**617 E 8<sup>th</sup> St.**  
**Scottsbluff, Ne 69361**

**Javier (308)-672-6493**

**Chris (308)-672-3077**

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City of Gering  
1025 P St  
Gering, Ne 69341  
8/14/2025

To whom it may concern:

This letter serves to document my work history in HVAC/Mechanical trade, fulfilling the experience requirements for the [Master Mechanical License] application.

**\*\*Employer: Gering Valley Plumbing & Heating\*\***

**\*\*Date of Employment: 2005**

**\*\*Position Held: Apprentice Plumber & Sheet metal\*\***

**\*\*Job Description: Introduced into the sheet metal fabrication of duct systems using various tools and machinery. Installation of fabricated ducting and correct methods of installation.**

**\*\*Employer: Heggem Mechanical\*\***

**\*\*Date of Employment: 2006-2008**

**\*\*Position Held: Apprentice Gas Fitter & Sheet metal/Installer\*\***

**\*\*Job Description: I was responsible for fabricating, installation, maintenance, and repair of various residential and commercial HVAC systems, including split systems, packaged units and ductless mini-splits. I performed diagnostic testing, identified mechanical malfunctions, executed repairs, ensuring adherence to safety regulations and industry best practices. I also conducted preventive maintenance such as replacing filters, cleaning coils and checking refrigerant levels.**

**\*\*Key projects: Aurora Loans Building Project, WNCC Dorm rooms Building, Regional West Medical Center various projects and Regional West Ambulatory Surgical Building Project**

**\*\*Employer: Russell Repair Heating & Cooling\*\***

**\*\*Date of Employment: 2008-2010**

**\*\*Position Held: Apprentice Gas Fitter & Sheet metal/Installer\*\***

**\*\*Job Description: I was responsible for fabricating, installation, maintenance, and**



repair of various residential and commercial HVAC systems, including split systems, packaged units and ductless mini-splits. I performed diagnostic testing, identified mechanical malfunctions, executed repairs, ensuring adherence to safety regulations and industry best practices. I also conducted preventive maintenance such as replacing filters, cleaning coils and checking refrigerant levels.

**\*\*Key projects: Bridgeport Retirement, UNMC Nursing Lab Project and Various Residential Projects**

**\*\*Employer: CST Mechanical\*\***

**\*\*Date of Employment: 2014-2016**

**\*\*Position Held: Apprentice Plumbing, Gas Fitter & Sheet metal/Installer\*\***

**\*\*Job Description:**I was responsible for fabricating, installation, maintenance, and repair of various residential and commercial HVAC systems, including split systems, packaged units and ductless mini-splits. I performed diagnostic testing, identified mechanical malfunctions, executed repairs, ensuring adherence to safety regulations and industry best practices. I also conducted preventive maintenance such as replacing filters, cleaning coils and checking refrigerant levels. Installation of water piping with various materials, maintenance and repairs.

**\*\*Key projects: Chadron State College Rangeland Project, WNCC Dorm Project Various Residential Projects**

**\*\*Employer: Sunshine Holdings\*\***

**\*\*Date of Employment: 2016-2019**

**\*\*Position Held: Apprentice Plumbing, Journeyman Mechanical and Gas Fitters**

**\*\*Job Description:**I was responsible for fabricating, installation, maintenance, and repair of various residential and commercial HVAC systems, including split systems, packaged units and ductless mini-splits. I performed diagnostic testing, identified mechanical malfunctions, executed repairs, ensuring adherence to safety regulations and industry best practices. I also conducted preventive maintenance such as replacing filters, cleaning coils and checking refrigerant levels. Installation of water piping with various materials, maintenance and repairs.

**\*\*Key projects: Crawford Dollar General Project and Fire Station, Scottsbluff Dollar General East O Project, Webb Building and Davita Center Chadron NDOR Project Various Residential Projects**

**\*\*Employer: Self Employed\*\***

**\*\*Date of Employment: 2019-Present**

Thank You,  
Javier Corona

On Thu, Nov 8, 2018, 11:16 AM <[ttonline@testrac.com](mailto:ttonline@testrac.com)> wrote:

Your test results page is presented below. One can print the page for immediate reference by clicking on "Print" and/or it can be sent to your email account by clicking on "Send". To return to your dashboard, click on "Close".

**Personal information**

Name	Javier Corona Jr.
Email address	<a href="mailto:jrcorona76@gmail.com">jrcorona76@gmail.com</a>
Client Id	12506907
Logon Id	NI1545449
Company	
Birthdate	

**Exam results**

Test name	Proctored - 2009 UMC Journey Level Mechanical A
Attempt #	1
Taken on	11/8/2018 3:45 PM
Reference #	174098.282.1
Score	90 %
Required to pass	75 %
Recommended score	75 %
Outcome	Passed

**Section scores**

 09UMCJLP 1 91 %

*The score achieved on this section indicates a passing knowledge of the subject.*

