

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

BOARD MEMBERS PRESENT: Pete Quinnell, Gerald Eutsler, Russ Opp
BOARD MEMBERS NOT PRESENT: Susan James, Dawn Brengle
OTHERS PRESENT: Helenanne Cathey, Carol Chadwick

BUDGET HEARING

Pete Quinnell called the budget hearing to order at 7:04 p.m. and started the meeting with the Pledge of Allegiance. The budget was reviewed. There was an opportunity for public comment. The budget hearing adjourned at 7:06 p.m.

REGULAR MEETING

Pete Quinnell called the regular meeting to order at 7:06 p.m.

I. Collins Communications / Visionary Communications – Collins Communications called and talked to Helenanne Cathey this past month about putting a tower on the tank. Visionary Communications had approached the District in the fall of 2014, and the District had committed to them, but Collins was invited to attend this meeting. No one was present at the meeting from Collins Communications.

II. Water System / Projects

a. Tank painting – Carol Chadwick provided a final report. She reviewed the project. There was one change order with PS Services. The final ad ran in the newspaper as required. The final 5% (retainage) can be paid August 10th. (\$112,788.67 total cost with 5% retainage withheld this meeting – \$5,639.48). There was discussion on getting the certificate of insurance, copy of contractor’s qualifications and the bond for the District’s files (final payment won’t be made until these three items are provided). There are a few runs in the paint – because of the aggressive time schedule they had to paint in the wind. There is a one year warranty on the project. Gerald Eutsler moved to accept final completion on the project. Russ Opp seconded. Motion carried unanimously.

i. Funding Summary:

Original Project Cost Estimate: **\$227,562.00**

Actual Costs:

HDR Engineering Invoices:	\$18,189.68
Carol Chadwick PE Invoices:	\$10,190.00
Office of State Lands Fees (Loan):	\$578.91
PS Services Invoices:	\$112,789.67
Water Guy Invoices:	\$2,292.25
News-Record ads:	\$829.14
Cathey Consulting Invoices:	\$150.00
TOTAL ACTUAL COSTS:	\$145,019.65

Mineral Royalty Grant: \$113,781.00

Grant Request 1 7/31/15:	\$5,772.28 (Project \$11,544.56)
Grant Request 2 submitted 6/28/16:	\$61,739.84 (Project \$123,479.67)
Total Grant:	\$67,512.12
Total Project Costs Submitted on Grant:	\$135,024.23

Grant Amount Remaining: \$46,268.88

Russ Opp moved to send the state a letter along with a copy of the final report to close out the grant and relinquish the remaining funds. Gerald Eutsler seconded. Motion carried unanimously.

Joint Powers Act Loan: \$56,890.50

(4.96%, 30 yrs, \$3,683.98 per year)

Russ Opp moved to send a letter to the state turning all of the loan money back to the state. Gerald Eutsler seconded. Motion carried unanimously.

District Support Grant: \$28,445.00

Pay Request 1 submitted 6/1/16 - \$123,479.67 / Grant request \$28,445

Balance Remaining: \$0.00

Received payment 7/12/16 – A final report will be submitted after the final payment is made to PS Services in August.

- b. Water System Information – The water usage information was reviewed.

III. Minutes Approval – Gerald Eutsler moved to approve the June 14, 2016, regular meeting minutes as written. Russ Opp seconded. Motion carried unanimously.

IV. Unfinished Business

- a. Budget for 7/1/16 – 6/30/17 – Russ Opp moved to adopt the budget for 7/1/16 – 6/30/17 for \$596,535.43. Gerald Eutsler seconded. Motion carried unanimously. The budget is attached to these minutes.
- b. Assessments – Russ Opp moved to adopt the resolution to assess as approved in the budget (\$219 per lot X 204 lots = \$44,676). The County will be direct billed for a grand total of \$44,895. Gerald Eutsler seconded. Motion carried unanimously.
- c. The status of the fire hydrant at 1401 Oil Drive was discussed.

