

Cook Road Water District

Regular Meeting

MINUTES

Wednesday, December 18, 2024, 5:30 p.m.

At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Mike Fuller, Denise Nannemann, Angela Williams
BOARD MEMBERS APPROVED ABSENT: Eric Powers
OTHERS PRESENT: Helenanne Cathey

Angela Williams called the meeting to order at 5:30 p.m.

I. Customer Requests / Public Comment – None

II. Water System Update

- a. The Water System Information Spreadsheet was reviewed.
 - i. Account 189.03 was 0 in September and October but showed usage in November.
 - ii. The usage was extremely high on Account 213.02 – Water Guy reported that they would double check the meter reading in November. The usage is still high.
- b. Water Guy Accounts Receivable Balances and reports were reviewed.
- c. Shut off / Delinquent Accounts were reviewed.
- d. Lead Service Line Inventory – Water Guy held a meeting on December 3rd for Board members to learn what comes next in the program. A letter was received from Water Guy regarding the service lines inventory program. No action was required at this time.

III. Minutes Approval / Treasurer’s Report / Bills – Financial reports and minutes were reviewed. Mike Fuller moved to approve the minutes for the November 20, 2024, regular meeting, accept the treasurer’s report, approve and pay the bills as presented, keep the same slate of officers for the next year, and add Eric Powers to the bank account. (Angela Williams, Chairman / Eric Powers, Vice Chairman / Denise Nannemann, Secretary). Denise Nannemann seconded. Motion carried unanimously.

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|--|---------------------|
| Sinking Fund Balance Forward: | \$280,470.47 |
| 11/30/24 Interest | \$241.49 |
| Sinking Fund Ending Balance: | \$280,711.96 |
| Capital Expenditures Balance Forward: | \$39,341.03 |
| 11/30/24 Interest | \$34.99 |
| Capital Expenditures Ending Balance: | \$39,376.02 |
| Checking Account Balance Forward: | \$2,073.13 |
| Deposits 11/1-11/20/24: | \$3,730.06 |
| Adjusted Balance Forward: | \$5,803.19 |
| 11/21-11/30/24 Deposits–Water | \$1,419.08 |
| 11/30/24 Interest | \$12.86 |
| Checking Account / QuickBooks Balance 11/30/24: | \$7,235.13 |
| 12/05/24 Xpress Bill Pay Dep. | \$4,433.03 |
| 12/10/24 Deposit – Assessments | \$2,200.38 |
| Checking Account / QuickBooks Balance Prior to bills: | \$13,868.54 |

Bills Paid at Meeting:

| <u>Ck#</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|------------|------------------------|---|---------------|
| AUTO | City of Gillette | Inv. 1972950 – Regional water 0 gallons (\$570 base + \$0 usage) | \$570.00 |
| AUTO | Powder River Energy | Electricity – 11/1-12/1/24 | \$810.66 |
| 1436 | Cathey Consulting, LLC | Inv. 7857 – Nov. admin./books/compliance | \$656.25 |
| 1437 | CBH Co-Op | Even Energy Plan Payment | \$46.00 |

| | | | |
|---|-------------------------------|---|------------|
| 1438 | C N A Surety | Bond / Board 1/18/25 – 1/18/26 | \$105.00 |
| 1439 | Hawkins, Inc. | Inv. 6938489 – Chlorine | \$30.00 |
| 1440 | Marsh & McLennan Agency | Insurance 12/31/24 – 12/31/25 | \$3,114.00 |
| 1441 | Water Guy | Inv. 2024–1266 Nov. water operator/meters/ billing \$2,079.70 Inv. 2024-1395 – Create, print, label, mail unknown lead line inventory notices to required homeowners \$221.35 | \$2,301.05 |
| 1442 | Wyoming Assoc. of Rural Water | Inv. 19759 – 2025 Annual membership | \$495.00 |
| TOTAL BILLS PAID: | | | \$8,127.96 |
| Checking Account Balance End of Meeting | | | \$5,740.58 |

**Checking account balance does not include Water Guy deposits since the end of the prior month.*

V. Unfinished Business

- a. Appointment to the Board – Anyone interested in serving on the Board is asked to attend a meeting. The Board needs to appoint someone to serve on the Board until the next election.
- b. Insurance Carrier/ request for information – Documents were provided to the insurance company as follows:
 - i. ProElectric invoice from 3/3/16 (surge protection installed / \$5,300)
 - ii. ProElectric letter that explains the surge protection installed on the system.
 The insurance company sent a bill which was paid at this meeting.

VI. New Business

- a. None.

Mike Fuller moved to adjourn. Denise Nannemann seconded. The meeting was adjourned at 5:35 p.m.

A reminder to landowners – when the red light is flashing at the top of the water tank, turn off your outdoor watering until the light is off!

Next Regular Meeting: Thursday, January 23, 2025, 5:30 p.m. at the office of Cathey Consulting.

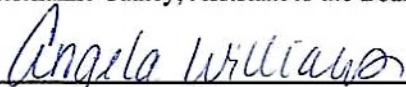
2025 Meetings:

Thurs., Jan. 23, 2025, 5:30 p.m. / Thurs., Feb. 27, 2025, 5:30 p.m. / Thurs., Mar. 27, 2025, 5:30 p.m.
 Thurs., Apr. 24, 2025, 5:30 p.m. / Thurs., May 22, 2025, 5:30 p.m. / Thurs., June 26, 2025, 5:30 p.m.
 Thurs., July 24, 2025, 5:30 p.m. / Thurs., Aug. 28, 2025, 5:30 p.m. / Thurs., Sep. 25, 2025, 5:30 p.m.
 Thurs., Oct. 23, 2025, 5:30 p.m. / Wed., Nov. 19, 2025, 5:30 p.m.* / Wed., Dec. 17, 2025, 5:30 p.m.*

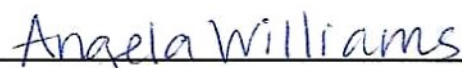
**November and December meetings rescheduled due to Thanksgiving and Christmas holidays.*

MEETINGS: BOARD MEETINGS ARE NORMALLY HELD THE FOURTH THURSDAY OF EACH MONTH AT 5:30 P.M. AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE (K² TECHNOLOGIES BUILDING – ENTRANCE IS ON 4TH STREET).

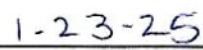
Respectfully submitted,
 Helianne Cathey, Assistant to the Board




 Signature



 Printed Name



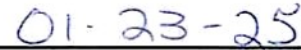
 Date



 Signature



 Printed Name



 Date

Angela Williams, Chairman / Eric Powers, Vice-Chairman / Vacant, Treasurer /
 Denise Nannemann, Secretary / Mike Fuller, Director