SIGNATURE OF LICENSEE

City of Gering, Nebraska

KNOW YE BY THESE PRESENTS, THAT

**JAVIER CORONA**

IS HEREBY GRANTED LICENSE

as **JOURNEYMAN MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2026

*Kathleen J. Weefe*

GERING CITY CLERK  
LICENSE NO. T&C JM-01

DATE ISSUED 05-01-2025

CITY OF GERING NEBRASKA

KNOW YE BY THESE PRESENTS THAT

**JAVIER CORONA**

IS HEREBY GRANTED

JOURNEYMAN HVAC

FOR THE PERIOD ENDING 4-30-24

DATE ISSUED 5-1-23

LICENSE NO J-29

CITY CLERK

*Kathleen J. Weefe*

CITY OF GERING NEBRASKA

KNOW YE BY THESE PRESENTS THAT

**JAVIER CORONA JR**

IS HEREBY GRANTED

APPRENTICE PLUMBER LICENSE **SM/HVAC**

FOR THE PERIOD ENDING APRIL 30, 2019

DATE ISSUED MAY 1, 2018

LICENSE NO A-82

CITY CLERK

*Kathleen J. Weefe*

CITY OF GERING NEBRASKA

KNOW YE BY THESE PRESENTS THAT

**JAVIER CORONA**

IS HEREBY GRANTED

APPRENTICE PLUMBER LICENSE **SM/GF/HVAC**

FOR THE PERIOD ENDING APRIL 30, 2020

DATE ISSUED MAY 1, 2019

LICENSE NO A- 60

CITY CLERK

*Kathleen J. Weefe*

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona Jr

IS HEREBY GRANTED LICENSE

as **MASTER MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2026

Kimberley Knight  
SCOTTSBLUFF CITY CLERK

DATE ISSUED 5-12-25 LICENSE NO. 25-11

SIGNATURE OF LICENSEE

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona Jr

IS HEREBY GRANTED LICENSE

as **MASTER MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2024

Kimberley Knight  
SCOTTSBLUFF CITY CLERK

DATE ISSUED 4-17-23 LICENSE NO. 23-3

SIGNATURE OF LICENSEE

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona Jr

IS HEREBY GRANTED LICENSE

as **MASTER MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2023

Kimberley Knight  
SCOTTSBLUFF CITY CLERK

DATE ISSUED 4/28/22 LICENSE NO. 22-05

SIGNATURE OF LICENSEE

SIGNATURE OF LICENSEE

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona  
IS HEREBY GRANTED LICENSE

as **LIMITED**

**SM**

**GF**

**WF**

FOR THE PERIOD ENDING APRIL 30, 2021

AB  
SCOTTSBLUFF PLUMBING OFFICIAL

DATE ISSUED 8 June 20 LICENSE NO. 20-6

SIGNATURE OF LICENSEE

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona Jr  
IS HEREBY GRANTED LICENSE

as **MASTER MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2022

Kimberley Knight  
SCOTTSBLUFF CITY CLERK

DATE ISSUED 3 May 21 LICENSE NO. 21-5

City of Scottsbluff, Nebraska

KNOW YE BY THESE PRESENTS, THAT

Javier Corona

IS HEREBY GRANTED LICENSE

as **MASTER MECHANICAL**

FOR THE PERIOD ENDING APRIL 30, 2025

Kimberley Knight

SCOTTSBLUFF CITY CLERK

DATE ISSUED 4-30-24 LICENSE NO. 24-21

SIGNATURE OF LICENSEE

2



Business Name: T & C Air Solutions  
Employee Name: Javier Corona  
License #: 3208  
Classification: HVAC Contractor/Master  
License Term: 12-31-2023

*[Signature]*  
Dennis Estes Bldg. Insp.



Business Name: T & C Air Solutions  
Employee Name: Javier Corona  
License #: 3208  
Classification: HVAC Contractor/Master  
License Term: 12-31-2022

*[Signature]*  
Dennis Estes Bldg. Insp.

City of Scottsbluff

# Contractor's License

STATE OF NEBRASKA  
Scotts Bluff County

} ss.

No. 24-15

TO ALL WHO SHALL SEE THESE PRESENTS:

KNOW YE, that T & C, having on the  
30 day of April 2024, paid into the City Treasurer 15<sup>00</sup>.

THEREFORE, the above is hereby authorized to engage in the business of CONTRACTOR in  
the City of Scottsbluff for the period ending April 30th, 2025.

IN TESTIMONY WHEREOF, the City of Scottsbluff, Nebraska  
City Clerk has affixed the seal of said City,

this 30 day of April 2024.

Kimberley Hight City Clerk

City of Scottsbluff

# Contractor's License

STATE OF NEBRASKA  
Scotts Bluff County

} ss.

No. 25-23

TO ALL WHO SHALL SEE THESE PRESENTS:

KNOW YE, that TC Air Solutions, having on the  
13 day of May 2025, paid into the City Treasurer 15<sup>00</sup>.

THEREFORE, the above is hereby authorized to engage in the business of CONTRACTOR in  
the City of Scottsbluff for the period ending April 30th, 2026.

IN TESTIMONY WHEREOF, the City of Scottsbluff, Nebraska  
City Clerk has affixed the seal of said City,

this 13 day of May 2025.

Kimberley Hight City Clerk

City of Scottsbluff

# Contractor's License

STATE OF NEBRASKA  
Scotts Bluff County

} ss.

No. 22-16

TO ALL WHO SHALL SEE THESE PRESENTS:

KNOW YE, that T+C Air Solutions, having on the  
28<sup>th</sup> day of April 2022, paid into the City Treasurer 15<sup>00</sup>.

THEREFORE, the above is hereby authorized to engage in the business of CONTRACTOR in  
the City of Scottsbluff for the period ending April 30th, 2023.

IN TESTIMONY WHEREOF, the City of Scottsbluff, Nebraska  
City Clerk has affixed the seal of said City,

this 28<sup>th</sup> day of April 2022.

Kimberley Knight City Clerk

City of Scottsbluff

# Contractor's License

STATE OF NEBRASKA  
Scotts Bluff County

} ss.