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

Gerald Eutsler moved to apply the \$150 deposit to Account 0412 because of a past due balance and refund the deposit on Account 0684 after the customer’s 6/30/16 invoice payment is received. Russ Opp 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: \$117,999.52. The Treasurer’s Report is as follows: Checking: \$21,102.33 after checks, Money Market: \$112,076.36, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$116,769.70, and Loan Account: \$56,882.81 (as of 1/31/16). The total of the accounts including the loan fund is \$397,646.32. (Note: The loan fund will be paid back to the state and any final interest payments made at the August meeting.) Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	4/30/16-5/30/16 WELL BY BARN	\$200.95
		ACCT. 2847725	4/30/16-5/30/16 ELECTRICITY WELL BY PARK	\$204.67
		ACCT. 3144725	4/30/16-5/30/16 PUMP HOUSE	\$359.46
		ACCT. 12167100	5/1/16-6/1/16 ELECTRICITY 2011 WELL	\$698.71
3011	CAROL CHADWICK	INVOICE 1195	ENGINEERING - TANK PROJECT	\$1,890.00
3012	CATHEY CONSULTING, LLC	INV. 3427	TANK PAINTING PROJECT FUNDING \$150	\$1,290.92
		INV. 3443	JUNE, 2016 ADMIN./BOOKS/COMPL./POSTAGE \$1,140.92	
3013	HAWKINS, INC.	INV. 3901524	CHLORINE	\$618.00
3014	NEWS-RECORD	AD 00315363	BUDGET HEARING AD \$185.64	\$327.96
			TANK REPAINT FINAL NOTICE AD \$142.32	
3015	PS SERVICES, LLC	INV. 5173	TANK PAINTING \$99,367.50 LESS RETAINAGE \$4,968.37)	\$107,150.19
		INV. 5174	TANK PAINTING CHANGE ORDER (\$13,422.17-RET. \$671.11)	
3016	WATER GUY, LLC	INV 2016-620	TANK PAINTING PROJECT \$500	\$1,619.50
		INV. 2016-672	JUNE WATER OPERATOR & METER READINGS \$1,119.50	
3017	0684 JERRY SCHWINDT	DEPOSIT	REFUND DEPOSIT	\$150.00
TOTAL CHECKS				\$114,510.36

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

PS Services retainage \$5,639.48 to be paid in August.

VI. New Business

- a. Public Records Notice – Pete Quinnell completed the form to send to the County indicating that the District’s records are stored at the office of Cathey Consulting.

- b. Official Depository – Gerald Eutsler moved to designate First Interstate Bank as the Official Depository for the District for 7/1/16 – 6/30/17. Russ Opp seconded. Motion carried unanimously.
- c. There was discussion on legal access to the tank location. Russ Opp and Helenanne Cathey will look at the plat and documents at the courthouse to see what easements are there.

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

VIII. Shut Off Notices / Review Accounts Receivable Report – Russ Opp moved to send shut off letters to five past due accounts. Gerald Eutsler seconded. Motion carried unanimously. Gerald Eutsler moved to file a lien on Account 0111 (3209 Mink). Gerald Eutsler seconded. Motion carried unanimously.

IX. Adjourn – Russ Opp moved to adjourn the meeting. Gerald Eutsler seconded. Meeting adjourned at 8:05 p.m.

NEXT REGULAR MEETING: TUESDAY, AUGUST 9, 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

Means First Extension Water & Sewer District Budget - 7/1/16 - 6/30/17

Budget Hearing: July 12, 2016, 7:00 p.m. at Cathey Consulting,
400 South Gillette Ave, Suite 106, Gillette. (Mailing Address: PO
Box 1661, Gillette, WY 82717)

