

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, April 12, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

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

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

I. Water System / Projects

- a. Tank painting – Carol Chadwick provided a written proposal for \$6,600.00. There was discussion on the project and the proposal. There was discussion on the permitting. Duaine Faucett reported that he talked to DEQ, and the permitting for the water tank painting project will go through the County. Carol Chadwick joined the meeting by telephone for discussion. Carol said that she can handle the permitting process, and it is included in her proposal. Carol said that she can provide a new proposal for the inspection. The inspection is not included in the proposal. She will stick to the original proposal for the bidding (\$1,700). The two proposals would get the District through the project specifications, bidding, and contractor selection. Gerald Eutsler moved to accept the proposal with Carol Chadwick for \$6,600.00. Russ Opp seconded. There was discussion on the proposal. Motion carried unanimously. Duaine Faucett will talk to the County tomorrow about the permitting requirements and ask questions about whether or not he can do the final inspection and clarify what needs to be done by the engineer and what can be done by him.
- b. Water System Information – The water usage information was reviewed. The leak behind Ryan Sanitation is not the District’s water. It isn’t a leak. It is runoff or maybe a spring.

II. Minutes Approval – Dawn Brengle moved to approve the March 8, 2016, regular meeting minutes and March 29, 2016, special meeting minutes as written. Gerald Eutsler seconded. Motion carried unanimously.

III. Unfinished Business

- a. Budget for 7/1/16 – 6/30/17 – The budget was reviewed. It will be reviewed again at the next meeting.

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 and refund a deposit to one customer and apply the deposit amount to another customer’s past due balance as discussed. Dawn Brengle seconded. Motion carried unanimously. Total bills paid at this meeting: \$13,143.43. The Treasurer’s Report is as follows: Checking: \$114,640.10 after paying bills, Money Market: \$106,948.08, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$103,192.04, and Loan Account: \$56,882.81 (as of 1/31/16). The total of the accounts including the loan fund is \$472,478.15. The bills were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	1/31/16-2/29/16 WELL BY BARN	\$116.12
		ACCT. 2847725	1/31/16-2/29/16 ELECTRICITY WELL BY PARK	\$118.35
		ACCT. 3144725	1/31/16-2/29/16 PUMP HOUSE	\$496.40
		ACCT. 12167100	2/1/16-3/1/16 ELECTRICITY 2011 WELL	\$553.68
2988	0762 DOUG WHITE	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
2989	CATHEY CONSULTING, LLC	3296	MAR. ADMIN./BOOKS/COMPL./POSTAGE \$1,143.59	\$1,155.59
		3296	LIEN RELEASE - CARTER AVENUE \$12.00	
2990	C N A SURETY	BOND	BOND – BOARD	\$100.00
2991	LOCAL GOV'T LIAB. POOL	10157	ANNUAL INSURANCE	\$500.00
2992	NEWS-RECORD	AD 00312881	TANK REPAINT LEGAL NOTICE	\$20.63
2993	PS SERVICES	4936	PLACE ROCK AROUND TANKS	\$5,200.00
2994	WATER GUY, LLC	2016-309	MAR., 2016 WATER OPER. & METER READINGS \$1,119.50	\$1,243.50
		2016-245	LOCATES - FEBRUARY \$124.00	
TOTAL CHECKS				\$9,654.27

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

V. New Business

- a. None

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

VII. Shut Off Notices / Review Accounts Receivable Report – Dawn Brengle moved to send shut off letters to six past due accounts. Gerald Eutsler seconded. Motion carried unanimously.

VIII. Adjourn – Russ Opp moved to adjourn the meeting. Gerald Eutsler seconded. Meeting adjourned at 7:59 p.m.

NEXT MEETING: TUESDAY, MAY 10, 2016, 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,
Helenanne 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