No. 23-11

TO ALL WHO SHALL SEE THESE PRESENTS:

KNOW YE, that T+C Air Solutions, having on the  
17 day of April 2023, paid into the City Treasurer 15<sup>00</sup>.

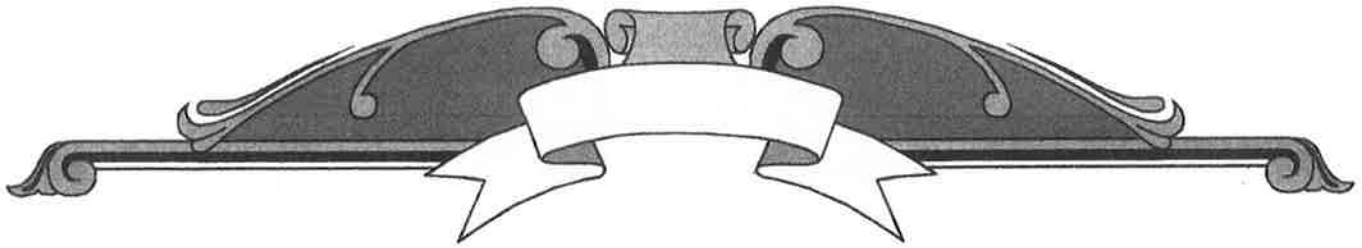
THEREFORE, the above is hereby authorized to engage in the business of CONTRACTOR in  
the City of Scottsbluff for the period ending April 30th, 2024.

IN TESTIMONY WHEREOF, the City of Scottsbluff, Nebraska  
City Clerk has affixed the seal of said City,

this 17 day of April 2023.

Kimberley Knight City Clerk





# City of Alliance Contractor License

**ML24-010**

**City of Alliance, Nebraska**

To all who shall see these presents, GREETINGS

KNOW YE by these presents, that:

**Javier Corona Jr./Chris Trevino  
T&C Air Solutions**

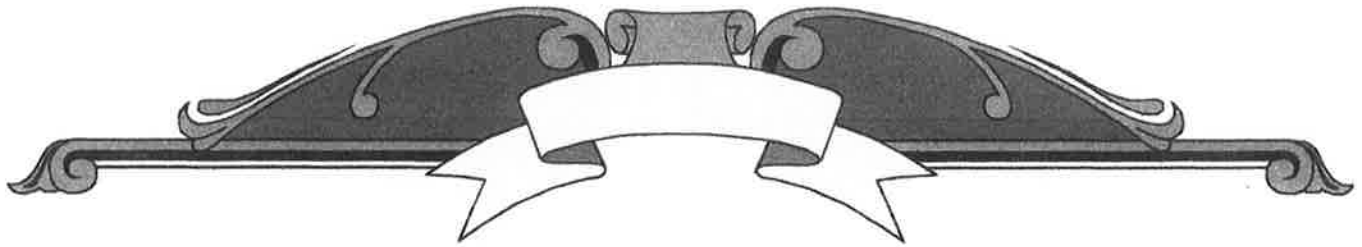
having complied with the provisions of Ordinance No. 2880 of the City of Alliance, Nebraska, and having presented a receipt from the City Treasurer for \$100.00 as License Occupation Tax for the term ending April 30, 2025, is hereby licensed to conduct and carry on the business of:

**Master HVAC/Master Gas Fitter**

within the jurisdiction of the City of Alliance, Nebraska, as authorized by said Ordinance.

\_\_\_\_\_  
City of Alliance Representative





# City of Alliance Contractor License

**ML23-012**

**City of Alliance, Nebraska**

To all who shall see these presents, GREETINGS

KNOW YE by these presents, that:

**Javier Corona Jr./ Chris Trevino  
T & C Air Solutions**

having complied with the provisions of Ordinance No. 2880 of the City of Alliance, Nebraska, and having presented a receipt from the City Treasurer for \$100.00 as License Occupation Tax for the term ending April 30, 2024, is hereby licensed to conduct and carry on the business of:

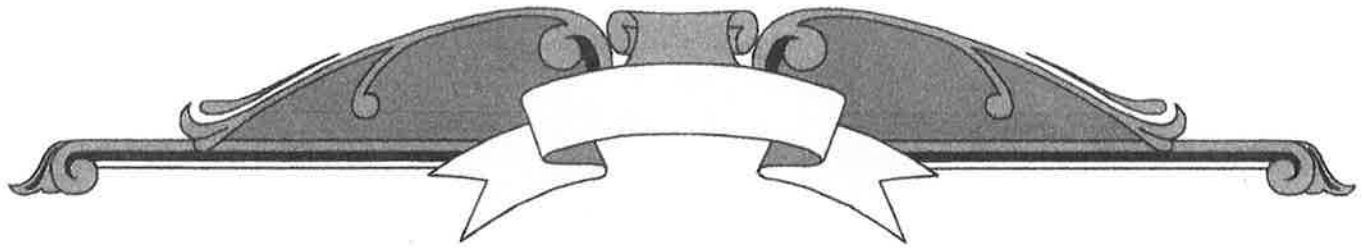
**Master HVAC/ Master Gas Fitter**

within the jurisdiction of the City of Alliance, Nebraska, as authorized by said Ordinance.



