

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, December 10, 2024, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Rod Blizzard, Dawn Brengle, Russ Opp, Bob Sinclair
OTHERS PRESENT: Helenanne Cathey, Justin Starck

Russ Opp called the meeting to order at 5:30 p.m.

I. Customer Accounts / Concerns / Accounts Receivable Report

- a. 3430 McGee Avenue – The homeowner was not at the meeting.
- b. DRM master meter – 10/8/24 Board approved DRM using building meter until the master meter is repaired. No update.
- c. Burk Royalty / direct payment / auto bill pay – Dawn Brengle contacted Burk Royalty, and they reported that they will continue to send a check.
- d. Accounts receivable balances and billing for last month were reviewed. Two meters that showed 0 usage that were reported to Water Guy are still showing 0 usage in November. Acct 578.03 has a high usage – the Board will ask Water Guy to look at this one.

II. Water System Update / Projects

- a. Permit closeout for water line to serve DRM – Waiting for compaction tests by DRM.
- b. Board members continue to install markers for valves and meter pits.
- c. Projects (tank replacement, generator for backup power, general water distribution improvement project, lead service line inventory) – Justin Starck advised the Board of deadlines for applications for funding for projects and provided information on funding options. The State Revolving Fund has principal forgiveness options. The Mineral Royalty Grant is available for emergency projects. There was discussion on an elevated tank.
- d. Lead Service Lines Inventory – There was discussion on the service lines inventory and requirements for verifying material in service lines that are currently “unknown.”
- e. Issues with Hydrant (on Oil) – No update.

III. Minutes Approval –

Rod Blizzard moved to approve the minutes for the regular meeting on November 12, 2024, as presented. Bob Sinclair seconded. Motion carried unanimously.

IV. Treasurer’s Report Acceptance / Deposits Review / Bank Statements / Pay Bills

The bills were reviewed. Russ Opp reported that the CD will renew for one year at 4.50% (it was previously at 4.75%). Rod Blizzard moved to accept the Treasurer’s Report and pay the bills as presented. Dawn Brengle seconded. Motion carried unanimously. Total bills paid \$9,313.07. Account balances: First Northern Bank Checking: \$75,485.22 after bill payments (except does not include deposits since the end of the prior month – deposits are reconciled with bank statements on a monthly basis), Money Market Account: \$142,663.27, Money Market/Reserves: \$405,653.14, CD: \$168,216.71, CD/Reserves \$102,536.43. The total of the accounts is \$894,554.77. Bills and checks were reviewed, approved, and paid as follows:

| CK # | Name | Invoice Number | Memo | Amount |
|------|--|----------------|---|------------|
| AUTO | POWDER RIVER ENERGY | ACCT. 1980425 | #3 WELL BY BARN - \$359.05 | \$1,867.74 |
| | 11/1/24 - 12/1/24 | ACCT. 2847725 | COPPER WELL BY PARK - \$369.91 | |
| | | ACCT. 3144725 | PUMP HOUSE - \$511.10 | |
| | | ACCT. 12167102 | 2011 WATER WELL - \$627.68 | |
| 4393 | CATHEY CONSULTING | INV. 7869 | NOVEMBER, 2024 ADMIN./BOOKS/COMPL/POSTAGE \$1,654.00 | \$1,757.51 |
| | | INV. 7849 | 11/12/24 MEETING MEAL \$103.51 | |
| 4394 | HAWKINS, INC. | INV. 6915697 | CHLORINE \$20.00 | \$20.00 |
| 4395 | HUB INTERNATIONAL MTN. STATES LMTD. | INV. 3908202 | INSURANCE 12/1/24 - 12/1/25 | \$1,503.00 |
| 4396 | WATER GUY | INV. 2024-1294 | NOVEMBER, 2024 WATER OPER./METERS/BILLING \$2,927.10 | \$3,669.82 |

| | | | | |
|------|------------------------------------|----------------|--|-------------------|
| | | | CREATE, PRINT, LABEL, MAIL UNKNOWN LEAD LINE INVENTORY NOTICES TO REQUIRED HOMEOWNERS \$193.56 | |
| | | INV. 2024-1381 | | |
| | | INV. 2024-1348 | LOCATES 8/2/24 - 10/21/24 \$549.16 | |
| 4397 | WYO. ASSOC. OF RURAL WATER SYSTEMS | INV. 19852 | 2025 VOTING MEMBERSHIP | \$495.00 |
| | | | TOTAL CHECKS | \$9,313.07 |

V. Unfinished Business

- a. Director Vacancy – Russ Opp reported that Brian Lamphere (Elite) has withdrawn his name for the Board as he doesn't have time for it at this time. There is someone at their business who could be designated a voting member for the property. Russ Opp will follow up with them.
- b. Director election (May 6, 2025 – Brengle, Opp (4 year terms) and Vacant (remaining 2 years of a 4-year term). First legal ad to run January 14, 2025. Applications to be on the ballot are due between February 5 and 25, 2025.

VI. New Business

- a. None

VII. Public Comment – There was an opportunity for public comment. There were no public comments.

VIII. Adjourn – Dawn Brengle moved to adjourn. Rod Blizzard seconded. The meeting was adjourned at 6:16 p.m.

NEXT REGULAR MEETING: TUESDAY, JANUARY 14, 2025, 5:30 P.M.

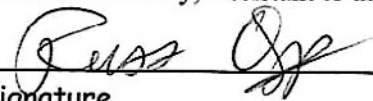
2025 Meetings:

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| Tues., Jan. 14, 2025, 5:30 p.m. | Tues., Feb. 11, 2025, 5:30 p.m. | Tues., Mar. 11, 2025, 5:30 p.m. |
| Tues., Apr. 8, 2025, 5:30 p.m. | Tues., May 13, 2025, 5:30 p.m. | Tues., June 10, 2025, 5:30 p.m. |
| Tues., July 8, 2025, 5:30 p.m. | Tues., Aug. 12, 2025, 5:30 p.m. | Tues., Sep. 9, 2025, 5:30 p.m. |
| Tues., Oct. 14, 2025, 5:30 p.m. | Tues., Nov. 11, 2025, 5:30 p.m. | Tues., Dec. 9, 2025, 5:30 p.m. |

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE (K² TECHNOLOGIES BUILDING – ENTRANCE IS ON 4TH STREET)

Meeting Minutes are posted online at www.catheyconsulting.net – click on Means Water & Sewer.

Respectfully submitted,
 Helennane Cathey, Assistant to the Board


 Signature

Russ Opp
 Printed Name

1-14-25
 Date


 Signature

Dawn Brengle
 Printed Name

1-14-25
 Date

Russ Opp, President / (307-680-7750) / Bob Sinclair, Vice President / (307-660-2023) /
 Dawn Brengle, Secretary/Treasurer / Roderick (Rod) Blizzard, Director / (307-299-0016) / Vacant, Director