	ACTUAL	BUDGET	ACTUAL	BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
Cash Carryover	\$269,491.80	\$269,786.42	\$269,786.42	\$308,380.73	(Excludes Reserves - see notes below)
Reserves	\$60,175.64	\$103,153.18	\$103,153.18	\$116,769.70	
Revenue	\$191,068.80	\$370,558.50	\$282,603.96	\$171,385.00	
TOTAL	\$520,736.24	\$743,498.10	\$655,543.56	\$596,535.43	
Expenses					
Administrative	\$19,369.72	\$17,495.00	\$15,603.73	\$17,764.00	
Indirect	\$3,493.00	\$3,700.00	\$3,614.00	\$3,700.00	
Operations	\$83,774.08	\$290,245.08	\$179,316.38	\$66,422.08	
Loan Payment (Prin + Interest)	\$41,869.92	\$45,553.90	\$47,357.72	\$45,553.90	
Reserves/Repair/Maint.	\$43,000.00	\$13,564.52	\$13,564.52	\$37,945.02	(Not An Actual Expense - See Notes below)
Major Repairs / Infrastructure	\$60,175.64	\$103,153.18	\$103,153.18	\$116,769.70	
Miscellaneous / Roll Over (Operations)		\$269,786.42		\$308,380.73	Add to Operations
TOTAL	\$251,682.36	\$743,498.10	\$362,609.53	\$596,535.43	
NOTES: RESERVES:					
ADD TO RESERVES	\$60,175.64	\$103,153.18	\$103,153.18	\$116,769.70	
USE FROM RESERVES	\$43,031.74	\$13,564.52	\$13,607.48	\$37,945.02	
RESERVES BALANCE END OF YEAR	\$54.20				
	\$103,153.18	\$116,717.70	\$116,760.66	\$154,714.72	
BOARD APPROVAL:					
		BUDGET MESSAGE			
Pete Quinnell, President		The Means First Extension Water & Sewer District manages the water system for the District. The District doesn't anticipate any major projects this next fiscal year. No change in rates.			
Dawn Brengle, Secretary/Treasurer					

Budget Hearing: July 12, 2016, 7:00 p.m. at Cathey Consulting,
400 South Gillette Ave, Suite 106, Gillette. (Mailing Address: PO
Box 1661, Gillette, WY 82717)

	ACTUAL	BUDGET	ACTUAL	BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
CASH ON HAND START OF FISCAL YEAR	\$269,491.80	\$269,786.42	\$269,786.42	\$308,380.73	(Excludes Reserves)
REVENUE					Total Util. Inc. Budget: \$117,340
UTILITIES INCOME	108,034.45	39,900.00	119,214.20	39,900.00	\$35 RESIDENTIAL x 95 CUSTOMERS
		54,780.00		55,440.00	\$55 COMMERCIAL x 84 CUSTOMERS
WATER OVERAGES ESTIMATE		22,000.00		22,000.00	
TOTAL MONTHLY WATER BILLS	108,034.45	116,680.00	119,214.20	117,340.00	
		4,000.00		4,000.00	Estimated increase with rate increase on resid.
WATER ASSESSMENT INCOME	44,238.00	44,457.00	44,676.00	44,676.00	\$219 X 204 in 2016
WATER ASSESSMENT DIRECT BILL				219.00	COUNTY (Direct bill in August)
TAP FEE INCOME	30,000.00		15,500.00		Loan payment is \$3,489.16 X 12 mo. = \$41,869.92
EXTRA TAP FEES	2,040.00	2,280.00	2,300.00	2,400.00	\$200 per month
INTEREST INCOME	482.10	750.00	526.87	750.00	
INTEREST INCOME - ASSESSMENTS	622.66		453.73		
LATE FEES	2,730.00	2,000.00	2,520.00	2,000.00	
GRANT INCOME					
INSURANCE INCOME (CLAIMS)					
PATRONAGE DIVIDEND	211.72		228.04		
RECONNECT FEES	600.00		450.00		
SHUT OFF FEES	500.00		500.00		
OTHER INCOME -ENLARGEMENT REIMB.	1,348.36				
OTHER INCOME	261.51		278.00		
TOTAL REVENUE	191,068.80	170,167.00	186,646.84	171,385.00	
LOAN RECEIVED	0.00	0.00	0.00	0.00	
GRANT (CAMPBELL COUNTY)		1,275.00			
GRANT - MRG		113,781.00	67,512.12		Tank Painting
LOAN - JPA		56,890.50			Tank Painting
GRANT (CAMPBELL COUNTY)	0.00	28,445.00	28,445.00		Tank Painting
TOTAL REVENUE / LOANS / GRANTS	191,068.80	370,558.50	282,603.96	171,385.00	
TOTAL PLUS CASH ON HAND START OF FY	460,560.60	640,344.92	552,390.38	479,765.73	
EXPENSES					
ADMINISTRATIVE FEES					
ACCOUNTING FEES		200.00		200.00	
ADVERTISING	310.02	400.00	185.64	400.00	
BAD DEBT		200.00		200.00	
BANK FEES	54.20		35.00		
COLLECTION FEES	52.00		117.00		
DUES & SUBSCRIPTIONS	425.00	375.00	425.00	425.00	
ENLARGEMENT	448.36				
EXPENSES FOR NEW WELL (ENG.)					
LEGAL FEES	4,005.50	1,000.00	989.50	1,000.00	
LOAN FEES					
OFFICE EXPENSE	347.68	100.00	121.12	125.00	
POSTAGE	48.00	1,000.00	1,041.47	1,194.00	
PRINTING	183.80	120.00	39.00	120.00	
PROFESSIONAL FEES					
BOOKKEEPING / SECRETARIAL	12,800.00	12,600.00	12,650.00	12,600.00	\$1,050 x 12 (5% INCREASE STARTING 7/1)
PROFESSIONAL FEES - OTHER					
TRAVEL	695.16	1,500.00		1,500.00	
TOTAL ADMINISTRATIVE FEES	19,369.72	17,495.00	15,603.73	17,764.00	