City of Alliance Representative





# City of Alliance Contractor License

**ML22-002**

**City of Alliance, Nebraska**

To all who shall see these presents, GREETINGS

KNOW YE by these presents, that:

**Javier Corona Jr. & Chris Trevino  
T & C Air Solutions**

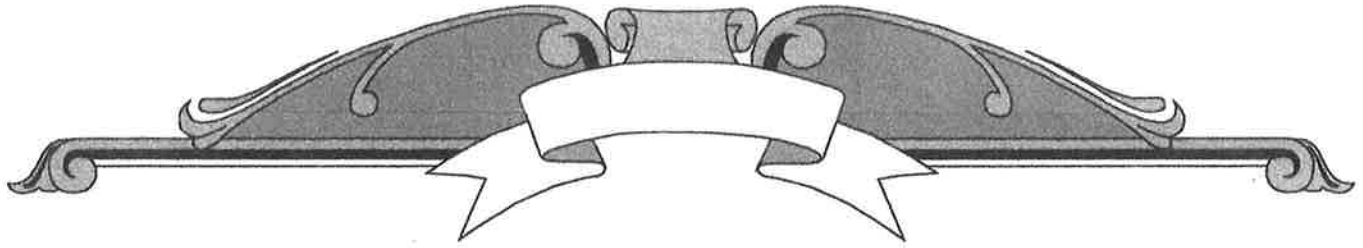
having complied with the provisions of Ordinance No. 2880 of the City of Alliance, Nebraska, and having presented a receipt from the City Treasurer for \$100.00 as License Occupation Tax for the term ending April 30, 2023, is hereby licensed to conduct and carry on the business of:

**Master HVAC/ Master Gas Fitter**

within the jurisdiction of the City of Alliance, Nebraska, as authorized by said Ordinance.

City of Alliance Representative





# City of Alliance Contractor License

**ML21-009**

**City of Alliance, Nebraska**

To all who shall see these presents, GREETINGS

KNOW YE by these presents, that:

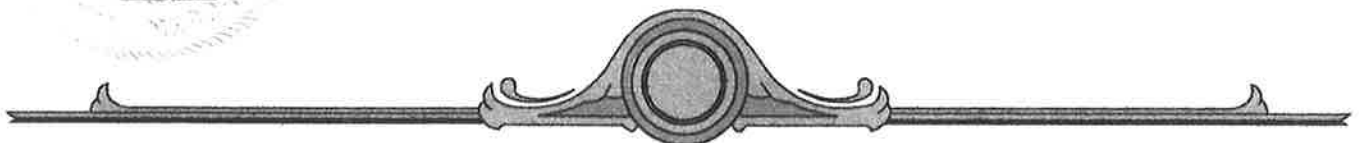
**T & C Air Solutions**

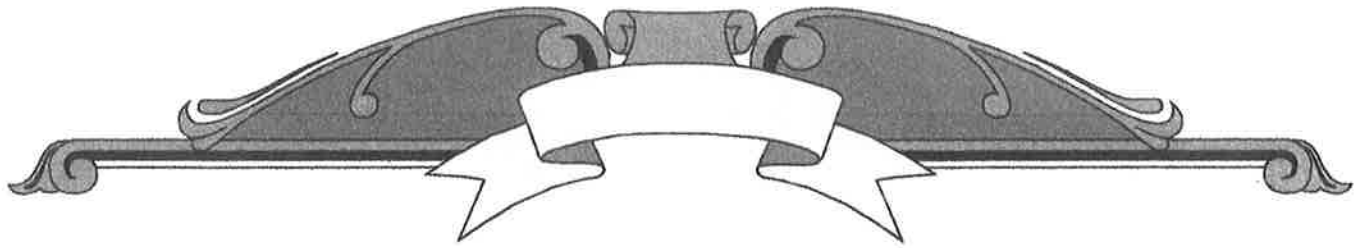
having complied with the provisions of Ordinance No. 2880 of the City of Alliance, Nebraska, and having presented a receipt from the City Treasurer for \$100.00 as License Occupation Tax for the term ending April 30, 2022, is hereby licensed to conduct and carry on the business of:

**Master HVAC/ Master Gas Fitter**

within the jurisdiction of the City of Alliance, Nebraska, as authorized by said Ordinance.

City of Alliance Representative





# City of Alliance Contractor License

**ML20-020**

**City of Alliance, Nebraska**

To all who shall see these presents, GREETINGS

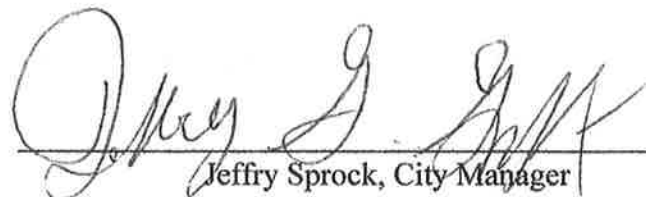
KNOW YE by these presents, that:

**Javier Corona Jr. & Chris Trevino  
T & C Air Solutions**

having complied with the provisions of Ordinance No. 2880 of the City of Alliance, Nebraska, and having presented a receipt from the City Treasurer for \$125.00 as License Occupation Tax for the term ending April 30, 2021, is hereby licensed to conduct and carry on the business of:

**Master HVAC/ Master Gas Fitter**

within the jurisdiction of the City of Alliance, Nebraska, as authorized by said Ordinance.

  
Jeffry Sprock, City Manager



# Memo

**DATE:** 3/29/23  
**TO:** Gering plumbing contractors including mechanical and HVAC  
**FROM:** Kathy Welfl, City Clerk  
**RE:** 2023 Occupation Tax

---

Enclosed you will find your Annual City of Gering Occupation Tax invoice. Please also update your contact information below on the enclosed form and return it with your payment.

