

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, December 13, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Pete Quinnell, Dawn Brengle, Gerald Eutsler, Russ Opp
BOARD MEMBERS APPROVED ABSENT: Susan James
OTHERS PRESENT: Helenanne Cathey, Greg Worthen (Visionary Communications),
Duaine Faucett (Water Guy)

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

I. Unfinished Business

- a. Visionary Communications Request for Use of Water Tank for Tower – Two sample lease agreements were reviewed – one with a trade (for remote monitoring services) and another for an amount to be determined. Duaine Faucett explained that currently when the red light goes on, someone has to call Water Guy. The Visionary agreement with the trade option would see Visionary installing monitoring equipment that would allow for Water Guy to be notified if the red light is on or for various reasons. They can also do an intruder alarm or camera. The only cost to the District would be the electricity for the equipment, which would be minimal. Visionary has this setup with Green Valley. The monitoring equipment sends a text to Water Guy whenever the red light comes on. They can place a camera where needed, and the camera records. Duaine Faucett stated a preference for a camera that could look at the murphy switch and a camera at the gate. He also asked for an alarm for high water and low water and power issues. The trade option allows Visionary to place their equipment on the water tanks in exchange for setting up and maintaining the monitoring equipment as discussed. Russ Opp moved to approve a trade option having a high and low monitor, two cameras and voltage readers on all three legs (Visionary puts their equipment there and the District receives the services) and for Duaine Faucett and Greg Worthen to work together on the equipment needs. Dawn Brengle seconded. Motion carried unanimously. Visionary Communications will update the agreement and bring it back for the District to approve at the January meeting.

II. Water System / Projects / New Water Requests –

- a. Tank painting – Russ Opp and Duaine Faucett inspected the water tank project. There are numerous problems that need to be resolved. Duaine Faucett talked to PS Services. Pete Quinnell also talked to PS Services. The consensus is to table any further payments to PS Services until all of the issues are completed. An inspection report and list of issues was provided by Russ Opp and given to all of the board members. Russ Opp moved to table any further payments and allow PS Services until spring to complete the project to the District’s satisfaction. Gerald Eutsler seconded. Motion carried unanimously.
- b. An estimate was reviewed from Pro-Electric to install a generator. There was discussion on whether or not it would need to go out for bid. The consensus is for Pete Quinnell to meet with the District’s attorney regarding whether or not the project needs to be bid. This will be discussed at the January meeting.

III. Minutes Approval – Russ Opp moved to approve the November 8, 2016, regular meeting minutes as written. Gerald Eutsler seconded. Motion carried unanimously.

IV. Unfinished Business

- a. No other unfinished business.

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

Dawn Brengle moved to accept the Treasurer’s Report and pay the bills as presented, excluding the invoices to PS Services (\$5,639.48). Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$7,640.76. The Treasurer’s Report is as follows: Checking: \$116,040.42 after checks, Money Market: \$110,572.85, after the loan payment, First Interstate Bank CD: \$91,042.78, Major Repairs/Infrastructure Fund: \$116,794.18. The total of the accounts is \$434,450.23. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	10/30/16-11/29/16 WELL BY BARN	\$193.02
		ACCT. 2847725	10/29/16-11/30/16 COPPER WELL BY PARK	\$211.47
		ACCT. 3144725	10/30/16-11/30/16 PUMP HOUSE	\$470.54
		ACCT. 12167100	10/30/16-11/29/16 2011 WATER WELL	\$554.76
3041	CATHEY CONSULTING, LLC	INV. 3649	LIEN \$27.00	\$1,172.31
		INV. 3668	NOV., 2016 ADM/BKS/POST. \$1,145.31	
3042	HAWKINS, INC.	INV. 3986919	CHLORINE	\$5.00
3043	WATER GUY, LLC	INV. 2016-1234	NOV. WATER OPER. & METER READINGS	\$1,119.50
3044	WYO. ASSOC. OF RURAL WATER	13532	2017 VOTING MEMBERSHIP	\$425.00
TOTAL CHECKS				\$4,151.60

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

The PS Services invoices (5173 and 5174) will be removed from the agenda until the project has been completed to the District's satisfaction. PS Services will need to re-bill the District after the project has been completed to the District's satisfaction.

VI. New Business

- a. Director Election (May 2, 2017 – Brengle, Eutsler (4 yr terms) and Opp and James (Susan has indicated she will be resigning from the board) (2 yr terms). The following legal ad will run on January 11, 2017.

NOTICE OF DIRECTOR ELECTION
MEANS FIRST EXTENSION WATER & SEWER DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 2, 2017, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms and two Directors to serve two (2)-year terms on the Board of the Means First Extension Water & Sewer District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 1661, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 1, 2017, and February 21, 2017. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Dawn Brengle, Secretary/Treasurer / Filing Officer
Means First Extension Water & Sewer District

VII. Shut Off Notices / Review Accounts Receivable Report

- a. Dawn Brengle moved to send three shut off notices. Gerald Eutsler seconded. Motion carried unanimously.

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

IX. Adjourn – Gerald Eutsler moved to adjourn the meeting. Dawn Brengle seconded. Meeting adjourned at 8:06 p.m.

NEXT REGULAR MEETING: TUESDAY, JANUARY 10, 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,
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