

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, February 14, 2017, 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 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 – Pete Quinnell reported that PS Services will start work when the weather warms up.
- b. Water System Review
 - a. The monthly report / usage and meter readings were available for review.
 - b. 2015 Sanitary Survey Report – No update.
 - c. Backup Generator – Russ Opp talked to Black Hills Energy regarding gas service for the generator. They will put a proposal together.

II. Minutes Approval – Gerald Eutsler moved to approve the minutes for the January 10, 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). The first ad will run in the News-Record on January 11th. Applications to be on the ballot are due 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.

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

Dawn Brengle moved to apply the \$150 deposit for Account 1463 (Missouri Buttes) to the account instead of refunding the balance because of the account history. Gerald Eutsler seconded. Motion carried unanimously. Gerald Eutsler moved to refund Account 0621 Woodward Larson and 0811 Shaun Thomas. Dawn Brengle seconded. Motion carried unanimously. Gerald Eutsler moved to accept the Treasurer’s Report and pay bills as presented. Russ Opp seconded. Motion carried unanimously. Total bills paid at this meeting: \$7,670.39. The Treasurer’s Report is as follows: Checking: \$130,353.17 after checks, Money Market: \$119,426.72 after the loan payment, First Interstate Bank CD: \$91,042.78, Major Repairs/Infrastructure Fund: \$116,811.78. The total of the accounts is \$457,634.45. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	1/1/17-2/1/17 WELL BY BARN	\$224.48
		ACCT. 2847725	1/1/17-2/1/17 COPPER WELL BY PARK	\$233.10
		ACCT. 3144725	1/1/17-2/1/17 PUMP HOUSE	\$495.16
		ACCT. 12167100	12/31/16-1/31/17 2011 WATER WELL	\$532.48
3048	CATHEY CONSULTING, LLC	INV. 3746	JAN., 2017 ADMIN/BOOKS/COMPL./POSTAGE	\$1,146.45
3049	NEWS-RECORD	AD 00324218	DIRECTOR ELECTION AD	\$68.06
3050	WATER GUY, LLC	INV. 2017-16	WATER TURNED OFF \$62.00	\$1,181.50
		INV. 2017-73	JAN. WATER OPER. & METER READINGS \$1,119.50	
3051	0621 WOODWARD LARSON	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
3052	0811 SHAUN THOMAS	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
TOTAL CHECKS				\$4,181.23

From Money Market Account: First Interstate Bank Loan payment: \$3,489.16

V. New Business

- a. The insurance renewal policy was reviewed and will be filed.

VI. Shut Off Notices / Review Accounts Receivable Report

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

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

VIII. Adjourn – Russ Opp moved to adjourn the meeting. Gerald Eutsler seconded. The meeting adjourned at 7:20 p.m.

NEXT REGULAR MEETING: TUESDAY, MARCH 14, 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