**Please return by April 30, 2023**

- ❖ Payment (you may pay by check, credit card or cash)
- ❖ Updated certificate of insurance (required per § Code 116.01)
- ❖ Updated contact information

**Code 116.01**

A plumbing contractor license shall be granted every person making application to the Clerk therefor and filing with such application a bond with two or more sureties, or a bond of a surety company to be approved by the Council in the penal sum of \$2,000 conditioned that the licensee will indemnify and keep harmless the city in case of any accident or damage arising from negligence or unskillfulness in doing or protecting his or her work or from any unfinished or inadequate work done in pursuance of the license, and that the licensee will restore the street, sidewalk and pavements over all work that they or he or she might lay and fill all excavations made, so as to leave all streets, sidewalks and pavement in as good condition as they were when found, and will maintain the same to the satisfaction of Engineer for the period of six months thereafter. The annual fee for plumbing contractor's first and initial license granted shall be \$50 and for each renewal of the license the annual fee shall be \$10, and such fees shall be due and payable to the Clerk on or before the first day of May of each calendar year; the license to be for one year or any fraction thereof expiring on April 30.

(Prior Code, § 4-5-1) (Ord. 904, passed 8-25-75)

**City of Gering Policy Regarding Plumbing/HVAC/Mechanical Licenses**

Effective October 5, 2022

The City of Gering will grant a plumbing license to any plumber who can show that he/she is licensed in another Nebraska community. The applicant must provide proof of licensure, proof of insurance, and the application fee upon applying for the license.

In the event that a licensed plumber, mechanical or HVAC contractor allows his/her license or bonding to lapse for a period of 30 days or more, the City will not renew the license without approval of the Plumbing Board.



# Invoice

April 3, 2025

**T & C Air Solutions**  
**ATTN: Javier Corona**  
**617 East 8th Street**  
**Scottsbluff, NE 69341**

Occupation Tax 2025-2026			\$10.00
T&C JM-01	T & C Air Solutions	Javier Corona	\$20.00
T&C JM-02	T & C Air Solutions	Chris Trevino	\$20.00
<b>Total</b>			<b>\$50.00</b>

**Please bring or mail your invoice with payment to:**

City of Gering  
PO Box 687  
1025 P Street  
Gering, NE 69341

**License fees are due and payable on or before May 1.**  
**If a license is not renewed within 30 days of expiration,**  
**it will be treated as a new application and must be**  
**approved by the Plumbing and Examining Board.**

**Thank You**

**Date: Thursday, September 4, 2025; 2:30 p.m.**

**Subject: Merle Russell**

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**Annie Folck:** Can you state your name and position for the record and let us know about your experiences with work completed by Merle Russell. We are considering his license at the next Plumbing Board Meeting whether we should continue to suspend it or reinstate it.

**Josh Rexus:** My name is Josh Rexus and I'm a service specialist at Black Hills Energy. I mentioned I had some notes. At 27 Michaels Street in Terrytown, was the most recent one and I did contact Jeff (Vance) about this. He had done an install new furnace and AC and the customer complained of gas smell downstairs. So, I went down there and took my combustible gas indicator and found readings on one of the gas pipes. As I was tightening one, I noticed there were multiple other ones and I believe I found five of them I could turn with my hand. And I don't believe he used the right gas dope or pipe dope for the install because as I turned it, it was cracking and falling. It was almost like something for PVC glue instead of gas or pipe dope in general. So, I fixed all those and then I called Jeff.

One I do remember from a couple of years ago, it was 1301 East 12<sup>th</sup> Street. And I'm not sure if this is code or not but he put a ventless gas wall heater in someone's basement bedroom. So, there's no way for fresh air to get in; no way for anything to happen. So luckily, I went in there; I was there for another reason to work on their floor furnace; and was just downstairs looking at stuff and peaked my head in there and saw it. I disconnected it; capped it; gave the customer a red tag saying you shouldn't do this. It's in your bedroom; you could not wake up.

I've been to Mr. Russell's personal house a couple of times for relights because we'd disconnect his gas and he had a ventless heater in his living room. So, I disconnected it. If I see it, I'm going to shut it off because I don't want to be the last guy that was there and saw it and just left it. On the tag on these ones, it says they're meant to be in an area where fresh air is constantly coming in. Well, if you're going to use a heater, you're not going to constantly have your window open in the winter time. They are mainly used for shops, garages, or stuff like that where you can crack a door or window open, where you're just trying to take the chill off.

I've been at Mr. Russell's shop. There are two furnaces on his shop and they are both powered by an extension cord into an outlet. Code is to have SSU of the fuse and then the exhaust on it; the venting size was correct on it but where they T into each other instead of Y, where your power-vented, it's got to be a Y not a T.



There is one I couldn't remember the address, but it's a trailer park in Morrill straight south of the Kwik Stop. They were doing a furnace for a little old lady. They sold her a used furnace and she said it took them two weeks to do the job, when I myself personally can do one of those in a day. She had called us to come figure out what was wrong with it after they had just installed it two weeks ago, there was no gas shut off within the cabinet, there was no union so that means they had been turning off the gas meter behind the house, the condensation trap coming from the furnace, this particular one, was a clear one, clear tube that makes a U shape that is supposed to go down, it was broke. Nothing was hooked up. There was no shut off switch within sight in the cabinet at this house. You had to find the breaker and in a trailer house it's usually in the closet at the back of the house. And pretty sure that for code it has to be within sight of the unit. I know on air conditioners it is.

A lot of the other stuff I've heard is from other techs so it's probably just hearsay and not sure how that will stand in court. But it's just a lot of venting about gas issues we have had with them. Constantly being called back on leaks; they're just not double checking themselves. Like anyone can do an install and get by with it but you can still change gas fittings and ventilation is still part of service. Still something that can hurt somebody.