Budget Hearing: July 12, 2016, 7:00 p.m. at Cathey Consulting,
400 South Gillette Ave, Suite 106, Gillette. (Mailing Address: PO
Box 1661, Gillette, WY 82717)

	ACTUAL	BUDGET	ACTUAL	BUDGET	NOTES
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
INDIRECT FEES					
INSURANCE & BONDING	3,493.00	3,700.00	3,614.00	3,700.00	
TOTAL INDIRECT FEES	3,493.00	3,700.00	3,614.00	3,700.00	
OPERATIONS EXPENSES					
REPAIRS & MAINTENANCE		15,100.00		15,100.00	(Taken off of \$64,000 deprec. figure from Fixed Assets List)
CHLORINATION SYSTEM	8,252.48				
METER PIT / METER	7,183.21	5,100.00	8,135.73	8,500.00	17 PER YEAR AT \$300 + flow meter for hydrant
NEW METER PITS OR WATER LINE	5,753.20				
REPAIRS - WELL / PUMP HOUSE	3,155.00		189.62		
BACKFLOW PREVENTER INSPEC./SURVEYS					
CALL OUTS					
FIRE HYDRANTS	680.00				
REPAIRS & MAINTENANCE - OTHER	152.00		1,536.60	219.00	
WATER LINE REPAIRS	788.94		2,173.87		
TOTAL REPAIRS & MAINTENANCE	25,964.83	20,200.00	12,035.82	23,819.00	
SUPPLIES		4,677.08		4,677.08	
UTILITIES EXPENSE	17,228.23	17,000.00	18,416.68	18,500.00	
WELL MONITORING					
LOCATES	3,038.00	2,500.00	837.00	1,120.00	
WATER TANK CLEAN & INSPEC.			5,950.00		12/3/2011 - every 5 years
WATER TANK PAINTING	19,334.02	227,562.00	125,455.88		
METER READING	4,572.00	4,572.00	4,572.00	4,572.00	\$381 X 12
TESTING	1,915.00	1,500.00	100.00	1,500.00	
WATER OPERATOR	8,862.00	8,862.00	8,862.00	8,862.00	\$738.50 x 12
TOTAL WELL MONITORING	37,721.02	244,996.00	145,776.88	16,054.00	
WATER SHUT OFF / TURN ON	620.00	672.00	558.00	672.00	\$56 X 12
CHLORINE / SUPPLIES	2,240.00	2,700.00	2,529.00	2,700.00	
TOTAL OPERATIONS EXPENSES	83,774.08	290,245.08	179,316.38	66,422.08	
TOTAL EXPENSES	106,636.80	311,440.08	198,534.11	87,886.08	
INTEREST EXPENSE (2010 FIB LOAN)	10,702.81	12,000.00	9,355.36	8,000.00	
INTEREST EXPENSE (2015 JPA LOAN)			989.56		\$3,489.16 X 12 = \$41,869.92 total loan principal + interest per year.
TOTAL EXPENSES WITH INTEREST	117,339.61	323,440.08	208,879.03	95,886.08	
LOAN AND CAPITAL EXPENDITURES					
LOAN PRINCIPAL PAID (2010 FIB LOAN)	31,167.11	29,869.92	36,003.72	33,869.92	(add to interest to get total loan pymt)
LOAN PAYMENT (JPA LOAN 2015)		3,683.98	1,009.08	3,683.98	(add to interest to get total loan pymt)
TOTAL EXPENSES+INTEREST+LOAN+CAPITAL	148,506.72	356,993.98	245,891.83	133,439.98	
ADDIT'L RESERVES OR FROM RESERVES (-)					
NET (REVENUE MINUS TOTAL EXPENSES)	42,562.08	13,564.52	36,712.13	37,945.02	
DEPR. / MAJOR REPAIRS / SAVINGS / RESERVES	43,000.00	13,564.52	13,564.52	37,945.02	TRANSFER AT 6/1 TO RESERVES

