

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, April 11, 2017, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Dawn Brengle, Gerald Eutsler, Russ Opp, Pete Quinnell
BOARD MEMBERS ABSENT: Susan James
OTHERS PRESENT: Helenanne Cathey

Pete Quinnell called the meeting to order at 7:00 p.m.

I. Water System / Projects / New Water Requests –

- a. Tank painting – There was discussion on the tank painting. Pete Quinnell reported that he and Duaine Faucett inspected the tanks for the painting and all other deficiencies. They found them to be in compliance. They have completed all of the painting issues, installed cable lines for OSHA safety harness, and completed the grading. Both Pete Quinnell and Duaine Faucett reported that everything was completed as required. There was discussion on the drainage. Gerald Eutsler moved to pay PS Services the remaining \$5,639.48 and declare the job complete. Dawn Brengle seconded. Motion carried with Dawn Brengle, Gerald Eutsler, and Pete Quinnell voting aye. Russ Opp voted no. The consensus was that the one year warranty starts now.
- b. Water System Review
 - a. The monthly report / usage and meter readings were available for review. Pete Quinnell reported that he drove through the District and visited with a few people throughout the District regarding the water system. The only complaint seemed to be a strong hint of chlorine at times. Most of the fire hydrants are down to the primer and need to be re-painted.
 - b. 2015 Sanitary Survey Report – The 55 gallon drum has been removed. Everything else was completed. This will be removed from the agenda.
 - c. Backup Generator – Duaine Faucett joined the meeting by telephone. He said that ProElectric has advised that the generator has to be propane powered and cannot be run by natural gas. Duaine Faucett will check with DEQ to see if any engineering is required. He will also check with ProElectric to see if they will put together specifications to bid and how much they would charge to do that. Frank Stevens advised Pete Quinnell that anything over \$35,000 has to be advertised for bid.
 - d. Pete Quinnell reported that Visionary has their equipment installed, and it is up and running. There is some concern about equipment inside the pump house that could be damaged if there is a water leak. Visionary was made aware of the issue.

II. Minutes Approval – Dawn Brengle moved to approve the minutes for the March 14, 2017, regular meeting as written. Russ Opp seconded. Motion carried unanimously.

III. Unfinished Business

- a. Director Election (May 2, 2017 – Brengle, Eutsler (4 yr terms) and Opp and James (2 yr terms). Ballots were mailed last Friday, April 7th. Helenanne Cathey, Pete Quinnell and Bonnie Quinnell will canvass ballots within 7 days after the election.
- b. Budget – The budget was reviewed and updated. The generator project was added to the budget, and the consensus was to apply for a County Grant for the project after bids are received. The preliminary budget will be finalized at the next meeting.
 - a. A letter was reviewed from the State of Wyoming Department of Audit regarding changes to special district budget laws.
 - b. Dawn Brengle moved to transfer \$37,945.02 from Checking to the Major Repairs / Infrastructure Fund. Gerald Eutsler seconded. Motion carried unanimously.

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

Russ Opp moved to accept the Treasurer's Report and pay bills as presented. Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$8,297.13 + \$5,639.48 approved earlier for PS Services (\$37,945.02 transferred from checking to the water system reserves account). The Treasurer's Report is as follows: Checking: \$98,084.88 after checks, Money Market: \$115,394.55 after the loan payment, First Interstate Bank CD:

\$91,042.78, Major Repairs/Infrastructure Fund: \$154,775.68. The total of the accounts is \$459,297.89. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice No.	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	2/26/17-3/25/17 WELL BY BARN	\$194.31
		ACCT. 2847725	2/22/17-3/25/17 COPPER WELL BY PARK	\$220.17
		ACCT. 3144725	2/26/17-3/25/17 PUMP HOUSE	\$423.62
		ACCT. 12167100	3/1/17-3/31/17 2011 WATER WELL	\$591.86
3057	MEANS FIRST EXT WSD		TRANSFER TO WATER SYSTEM / RESERVES	\$37,945.02
3058	CATHEY CONSULTING	INV. 3825	MAR., 2017 ADM/BKS/COMPL./POST. \$1,141.63	\$1,472.51
		INV. 3847	ELECTION MAILING/COPIES/POSTAGE \$330.88	
3059	C N A SURETY	BOND - BOARD	BOND - BOARD	\$100.00
3060	LOCAL GOV. LIAB. POOL	INSURANCE	7/1/17-6/30/18	\$500.00
3061	WATER GUY, LLC	INV. 2017-272	LOCATES \$62.00	\$1,305.50
		INV. 2017-326	MAR. WATER OPER. & METER RDGS. \$1,119.50	
		INV. 2017-361	LOCATES \$124	
3062	PS Services	BALANCE	BALANCE ON TANK PAINTING PROJECT	\$5,639.48
TOTAL CHECKS				\$48,392.47

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

V. New Business

- a. The County requires a special form for grant applications for road projects. This doesn't apply to Means First Extension Water & Sewer District.

VI. Shut Off Notices / Review Accounts Receivable Report

- a. Dawn Brengle moved to send shut off notices to four past due accounts. Russ Opp seconded. Motion carried unanimously.

VII. Public Comment – There was an opportunity for public comment.

VIII. Adjourn – Dawn Brengle moved to adjourn the meeting. Gerald Eutsler seconded. The meeting adjourned at 7:55 p.m.

NEXT REGULAR MEETING: TUESDAY, MAY 9, 2017, 7:00 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)

Respectfully submitted,
 Helianne Cathey, Assistant to the Board

 Pete Quinnell, President / Date

 Gerald Eutsler, Vice President / Date

 Dawn Brengle, Secretary/Treasurer / Date

 Susan James, Director / Date

 Russ Opp, Director / Date