**Annie:** So, you think you would consider this to be a safety issue?

**Josh:** Yes, very much so. I'm surprised it's taken this long to be honest or I'm surprised he hasn't hurt anybody yet. I have a lot of customer complaints about him. There's other stuff I just can't think of exact date and time or where it was.

**Annie:** That's ok.

**Josh:** I've been doing this for 12 years, and we know who he is. He's got a reputation. That's all I can really think of right now.

**Annie:** Alright, we appreciate your time.

---

**Signature**

---

**Date**

	<p>Duct work not level coming through the roof</p> <p>Duct work not air sealed causing air leakage</p>		<p>Duct work not level coming through the roof</p> <p>Duct work not air sealed causing air leakage</p>
<p>Broken sheet metal 90 degree elbow</p> <p>Spiral duct work not running parallel</p>		<p>Spiral duct work not running parallel</p>	
	<p>Strapping not to code with the use of plumber strap should be with Unistrut and allthread or at the minimum of a 1"20 gauge strap with a sheet metal cee channel</p> <p>Also no turning vanes in the fittings</p>		<p>Missing insulation Hanging material needs more strapping</p>
<p>Strapping not to code with the use of plumber strap should be with Unistrut and allthread or at the minimum of a 1"20 gauge strap with a sheet metal cee channel</p> <p>Also no turning vanes in the fittings</p>		<p>Can't tell if the insulation is glued to the duct work</p>	



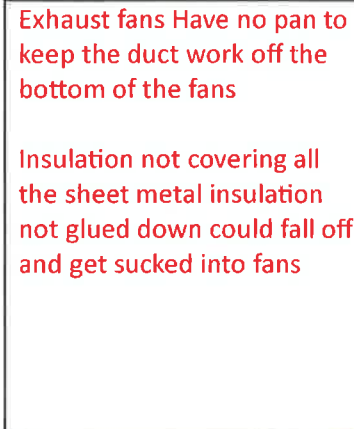
Exhaust fans Have no pan to keep the duct work off the bottom of the fans

Insulation not covering all the sheet metal insulation not glued down could fall off and get sucked into fans



Exhaust fans Have no pan to keep the duct work off the bottom of the fans

Insulation not covering all the sheet metal insulation not glued down could fall off and get sucked into fans



To large tof hole around exhaust duct from unit heater only need 1" of air gap from combustibles unable to flash roof in correctly



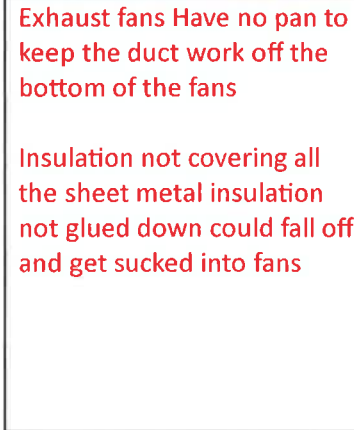
There are no ptraps on all units causing water to leak inside the building

Also some units have damage to the corners of all the units



New damage to roofing

There are no ptraps on all units causing water to leak inside the building



Units are not level will cause water from the condensate to leak inside od building



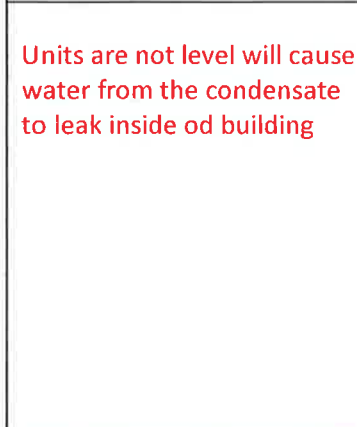




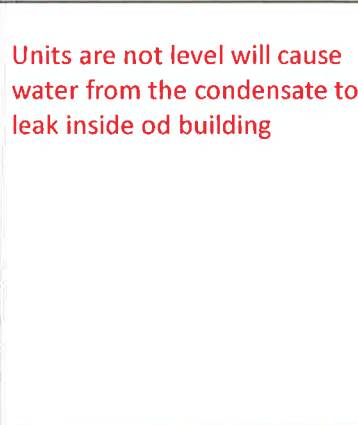
Gas piping missed the knock out so drill a new hole  
Missing rubber grommet causing water to enter the unit on all units



Units are not level will cause water from the condensate to leak inside od building



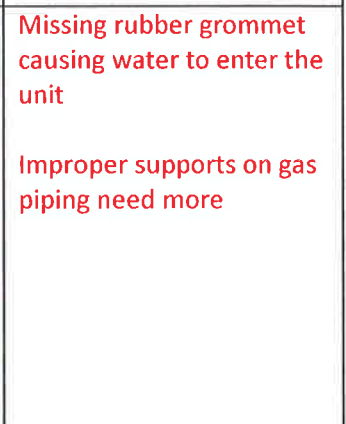
Units are not level will cause water from the condensate to leak inside od building



Units are not level will cause water from the condensate to leak inside od building

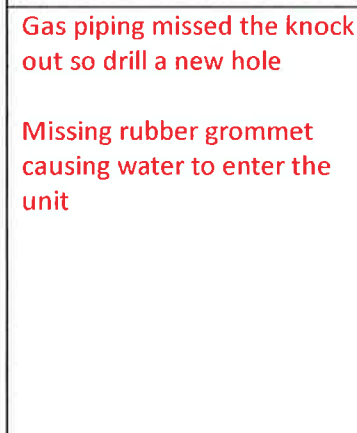


All units missing a electrical 120 volt service outlets  
Missing rubber grommet causing water to enter the unit