Budget Hearing: July 12, 2016, 7:00 p.m. at Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette. (Mailing Address: PO Box 1661, Gillette, WY 82717)					
	ACTUAL	BUDGET	ACTUAL	BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
CARRYOVER NET (WITH DEPR. / CAPITAL EXP OR SAVINGS)	-437.92	0.00	23,147.61	0.00	(CURRENT YEAR NUMBERS ONLY- DOES NOT INCLUDE AVAILABLE CASH ON HAND AT START OF FISCAL YEAR)
MAJOR REPAIRS & INFRASTRUCTURE RESERVES	60,175.64	103,153.18	103,153.18	\$116,769.70	RESERVES - START OF FY
MISC. OPER EXP (CASH ON HAND START OF FY)	\$269,053.88	\$269,786.42	\$269,786.42	\$308,380.73	CASH ON HAND START OF FY
TOTAL EXPENSES PLUS MISC. EXPENSES	\$460,560.60	\$640,344.92	\$529,242.77	\$479,765.73	
TOTAL BUDGET (INCLUDES RESERVES)		\$743,498.10		\$596,535.43	Includes Reserves Bank Account
	Bank Balances	6/30/2013	6/30/2014	6/30/2015	6/30/2016
	Checking	\$52,572.91	\$109,777.20	\$83,887.12	\$102,000.09
	Money Mkt	\$56,740.56	\$69,396.90	\$95,310.65	\$115,565.52
	CD Nov., 2010	\$89,957.87	\$90,317.70	\$90,588.65	\$90,815.12
	Reserve	\$59,995.65	\$60,175.64	\$103,153.18	\$116,769.70
	TOTAL	\$259,266.99	\$329,667.44	\$372,939.60	\$425,150.43
Loan Principal (First Interstate Bank - 2010)	6/30/2012	354,781.06	6/30/2016	162,269.05	
	6/30/2013	253,675.47			
	6/30/2014	227,755.00			
	6/30/2015	198,272.77			
Loan Principal (JPA - 2015)	6/30/2016	55,881.92			
RATES HISTORY:					
7/1/13 \$35 residential, \$55 commercial (no chg in base)					
Overages \$1.00 per 1,000 above 15,000 gallons - residential					
Overages \$3.95 per 1,000 over 5,000 gallons - commercial					
7/1/11 rates: \$35 residential, \$55 commercial (base incr.)					
Prior to that \$25 residential / \$35 commercial					
Overages \$1.00 per 1,000 above 15,000 gallons - residential					
Overages \$1.00 per 1,000 above 5,000 gallons - commercial					
7/1/15 - Residential Overage increased to \$2.00 per 1,000 above 10,000 gallons					
CURRENT RATES (7/1/15):	Residential = \$35 per month plus \$2.00 per 1,000 gallons above 10,000 gallons				
	Commercial = \$55 per month plus \$3.95 per 1,000 gallons above 5,000 gallons				