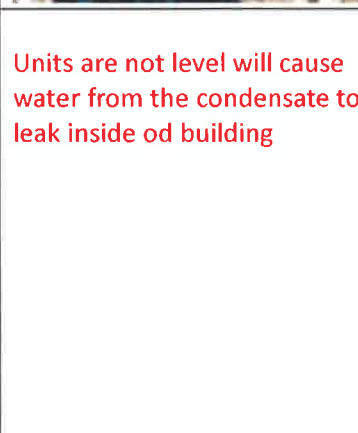


Missing rubber grommet causing water to enter the unit

Improper supports on gas piping need more



Gas piping missed the knock out so drill a new hole  
Missing rubber grommet causing water to enter the unit



Units are not level will cause water from the condensate to leak inside od building





Gas piping not level

Used the wrong gas vales on unit should be iron body gas valve there rated for outside

At least five units are to close to the roof should be a minimum of 12" above roof for snow not coming inside



Units are not level will cause water from the condensate to leak inside od building

Units are not level will cause water from the condensate to leak inside od building



Units are not level will cause water from the condensate to leak inside od building



Unit are running without condensate p-traps causing water in leak inside of building

It appears damage to new roofing



Unit are running without condensate p-traps causing water in leak inside of building

It appears damage to new roofing









There are no economizer installed which can allow water to enter units causing damage



Used the wrong gas vales on unit should be iron body gas valve there rated for outside





	<p>Not enough supports on gas piping</p>		<p>Gas piping not level</p> <p>Used the wrong gas vales on unit should be iron body gas valve there rated for outside</p> <p>At least five units are to close to the roof should be a minimum of 12" above roof for snow not coming inside</p>
<p>Not sure what is going on with gas piping coming from unit a very large angle on piping maybe damage to gas vale</p>		<p>Improper attaching of exhaust piping there should be a appliance connection from single wall to double wall pipe</p>	
	<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>		<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>
<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p> <p>No turning vanes installed</p>		<p>Also in proper hanging material's need more supports</p> <p>No turning vanes installed</p>	



Also in proper hanging material's need more supports

No turning vanes installed



Also in proper hanging material's need more supports

No turning vanes installed

Also in proper hanging material's need more supports

No turning vanes installed



Missing insulation in lots of different locations

Also in proper hanging material's need more supports



Missing insulation in lots of different locations

Also in proper hanging material's need more supports



Missing insulation in lots of different locations

Also in proper hanging material's need more supports

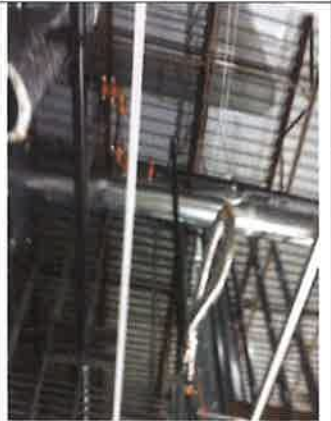
Missing insulation in lots of different locations






Also in proper hanging material's need more supports



Missing insulation in lots of different locations

Also in proper hanging material's need more supports



	<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>		<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>
<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>		<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>	
	<p>Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>	<p>Need old gas piping removed from rooftop</p> <p>Removal of old roof curb and sealing in roof</p>	<p>There appears multiupe spots on the roof where gas piping was cut and threaded on the roof causing oil spots and metal shavings across the roof</p>
<p>There are five units that are to close to the roof need to be a minimum of 12" above the roof Missing insulation in lots of different locations</p> <p>Also in proper hanging material's need more supports</p>			





## **BEST MANAGEMENT PRACTICES FOR FATS OILS AND GREASE**

Grease Control Best Management Practices (BMPs) are practices that will reduce the amount of fats, oils, and grease (FOG), which enter the sewer system from your food service facility.

The following pages give examples of BMPs that will reduce the amount of grease entering the sewer system from your food service facility. It also gives examples of harmful practices that you should avoid because they increase the amount of grease entering the sewer system.

High oil and grease concentrations can be lowered by minimizing the amount of food being discharged down all drains (including those attached to two or three compartment sinks and automatic dishwashers). The least expensive alternative that can be used in reducing grease in the sewer is improved kitchen management practices.

- NEVER empty waste from a deep fryer into a floor drain
- Scrape or wipe fat, oil, grease, and other food residue from cookware, utensils, etc. before washing or placing in dishwashing machine
- Use paper towels to wipe down work areas
- Use food grade paper to soak up oil and grease under fryer baskets
- Use kitty litter to absorb spills – sweep and dispose in trash
- Collect and empty grill scrapings & fryer vat grease in grease recycling container
- Do not put food or liquid food, including dairy products, milk shake syrups, batters and gravy down the drain
- Empty grease containers before they are completely full to avoid spilling
- Use detergents, not soaps (soap contains oil)
- Use strainers designed for the sinks in your facility to capture as much of the solid material as possible
- Use garbage grinders as sparingly as possible. Food particles that can pass through the grinder may be trapped in the grease trap, and will require expensive maintenance. Those that do not get trapped will pass through the sewer collection system, where they may cause a blockage, and/or may result in fees assessed to your facility

Following these simple guidelines along with having a correctly sized and properly functioning grease trap will reduce the amount of FOG discharged to the sewer system.

**If you are not sure about a practice, ask your manager or call the  
Scottsbluff Wastewater Treatment Facility  
at 308-630-6291.**

Please feel free to copy this information to distribute or post.



## CUSTOMER QUARTERLY REPORTING FORM FOR GREASE OR SAND TRAPS

This form is to be completed by the owner or person responsible for the grease or sand trap at this facility and is to be submitted to the City of Scottsbluff on a quarterly basis. Failure to meet this requirement is a violation of the City's Municipal Code, Article 6, Chapter 18, Section 1 which is a Class I ordinance violation resulting in a \$500.00 fine and/or seven days incarceration. If you have any questions about the required information, please call us 308-630-8047. **Please make copies of this form to use in the future for required reporting. The City is not responsible for mailing them to you each quarter.**

PROPERTY LOCATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY STATE ZIP: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_  
(Food Service / Transportation Facility)

TRAP LOCATION: \_\_\_\_\_

PERSONAL PERFORMING MONITORING AND CLEANING: \_\_\_\_\_

**REMINDER:** Each trap must be checked at least once a month. When the trap is 20% of it's capacity full, it needs cleaned. Depending on the size and type of trap, monitoring / cleaning may need to occur more frequently. To calculate 20% of capacity full:

- 1) Calculate the Tank Volume: Get measurements for the length, width and depth of tank in feet (if using inches, convert them to feet by dividing the inches by 12). Enter those figures in the following equation: Length x Width x Depth x 7.5 = tank volume. Take the result for tank volume times 20%. Now you have 20% of the trap's capacity. (Example: Calculating 20% capacity for a tank that is 5' long, 6' wide and 4' deep;  $5 \times 6 \times 4 \times 7.5 = 900$ ,  $900 \times 20\% = 180$ .)
- 2) Measure the feet or inches of floating grease blanket at the top of the liquid surface. Again, if using inches, convert them to feet by dividing by 12. (Example: Grease blanket is found to be 18".  $18$  divided by  $12 = 1.5$  feet.)
- 3) Measure the feet or inches of settled solids on the bottom of the tank. Again, if using inches, convert them to feet by dividing by 12. (Example: Settled solids were 12".  $12$  divided by  $12 = 1$  foot.)
- 4) Add the results of step 2 and 3 together ( $1.5 + 1 = 2.5$ ). Use this figure for the depth in the formula  $L \times W \times D \times 7.5$  (Example:  $5 \times 6 \times 2.5 \times 7.5 = 562.5$ ). If the result in step 4 is greater than the 20% capacity in step 1, the trap needs cleaned. (Example:  $562.5$  is greater than  $180$  so this trap is well past the 20% capacity and needs cleaned.)

### Summary of Quarterly Activity (See quarterly reporting due dates below for first, second & third months in each quarter.)

**First Month of Quarter:** \_\_\_\_\_ (January / April / July or October – depending on the quarter)

#### Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

#### Trap Cleaning

Date(s) of cleaning	
Comment:	

**Second Month of Quarter:** \_\_\_\_\_ (February / May / August or November)

#### Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

#### Trap Cleaning

Date(s) of cleaning	
Comment:	

**Third Month of Quarter:** \_\_\_\_\_ (March / June / September or December)

#### Trap Check

Date(s) trap was checked	
What % of trap's capacity had grease / settled material.	

#### Trap Cleaning

Date(s) of cleaning	
Comment:	

**Signature of Responsible Party:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Quarterly Reporting Due Dates:

First Quarter	January, February and March	Due by April 10th
Second Quarter	April, May and June	Due by July 10th
Third Quarter	July, August and September	Due by October 10th
Fourth Quarter	October, November and December	Due by January 10th

**Please return this completed report to:** City of Scottsbluff Wastewater Department, 2525 Circle Drive, Scottsbluff, NE 69361

# Grease Interceptor Sizing Worksheet

The Uniform Plumbing Code Formula

<b>Company</b>		<b>Calculated By</b>		<b>Date</b>	
<b>Project</b>		<b>Location</b>			

Follow these six simple steps to determine grease interceptor size.

	No of Meals Per Peak Hours	Waste Flow Rate	Retention Time	Storage Factor	Calculated Interceptor Size	Grease Interceptor
Enter Calculations Here	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6

1	<b>Number of Meals Per Peak Hour (Recommended Formula):</b> Seating Capacity <input type="text"/> X Meal Factor <input type="text"/> = Meals per Peak Hour <input type="text"/>		<b>Notes:</b>
	<b>Establishment Type:</b> Fast Food (45 min) Restaurant (60 min) Leisure Dining (90 min) Dinner Club (120 min)		
2	<b>Waste Flow Rate:</b> Condition With a Dishwashing Machine Without a Dishwashing Machine Single Service Kitchen Food Waste Disposer Only		<b>Notes:</b>
	<b>Flow Rate</b> 6 Gallons 5 Gallons 2 Gallons 1 Gallon		
3	<b>Retention Time</b> Commercial Kitchen Waste Dishwasher Single Service Kitchen Single Serving		<b>Notes:</b>
	2.5 Hours 1.5 Hours		
4	<b>Storage Factor</b> Kitchen Type Fully Equipped Commercial Hours of Operation 8 Hours 12 Hours 16 Hours 24 Hours Single Service Kitchen		<b>Notes:</b>
	<b>Storage Factor</b> 1.00 1.50 2.00 3.00 1.50		
5	<b>Calculate Liquid Capacity</b> Multiply the values obtained from step 1, 2, 3 and 4. The result is the approximate grease interceptor size for this application		<b>Notes:</b>
6	<b>Select Grease Interceptor</b> Using the approximate required liquid capacity from step 5, select an appropriate size as recommended by the manufacturer.		<b>Notes:</b>